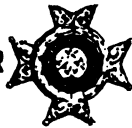




GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
603	1	December 23, 1983
SUBJECT		DISTRIBUTION
Requisitioning Supplies and Services		C
		ORIGINATING UNIT
		PRD

The purpose of this order is to establish policy and procedures for the requisitioning of supplies and services, and the accountability of department property within the Metropolitan Police Department. This order consists of the following parts:

PART I Responsibilities and Procedures for
Members of the Department

- A. Definitions.
- B. Inventory Procedures.
- C. Transfer of Responsibility.

PART II Responsibilities and Procedures for
Special Assignment Personnel

- A. Placing the Requisition.
- B. Receiving Stocked Items.
- C. Receiving Purchased Items.
- D. Requests for Turn-Ins.
- E. Requisitions Not Processed
Through the Property Division.
- F. Procurement of Federal and District
Government Excess Property.
- G. Repair and Maintenance of Office Machines.
- H. Requests for Replacement Office Machines.
- I. Requests for Carpentry Work.
- J. Director, Property Division.

PART I

A. Definitions.

1. Accountability involves the basic obligation of accounting for property. Formal accountability rests with the Property Division, which is designated to maintain stock records of all property.

2. Responsibility arises from possession of property or from the obligation of command or supervision of others who are in possession of property.

3. Direct responsibility may involve personal responsibility or supervisory responsibility. The commanding officer is, by virtue of his/her assignment, responsible for all the property in his/her unit. Responsibility is transferred to any individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

4. Expendable supplies and/or equipment, broadly defined, are supply items that may be consumed in use, lose their identity in a larger assembly, or have such low monetary value to be classified as expendable (pens, pencils, paper, mops, etc.).

5. Non-expendable supplies are those items costing \$100.00 or more and items which by their use or attractiveness, such as some radios, cameras, calculators, furniture, etc., are considered non-expendable, even though they cost less than \$100.00.

B. Inventory Procedures.

1. Inventory records are maintained by the Property Division for units at the branch level, or higher. All units are furnished annual printouts of accountable property assigned to their unit.

2. Quantities and descriptions should be verified by physical count. Any discrepancies must be substantiated by a PD Form 160 (Request for Supplies and Service), or a PD Form 43 (Report of Damage to or Loss of District Government Property).

3. Upon completion of the inventory, the commanding officer must sign the printout, and is responsible for the property until the next annual inventory, or until he/she leaves the assignment.

C. Transfer of Responsibility.

1. Prior to a change in command, a joint physical inventory will be performed by the incoming and outgoing commanders. Upon completion of the inventory, the incoming commander shall sign a prepared statement on the printout assuming responsibility for the inventory.

2. The prepared statement shall be typed on the last page of the printout as follows: "I hereby assume responsibility for the property in the quantities shown as on hand, per joint inventory.

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(Official Assuming Responsibility)"

PART II

A. Placing the requisition.

1. All requisitions for supplies and services, except those listed in Part IIE of this order, shall be forwarded to the Property Division, Material Management Branch (see Expendable Supply and Blank Form Catalog [hereafter referred to as the "Supply Catalog" in this order] for schedules).

2. Requisitions processed through the Property Division shall be prepared in an original and four copies using Part 1 of PD Form 160.

- a. The PD Form 160 shall be completed in accordance with the instructions in the Supply Catalog issued annually by the Property Division.
- b. Elements using the Automated Supply Requisition (ASR) may request expendable supplies following the same procedures as for the above PD Form 160.

3. The PD Form 160 or ASR shall be signed by the element's commanding officer, or by an official who has been delegated this authority by the commanding officer and whose name appears on the DC 2630.15 (Delegation of Authority) card. Stamped signatures on PD Forms 160 or ASR are not acceptable.

4. Separate PD Form(s) 160 shall be submitted for expendable and non-expendable (accountable) supplies. An ASR shall only be submitted for expendable supplies that are listed in the Supply Catalog.

- a. Commanding officers shall ensure that all items of non-expendable property assigned to their command have labels affixed in locations which are inconspicuous, yet secure and accessible. All property will be identified prior to issue by the Property Division.
- b. Labels will contain the 13-digit stock number which is listed on the inventory printout furnished by the Property Division once each year to each bureau, district and division. Labels for this purpose may be requisitioned from the Property Division.

5. Complete written justification shall be provided on the lower portion of the PD Form 160 (typed across the vertical lines) or ASR for non-expendable supplies.

6. After completing the PD Form 160 or ASR, the original and three copies shall be forwarded to the Property Division. The fourth copy shall be retained by the requisitioning element as their suspense copy.

7. Requisitions for expendable supplies and blank forms shall be forwarded to the Property Division by the requisitioning element no later than the day listed on the requisition schedule (see Supply Catalog). Requisitions may be submitted in advance, but no earlier than the preceding Monday.

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(Revised 4-16-90)

8. When a commanding officer determines that he/she has an emergency requirement for an expendable item that cannot wait until the scheduled ordering day, the PD Form 160 or ASR, with justification explaining the emergency, shall be hand carried to the Material Management Branch. Only the commanding officer's signature will be accepted on emergency requisitions.

B. Receiving Stocked Items.

1. After receipt of the PD Form 160 or ASR by the Property Division, the requisitioned items will be delivered to the administrative office of the requisitioning element along with the original and one copy of the PD Form 160 or ASR.

- a. An authorized representative of the unit shall receipt the original (document control copy) of the PD Form 160 or ASR and return it to the individual delivering the supplies.
- b. The second copy is the requisitioning element's copy and receipt.
- c. Items marked "NOT IN STOCK" or zeroed out on the PD Form 160 or ASR when it is returned from the warehouse should be re-ordered on the next monthly requisition.

2. If, when the requested expendable items are delivered, the PD Form 160 or ASR reflects any items marked "NOT STOCKED," these items cannot be obtained from the Property Division. To obtain items marked "NOT STOCKED," a separate PD Form 160 shall be prepared and forwarded through Property Division, to the Office of Finance and Resource Management, for procurement consideration.

3. If, when the requested expendable items are delivered, the PD Form 160 or ASR reflects any items marked "DISAPPROVED" by the Director, Property Division, these items are unobtainable for the reason(s) stated on the PD Form 160 or ASR.

4. Prior to submitting requests for non-stocked items (as listed below) to the Property Division for processing, the request shall be forwarded through the following elements for intermediate management review:

a. Requests for Photographic Equipment.

The Crime Scene Examination Section, Criminal Investigations Division, shall be the technical authority for the use or purchase of photographic equipment (e.g., photographic cameras, lenses, flash attachments, tripods, etc.).

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(Revised 4-16-90)

- (1) This section shall act as the intermediate management reviewer for the purpose of suggesting alternate solutions to equipment needs and monitoring the direction and future needs throughout the department.
- (2) Requests to use or purchase photographic equipment shall be submitted on a PD Form 160 and forwarded to the Crime Scene Examination Section.

b. Requests for Surveillance Equipment.

The Electronic Surveillance Unit, Narcotic and Special Investigations Division, shall be the technical authority for the use or purchase of surveillance equipment (e.g., binoculars, audio tape recorders, closed circuit television equipment, etc.).

- (1) This division shall act as the intermediate management reviewer for the purpose of suggesting alternate solutions to equipment needs and monitoring the direction and future needs throughout the department.
- (2) Requests to use or purchase surveillance equipment shall be submitted on a PD Form 160 and forwarded to the Electronic Surveillance Unit.

c. Requests for Audio Visual Equipment.

The Office of Public Information and Media Productions, shall be the technical authority for use or purchase of audio visual equipment (e.g., audio visual cameras, audio visual lenses, audio visual recorders, television monitors, etc.).

- (1) This unit shall act as the intermediate management reviewer for the purpose of suggesting alternate solutions to equipment needs and also monitoring the direction and future needs throughout the department.
- (2) Requests to use or purchase audio visual equipment (other than photographic equipment) shall be submitted on a PD Form 160 and forwarded to the Office of Public Information and Media Productions.

d. Requests for Office Equipment.

The Physical Resource Management Section, Planning and Research Division, shall be the technical authority for the use or purchase of new office equipment (e.g., typewriters, word processors which are not included in a computer software

package, adding machines, calculators, copiers, microfilm equipment, filing equipment, printing equipment, space heaters, fans and window air conditioning equipment, etc.).

- (1) This section shall act as the intermediate management reviewer for the purpose of suggesting alternate solutions to equipment needs and monitoring the direction and future needs throughout the department.
- (2) Requests to use or purchase office equipment shall be forwarded on a PD Form 160 to the Physical Resource Management Section.

e. Requests for Crowd Control Equipment.

The Civil Disturbance Unit, Special Operations Division, shall be the technical authority for the use or purchase of crowd control equipment (e.g., bullhorns, teargas, etc.).

- (1) This section shall act as the intermediate management reviewer for the purpose of suggesting alternate solutions to equipment needs and monitoring the direction and future needs throughout the department.
- (2) Requests to use or purchase crowd control equipment shall be forwarded on PD Form 160 to the Civil Disturbance Unit, Special Operations Division.

f. Requests for Micro, Mini, or Personal Computers.

The Data Processing Division shall be the technical authority for the purchase of micro, mini, or personal computers within the department regardless of the type of funding involved. This also applies to word processors where the word processing is accomplished as a software package on a general purpose computer.

- (1) The Data Processing Division shall act as the intermediate management reviewer to ensure compliance with specified standards, to suggest alternative solutions to equipment needs, and to monitor the direction and future needs of the department.
- (2) Requests for micro, mini, or personal computers shall be forwarded to the Director, Data Processing Division. This shall not include the purchase of equipment where

analog computers are a subcomponent of a larger unit (e.g., computers to control heating units in buildings, computers used to control the operating functions of vehicles, etc.).

g. Request for Rental of Numeric and Alpha-Numeric Pagers.

The Director, Communications Division, shall be the technical authority for the use and rental of numeric and alpha-numeric pagers.

- (1) Requests for the rental of such equipment shall be submitted on a completed PD Form 160, in duplicate, with justification for the rental and the dates the pager(s) will be needed, to the Director, Communications Division, for approval.
- (2) Upon approval of the request, the Director, Communications Division, shall forward the PD Form 160 for processing to the Director, Office of Finance and Resource Management.
- (3) In case of an emergency where time does not permit the usual processing of the PD Form 160, an official of the organizational element submitting the request shall contact an official of the Communications Division for prior authorization.
- (4) The PD Form 160 shall then be forwarded to the Director, Communications Division, within five (5) business days.

C. Receiving Purchased Items.

1. If an item has been forwarded to the Office of Finance and Resource Management for procurement consideration, the requisitioning element will receive a copy of the PD Form 160 from the Property Division containing the document control number.

2. All future inquiries regarding the item shall be directed to the Material Management Branch, Property Division, using the document control number as a reference.

3. All requisitions (PD Forms 160) forwarded for procurement consideration are subject to the final concurrence of the Office of Finance and Resource Management.

4. If the requisition is disapproved by the Office of Finance and Resource Management, it shall be returned to the Property Division through the appropriate intermediate management reviewer.

5. If the requisition is disapproved at the intermediate management reviewer level, the requisition shall be returned to the Property Division through the appropriate intermediate management reviewer.

6. The Property Division shall notify the requisitioning element that their requisition was disapproved.

7. Disapproved requisitions containing an explanation of the disapproval shall be returned to the requisitioning element by the Property Division.

8. When the purchased item arrives at the warehouse, it shall be delivered to the requisitioning element by the Property Division along with the original and one copy of the PD Form 160.

- a. An authorized representative of the receiving unit shall receipt the original of the PD Form 160 and return it to the individual who delivered the supplies.
- b. The copy of the PD Form 160 is the requisitioning element's receipt.

9. In exceptional cases where the Director, Office of Finance and Resource Management, designates the direct delivery of a purchased item to the requisitioning element, the requisitioning element will be notified in advance to expect delivery. Advance notice will consist of receipt of FL-84 (Request for Validation of Purchase Order) along with a copy of the purchase order from the Director, Property Division.

10. When the purchased item is delivered, the requisitioning element shall receipt the copy of the purchase order and return it to the Property Division with a complete description of the item to include the manufacturer, name, make, model and serial number, along with all supporting documents (packing slips, bills of lading, and invoices).

D. Requests for Turn-Ins.

1. When submitting requests for a turn-in, a PD Form 160 shall be prepared in accordance with the preparation instructions in the Supply Catalog, issued annually by the Property Division, to include stock numbers of accountable property, as listed on the computer printout of the unit inventory.

2. Accountable property shall not be placed in unsecured locations (e.g., hallways), while awaiting pick-up by the Property Division.

3. When the accountable property is picked up by the Property Division, an authorized representative of the requesting unit shall be given a copy of the PD Form 160 signed by the Property Division representative picking up the accountable property. This copy of the PD Form 160 is the element's receipt for the property that was turned-in, and must be retained to support any changes in accountable property.

E. Requisitions Not Processed Through the Property Division.

Requisitions that are not processed through the Property Division, as identified below, shall be prepared in an original and four copies. The original and three copies shall be submitted directly to the element that will handle the request. The fourth copy shall be retained by the requisitioning element as their suspense copy.

1. Requests for the following listed items shall be prepared on Part 1 of the PD Form 160:

a. PD Forms not stocked by the Property Division.

A PD Form 160 shall be forwarded to the Physical Resource Management Section, Planning and Research Division.

b. Notice of Infraction Books.

A PD Form 160 shall be forwarded to the Bureau of Traffic Adjudication, Department of Public Works.

c. General Orders.

A PD Form 160 shall be forwarded to the Training Division.

2. Requests for the following listed items/services shall be prepared on Part 2 of the PD Form 160:

a. Office Moves.

(1) A PD Form 160 with complete justification shall be forwarded to the Physical Resource Management Section, Planning and Research Division, before any inter or intra-office changes are made in office furniture space layouts.

(2) If the proposed office move will affect telephone installations, a separate PD Form 160 shall be submitted in accordance with Part IIE2b below.

(3) No furniture shall be moved or telephone equipment dismounted from office furniture without prior approval of the Director, Planning and Research Division.

b. Telephone Services.

- (1) A PD Form 160 shall be forwarded to the Physical Resource Management Section for all requisitions involving new telephones, moving existing telephone equipment, disconnecting telephones, etc.
- (2) The PD Form 160 shall include:
 - (a) The existing location of the telephone equipment;
 - (b) The proposed location of the telephone equipment;
 - (c) The "STA" number located in the center portion of the dial on the telephone and all other indicated numbers or extensions;
 - (d) The name of one individual in the organizational element who is completely familiar with the work being requested; and
 - (e) Complete justification.
- (3) Upon approval of the requisition, the requisitioning element will receive a copy of TESD-69 (Request for Telephone Service) from the Physical Resource Management Section.
- (4) When the telephone service is completed, the requisitioning element shall receipt the copy of the TESD-69 and return it to the Physical Resource Management Section.

NOTE: All telephone work requires a minimum of 6 weeks after approval before the service is rendered.

3. Requests for Repairs or Maintenance to Buildings and Facilities.

- a. Non-Emergency: A PD Form 160 with complete justification shall be submitted to the Physical Resource Management Section. The requisitioning element will receive the original copy of the PD Form 65 (Maintenance Work Order Request).

When repairs are completed, the PD Form 65 shall be signed and returned to the Physical Resource Management Section. (Work that has not been completed within 10 days of the date on the PD Form 65 should be reported by telephone to the Physical Resource Management Section.)

- b. Emergency: For the purpose of this general order, an emergency is defined as a condition that requires immediate action to ensure the elimination of electrical hazards, the restoration of heat, the repair of waterlines, the adjustment of air-conditioning in computer facilities or in buildings where the windows will not open, or any other type of repairs needed to preserve the building or property from destruction or extensive damage.

(1) Emergency During Business Hours:

The Physical Resource Management Section will accept telephone requests in emergency situations.

- (a) The requisitioning element will receive a copy of the PD Form 65.
- (b) When the repairs are completed the PD Form 65 shall be signed and returned to the Physical Resource Management Section.

(2) Emergencies During Non-Business Hours:

- (a) Contact the Engineer's Office in the Municipal Center.
- (b) If no one answers, contact the Mayor's Command Center, and request that the Building Engineer be notified of the emergency.
- (c) Provide a full explanation of the nature of the emergency so that the proper crew with the right materials can be dispatched.

For example: If a waterline breaks, give the exact location; describe the size of the pipe; whether the water is hot or cold; the cause of the break, if known; the amount of water leaking; and the possible results if repairs are not made immediately.

NOTE: Inadequate information will cause undue delay.

- (d) Notify the Physical Resource Management Section on the next business day and provide them with a complete explanation of the emergency and its disposition.

4. Requests for Renovations to Buildings and Facilities.

A PD Form 160 with complete justification shall be submitted to the Physical Resource Management Section. This section shall notify the appropriate agency to make the renovations and shall supervise and approve the work.

F. Procurement of Federal and District Government Excess Property.

1. Commanding officers/directors may request that a hold be placed on an item of property declared as excess, pursuant to the regulations of that outside agency.

2. Once the requested property has been identified as excess, the commanding officer/director shall submit a written request to the Director, Property Division, indicating the location and type of property, along with any documentation made available by the releasing agency.

3. Once approval of the requisition has been received, the Director, Property Division, shall submit the request along with his/her recommendation to the Equipment Management Branch, D.C. Department of Administrative Services.

4. The commanding officer/director of the organizational element requesting the excess property shall then submit a PD Form 160 to the Property Division as set forth in this order.

5. Once the above described procedures have been completed, the organizational element in receipt of the excess property shall adjust their unit's inventory records to reflect the acquisition, and these records shall also indicate that all transactions have been coordinated with the D.C. Department of Administrative Services.

G. Repair and Maintenance of Office Machines.

1. Purchased Office Machines.

Requests for repairs and maintenance of purchased office machines (e.g., typewriters, adding machines, copiers, etc.) shall be made by submitting a PD Form 160, Part 2, in an original and two copies with complete justification to the Typewriter Service Shop, Property Division.

- a. Requests for repairs and maintenance of office machines, even those machines covered under warranty or maintenance agreement, shall be made by telephone to the Typewriter Service Shop. If a PD Form 160 is needed, the caller will be advised by Property Division.

- b. All invoices for repairs shall be forwarded to the Typewriter Service Shop via department mail for approval prior to payment.
- c. Under no circumstances shall a company be called direct for the purpose of making repairs to purchased office machines.

2. Leased Office Machines.

Requests for repairs and maintenance of leased office machines shall be made by telephone to a member of the Typewriter Service Shop who shall notify the company from which the machine is leased.

H. Requests for Replacement Office Machines.

1. Requests for replacement office machines, namely electric and manual typewriters, word processors, calculators and adding machines shall be made by submitting a PD Form 160, Part I, in an original and three copies, with complete justification to the Physical Resource Management Section, Planning and Research Division, and then forwarded to the Support Services Branch, Property Division.

2. When approval is given, the Typewriter Service Shop shall notify the requesting unit of the approval, with instructions to submit a PD Form 160, turn-in requisition, for the machine to be replaced, as outlined in Part IID of this order.

3. Requests for replacement of office equipment other than that listed above shall be made by following supply requisitioning procedures outlined in Part IIA of this order.

I. Requests for Carpentry Work.

Requests for carpentry work, other than building maintenance, repair, or remodeling as described in Part IIE2a, 3 and 4 shall be submitted to Physical Resource Management Section, Planning and Research Division, and then forwarded to the Support Services Branch, Property Division, on a PD Form 160, Part 2, with complete justification. Construction plans or blueprints shall be included with the PD Form 160.

J. Director, Property Division.

1. Classification of furniture and furnishings shall be verified by the Director, Property Division, prior to its assignment (See Attachment A).

2. Items of this type will be distributed in accordance with the suggested table of allowances (See Attachment B).


Isaac Fulwood, Jr.
Chief of Police

Use Standards for Office Furniture and Furnishings

Office furniture and related furnishings not authorized for specific individuals (i.e., file cabinets, etc.) are considered as organizational furniture and are not covered by these procedures.

I. Definitions.

The following categories shall form the basis for the issuance of office furniture.

- Category 1 - Executive Management - The use of executive type office furniture, whether new, used, or restored, shall be limited to designated personnel, such as Division Commander and above, or equivalent civilian grade. This type of furniture includes all items of executive wood furniture consisting of or comparable to, the traditional and modern wood furniture and related items illustrated in the GSA Supply Catalog and listed in Federal Supply Schedule FSC Group 71.
- Category 2 - Middle Management - The use of middle management type furniture, whether new, used, or restored, shall be limited to Captains, Lieutenants, and Civilian grades DS-11 thru 12. This type of furniture includes all items of unitized wood office furniture and related items, illustrated in the GSA Supply Catalog and listed in, or comparable to Federal Supply Schedule FSC Group 71.
- Category 3 - General - The use of general office furniture, whether new, used or restored, shall be authorized for Sergeants, Officers, and Civilian grades DS 1-10. This type of furniture includes all items of contemporary steel, general steel, and general wood furniture listed in the GSA Catalog.

II. Procedures.

- A. When it has been determined that executive and middle management personnel are entitled to office furniture and furnishings on the basis of the criteria in Part I, the agency head or his/her designee may authorize similar or matching furniture to be assigned to secretaries and staff assistants whose duties are in direct support of their personnel and are located in contiguous areas.
- B. The procedures listed herein are effective upon publication and are not retroactive, however, all future requests shall be in compliance with this order and the assignment of such furniture and/or furnishings shall be in accordance with these use standards.

The classification of furniture and furnishings shall be verified by the Director, Property Division, prior to its assignment.

SUGGESTED TABLE OF ALLOWANCES

CATEGORY	1	2	3	CLERK
ITEM	A/C and D/C's DIV. COMDRS. Supervisory DS 13 and Above (Non-Supervisory)	CAPT and LT's DS 11 - 12	SGT and OFF's DS 1 - 10	TYPISTS
Chair - Judges	1(a)			
Chair - Executive	1(a)			
Chair - Desk		1	1	
Chair - Side	(c)	(c)	(c)	
Chair - Easy	2			
Chair - Conference	6			
Chair - Typist's				1
Credenza/Storage Unit	1	1		
Bookcase - Wood	1			
Bookcase - Metal		1	1	
Davenport	1			
Desk - Executive	1(a)			
Desk - Conference	1(a)	1(b)		
Desk - Flat Top		1	1	
Desk - Typist's				1
Table - Conference	1			
Table - General Office		1		
Table - Coffee	1			
Table - Lamp	1			
Telephone Stand	1			
Carpeting	(d)			
Drapes	(d)			

CODES: (a) Choice of one (1)
 (b) Captains, DS Supervisors
 (c) As required upon approval
 (d) Division Directors and above

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 Attachment B