

# GENERAL ORDER



DISTRICT OF COLUMBIA

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|--|---------------|---------------|
| <b>Title</b><br>Master Patrol Officer Program  |               |               |
| <b>Topic</b>   | <b>Series</b> | <b>Number</b> |
| PER  | 201           | 27            |
| <b>Effective Date</b><br>May 3, 2017   |               |               |
| <b>Replaces:</b><br>GO-PER-201.27 (Master Patrol Officer Program), Effective Date September 3, 2008        |               |               |
| <b>Rescinds:</b><br>GOC-09-01 [GO-PER-201.27 (Master Patrol Officer Program)], Effective Date May 21, 2009 |               |               |

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## I. BACKGROUND

The Master Patrol Officer (MPO) Program is designed recognize the expertise of experienced patrol officers who can provide effective coaching, mentoring, and guidance to other officers. MPOs, due to serving in a specialized assignment, receive additional compensation.

The purpose of this general order is to establish the selection requirements and procedures, including organizational responsibilities, for the operation of the MPO Program.

## II. POLICY

The policy of the Metropolitan Police Department (MPD) is to maintain an MPO Program within the seven police districts. MPOs are expected to demonstrate exceptional job knowledge, bearing, dress, courtesy, and emotional control; cultural and community sensitivity; and a willingness to accept responsibility for their own actions. Given their experience, knowledge, professionalism, competence, and reputation among their peers, MPOs may serve as acting supervisors when sergeants are not available.

## III. REGULATIONS

- A. MPOs may be called upon to serve as adjunct instructors for the initial (entry-level and lateral transfer police officer) and annual professional development training programs.
- B. To apply for, and be appointed to, the position of MPO, members shall meet the following qualifications:
  1. Have three years of continuous service with the MPD as of the

qualifying date of the selection process;

2. Be assigned as a patrol officer in one of the seven police districts, or be willing to be assigned as such, if selected as an MPO;
3. If presently assigned to a position where additional compensation is authorized, recognize that they shall be removed from that position upon selection as an MPO;
4. Possess a most recent sustained annual job performance rating of *Meets Expectations* or better;
5. Have current annual professional development training and firearms certification from the Metropolitan Police Academy (MPA);
6. Have established an acceptable driving record that includes no more than one preventable accident, as determined by the Crash Review Board, within the one year period preceding the qualifying date of the selection process;
7. Have the Optional Sick Leave Privilege in effect within the one year period preceding the qualifying date of the selection process;
8. Have been eligible to participate in the Expected Tardiness Program within the one year period preceding the qualifying date of the selection process;
9. Have not received more than one PD Form 90 (Notification of Tardiness) within the one year period preceding the qualifying date of the selection process;
10. Have not have received any sustained adverse action for a citizen complaint within the three years preceding the qualifying date;
11. Have not received an official reprimand or adverse action for using unnecessary and wanton force; a violation of an MPD equal employment opportunity (EEO) policy, the D.C. Human Rights Act, or an equivalent federal law or regulation; willingly and knowingly making an untruthful statement; falsification of an official record or report; misuse of one's official position or unlawful coercion of an employee for personal gain or benefit; or failing to complete a mandated SSP Intervention Plan as required by SOP-07-01 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)] within the three year period preceding the qualifying date of the selection process;

12. Have not received sustained adverse action, for conduct other than the conduct established in Part III.B.11. of this order, resulting in a fine, a reduction in rank or pay, or a suspension of more than 10 days in the 18 months preceding the qualifying date; and
  13. Have not been demoted from a civil service rank, or removed from an MPO assignment for disciplinary reasons during the three year period preceding the qualifying date of the selection process.
- C. Additional eligibility criteria may be established in the MPD Circular announcing an MPO Selection Process.
  - D. MPOs shall be assigned to the patrol districts and work in a Police Service Area (PSA).
  - E. Members serving in the position of MPO shall receive additional compensation.
  - F. MPOs may be involuntarily removed from the program through the adverse action process described in GO-PER-120.21 (Disciplinary Procedures and Processes).
  - G. Assignment as an MPO is not automatically transferable. Members who request transfer to another organizational element may be required to forfeit their MPO position and any benefits associated with that position.
  - H. Members may be voluntarily removed from the MPO Program at their request.
  - I. Unless otherwise authorized by the Chief of Police, the MPO Register of Eligible Candidates shall remain in effect for two years from the date the Register is established.

#### **IV. PROCEDURES**

- A. Application to the MPO Program

Members wishing to apply for an MPO position shall:

1. Submit an *Application for Master Patrol Officer Selection Process* (PD Form 412A) and any other document required by the MPD Circular announcing the MPO Selection Process.
2. Participate in the MPO Selection Process as announced by

the Chief of Police in the MPD Circular.

3. Meet the eligibility criteria established in Part III.B. of this order in order to be selected from the Register of Eligible Candidates to serve as an MPO.
  - a. If, after the Register is established, an adverse action is proposed against a member, the offer of an MPO position may be held in abeyance pending a final disposition of the proposed action.
  - b. Upon resolution of the proposed adverse action, the member may be offered the next available MPO position, provided that the member's ability to perform as an MPO has not been undermined.

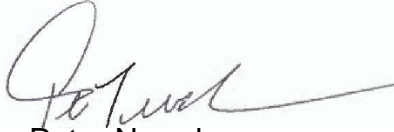
B. MPO Responsibilities

1. The responsibilities of MPOs include, but are not limited to:
  - a. Serving as an acting sergeant in the absence of a civil service sergeant on only a limited, "as needed" basis. While serving in this capacity, the MPO shall be given the authority and responsibility commensurate with this position.
  - b. Supervising crime scenes in the absence of an official.
  - c. Establishing a command post at major crimes scenes until relieved by an official.
  - d. Attending all training classes conducted for MPOs.
  - e. Being Civil Disturbance Unit (CDU) trained.
  - f. Ensuring that all MPD-mandated training is up to date.
  - g. Being certified as Roadside Breathalyzer Testing operators.
  - h. Being trained in the use of radar equipment.
  - i. When on duty, and in uniform, wearing an insignia of such color and design as approved by the Uniform and Equipment Board.
2. MPOs may process crime scenes in accordance with Department procedures.

- C. Commanding Officials shall ensure that:
1. Members in their command are advised of the announcement of any MPO Selection Process.
  2. MPO applications are properly reviewed, certified, and submitted in a timely manner.
- D. The Commanding Official of the MPA shall:
1. Implement a pre-assignment training program for MPOs.
  2. Implement an annual MPO development program and any additional training as necessary.
- E. The Director of the Human Resource Management Division shall ensure that a Register of Eligible Candidates is established and is comprised of all members who successfully complete all phases of the MPO Selection Process.
1. The Register shall be structured in descending order in accordance with the results of the MPO Selection Process.
  2. The Register shall contain the final ranking, name, and current assignment of the members.
  3. The final position on the Register for members earning the same final score shall be determined in a manner consistent with the current related Collective Bargaining Agreement.

## V. CROSS REFERENCES

- A. GO-PER-120.21 (Disciplinary Procedures and Processes)
- B. SOP-07-01 [Personnel Performance Management System (PPMS) and the Supervisory Support Program (SSP)]



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