

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject
Dissemination of Written Directives

| Series | Number |
|-----------|-----------|
| 06 | 13 |

Effective Date
September 13, 2006

Related To
**GO-OMA-101.00 (Directives System),
Effective Date July 25, 2006**

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I. BACKGROUND

The Department is required to meet the following Commission on Accreditation for Law Enforcement Agencies (CALEA) standard as this pertains to written directives:

“Dissemination of existing, new, or newly revised directives to all affected personnel whether (1) in hard copy form or (2) through a computerized documentation system, backed up by hard copies of the directives in sufficient number to place at specified accessible locations for reference by all personnel affected by the directives ... acknowledgement indicating receipt and review of disseminated directives by affected personnel whether in written form or in some other way that is at least equally effective.” (CALEA 12.2.2)

Accordingly, this Special Order defines the procedures for completing and submitting signature rosters, which comprise proof that all members receive Department directives.

II. REGULATION

All sworn and civilian members are required to sign for the following directives: General Orders (GO), Special Orders (SO), Standard Operating Procedures (SOP), and General Order Changes (GOC).

III. PROCEDURAL GUIDELINES

- A. Each element shall maintain a system for dissemination of directives to its members. At minimum, this system will include:
1. A signature roster that each member will sign and date upon receipt of newly published directives; and
 2. A signature roster file that contains copies of all signature rosters that have been completed and submitted.

- B. The signature rosters shall list the names of all members assigned **and detailed** to the element.
1. Elements that have members detailed out will notate "Detailed" next to that member's name. The element to which the member is detailed shall list that member's name on its signature roster, and notate the member is detailed.
 2. Additionally, the signature roster shall notate why **assigned** members are unable to sign for a directive (e.g., on any type of leave such as sick leave, annual leave, etc.).
 - a. Alternately, the official who **directly** supervises an absent member can sign for the member, retain the directive(s), and provide to the member upon his/her return.
 - b. The supervisory official shall sign each time as follows: "Sgt. John Doe for Officer Jane Smith," and then notate the date next to his/her signature.
- C. Additional signature rosters shall be generated for those members who sign for the directive after the deadline, and these signature rosters shall be submitted as soon as practicable.
- D. If the element does not wish to use the signature roster template attached to this order, but chooses to generate its own signature roster, the following items shall be included:
1. A header that clearly identifies the type of order (e.g., GO, SO, SOP, GOC), and the subject; topic, series, and number; and the effective date of the order; and
 2. The member's **printed** name, rank (if sworn) or job title (if civilian), date of receipt, and signature.
- E. Completed signature roster packets will include the signature roster(s) and a cover memorandum from the element's Commanding Officer, which will be addressed to the Senior Executive Director, Office of Organizational Development (OOD). The cover memorandum shall certify that the signature roster:
1. Lists **all members assigned and detailed** to the element;
 2. Accounts for members unable to sign for the directive.
- F. The packet shall be submitted, through the element's chain of command, to the Senior Executive Director of OOD no later than two (2) weeks from the effective date on the order.

- G. The originals of signature rosters, which are filed at the Accreditations Unit, and element copies, shall be retained for a minimum of three (3) years, after which they can be destroyed.
- H. In all cases where the provisions in this order conflict with instructions previously issued related to signature rosters, the provisions in this order shall prevail.

IV. ROLES AND RESPONSIBILITIES

- A. The Senior Executive Director, OOD, shall provide status reports on directives dissemination, as requested, to the Office of the Executive Assistant Chief of Police.
- B. Quality Assurance Unit, Office of Professional Responsibility, shall regularly audit signature roster procedures to ensure compliance with the provisions in this directive.

V. ATTACHMENT

Signature Roster Template

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

CHR:SOA:DAH:jah

