

GENERAL ORDER



DISTRICT OF COLUMBIA

Title		
Telework and Alternative Work Schedules		
Topic	Series	Number
PER	201	22
Effective Date		
March 5, 2024		
Related to:		
District Personnel Manual I-2024-1 (Compressed, Flexible, and Telework Schedules)		

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I. PURPOSE

The Metropolitan Police Department (MPD) offers eligible employees telework (TW) and alternative work schedules (AWS) dependent upon the operational needs of each organizational element. The purpose of this order is to provide application procedures for submitting and processing TW and AWS requests.

II. PROCEDURES

A. General

1. [District Personnel Manual \(DPM\) Issuance I-2024-1 \(Compressed, Flexible, and Telework Schedules\)](#) provides guidelines and requirements for TW and AWS. Members assigned to a position with established TW and/or AWS may request the use of compressed work scheduling, flexible work scheduling, or TW according to the procedures provided in this order and the DPM.
2. Members designated as essential employees, including all sworn members, are **not** permitted to telework.
3. TW and AWS must be approved by the member's bureau head in consultation with the chief people officer.
4. New employees may only be approved for regular and situational TW after working two full pay periods.
5. Regardless of AWS or TW options used at an agency, directors shall ensure their agencies have at least 50 percent of their office-based staff physically present during regular business hours.

B. Application Process

1. Members shall complete the Telework & Alternate Work Schedule Application on MPD Online Forms. Guidelines and requirements for AWS and TW

options are provided in [DPM Issuance I-2024-1](#).

2. Bureau heads shall consider operational needs of the applicant’s organizational element as well as determine whether the duties of the member’s position are suitable for the scheduling option selected and that the member has met the performance requirements to participate. Pursuant to [DPM Issuance I-2024-1](#), TW and AWS are not guaranteed and application decisions shall be made based upon the operational needs of the department and each organizational element.
3. Upon review, bureau heads shall approve or disapprove the request in consultation with the chief people officer. Disapprovals shall include the reason(s) for disapproval.
4. Members will be notified via email regarding the status of their application.
5. Members who wish to change their schedule shall submit another application according to the procedures set forth in this order.
6. Members must resubmit their application for re-authorization on an annual basis no later than March 10th of each year.

C. Management and Timekeeping

1. Commanding officials shall ensure that members approved to TW routinely and situationally have the resources and equipment needed to work remotely in accordance with the DPM.
2. Supervisory approval of situational TW shall meet the requirements provided in [DPM Issuance I-2024-1](#), including but not limited to, advance written approval.
3. Timekeepers shall ensure that routine TW (ROTW) and situational TW (STTW) are properly recorded in the electronic time and attendance management system.

Pamela A. Smith
Chief of Police

<i>Amendment #</i>	<i>Page #</i>	<i>Description of Change</i>	<i>Effective Date of Change</i>	<i>Name and Title of Authorizing Member</i>
1	1	Revise Part II.B.1 to remove the hyperlink and include “on MPD Online Forms.”	3/12/2024	Maureen O’Connell, Director, Policy and Standards Branch