

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject:

Clearance Procedures

Series	Number	Distribution	Change Number
207	1	A	1
Effective Date April 30, 1992			
Revision Date			

The purpose of this order is to establish clearance procedures for all employees (sworn and civilian) prior to the effective date of their temporarily or permanently leaving the employ of the Metropolitan Police Department. These procedures shall be followed regardless of whether the departure is due to resignation, separation, or retirement. For the purpose of this order the term "separation" shall mean an individual's departure from the department regardless of the cause or circumstances. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. General.
- B. Sworn Personnel.
- C. Civilian Personnel.
- D. Non-Compliance.
- E. Retirement Identification Folder and/or Card.
- F. Retirement Badge and Holder.
- G. Retirement Badge Plaques.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Administrative Lieutenants.
- B. Officials.
- C. Commanding Officers.
- D. Director, Property Division.
- E. Director, Planning and Research Division.
- F. Director, Identification and Records Division.
- G. Personnel Liaison Officer, Public Safety Cluster.

PART I

A. General.

1. Personnel scheduled for separation from the department will be given a PD Form 295 (Clearance Record), and the original and one copy, when applicable, of PD Form 281 (Notification of Post-Employment Conflict of Interest) for use in the clearance process. Upon receiving the forms, members shall:

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	2 of 15

- a. Have completed, as soon as possible PD Form 295, familiarizing themselves thoroughly with the instructions on the reverse side and the procedures outlined in this order.
- b. Thoroughly read the restrictions on the PD Form 281, sign and date both copies, and return the copy to the administering official with the completed PD Form 295.

2. Members will be excused from the normal performance of duty to the extent required to complete the clearance process. Personnel separating from the department will be allotted sufficient time by their supervising official for the clearing process on the day work tour of duty, Monday through Friday (except holidays), prior to their effective date of separation.

3. Personnel being separated from the department shall clear applicable elements in the order in which they appear on PD Form 295 unless otherwise instructed by the administering official.

B. Sworn Personnel.

1. Resignation:

a. Sworn members resigning from the department shall submit a written notification (30-days in advance) through their commanding officer, addressed to the Chief of Police - Attention: Personnel Liaison Officer. The notification shall include the following information, as appropriate:

- (1) Member's full name;
- (2) Appointment date;
- (3) Forwarding address;
- (4) Social Security Number;
- (5) Date of separation;
- (6) Request for waiver of the 30-day notification period;
- (7) The reason for resigning; and
- (8) If accepting another position with the District of Columbia or Federal Government, the name and address of the agency.

b. Retirement:

Sworn members requesting optional retirement shall complete a PD Form 292 (Request for Optional Retirement) as well as the required PD Form 295 and PD Form 281.

c. Separation:

Sworn members being separated from the department shall:

- (1) Report to the Data Processing Division to have their WALES and Criminal Justice Information System (CJIS) password deleted from the department's security table.
- (2) Return to the Uniform and Equipment Services Section, Property Division, all issued articles of uniform and official equipment, with the exception of those items listed in Part IB3g, in the proper amount and condition. Upon returning all clothing, members shall be authorized to wear plainclothes and be assigned to a non-contact function until the effective date of their separation.
- (3) Have their service pistol checked by the Armorer to determine whether the condition and serviceability of the weapon is acceptable.
- (4) Clear with the Police Federal Credit Union before responding to the Office of Finance and Resource Management, however, non-members, may be cleared by an official after telephone verification has been made.
- (5) Process through the Office of Finance and Resource Management to:
 - (a) Obtain clearance in regard to possible indebtedness to the department.
 - (b) If desired, apply for refund of retirement deductions. However, it is recommended that when such action is contemplated, the Employee Relations Division, DCOP, Public Safety Cluster, be contacted for a detailed explanation of possible future impact on that person's retirement rights.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	4 of 15

- (6) While in the process of clearing, keep their commanding officer apprised of their location at all times.
- (7) At the expiration of their last active tour of duty, surrender their service revolver, holster, identification folder, badge and cap plate(s) to their commanding officer.
- (8) Return all copies of the PD Form 295 and the signed copy of PD Form 281 to the administrative lieutenant at their assigned element upon completion of the clearance process.

C. Civilian Personnel.

1. Civilian members resigning or retiring from the department shall submit a written notification: either 30-day advance notification for resignation or 60-day advance notification for retirement through their commanding officer, addressed to the Chief of Police - Attention: Personnel Liaison Officer. The notification shall include the following information, as appropriate:

- a. Member's full name;
- b. Appointment date;
- c. Forwarding address;
- d. Social Security Number;
- e. Date of separation;
- f. Request for waiver of the 30-day advanced notification period for resignation;
- g. Request for waiver of the 60-day advance notification period for retirement;
- h. If resigning, the reason(s) for resigning; and
- i. If accepting another position with the District of Columbia or Federal Government, the name and address of the agency.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	5 of 15

2. Civilian members being separated from the department shall be specifically responsible for:

- a. Returning to the Uniform and Equipment Services Section, Property Division, all issued articles of uniform and equipment, with the exception of those items listed in Part IC5 below, in the proper amount and condition (issued uniforms and equipment pertain only to crossing guards and selected civilian employees).
- b. Processing through the Office of Finance and Resource Management to:
 - (1) Obtain clearance in regard to possible indebtedness to the department.
 - (2) Apply for refund of retirement deductions if desired, by completing a Standard Form 2802 (Application for Refund of Retirement Deductions). However, it is recommended that when such action is contemplated, the Employee Relations Division, DCOP, Public Safety Cluster, be contacted for a detailed explanation of possible future impact on that person's retirement rights. Employees entering into the military service should discuss retirement benefits during their exit interviews, at which time the effect of withdrawal of deductions will be explained.

3. Report to the Data Processing Division to have their WALES and Criminal Justice Information System (CJIS) password deleted from the department's security table.

4. While in the process of clearing, civilian members shall keep their commanding officer apprised of their location at all times.

5. At the expiration of their last active tour of duty, civilian members shall surrender their ID badge and any keys or other property not turned in at the Property Division to their commanding officer.

6. Civilian members shall return all copies of the PD Form 295 and the signed copy of PD Form 281 to the administrative lieutenant at their assigned element upon completion of the clearance process.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	6 of 15

D. Non-Compliance.

1. Failure to comply fully with the established clearance procedures may result in:
 - a. Delay in forwarding monies due the employee.
 - b. Reduction of final pay by an amount equal to the loss incurred by the department as the result of having to clean or repair unserviceable items or having to purchase replacement items. Such monies, as would fully reimburse the department, shall be deducted from refund of retirement deductions, final salary check, and terminal leave check.
 - c. Prosecution under the D.C. Code.
2. Failure to state acceptance of employment with another District of Columbia or Federal agency may raise problems in regard to future health benefits, life insurance coverages, and leave benefits.

E. Retirement Identification Folder and/or Card.

1. All sworn and civilian members retiring from the department who wish to be issued retirement identification credentials shall report to the Physical Resource Management Section, Planning and Research Division, Monday through Thursday, between 0900 and 1400 hours, to apply for retirement identification credentials. Dress appropriately to be photographed.
2. Members receiving inquiries from former retirees relative to the issuance or replacement of retirement identification folders and retirement identification cards shall advise the retiree to contact the Physical Resource Management Section, Planning and Research Division. A member of that element will advise them of the necessary procedures.
3. Members and former members must appear in person to have a retirement identification card or folder made. No material or police forms will be mailed. Completed retirement identification cards and folders must be picked up and signed for.
4. It is not the intention or policy of the department to continuously provide or update retirement identification cards or folders; however, replacements are authorized for lost, stolen, or damaged cards and folders. Replacements are not authorized for changes in personal appearance, age of card or folders, or changes in police chiefs.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	7 of 15

5. Retirees in need of a replacement retirement identification card or folder shall follow the below listed guidelines:

- a. Whenever a retirement identification card or folder is stolen, a police report shall be made to the appropriate law enforcement agency of the jurisdiction in which the theft occurred.
- b. Retirees must pay a \$15.00 replacement fee prior to the issuance of a replacement retirement identification folder.
- c. Before responding to obtain a replacement card or folder, retirees shall contact a member of the Physical Resource Management Section between 0900 to 1400 hours, Monday through Thursday, for instructions.

F. Retirement Badge and Holder.

1. Sworn members retiring from the department who would like to be issued a retirement badge and holder shall contact their administrative lieutenant as follows:

- a. Optional Retirement - Upon submitting the PD Form 292 stating his/her intention to retire.
- b. Disability Retirement - Upon receiving confirmation from the Retirement Board.
- c. Provide the following information for the purpose of engraving the badge:
 - (1) Name (first, middle initial, last),
 - (2) Date of appointment,
 - (3) Date of retirement,
 - (4) Rank (officer, sergeant, etc.); and
 - (5) Badge number for officer and sergeant.

2. Members receiving inquiries from retirees relative to the issuance of retirement badges and holders shall advise the retiree to contact the Uniform and Equipment Services Section, Property Division. A member of that unit will advise them of the necessary procedures for issuance of the badge and holder. Members retired prior to October 1, 1983, will be required to pay for the cost of producing and handling the badge and holder.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	8 of 15

3. Retirement badges and holders will be issued on a one-time only basis. No replacement will be made for any reason. It is provided as a commemorative keepsake and should be treated as such.

G. Retirement Badge Plaques.

The following procedures shall be strictly adhered to when requesting badge plaques on behalf of retiring or retired members:

- a. All requests for badge plaques shall be submitted in writing to the Chief of Police.
- b. Each request shall include:
 - (1) The member's name;
 - (2) The rank(s) and number(s) of the replica badge(s) to be mounted; and
 - (3) The member's date of retirement.
- c. All requests must be reviewed and approved by the Chief of Police before processing.
- d. Approved requests will be forwarded to the Director, Property Division, through the Technical Services Officer, for processing.

PART II

A. Administrative Lieutenants.

The Administrative Lieutenants shall be responsible for:

1. Reviewing all completed PD Forms 292 (Request for Optional Retirement) and ensuring that :
 - a. All copies are signed by the member's commanding officer;
 - b. The original and pink copies are forwarded, through channels, to the Chief of Police; and
 - c. That the yellow copy is filed in the member's element personnel folder.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	9 of 15

2. Forwarding to the Personnel Liaison Officer, a completed D.C. Standard Form 52 (Request for Personnel Action) for each member (sworn and civilian) of their command separating from the department.

3. Ensuring that each separating member, receives an original and one copy (signed by the administering official) of a PD Form 281. Members shall be instructed to thoroughly read the restrictions, sign and date both copies, and return the form with the PD Form 295 when completing the clearance process.

4. Assuring that the supervisor's notification check list contained on PD Form 295 is properly completed prior to the employee beginning the clearance process.

5. Reviewing the completed PD Form 295 prior to the employee's separation to ensure that all clearances have been obtained.

6. Assuring that the completed PD Form 295, with the signed copy of the PD Form 281 attached, is handcarried to the Office of Finance and Resource Management and the Personnel Liaison Officer, no later than the next business day, excluding Saturdays, Sundays and holidays, following the employees's last active tour of duty.

7. Completing a PD Form 160, with the information required in Part IF1, upon being notified that a sworn member is about to retire and wishes to be issued a retirement badge and holder and shall:

- a. Have the designated member responding to pick up the badge and holder sign the PD Form 160 upon receiving the items, and
- b. Ensure that they are locked in a secure area at the element until the member is notified and presented by the commanding officer.

B. Officials.

1. When an employee being separated has satisfactorily met all obligations, clearance shall be certified by the clearing or designated official's signature opposite the respective organizational element.

2. When clearance cannot be certified because of a noted deficiency, the individual seeking clearance shall be advised of required corrective action. When corrective action entails monetary reimbursement, the following actions shall be taken:

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	10 of 15

- a. The person seeking clearance will be encouraged to make a cash reimbursement of monies due the department, in which case a D.C Form FT-27 (Miscellaneous Deposit Bill) shall be executed and the individual advised to make payment at the Cashier's Office of the District of Columbia Treasurer, Room 1140, Municipal Center. Upon presentation of a duly receipted Form FT-27, clearance shall be certified.
- b. If monetary recovery can be accomplished only through deductions of monies due the employee, the owed dollar amount shall be recorded on the PD Form 295 in the column "Amount Due" together with a pertinent explanation under "Remarks" regarding the nature of the deficiency.
 - (1) In all instances involving monetary deductions from monies due the employee, only the Payroll and Disbursement Branch has clearance certification.
 - (2) Upon determination that sufficient credits are available to cover the indebtedness, the supervisor of the Payroll and Disbursement Branch shall provide signature certification for each affected entry on the PD Form 295.

3. Under no circumstances shall a clearance be granted solely on a promise of meeting an outstanding obligation.

C. Commanding Officers.

Upon learning of an individual's pending separation from the department, the commanding officer is responsible for:

1. Reviewing all submitted PD Forms 292 and ensuring that they are properly completed and that the member has responded to the Retirement Board prior to submitting the form.
2. Ensuring the execution of PD Form 295, upon being notified that a sworn or civilian member is about to be separated from the department, and the supervisors notifications listed on the PD 295 have been completed.
3. Ensuring the execution of the dated and signed statement on the reverse side of the PD Form 295 (all copies).

Publication	Effective Date	Change Number	Page Number
General Order 207.1	February 16, 1994	1	11 of 15

4. Ensuring that each member separating receives a copy of a signed PD Form 281 (Notification of Post-Employment Conflict of Interest); that they thoroughly understand the restrictions listed on the form; and that it is to be returned, signed, and dated.

5. Ensuring that each person being separated is given verbal counseling about meeting all obligations with special emphasis on:

- a. The need for returning all property belonging to the Metropolitan Police Department.
- b. The employee informing the Employee Relations Division, DCOP, MPD Office of Personnel, in writing, of their intention to accept another position, either with the District of Columbia or Federal Government. This should be properly included in the initial resignation. However, if omitted, this information must be submitted in writing at the time of the exit interview as a supplement to the original resignation.
- c. The necessity for providing a valid forwarding address.

6. Ensuring that each sworn member (and selected civilian members, as appropriate) is served with a PD Form 766 (Notification to Separated Member Having Cases in Court). The PD Form 766 shall be distributed in accordance with the instructions on the form.

7. Personally conducting a departmental exit interview and executing both sides of a PD Form 898 (MPDOP Exit Interview) to capture for the department the reason for the separation or retirement to ensure that valuable resources are not being lost to the detriment of the department. Commanders shall evaluate the employee's future value to the department should they seek reinstatement.

8. Ensuring that the employee is directed to report to the D. C. Office of Personnel for their exit interview Monday through Friday (except holidays) from 0800 to 1200 hours. When this is not possible, the individual being separated shall be advised to proceed with the sequential clearing of the other organizational elements prior to the exit interview.

9. Ensuring that sufficient time is set aside (2 to 5 days), during the member's final day work tour of duty, to allow the member to obtain the required clearance and/or settle all amounts due. The allotted clearance period shall be scheduled as close to the employee's effective date of separation as is practical and feasible, taking into account time off, compensatory time, and leave due the employee, as well as his/her final active tour of duty.

10. Ensuring that clearance procedures for civilian personnel parallel those prescribed for sworn members, except that less time may be required to clear because of the absence of issued items.

Publication	Effective Date	Change Number	Page Number
General Order 207.1	February 16, 1994	1	12 of 15

11. Ensuring that all resignations both sworn and civilian are forwarded, through channels, to the Chief of Police - Attention: Personnel Liaison Officer, MPD Office of Personnel, to ensure that timely processing may begin in cases where:

- a. A member submits a resignation and the commanding officer recommends against reinstatement should the member apply for such at a later date;
- b. A resignation is submitted and a disciplinary investigation is underway;
- c. There is formal disciplinary action pending against the member; or,
- d. There has been formal disciplinary action taken against the member within 90 days preceding the date the resignation was submitted.

12. Upon being notified that a sworn member is going on military leave or furlough, advising the member that the procedure as outlined in General Order 206.1 (Time and Attendance) shall be followed. The member's personnel records and time and attendance records shall continue to be maintained by the element to which the member is assigned.

13. Upon being notified that a civilian member is going on military leave or furlough, ensuring that all approved requests are forwarded to the Personnel Liaison Officer, MPD Office of Personnel. The time and attendance records shall continue to be maintained by the element to which the member is assigned.

14. On the member's last active tour of duty, ensuring that:

- a. Sworn members being separated surrender their service revolver, holster, identification card, badge, and cap plate(s).
- b. Civilian employees being separated surrender their identification badges, keys, and any other property belonging to the department.
- c. The delivery of the above items is certified by the clearing official's signature on the PD Form 295.

Publication	Effective Date	Change Number	Page Number
General Order 207.1	April 30, 1992	1	13 of 15

14. In those cases where a sworn member is involved in a disciplinary matter and submits an immediate resignation in the best interest of the department, issuing a completed PD Form 77 (Revocation of Police Powers and Notice of Duty and Pay Status) to the involved member and taking immediate possession of the member's revolver, holster, badge, cap plate(s), and identification card. The members involved shall then be directed to comply with the provisions contained in this order on the next department business day and advised that failure to do so will subject him/her to the consequences as set forth in this order.

15. In those cases where a probationary officer is notified of his/her impending termination, issuing a completed PD Form 77 to the involved member and taking immediate possession of the member's revolver, holster, badge, cap plate, and identification card. The member shall then be utilized in a "non-contact" duty capacity until their termination becomes effective.

16. In all instances where immediate possession of a member's revolver is taken, having the revolver cleared through the departments's Armorer prior to submitting it to the Uniform and Equipment Services Section.

17. Upon being notified that a sworn member of his/her command is retiring and has requested a retirement badge and holder, presenting the badge and holder to the member on his/her last active tour of duty or at a planned ceremony, whichever is appropriate.

18. Upon being notified that a sworn member is about to retire, ensuring that a retirement letter (Attachment A) is developed and forwarded to the Chief of Police for signature not later than seven (7) days prior to the effective date of the member's retirement. Upon receiving the retirement letter, signed by the Chief of Police, presenting the letter to the member on his/her last active tour of duty or at a planned ceremony, whichever is appropriate.

D. Director, Property Division.

The Director, Property Division, shall be responsible for:

1. Serving as sole liaison between the department and the vendors designated to make badge plaques;
2. Controlling the movement of department-owned dies used to make replica badges;
3. Processing approved requests for badge plaques;

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	14 of 15

4. Requesting a retirement badge and holder upon receiving a PD Form 160, ensuring that the engraving is done on a timely basis and that the submitting unit is contacted when the process has been completed.

5. Ensuring that each badge replica is engraved on the reverse side with the word "RETIRED" vertically, along the left side of the Capitol dome, and, on the right side of the dome the badge number will be engraved;

6. Ensuring that the department incurs no expense in the making of retirement badge plaques;

7. Ensuring that before releasing the retirement badge and holder, the responding member receipts for the items by signing the PD Form 160.

8. Ensuring that all articles of clothing and equipment are returned, in the proper amount and condition, prior to clearing the member's PD Form 295.

E. Director, Planning and Research Division.

The Director, Planning and Research Division, shall be responsible for:

1. Managing the Retirement Identification Program.
2. Issuing all retirement identification cards and folders (and replacements) and for maintaining records pertaining to their issuance.

F. Director, Identification and Records Division.

The Director, Identification and Records Division, shall be responsible for:

1. Ensuring that photographs are taken for each retiring member's wallet-size retirement identification card and that they are placed in a plastic case.
2. Ensuring the collection of all fees for replacement retirement identification folders and all monies collected are deposited with the D.C. Treasurer.
3. Maintaining appropriate records of fees collected and deposited for the replacement retirement identification folders.

G. Personnel Liaison Officer, Public Safety Cluster.

The Personnel Liaison Officer shall be responsible for:

1. Forwarding all retirement notifications to the Retirement Board.

Publication	Effective Date	Change Number	Page Number
General Order No. 207.1	April 30, 1992	1	15 of 15

2. Upon receiving approved copies of PD Forms 292 from the Chief of Police, distributing the copies as noted.

3. Ensuring that members who apply for refund of retirement deductions are afforded a detailed explanation of possible future impact on their retirement rights.

Isaac Fulwood, Jr.

Isaac Fulwood, Jr.
Chief of Police

IF:SSH:ssh



GOVERNMENT OF THE DISTRICT OF COLUMBIA
METROPOLITAN POLICE DEPARTMENT
WASHINGTON, D. C. 20001-2188

SAMPLE RETIREMENT LETTER

Sergeant C. U. Later
300 One Way Street
Washington, D.C. 20001

Dear Sergeant Later:

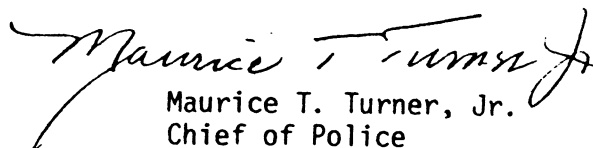
It is a pleasure to congratulate you upon your retirement and to commend you for your 25 years of service to the District of Columbia.

It was on July 15, 1962, that your career began with the administering of the oath of office. As a sworn member of the Metropolitan Police Department, you completed recruit training and on January 10, 1963, you were assigned to the Fifth Precinct. While assigned to the Fifth Precinct, you performed the duties of a foot patrol officer and a scout car officer. On August 5, 1970, you were promoted to the rank of sergeant and transferred to the Second District. After serving as a patrol sergeant for three years, you were assigned to the Investigative Section where you served for two years. In October 1975, you were assigned to the Criminal Investigations Division where you served in the Robbery Branch, and your last assignment, the Homicide Branch.

During your career, you received numerous letters of appreciation from citizens, commendations from your Commanding Officer, crime reduction awards, and a commendation from the Chief of Police.

It is evident that you have made a substantial contribution to the department and to the citizens of this city. For your efforts, I convey my sincere appreciation for a job well done. I join with your co-workers and friends in wishing you well in your new interests, new experiences, and for a long and happy retirement.

Sincerely,


Maurice T. Turner, Jr.
Chief of Police

ATTACHMENT A

(General Order 207.1 5/31/88