

GENERAL ORDER



DISTRICT OF COLUMBIA

Title Reimbursable Details for ABC Establishments		
Topic	Series	Number
OPS	308	15
Effective Date March 13, 2012		
Rescinds General Order 308.15 (Reimbursable Details for ABC Establishments), Effective Date: January 06, 2012		

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I. BACKGROUND

Under District law, the only way that alcoholic beverage control (ABC) establishments can receive dedicated police service is through the reimbursable detail program. The "Police Officers Outside Employment Amendment Act of 2000" prohibits Metropolitan Police Department (MPD) officers from working directly for ABC establishments because of the potential for a conflict of interest. However, in 2005, D.C. Council clarified that ABC establishments may still enter into agreements with MPD to provide for reimbursable details to patrol the areas surrounding ABC establishments for the purpose of maintaining public safety, including the remediation of traffic congestion and the safety of public patrons during their approach and departure from the venue.

The purpose of this order is to outline the procedures required to manage reimbursable details for ABC establishments provided by the MPD.

II. POLICY

It is the policy of the MPD to ensure all requested ABC reimbursable details are properly staffed and monitored in order to preserve the peace and to ensure the safety of the general public and venue patrons during their approach and departure from the venue.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. ABC Reimbursable Detail – Reimbursable detail involving the deployment of MPD members near ABC-licensed establishments or venues for the purpose of maintaining public safety and remediating traffic and pedestrian congestion.
2. ABC Detail Official – Member, the rank of sergeant or above, designated by his/her watch commander to supervise ABC reimbursable details in his/her district for a particular shift.
3. Congestion – Significant increase in vehicular or pedestrian traffic within the area of an event and is associated with patrons congregating to attend and leave the event venue.
4. District ABC Detail Coordinator - Member designated by the District Commander to schedule and coordinate ABC reimbursable details in his/her district.
5. PSSSB ABC Detail Coordinator – Member assigned to PSSSB who coordinates and processes ABC reimbursable detail requests in consultation with members of the D.C. Office of the Chief Financial Officer (OCFO), ABC establishment owners, and District ABC Detail Coordinators.
6. Reimbursable Detail – Detail of MPD members to various assignments, for which the organizer/vendor holding the event reimburses the Department as billed. Reimbursable details include, but are not limited to, **certain** special events, **certain** police escorts, and ABC reimbursable details.

NOTE: Special events and police escorts **may be** reimbursable details depending on the type of event/escort and are coordinated by the Special Events Branch, Special Operations Division,

Homeland Security Bureau, in accordance with GO-HSC-806.01 (Reimbursable Details, Police Escorts, and Special Events). ABC reimbursable details **are always** reimbursable details and are coordinated by the PSSSB in accordance with this order.

IV. REGULATIONS

- A. When an organizer/vendor wishes police to have a presence at a venue which falls under the purview of D.C. Official Code § 25-798 (Reimbursable Details), members shall direct the organizer/vendor to contact the PSSSB ABC Detail Coordinator who will provide further instructions and guidelines including, but not limited to, the PD Form 157-A (ABC Establishment Reimbursable Program Agreement) (Attachment A).

NOTE: Organizers/vendors should be advised to contact the PSSSB ABC Detail Coordinator at least thirty (30) days in advance. Requests received less than thirty (30) days prior to the event date will be reviewed on a case-by-case basis.

- B. The PSSSB ABC Detail Coordinator shall process requests for ABC reimbursable details in accordance with GO-SPT-404.02 (Processing Reimbursable Details).
- C. ABC reimbursable details shall have a minimum of two (2) members assigned to work the detail for member safety.
- D. No member shall work an ABC reimbursable detail without having an approved TACIS code prior to the event.
- E. No member shall work an ABC reimbursable detail on private property except as authorized by the Chief of Police.
- F. Effective May 1, 2012, no member shall work an ABC reimbursable detail unless he/she has successfully completed the "ABC Reimbursable Details" training module in SiTELMS.
- G. Uncertified probationary members shall not work ABC reimbursable details.
- H. The procedures in this order do not apply to authorized outside employment as outlined in GO-PER-201.17 (Outside Employment).
- I. Members shall refer to GO-HSC-806.01 (Reimbursable Details, Police Escorts, and Special Events) for the procedures governing reimbursable details **other than** ABC reimbursable details.

V. PROCEDURES

A. Request and Approval Process for ABC Reimbursable Details

1. The PSSSB ABC Detail Coordinator shall process ABC reimbursable detail requests in accordance with GO-SPT-404.02 (Processing Requests for Reimbursable Details).
2. Once the reimbursable detail request has been approved and the TACIS code is received:
 - a. The PSSSB ABC Detail Coordinator shall notify the District ABC Detail Coordinator of the approved TACIS code.
 - b. The District ABC Detail Coordinator shall submit a page request to the Command Information Center (CIC) to announce the availability of the detail assignment to interested members.

B. Scheduling ABC Reimbursable Details

1. District ABC Detail Coordinators shall be responsible for selecting members for approved ABC reimbursable details.
2. District ABC Detail Coordinators shall select members on a first-come, first-served basis.

NOTE: ABC reimbursable details are open to eligible members regardless of their assigned element.
3. District ABC Detail Coordinators shall ensure members who are scheduled to work ABC reimbursable details are provided with the appropriate approved TACIS code and the approved PD Form 157-B (ABC Reimbursable Detail Post Order) (Attachment B) prior to the detail.
4. Members shall contact the appropriate District ABC Detail Coordinator in the event that they are unable to work an assigned detail.
 - a. Members shall only be excused from assigned details for exigent circumstances (e.g., sick or emergency leave).

- b. Members who are unable to work a detail shall contact the District ABC Detail Coordinator as soon as possible, but in no case later than forty-eight (48) hours in advance of the detail start time.
 - c. Absent exigent circumstances, members remain responsible for their assigned details unless a replacement can be identified by the District ABC Detail Coordinator or the District Watch Commander.
 5. ABC Detail Officials shall obtain incident summary (IS) numbers for members who fail to report to an ABC detail assignment absent exigent circumstances.
- C. Operational Procedures and Requirements for ABC Reimbursable Details
 1. The assigned ABC Detail Official, or the Watch Commander of the affected district in cases where there is no assigned ABC Detail Official, shall:
 - a. Ensure that members scheduled to work ABC reimbursable details are provided with the appropriate TACIS code, PD Form 157-B and a PD Form 157-C (ABC Reimbursable Detail Time Sheet) (Attachment C).
 - b. Contact the Alcohol Beverage Regulation Administration (ABRA) to obtain the name of the on-call ABRA agent for notifications for ABRA violations.

NOTE: The ABRA hotline is 202-329-6347.
 - c. Prepare the UN Form 180 (Detail Sheet) for each ABC reimbursable detail, and document any arrests (to include CCN numbers), no shows (to include IS numbers), and any unusual incidents in box 10 of the UN Form 180.
 - d. Respond to each ABC reimbursable detail to ensure members are on their posts and are patrolling the boundary areas identified in the PD Form 157-B.
 - e. Respond to any call for service stemming from an ABC reimbursable detail, whenever practicable.

- f. Handle any report of an injury to a member or a use of force by a member working an ABC reimbursable detail in accordance with MPD policy and procedures.
- g. In the event of an emergency closure of an ABC establishment pursuant to D.C. Official Code § 25-827 (Request for suspension or revocation of license by Chief of Police) where a reimbursable detail is taking place, ensure that the scene is secured and provide assistance and documentation to the watch commander and/or responding investigators as appropriate.
- h. Ensure PD Forms 251 (Incident-Based Event Report) documenting ABRA violations are forwarded to the watch commander and are faxed to ABRA.
- i. Review completed SF Forms 1130 (Time and Attendance Reports) and ensure members only use approved reimbursable TACIS codes for hours worked for their reimbursable detail assignment.

NOTE: ABC establishments shall not be charged when members have to leave their assignment to respond to a call for service or to process an arrest that is **unrelated** to their ABC detail assignment as determined by the on-duty watch commander in accordance with Part V.D of this order.

- 2. The assigned lieutenant, Patrol Support Division (PSD), shall conduct periodic checks during his/her shift to ensure ABC reimbursable detail posts are staffed appropriately and shall notify the affected District Watch Commander in the event that members are not at their assigned posts.
- 3. Members working ABC reimbursable details shall:
 - a. Be in a full duty status.
 - b. Be attired in the uniform of the day with their required equipment (e.g., Sam Browne belt, soft body armor, MPD issued hat, visibility vest and whistle).
 - c. Not alter their shift or days off to work a detail unless authorized by the Chief of Police.

- d. Not utilize a district vehicle for the detail without the approval of the watch commander of the district where the establishment is located.
 - e. Check in with the ABC Detail Official and on-duty district official (in the district of the venue) once they arrive at the detail assignment.
 - f. Check in with the ABC establishment's on-duty ABC manager once on the scene and have the ABC manager denote the member's arrival time on the PD Form 157-C. In the event that there is not an on-duty ABC manager onsite, members shall:
 - (1) Contact the ABRA hotline (202-329-6347);
 - (2) Complete a PD Form 251 (Incident-Based Event Report);
 - (3) Denote their arrival time and the related CCN number on the PD Form 157-C; and
 - (4) Notify their watch commander.
 - g. Tune their MPD radio to the police district in which the venue is located and notify the dispatcher and the Command Information Center (CIC) of:
 - (1) Their CAD number; and
 - (2) The location of the detail.
- NOTE:** Each member shall go in service with the dispatcher as outlined above.
- h. Maintain high visibility and patrol within the detail boundary area as identified in the approved PD Form 157-B, periodically checking the venue.
 - i. Perform the duties and responsibilities identified in the approved PD Form 157-B.

- (1) Members **shall not** work inside an ABC establishment, unless police action is required inside the establishment.
 - (2) Members **shall not** remain stationary at the door of an establishment.
 - (3) Members **shall not** check the identification of individuals trying to enter an ABC establishment unless the establishment staff suspects an individual is utilizing a fraudulent identification to gain entry.
 - (4) Members **shall not** sit in a vehicle (MPD or personally-owned) during the detail.
- j. Monitor the radio and respond to emergency calls for service in the boundary areas identified in the PD Form 157-B.
- k. Take police action for all incidents observed, including but not limited to:
- (1) Crimes in progress;
 - (2) Traffic and parking violations or issues;
 - (3) Pedestrian issues; and
 - (4) Citizen or ABC establishment requests.
- l. Distribute theft from auto prevention flyers on cars parked in ABC reimbursable detail arterial streets when directed by an official to do so.
- m. Obtain CCNs for incidents/events, to include ABRA violations, in accordance with MPD policies and procedures.
- n. Process arrests in accordance with Part V.D of this order.
- o. Notify ABRA in reference to violations observed by the member or brought to his/her attention by a citizen or employee of the venue.
- p. Be diligent regarding suspicious activity in and around their venue with an emphasis on suspects carrying weapons or

explosives in accordance with GO-HSC-802.06 (Suspicious Activity Reporting Program).

- q. Take appropriate action in reference to bomb threats in accordance with GO-HSC-805.04 (Bomb Threats and Explosive Devices).
- r. Notify the on-duty ABC manager at the end of their shift and have the ABC manager denote the member's departure time on the PD Form 157-C.

NOTE: In the event that there is not an on-duty ABC manager onsite, members shall follow the steps outlined in Part V.C.3.f of this order.

- s. Notify the dispatcher and the CIC when they complete the detail.

D. Arrests by Members Working ABC Reimbursable Details

1. Members who make arrests while working ABC reimbursable details shall immediately notify the affected watch commander.
2. Members shall notify the on-duty ABC manager of the arrest and have the ABC manager denote the member's departure time on the PD Form 157-C.
3. Members shall process arrests at the district of occurrence.
4. Upon completing the arrest processing, members shall have their watch commander denote the member's completion time on the PD Form 157-C.
5. The on-duty watch commander shall review the arrest paperwork and make a determination whether the arrest is related to the ABC establishment.
 - a. Arrests shall be considered related to the ABC establishment when the arrest is made by a member working an ABC reimbursable detail **and**:
 - (1) The incident leading to the arrest occurs inside the ABC establishment; **or**

- (2) The incident **begins** in the ABC establishment and involves a patron/customer who has departed the ABC establishment; **or**
 - (3) There is an articulable nexus between the incident leading to the arrest and the ABC establishment.
 - b. In the event that the member makes an arrest **unrelated** to the ABC establishment, the establishment will receive a credit for any payment received from the time of the member's departure until the completion of the detail.

NOTE: Debits owed and credits due to ABC establishments will be processed and tracked by the D.C. OCFO.
 - c. The on-duty watch commander shall denote his/her determination regarding whether the arrest was related to the ABC establishment in box 22 of the PD Form 157-C.
 - d. Members shall **only** use the approved reimbursable TACIS code for those hours worked on the detail.
6. Watch commanders shall ensure that copies of all arrest paperwork are included in the ABC reimbursable detail paperwork submitted to the PSSSB ABC Detail Coordinator via the PSSSB administrative email box (psssb.adminbox@dc.gov).

E. Documentation

1. ABC Detail Officials shall ensure that the following forms are forwarded to psssb.adminbox@dc.gov weekly.
 - a. UN Form 180 for each ABC reimbursable detail worked during the shift.
 - b. Copies of PD Forms 251, arrest paperwork or other information related to incidents or events that occurred during the detail.
 - c. PD Forms 157-C and copies of the corresponding SF Forms 1130 (Time and Attendance Reports) for each member who worked an ABC reimbursable detail during the shift.

NOTE: ABC Detail Officials are reminded that time

documented on members' SF Forms 1130 must match the time documented on their PD Forms 157-C and the time entered in TACIS. ABC establishment credits and debits are determined by hours documented in TACIS compared against hours paid by the ABC establishment.

2. The PSSSB ABC Detail Coordinator shall ensure that documentation regarding ABC reimbursable details is maintained in accordance with GO-SPT-404.02 (Processing Reimbursable Details).

VI. ROLES AND RESPONSIBILITIES

- A. The Assistant Chief, PSSSB, shall be responsible for oversight of ABC reimbursable details and shall appoint a PSSSB ABC Detail Coordinator to manage ABC reimbursable detail requests and to coordinate with the affected police districts as outlined in this order.
- B. The Commanding Official, PSD, shall ensure that at least one (1) lieutenant is assigned to monitor ABC reimbursable detail assignments during each PSD shift in addition to their other assigned duties. The assigned lieutenant shall be responsible for ensuring ABC reimbursable detail posts are staffed appropriately and shall notify the affected District Watch Commander in the event that members are not at their assigned posts.
- C. The Commanding Official, Office of Risk Management (ORM), shall conduct annual audits reporting on compliance with the requirements of this order.
- D. District Commanders shall:
 1. Designate a member to serve as their District ABC Detail Coordinator if they have ABC reimbursable details in their districts.
 2. **Not** authorize any member from their command to work an ABC reimbursable detail without obtaining an approved TACIS code.
 3. Ensure all reports related to ABC reimbursable details are completed and submitted in a timely manner in accordance with this order.
- E. District Watch Commanders shall:

1. Ensure that an ABC Detail Official is designated for each shift during which an ABC reimbursable detail is scheduled.
 2. Ensure that in the event that a member scheduled to work an ABC reimbursable detail makes an arrest which will cause the member to be late:
 - a. On-duty members are directed to provide special attention to the detail area if available.
 - b. The PD Form 157-C reflects the time the member arrives at his/her detail assignment.
 - c. The SF Form 1130 for the arresting member reflects that the member reported late to the detail assignment (i.e., to ensure the establishment is not inadvertently charged for the member's time processing the arrest, prior to their arrival at the detail).
- F. District ABC Detail Coordinators shall:
1. Prepare a weekly report that provides a summary of reimbursable details that occurred within their district by ABC establishment that includes:
 - a. The number of reimbursable details;
 - b. The number of members who participated in the details;
 - c. Summaries of any arrests that occurred;
 - d. Summaries of any significant incidents; and
 - e. Details regarding any issues or concerns raised by the ABC establishment and any incidents where members failed to comply with this order (e.g., failure to report for their detail assignment).
 2. Forward the weekly report to the PSSSB ABC Detail Coordinator through their District Commander.

- G. The PSSSB ABC Detail Coordinator shall:
1. Ensure that the Commander, PSD, is provided with an updated listing of upcoming ABC reimbursable details, at minimum, on a monthly basis.
 2. Prepare a monthly report that provides a summary of reimbursable details that occurred by district, by ABC establishment, which includes:
 - a. The number of reimbursable details;
 - b. The number of members who participated in the details;
 - c. Summaries of any arrests that occurred;
 - d. Summaries of any significant incidents; and
 - e. Details regarding any issues or concerns raised by the ABC establishment and any incidents where members failed to comply with this order (e.g., failure to report for their detail assignment).
 3. Attach to the monthly report copies of the weekly reports for that month prepared by the District ABC Detail Coordinators.
 4. Forward the monthly report to the following members no later than the 5th of each month:
 - a. The Assistant Chief, PSSSB;
 - b. The Executive Director, Office of Strategic Change; and
 - c. The Executive Director, Corporate Support Bureau.

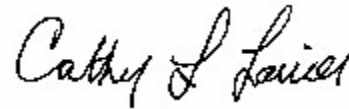
VI. CROSS REFERENCES

- A. GO-PER-201.17 (Outside Employment)
- B. GO-SPT-404.02 (Reimbursable Special Events and Police Escorts)
- C. GO-HSC-805.04 (Bomb Threats and Explosive Devices)
- D. GO-HSC-802.06 (Suspicious Activity Reporting Program)

- E. GO-HSC-806.01 (Reimbursable Details, Police Escorts, and Special Events)

VII. ATTACHMENTS

1. Attachment A: PD Form 157-A (ABC Establishment Reimbursable Program Agreement)
2. Attachment B: PD Form 157-B (ABC Detail Post Order)
3. Attachment C: PD Form 157-C (ABC Detail Time Sheet)



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC



PATROL SERVICES & SCHOOL SECURITY BUREAU

801 Shepherd Street, NW // Washington, DC 20010 // 202.576.6600

Metropolitan Police Department ABC Establishment Reimbursable Program Agreement

Background

Pursuant to the *Police Officers Outside Employment Amendment Act of 2000*, Metropolitan Police Department (MPD) officers are prohibited from working “outside employment” directly for alcoholic beverage control (ABC) establishments. In 2005, however, the Council of the District of Columbia passed the *Emergency Suspension of Liquor Licenses Act of 2005* clarifying that ABC establishments may still enter into agreement with MPD to provide for reimbursable details to patrol the areas surrounding ABC establishments. The law specifies that “MPD shall only use officers for this purpose who are overtime and would not otherwise be on duty at the time of the reimbursable detail.” (DC Official Code §25-798(c)) Thus, if an ABC establishment requests a reimbursable detail, the officers work for MPD on public space, and not for or in an ABC establishment.

Later, in the *FY2008 Budget Support Act of 2007*, the Council established a program to subsidize up to 50 percent of the reimbursable details for ABC establishments, subject to appropriation. The subsidy program and all funding available under it are managed by the Alcohol Beverage Regulation Administration (ABRA).

As with all police service, a specific presence is not guaranteed if there are other more critical public safety needs, but in general the police presence is provided for the terms agreed upon.

However, officers working the reimbursable detail program (as well as outside employment) are required to respond to felonies in progress or crimes against a person that they witness. Once the scene is contained and public safety restored, the officer would respond back to the detail. If the incident is not related to the establishment, and the specific officer is needed to stay at the scene (if, for instance, the officer witnessed the crime), the establishment can receive a credit or refund for this time.

Requesting a Detail

- To request a detail, establishments may contact the MPD Patrol Services and School Security Bureau (PSSSB) Detail Coordinator at 202-576-6600 or psssb.adminbox@dc.gov. Requests

for details should be made a minimum of thirty days in advance. Requests made less than thirty days in advance may not be honored and will be reviewed on a case-by-case basis.

- Upon receiving a detail request, the PSSSB ABC Detail Coordinator will work with the Police District Commander and the ABC establishment to obtain information regarding the size and scope of the detail (e.g., dates and times of the detail request, expected crowd size, maximum occupancy.) The PSSSB ABC Detail Coordinator will use this information to work with the appropriate Commander to generate an “Estimate of Police Services” which will include the number of officers required to perform the detail, the hours of the detail, and the estimated cost of the detail.
- After conferring with the District Commander, the PSSSB ABC Detail Coordinator will send the “Estimate of Police Services” to the establishment. After the establishment confirms in writing (e.g., email, fax) that the estimate is acceptable, an invoice will be generated and sent by the OCFO to the establishment for payment. The invoice will account for any available ABRA Subsidy. (For more information on the current subsidy rate and eligible timeframes, please contact ABRA directly.)
- Establishments must notify the PSSSB ABC Detail Coordinator of any cancellation of a detail 72 hours in advance of the start of the detail. If notice is received with less than 72-hours notice, the establishment may be liable for two hours of overtime compensation per officer in the event that the district station is unable to notify the member of the cancellation.
- All details for ABC establishments require a minimum of two officers.

Finances

- The establishment will receive an invoice directly from the District OCFO. Payment should be remitted to the OCFO according to the instructions on the invoice. Payment must be received 5 days in advance before the event.
- If you would like to arrange for wire transfers, please note that on the request and the OCFO will contact you to make arrangements.
- If a check is returned for insufficient funds, the ABC establishment will be responsible for any fees associated with the returned check. Future dates will have to be paid with a certified check to the Metropolitan Police Department.

Detail Operations

- Officers who work ABC reimbursable details are required to check in with the owner or on-site ABC manager at the beginning and end of the detail to discuss any concerns or operating protocol and/or discrepancy. At this time, the ABC manager will sign the ABC Detail Time Sheet (PD Form 157-C) to certify the hours worked.

- Establishments are responsible for notifying MPD of any no-shows the night of the detail. The establishment should call or preferably email the District watch commander in the appropriate police district:

<i>District</i>	<i>Email</i>	<i>Mobile Phone Number</i>
1D	1DWatch.Commander@dc.gov	(202) 437-7632
2D	2DWatch.Commander@dc.gov	(202) 438-4421
3D	3DWatch.Commander@dc.gov	(202) 276-7462
4D	4DWatch.Commander@dc.gov	(202) 391-7177
5D	5DWatch.Commander@dc.gov	(202) 327-4392
6D	6DWatch.Commander@dc.gov	(202) 409-2711
7D	7DWatch.Commander@dc.gov	(202) 437-8878

- Establishments will be credited with time during the next billing cycle if an officer or officers fails to report for a detail. In the event the officer(s) arrive late, the ABC establishment owner will be reimbursed for the time lost between the invoiced reporting time and the actual time the officer(s) arrived on the scene.
- In the event that the member makes an arrest **unrelated** to the ABC establishment, the establishment will receive a credit for any payment made from the time of the member’s departure until the completion of the detail.

NOTE: Debits owed and credits due to ABC establishments will be processed and tracked by the District of Columbia’s OCFO.

- Arrests shall be considered **related** to the ABC establishment when the arrest is made by a member working an ABC reimbursable detail **and**:
 - The incident leading to the arrest occurs inside the ABC establishment; **or**
 - The incident **begins** in the ABC establishment and involves a patron/customer who has departed the ABC establishment; **or**
 - There is an articulable nexus between the incident leading to the arrest and the ABC establishment.
- Consistent with the legislative intent authorizing ABC reimbursable details, officers who are working ABC reimbursable details are expected to patrol the area surrounding an establishment for the purpose of maintaining public safety and controlling traffic. Officers shall not:
 - Work inside an establishment, unless police action is required inside the establishment.
 - Remain stationary at the door of an establishment.

- Check the identification of people trying to enter an establishment. (However, if an establishment suspects an individual is utilizing a fraudulent identification to gain entry, the officer should be notified.)
 - In the event that an establishment needs to contact the officer and the officer is not readily available (patrolling), the ABC establishment owner should call the watch commander in the relevant district. The watch commander may refer the establishment to the relevant police district's on-duty ABC Detail Official.
 - If any issues between the officer and the ABC manager cannot be reconciled, the ABC manager may contact the watch commander, who may refer the establishment to the relevant police district's on-duty ABC Detail Official. All concerns about hours worked should be raised as soon as possible, but no later than 24 hours after the conclusion of the detail.
 - Establishments are reminded that there is no guarantee that a police cruiser will be provided. Officers may only use a district vehicle for ABC details with the prior approval of the watch commander of the district where the establishment is located.
-
-

I understand and agree to the terms of this program.

Establishment Name and License Number (please print)

Name and Title (please print)

Signature and Date

ABC REIMBURSABLE DETAIL POST ORDER FOR:

CLUB NAME

POST ORDER EFFECTIVE DATE

Members are reminded that they are working for the Metropolitan Police Department and not the Alcoholic Beverage Control (ABC) establishment. The purpose of a reimbursable detail is to ensure PUBLIC SAFETY for the immediate area where the ABC establishment is located and to preserve the peace and quiet of the neighborhood. Members are to be visible in the areas denoted below for the following purposes:

- Prevention/deterrence of robberies
- Prevention/deterrence of theft from autos
- Crowd control on the public space areas at club closure
- Traffic control on the public space areas – streets/alleys at club opening/closure

AREA 1: _____

AREA 2: _____

AREA 3: _____

AREA 4: _____

AREA 5: _____

Members are reminded to ensure that they voice their arrival at their ABC establishment detail over the radio.

Members shall check in with the ABC establishment owner/manager and see if there are any concerns. A member shall notify an official to respond to the scene if the ABC establishment owner/manager has a concern/complaint regarding police service.

Members shall proactively patrol on foot their designated areas and take police action as needed. Any issues or concerns shall be brought to the attention of the ABC Detail Official or District Watch Commander.

No member shall stand immediately outside the doors of an establishment or patrol the interior of the establishment. A member shall take police action inside of an establishment if called upon by the manager/staff.

No member shall leave their designated area without permission of the Watch Commander or ABC Detail Official.

Members assigned to ABC reimbursable details shall process arrests in accordance with GO-OPS-308.15 (Reimbursable Details for ABC Establishments). They shall also document all ABRA-incidents on a PD Form 251 (Incident-Based Event Report) and ensure ABRA is notified and a copy of the report is given to both the Watch Commander and faxed to ABRA.

Members are reminded that they are to assist with dispersing the crowd at time of the establishment closure.

Members shall also voice their departure from their detail over the radio.



ABC DETAIL TIME SHEET
Metropolitan Police Department
Washington, D.C.



Members who work Alcohol Beverage Control (ABC) reimbursable details shall complete this form for each detail they work. When a member arrives at a club detail assignment, he/she shall have the on-duty ABC manager sign their name and indicate the date and time. At the end of the club detail, the member shall have the on-duty ABC manager sign their name and indicate the date and time of the member's departure. This form shall be reviewed by an official and submitted with the member's paperwork. In the event of an arrest, the watch commander shall review the form and make a determination if the arrest is related to ABC establishment in accordance with GO-OPS-308.15 (Reimbursable Details for ABC Establishments)

1. Club name: _____
2. Detail Start Date: _____ 3. Detail Time From/To: _____
4. Member Name: _____ 5. CAD #: _____

MPD Member Arrival

6. MPD Member Arrival Date / Time: _____
7. On-duty ABC Manager (Print): _____
8. On-duty ABC Manager (Signature): _____

MPD Member Departure

9. MPD Member Departure Date / Time: _____
10. On-duty ABC Manager (Print): _____
11. On-duty ABC Manager (Signature): _____

MPD Use Only

12. MPD Member (Print): _____ 13. CAD #: _____
14. MPD Member (Signature): _____ 15. Date: _____
16. MPD Reviewing Official (print): _____ 17. CAD #: _____
18. MPD Reviewing Official (signature): _____ 19. Date: _____

Arrest Information

(To Be Completed by the Watch Commander If Applicable)

20. CCN: _____ 21. MPD Member Check-Off Date / Time: _____
22. Was the Arrest Related to the ABC Establishment as Defined in GO-OPS-308.15? (Yes or No): _____
23. Watch Commander (Print): _____ 24. CAD # _____
25. Watch Commander Approval (signature): _____ 26. Date: _____

PD Form 157-C, Rev. 01/12