

# SPECIAL ORDER



Title  
**Administrative Leave for Academic Courses**

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Series / Number  
**SO - 01- 24**

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Effective Date  
**August 20, 2001**

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Distribution  
**B**

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## DISTRICT OF COLUMBIA

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### **I. Background**

The Metropolitan Police Department recognizes the need for members to continue their education and shall support these efforts through tuition support programs. However, the Department must also balance member's educational requests with the requirement to fill assignments.

### **II. Policy**

The policy of the Department is to assist members that voluntarily elect to attend classes for academic credit or classes that meet routinely over a period of time. Commanding Officers are encouraged to adjust days off and work hours so members can attend such classes. Administrative Leave shall not normally be granted for this purpose.

The Department recognizes that the District of Columbia government has set guidelines regarding course attendance in the Educational Tuition Assistance Program; however, agency managers are given the final authority to set its own guidelines based on workload requirements.

### **III. Procedural Guidelines**

A. Members of the Department shall:

1. Schedule their classes during non-duty hours.
2. Request and receive a change in days off, work hours, or take annual or compensatory leave to attend such classes.

- B. Commanding Officers or Directors shall:
1. Ensure that this policy is fairly enforced for all members within their command.
  2. Adjust days off and work hours for members to attend classes while complying with minimum staffing levels and the required distribution of members across days and watches.

This Special Order shall remain in effect until incorporated into the appropriate General Order.

// SIGNED //  
Charles H. Ramsey  
Chief of Police

CHR:NMJ:uk