

GENERAL ORDER



DISTRICT OF COLUMBIA

Title Processing Reimbursable Details		
Topic	Series	Number
SPT	404	02
Effective Date March 13, 2012		
Rescinds: General Order 404.02 (Processing Reimbursable Details), Effective Date: January 6, 2012 Special Order 05-06 (Special Event Reimbursable Details), Effective Date: July 1, 2005		

I.	Background	Page	1
II.	Policy	Page	1
III.	Definitions	Page	2
IV.	Regulations	Page	2
V.	Procedures	Page	2
V.A	Request and Approval Process for Reimbursable Details	Page	2
V.B	Reimbursable Detail Documentation	Page	4
VI.	Roles and Responsibilities	Page	4
VII.	Cross References	Page	5
VIII.	Attachment	Page	5

I. BACKGROUND

The purpose of this order is to outline the procedures required to process requests for reimbursable details including those for establishments with Alcohol Beverage Control (ABC) licenses, certain special events, and certain police escorts provided by the Metropolitan Police Department (MPD). ABC reimbursable details will be coordinated by the Patrol Services and School Security Bureau (PSSSB) in accordance with GO-OPS-308.15 (Reimbursable Details for ABC Establishments). All other reimbursable details will be coordinated by the Special Events Branch, Special Operations Division (SOD), Homeland Security Bureau, in accordance with GO-HSC-806.01 (Reimbursable Details, Police Escorts, and Special Events).

II. POLICY

It is the policy of the MPD to ensure all reimbursable details are properly processed, staffed and documented in order to preserve the peace and ensure the safety of those affected by these details, and that well-managed services are provided to customers requesting reimbursable details.

III. DEFINITIONS

When used in this directive, the following term shall have the meaning designated:

Reimbursable Detail – Detail of MPD members to various assignments, for which the vendor/organizer 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. ABC reimbursable details **are always** reimbursable details and are coordinated by the PSSSB in accordance with GO-OPS-308.15.

IV. REGULATIONS

- A. Under no circumstances shall a member accept payment (e.g., cash, check), or prepare an invoice for any vendor/organizer for a reimbursable detail.

NOTE: The Accounting Unit, District of Columbia (D.C.) Office of the Chief Financial Officer (OCFO) will be responsible for preparing the invoices and handling all payments associated with reimbursable details.

- B. Reimbursable details shall have **no** minimal billing charge.
1. Vendors/organizers shall only be charged for the hours worked by members to perform the detail.
 2. Hours worked shall be based on the time that a member arrives at the detail site until the detail is complete.
- C. The procedures in this order do not apply to authorized outside employment as outlined in GO-PER-201.17 (Outside Employment).

V. PROCEDURES

- A. Request and Approval Process for Reimbursable Details
1. Vendors/organizers will be directed to submit requests for reimbursable details at least thirty (30) days in advance whenever possible.

NOTE: Requests made less than thirty (30) days in advance may not be honored and will be reviewed on a case-by-case basis.

2. Special Event and Police Escort Reimbursable Details

- a. Reimbursable detail requests for special events and police escorts shall be prepared by the Special Events Branch on PD Forms 157 (Estimate for Police Services) (Attachment A).
- b. The Special Events Branch shall send a completed PD Form 157 to requestors for review and approval.

NOTE: The requestor must confirm in writing (e.g., email, fax) that the estimate for services is acceptable.

- c. Upon receipt from the requestor of a written confirmation that the estimate for services is acceptable, the Special Events Branch shall forward the PD Form 157 to the Assistant Chief, Homeland Security Bureau, for approval/disapproval.

3. Reimbursable Detail Requests

- a. Upon receipt of a request for an ABC reimbursable detail, the PSSSB ABC Detail Coordinator shall coordinate with the affected District Commander or his/her designee to:

- (1) Determine the number of members and number of hours required for the detail.
- (2) Determine the recommended detail boundary area.
- (3) Complete the PD Form 157-B (ABC Reimbursable Detail Post Order).
- (4) Complete the PD Form 157.
- (5) Forward the PD Form 157 and the PD Form 157-A (ABC Establishment Reimbursable Program Agreement) to the ABC establishment for review and signature.

NOTE: The requestor must confirm in writing (e.g., email, fax) that the estimate for services is acceptable.

- b. Upon receipt from the ABC establishment of a written confirmation that the estimate for services is acceptable,

forward the forms to the Assistant Chief, PSSSB, for approval/disapproval.

4. Approved PD Forms 157 shall be submitted electronically to the Executive Director, Corporate Support Bureau, for submission to the Accounting Unit, D.C. OCFO.
5. The Accounting Unit, D.C. OCFO, will review reimbursable detail requests and will issue TACIS codes to the Special Events Branch or PSSSB as appropriate.
6. Once the agreement has been finalized and the TACIS code is received, the Special Events Branch or PSSSB as appropriate shall notify the affected units and/or patrol districts of the dates, times, number of members to be deployed and the approved TACIS code.

B. Reimbursable Detail Documentation

The Special Events Branch and the PSSSB shall each maintain a separate electronic folder on a shared MPD network drive that contains documentation for all reimbursable details processed by their respective Bureau.

1. The Accounting Unit, D.C. OCFO, shall be provided with access to the shared network drives.
2. The shared drives shall contain the following scanned documentation for **each** reimbursable detail:
 - (1) PD Form 157;
 - (2) UN Form 180 (Detail Sheet);
 - (3) PD Form 157-A (*ABC Reimbursable Details Only*);
 - (4) PD Form 157-B (*ABC Reimbursable Details Only*); and
 - (5) PD Forms 157-C (ABC Detail Time Sheets) (*ABC Reimbursable Details Only*).

VI. ROLES AND RESPONSIBILITIES

- A. The Commanding Official, Office of Risk Management (ORM), shall conduct annual audits reporting on compliance with the requirements of this order.

- B. The Commander, SOD, shall ensure an SOD official coordinates with the requestors for reimbursable details to gather pertinent information regarding the detail (e.g., schedule, estimated number of police personnel desired).

VII. CROSS REFERENCES

- A. GO-PER-201.17 (Outside Employment)
- B. GO-OPS-308.15 (Reimbursable Details for ABC Establishments)
- C. GO-HSC-806.01 (Reimbursable Details, Police Escorts, and Special Events)

VIII. ATTACHMENT

- 1. Attachment A: PD Form 157 (Estimate for Police Services)



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC

ESTIMATE FOR POLICE SERVICES

DATE: 3/13/2012
ESTIMATE #:

Metropolitan Police Department	CUSTOMER
[Coordinating Official] [SOD OR PSSSB] [Address] Washington, DC [ZIP] Phone: [NUMBER] Fax: [NUMBER] Email: [EMAIL]	[Event Organizer Name] [Event Organizer Company] [Address] [City, State, Zip] Phone: [NUMBER] Fax: [NUMBER] Email: [EMAIL] ABRA Licence #: [NUMBER]

MOA number: _____	If N/A - check here:	<input type="checkbox"/>	
MSETG Ref: _____	If N/A - check here:	<input type="checkbox"/>	
Type of Event: _____			
Expected crowd size (if applicable)	_____		
Name of event	_____		
Name of performer (if applicable)	_____		
Name of promotor (if applicable)	_____		
Maximum occupancy (club details only)	_____		

Day	Date	Manpower Requested	Start Time	End Time	Hours Per person
	2			1700	2
	2			1700	2
	2			1700	2
	2			1700	2
	2			1700	2
	2			1700	2
	2			1700	2
	2			1700	2

Payment Information:

THIS IS NOT AN INVOICE. You will be sent an invoice separately.
 MPD does not have the authority to alter, adjust, reduce or waive fees for reimbursable details. That authority is vested with the Executive Office of the Mayor.
 Unless stipulated otherwise in the signed MOU, payment is required no later than 5 days before the event. The invoice will be sent to you with an invoice number to reference for payment.

Legal Information:

The Organizer will indemnify and hold harmless the District of Columbia and/or the Metropolitan Police department from all injuries, damages, costs or other claims including attorneys fees, arising from the negligent or wrongful acts of it, its employees or agents including contractors or subcontractors, in connection with this agreement for police services