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Description of document: National Park Service (NPS) United States Park Police  
(USPP) General Orders 1986-2005 (Some records undated)

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Source of document: Freedom of Information Act Request  
Janeen Tyler  
National Park Service  
United States Park Police  
1100 Ohio Drive, SW  
Washington, DC 20242  
[FOIA Online](#)

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IN REPLY REFER TO:

## United States Department of the Interior

### NATIONAL PARK SERVICE UNITED STATES PARK POLICE

Headquarters  
1100 Ohio Drive, S.W.  
Washington, D.C. 20024

29 MAR '05 14:22

A7221 (NPS-PDU)

This responds to your Freedom of Information Act (FOIA) request dated March 4, 2005, which was received by the United States Park Police FOIA Officer on March 7, 2005, where you requested a copy of twenty-one General Orders relating to the operations of the United States Park Police. Specifically, you requested the following:

- 1) GO 32.01 - Incident Reporting;
- 2) GO 33.04 - Posttraumatic Incident;
- 3) GO-2201 - Unsecured Installation;
- 4) GO 34.01 - Radio Procedures;
- 5) GO 32.06 - Incident Review Panel;
- 6) GO 23.40 - Bomb Scene Searches;
- 7) GO 23.30 - Presidential and Dignitary Protection;
- 8) GO 23.01 - Demonstrations and Special Events;
- 9) GO 21.08 - Mass Arrests Procedures;
- 10) GO 20.04 - Metropolitan Washington Airports;
- 11) GO 23.10 - Crime Scene Investigations;
- 12) GO 23.15 - Disasters;
- 13) GO 23.50 - Exposure to Hazardous Materials;
- 14) GO 2515 - Warning Notice;
- 15) GO 21.30 - Congressional Immunity;
- 16) GO 60.02 - Off-Duty Firearms;
- 17) GO 11.00 - FOIA/Media
- 18) GO 31.03 - Grooming of Force Personnel;
- 19) GO 23.05 - Animal Incidents;
- 20) GO 10.02 - Force Bulletin Boards
- 21) GO 32.02 - Tardiness

The FOIA, 5 U.S.C. § 522, generally provides that the Government shall make documents available to the public for inspection and copying to the widest extent possible. Certain classes of documents, however, may be exempt.

Page 2

Pursuant to your request, we have located these General Orders, which are responsive to your request and these partially redacted/withheld documents are enclosed. Please note, however, that all U.S. Park Police General Orders are not intended to create an enforceable legal right or private right of action and is for internal use only. We are redacting portions of the documents under 5 U.S.C. § 552 (b)(2), as they are related solely to the internal personnel rules and practices and under 5 U.S.C. § 552 (b)(7)(A) as documents compiled for law enforcement purposes, the release of which could reasonably be expected to interfere with enforcement proceedings and under 5 U.S.C. § 5522(b)(7)(E), which would disclose law enforcement techniques and procedures that could reasonably be expected to risk circumvention of law.

The fee incurred in responding to your request is less than \$30 and is not being charged in accordance with 43 CFR 2.16(b)(2).

Under FOIA, you have the right to appeal this determination within 30 days of the date of this letter (Saturday, Sunday, and public holidays excepted).

An appeal shall be initiated by filing in writing, i.e., by mail, fax, or e-mail. Your appeal shall be accompanied by copies of all correspondence between you and us or the reason and detailed records denoting why you believe we are in error. 43 CFR 2.30(a)(b).

Address your appeal, clearly marked as "Freedom of Information Act Appeal" to the Freedom of Information Act Appeals Officer, U.S. Department of the Interior, 1849 C Street, NW, Mail Stop 5312, Washington, DC 20240.

If you have any questions regarding this FOIA response, or any of the issues discussed in this correspondence, you may contact this agency at any time by mail at United States Park Police, ATTN: FOIA Officer (Ms. Candice Graham), 1100 Ohio Drive, SW, Washington, DC 20242, or via phone at (202) 619-7385.

Pursuant to 43 CFR 2.21(d)(5), Mr. Randolph Myers, Senior Attorney, Office of the Solicitor, U.S. Department of the Interior, was consulted regarding this decision.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwight E. Pettiford". The signature is fluid and cursive, with the first name "Dwight" being the most prominent.

Dwight E. Pettiford, Chief of Police  
United States Park Police



## GENERAL ORDER

- .01 POLICY
- .02 DEFINITION
- .03 GENERAL PROVISIONS
- .04 RESPONSIBILITIES

### 2350.01 POLICY

It is the policy of the United States Park Police to protect Force personnel from unnecessary exposure to infectious diseases or physical contact with hazardous contaminants (e.g., narcotics, dangerous drugs); this can be done by anticipating situations that can reasonably be predicted to occur and providing officers with protective equipment to be worn during the performance of duty. In addition to the procedures in this General Order, officers shall follow the appropriate procedures in General Order 2317 "Hazardous Materials" if the exposure involves hazardous contaminants.

### 2350.02 DEFINITION

For the purpose of this General Order, the term "high-risk exposure" includes but is not limited to:

- Direct contact with a known or suspected carrier of a highly infectious disease
- Direct mouth-to-mouth resuscitation (CPR)
- Direct contact with another individual's body fluids on an area where there is an abrasion, cut, or open sore
- Direct contact with a bloody or wet item on an area where there is an abrasion, cut, or open sore
- A cut or puncture wound received while searching or arresting an individual, handling property/evidence, etc.
- Direct contact with narcotics and dangerous drugs in a way that could lead to ingestion, absorption, or inhalation of the controlled substance

- Direct contact with other known or suspected hazardous materials as defined in General Order 2317 "Hazardous Materials"

#### 2350.03 GENERAL PROVISIONS

- A. When appropriate, an officer will have Force-issued protective equipment/supplies (i.e., masks, gloves, alcohol preps, and goggles) available while on his/her tour of duty. Additional equipment/supplies (i.e., jumpsuits/coveralls, aprons, seal able containers, and plastic bags) shall be available to an officer at his/her worksite/unit if they are needed.
- B. Discretion will be used by an officer to limit high-risk exposure; however, an officer is expected to perform his/her duty despite any anxiety he/she has concerning high-risk exposure. The use of any protective equipment shall be reasonable and in accordance with Force policy.
- C. An officer taking a prescription drug should consult with his/her physician and/or the physicians at the designated police medical facility, if appropriate, concerning the effect of the drug on the officer's immune system. An officer should be aware that certain prescribed medications (e.g., steroids, asthma medications) suppress the immune system and make a person more susceptible to infectious disease.
- D. An officer who may have psoriasis, eczema, or a similar skin problem should be aware that such conditions are microscopic cuts in the skin. Extra caution will be used to protect the affected area from high-risk exposure.

#### 2350.04 RESPONSIBILITIES

- A. Each Branch Commander shall ensure that the disposal of any contaminated material is in accordance with applicable local, State, and Federal regulations concerning his/her area of responsibility.
- B. Each Field Office Commander and the Commander, Technical Services Branch, shall also ensure that all Worksite/Unit Commanders are provided with adequate amounts of protective equipment/supplies for officers within their respective worksite/unit.
- C. The type of protective equipment (if any) to be used for the conditions that are likely to exist shall be determined by the official in charge of a planned operation such as a demonstration or raid. (This official shall be a Lieutenant or above.)

- D. An officer who believes that he/she has had a high-risk exposure during the performance of duty shall contact his/her immediate supervisor as soon as possible and complete a Notification of Exposure to or Contact with Suspected Infectious Disease or Hazardous Contaminants (USPP Form 92) if no immediate illness or injury has occurred. **Before an officer's tour of duty ends, a copy of the USPP Form 92 (with supervisor's signature) shall be sent via facsimile to the Commander of Human Resources and Employee Development Branch. The USPP Form 92, with original signature, shall be forwarded to the Commander of Human Resources and Employee Development Branch, through the appropriate chain of command.** If there is a known illness or injury to the officer, the provisions of General Order 3214 "Death, Injury, Illness, and Property Damage Reports" shall be followed.
- E. The immediate supervisor shall meet with the officer who has had a high-risk exposure. The supervisor shall then notify the Shift Commander of the circumstances of the exposure and make arrangements for the officer to be evaluated in accordance with area policy both clinically and serologically, as appropriate, for evidence of infection or contamination. The supervisor shall then prepare a Supplementary Case/Incident Record (NPS Form 10-344).





## **GENERAL ORDER**

- .01 PURPOSE
- .02 USE OF WARNING NOTICE
- .03 OBTAINING WARNING NOTICE BOOKS
- .04 ROUTING OF COMPLETED WARNING NOTICE
- .05 ORGANIZATION CODE

**2515.01**      **PURPOSE**

This General Order establishes the use of the Warning Notice (NPS Form 10-33) as a method of encouraging public compliance with regulations.

**2515.02**      **USE OF WARNING NOTICE**

Many persons who visit areas of the National Park System are unfamiliar with local regulations. When these visitors violate certain regulations or minor traffic laws, enforcement action may be tempered with some degree of leniency. The Warning Notice is ideally suited to this purpose, and its frequent use is strongly encouraged.

**2515.03**      **OBTAINING WARNING NOTICE BOOKS**

- A.      Warning Notice books shall be obtained by officers from their respective worksites.
- B.      All officers below the rank of Lieutenant shall have a Warning Notice book available during routine patrol.

**2515.04**      **ROUTING OF COMPLETED WARNING NOTICE**

Warning Notices consist of three parts: an original (white) that is issued to the violator or attached to the vehicle; a second copy (yellow) that is turned in on the date of issuance to the officer's worksite and is subsequently routed to the Information Management Section/Field Office Records; and a third copy (blue) that is retained by the officer.

2515.05

ORGANIZATION CODE

Spaces for the Organization Code appear only on the second and third copy of the Warning Notice. Officers are reminded to fill in these spaces with the appropriate code.

Approved \_\_\_\_\_

Benjamin S. Holmes, Jr., Acting Chief of Police





## GENERAL ORDER

.01 POLICY

.02 CONGRESSIONAL IMMUNITY

### 2130.01 POLICY

An officer shall comply with the laws relating to Congressional Immunity, and extend to Members of Congress every courtesy and consideration.

### 2130.02 CONGRESSIONAL IMMUNITY

Article I, Section 6, of the United States Constitution extends to Members of Congress immunity from arrest in all cases except treason, felony, or a breach of the peace during their attendance at the session of their respective Houses and in going to or returning from same.

However, the Supreme Court has interpreted the phrase "breach of the peace" to include any criminal offense, thereby limiting the immunity to civil cases where arrest or imprisonment may occur. Members of Congress are not immune from arrest for a criminal offense or the service of traffic citations. Additionally, they are not immune from service of process in a criminal or civil case.

An officer who arrests a Member of Congress shall comply with the provisions of General Order 2103 "Arrest Procedures" and ensure that the Shift Commander is immediately notified of the arrest.



# GENERAL ORDER

- I. POLICY
- II. RESPONSIBILITIES AND REPORTS

## I. POLICY

The Force expects each officer to be punctual in reporting for all scheduled duty and other assignments. An officer should anticipate traffic conditions and other circumstances that may cause tardiness and allot sufficient travel time to arrive punctually for duty.


## II. RESPONSIBILITIES AND REPORTS

- A. An officer shall report punctually for duty and reassignments in appropriate attire at the time and place designated by his/her superior officer. An officer shall be responsible for personally checking with his/her respective Division, Branch, Section, Station, Field Office each day for his/her hours and assignments for the following day. While on sign-off days this shall only apply on the last sign-off day. This shall not apply while in a leave status unless the day of leave immediately precedes the next scheduled work day.
- B. An officer who determines that he/she will be late reporting for duty and/or reassignment shall:
  - 1. Make every effort to promptly notify the appropriate Communications Section. The officer may request leave prior to the commencement of his/her beginning tour of duty.
  - 2. Orally report the reason for tardiness to his/her immediate supervisor upon arrival for duty and submit a Supplementary Case/Incident Record (NPS Form 10-344) prior to the end of his/her shift to document the reason.
- C. Upon receiving notification from a tardy officer, Communications Section personnel shall inform the tardy officer's immediate supervisor (and the Shift Commander if the officer is assigned operational responsibilities) of the time notification was received.

- D. After a tardy officer has reported the circumstances surrounding his/her tardiness, the immediate supervisor shall:
1. Advise the Shift Commander of the circumstances surrounding the tardiness (if the officer is assigned operational responsibilities).
  2. Obtain a case incident number from the Communications Section for an administrative complaint and prepare a Case Incident Record (NPS Form 10-343) in accordance with established procedures. When completing the NPS Form 10-343, the supervisor should refrain from identifying the tardy officer. The only verbiage in the narrative should be "All Copies to the Commander, Office of Professional Responsibility."
  3. Prepare an NPS Form 10-344 documenting the circumstances of the tardiness and any counsel provided to the tardy officer. If appropriate, the supervisor shall notify the tardy officer's timekeeper to record the tardiness as follows:
    - a. If a tardy officer arrives for duty within 30 minutes of the beginning of his/her tour of duty for a basic workday, there is no charge to the officer's personal leave account and there is no absent without leave (AWOL) charge.
    - b. If a tardy officer arrives for duty after 30 minutes of the beginning of his/her tour of duty for a basic workday, and he/she has not been granted any personal leave during such absence, the officer shall be charged with AWOL for the exact amount of time absent from duty.
    - c. If a tardy officer is granted personal leave after his/her tour of duty is scheduled to begin, the officer shall be charged with AWOL from the beginning of his/her scheduled tour of duty until personal leave is authorized to commence. Note that personal leave can only be charged in 15-minute increments. If the tardy officer arrives for duty within 30 minutes of the beginning of his/her tour of duty, Section II.D.3.a shall apply.
    - d. If a tardy officer arrives late for duty on his/her sign-off day or other off-duty time (e.g., when reporting for court, special detail, call back to duty), there is no charge to the officer's personal leave account and there is no AWOL charge.
    - e. If an officer is already on duty and reports late for reassignment, court, clinic, etc., there is no charge to the officer's personal leave account and there is no AWOL charge.

4. Normally the supervisor who initiates the investigation by requesting a case incident number for the complaint shall interview the officer, obtain additional information, and complete the investigation before the end of his/her tour of duty. A facsimile copy of the original complaint shall be sent to the Internal Affairs Unit (IAU) prior to the end of tour, so that it can be logged in and assigned an IAU case number. If extenuating circumstances prevent meeting the initial deadline, the investigation shall be completed by the following tour of duty, with the approval of the Shift/Station/Unit Commander as appropriate.
  5. Submit the appropriate completed investigation and all copies of NPS Form 10-343 and 10-344 in sealed envelopes to the Commander, Office of Professional Responsibility, that day if possible, but not later than 72 hours after the incident.
- E. If the absence is later excused or approved, any time originally charged against the officer as AWOL shall be changed to the officer's appropriate leave account, if applicable. If this occurs, the Commander, Office of Professional Responsibility, shall ensure that a memorandum to the officer's Field Office/Station/Unit Commander is prepared directing the restoration of the officer's pay for that period in which the officer was reported as AWOL.
- F. A tardiness complaint against an officer who is in a Field Training status shall be handled as follows:
1. The operational supervisor who documents the tardiness complaint against the recruit officer shall investigate the complaint.
  2. In accordance with Force policy on the Delegation of Authority for Disciplinary and Adverse Action, upon completing the investigation the operational supervisor shall forward "sustained" tardiness complaints to the Commander, Office of Professional Responsibility, for review of proposed penalties.
  3. The Commander, Office of Professional Responsibility, shall return "sustained" cases to the submitting official for final disposition and issuance of discipline as necessary. The submitting official shall also forward a disposition to the Commander, Training Branch.

Approved

  
Benjamin J. Holmes, Jr., Acting Chief of Police



## **GENERAL ORDER**

- I. POLICY
- II. GENERAL PROVISIONS
- III. MEDIA INFORMATION
- IV. SPONTANEOUS EVENTS
- V. MEDIA RIDE-ALONGS
- VI. FREEDOM OF INFORMATION ACT

### **I. POLICY**

The United States Park Police shall cooperate with the media in their newsgathering activities regarding incidents and investigations that involve the Force provided that:

- Investigations are not jeopardized.
- Police operations are not interfered with.
- The safety of officers and/or the public are not endangered.
- Such activities are in accordance with the provisions of applicable Government regulations.

As a public service organization, the United States Park Police encourages the release of information to the media and the public. Information about Force activities shall be made available to the media according to the provisions of the Freedom of Information Act (FOIA), the Privacy Act, Department of the Interior Public Affairs Office policies and regulations, the Force Guideline Manual entitled "Release of Police Reports and Information," and other applicable information, disclosure policies, and procedures.

### **II. GENERAL PROVISIONS**

- A. The Commander, Planning and Development Unit, the Commander, New York Field Office, and the Commander, San Francisco Field Office, are the Force officials responsible in their respective areas for responding to requests for information under the FOIA and the Privacy Act in a timely, fair, and impartial basis. The Force Public Information Officer, the Commander, New York Field Office, and the Commander, San Francisco Field Office, are responsible in their respective areas for making information available to the media on a timely, fair,

and impartial basis after properly notifying the appropriate Force officials in accordance with General Order 95.02 "Notification of Force Officials."

- B. FOIA requests and media information shall be closely coordinated with the appropriate Force official in accordance with National Park Service policy concerning disclosure of information.
- C. Any information that may identify a detained or arrested juvenile, prejudice any hearing, reveal any information relating to the juvenile proceedings, or reveal any record of those proceedings shall not be released to the public or to the news media. The fact that a juvenile committed a crime is releasable. If a juvenile is taken into custody and is prosecuted as an adult, the juvenile's name and photograph may be released pursuant to guidelines set forth in 18 U.S.C. 5038 and other applicable Force guidelines.
- D. The name of an officer involved in a traumatic incident shall not be released until:
  - 1. The officer's immediate family has been notified of the impending media release.
  - 2. The officer has been notified of the impending media release (if feasible).
  - 3. The incident has been reviewed and the media release had been approved by either the Force Public Information Officer (in the Washington metropolitan area), the officer's respective Field Office Commander, or a designee. Normally this review shall take place no more than 24 hours after the incident.
- E. An officer's opinion regarding an incident shall not be expressed to the public or media except as authorized through the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander.
- F. An official who provides initial information at the time of the incident or provides information at a later time shall complete a Media Information form (USPP Form 84A) and send a copy to the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander before the end of the tour of duty in which the incident occurred or the information is released.
- G. The USPP Form 84A shall be distributed as follows:
  - 1. Field Office Commander (if applicable)
  - 2. Records (Headquarters or Field Office as appropriate) (original)
  - 3. Communications Section

4. Criminal Investigations Branch/Unit (if applicable)
  5. Commander, Operations Division/Field Office Division, as appropriate
  6. Office of the Chief
  7. Commander, Patrol Branch (if applicable)
  8. Force Public Information Officer
- H. The preliminary reports of the incident shall be forwarded to the Force Public Information Officer (Washington metropolitan area) or the Field Office Commander after completion.

### III. MEDIA INFORMATION

#### A. First Unit(s) on the Scene

1. An officer who becomes aware of or is involved in an incident that may reasonably be expected to attract media attention shall advise the Communications Section about the nature of the incident and request his/her immediate supervisor and/or the Shift Commander to respond to the scene as soon as possible to determine how any media inquiries shall be handled.
2. If media personnel arrive at the scene of an incident before a ranking official arrives, the officer on the scene may release basic information concerning minor incidents (e.g., motor vehicle accidents, traffic conditions). Under no circumstances may an officer release the names of individuals involved in the incident or specific information about a serious incident. The media shall be advised that inquiries will be addressed by the responding Force official.
3. The officer most familiar with the crime, investigation, or incident shall brief the Shift Commander and others as directed by the Shift Commander about the incident.
4. An officer or official shall assist in the dissemination of information to the media by:
  - a. Providing information approved by the Shift Commander when necessary.
  - b. Ensuring that the appropriate Force officials are properly briefed for interviews and/or news releases.



B. Shift Commander

Subject to the provisions of Section III.C.1, the Shift Commander shall determine whether to respond to a media inquiry or whether the incident is significant enough to be handled by the Force Public Information Officer or Field Office Commander or a designee.

C. Office of the Chief/Public Information Officer/Field Office Commander

1. The Office of the Chief/Public Information Officer/Field Office Commander or a designee shall release or allow the on-scene official to release appropriate information as it becomes available for all confirmed reports of:

- a. Homicides.
- b. Kidnapping.
- c. Bombs or explosions.
- d. Hostage situations.
- e. Death, serious injury, or critical incident that involves a police officer, department head of another agency, high local, State or Federal official, foreign national, or other prominent person.

Note: Such releases shall be done in close cooperation with the appropriate Force official and the Criminal Investigations Branch/Unit.

2. If the Force Public Information Officer (Washington metropolitan area) or Field Office Commander is unavailable, such information shall be disseminated, as appropriate, by the Shift Commander.
3. A copy of the media release shall be forwarded to the appropriate Field Office/Division Commander and the Force Public Information Officer by 0800 hours following the time of the incident unless its seriousness dictates an immediate notification.

D. Communications Section Personnel

1. The on-duty Communications Section supervisor or a designee shall ensure that appropriate notifications are made in accordance with General Order 95.02 "Notification of Force Officials" when advised of an incident that may reasonably be expected to attract media attention.

2. When a representative of the media calls the Communications Section for routine matters such as traffic conditions, Communications Section personnel shall ensure that available information is furnished to the caller or that the caller is referred to an appropriate supervisor.
3. Requests for information concerning cases or incidents under investigation shall be referred to the Shift Commander. If the Shift Commander determines not to release information other than general report content, the caller should be informed by the Shift Commander that the call will be returned and the Shift Commander shall attempt to locate the appropriate Force official. If none is available, the Shift Commander shall contact the caller and advise that the request will be deferred until the appropriate Force official can be contacted to arrange a response.

#### IV. OTHER PROVISIONS

- A. Professionally accredited media representatives may be permitted access through police barricades at the scene of major fires, natural disasters, or other such incidents only with permission of the official in charge. Media representatives who refuse to comply with the police requests and interfere with operations may be excluded from the scene and may be subject to criminal prosecution. Media representatives may be permitted access around the perimeter of a crime scene, but not within the crime scene itself. A crime scene is defined as an area secured by the police to preserve and process evidence of a criminal act. Access may be permitted after all evidence has been processed and collected; however, the police have no right to invite the media onto private property without the consent of the owner or person in charge of the property.
- B. An officer at the scene of an incident should take no action to discourage the news media from photographing or televising persons or scenes except as provided for in Section IV.A. An officer at the scene shall give no physical assistance to the news media in the photographing or televising of persons or crime scenes and shall not direct or encourage victims, witnesses, or prisoners to be photographed or televised by the news media.
- C. Media personnel shall not interview an arrestee unless the arrestee requests an interview in writing or consents to the interview. Such an interview may be conducted if it does not interfere with police operations. Media personnel shall not be allowed to interview arrestees who are juveniles, even if the arrestee requests an interview.
- D. Prisoner escorts are a legitimate, proper, and necessary police function; however, a Force officer shall not stage for the news media an arrestee escort or walk so that the media can photograph or film a prisoner.

V. MEDIA RIDE-ALONGS

With approval of the Chief's Office/Public Information Officer/Field Office Commander, the media shall be permitted to participate in this program. In the event of an emergency, the officer shall explain to the media participant what action should be taken. At the officer's discretion, the participant may be required to exit the cruiser prior to responding to a possible hostile situation. If the participant is required to exit the vehicle, the assigned officer shall ensure that arrangements are made to pick up the participant as soon as possible.

VI. FREEDOM OF INFORMATION ACT

All persons who request disclosure of information under the Freedom of Information Act that pertains to the Force or its employees shall be directed to Commander, Planning and Development Unit, or the appropriate Field Office Commander.

Approved

Benjamin S. Holmes, Jr., Acting Chief of Police



# GENERAL ORDER

I. POLICY  
II. GENERAL INFORMATION  
III. APPEARANCE

I. POLICY

Officers of the United States Park Police shall be well groomed.

II. GENERAL INFORMATION

It is vital to the public safety, as well as the safety of all officers, that the public is able to recognize, instantly and without delay, an officer as representing legitimate law enforcement authority. Hesitation by the public in either seeking assistance from an officer or cooperating with an officer can, in some cases, be a matter of life or death. Consequently, an officer's well-groomed appearance will facilitate instant recognition and encourage quick, respectful cooperation from the public; it also assists officers in projecting a neutral image, thereby minimizing public antagonism from everyday contacts.

Officers must recognize that the public will often judge the effectiveness of the Force based upon first impressions. An officer who is inattentive to his/her personal appearance and/or hygiene reflects an unfavorable image not only upon himself/herself, but the entire Force.

Distinction is drawn between the grooming required for males and females. This does not reflect any difference in the degree to which it is imperative that female or male officers are well groomed; rather it reflects expectations by the public of different grooming standards by the two sexes. These expectations are critical to the recognition, cooperation, and absence of antagonism by the public.

III. APPEARANCE

A. All Personnel

1. At all times while on duty in uniform or plainclothes, unless authorized by the Chief of Police or his/her designee, an officer shall be well-groomed and clean in appearance

2. Hands

Fingernails shall be clean and trimmed so as not to exceed ¼ inch from the end of the fingertip. A female may wear a neutral color of polish or nail coating on her fingernails.

3. Eye brows

Eye brows shall be trimmed so as to remain within the area defined by the natural hairline.

4. Jewelry

Besides rings, watches, and medical alert bracelets, officers are not allowed to wear any visible jewelry.

5. Cosmetics

Cosmetics, when worn, shall be used in moderation.

B. Male Personnel

1. Grooming of Hair

Hair shall be combed or brushed so that it does not protrude more than 2 inches in a perpendicular line from the scalp; it shall be gradually tapered to the sides so that the outer portion of the ear is visible and not covered by hair when viewed from the front, side, and rear. Hair shall be evenly trimmed at all times. Hair on the back of the head shall be trimmed so that it does not extend over the uniform shirt collar while standing in normal posture. While the officer is on duty, his hair shall not be worn in braids, plaits, dreadlocks, ducktails, ponytails, rattails, or drawn together and pinned. Unusual or eccentric haircuts are not permitted. A wig or hairpiece of color close to the usual hair color may be worn if it conforms to the guidelines of this section. The appropriate Division Commander may waive the provisions of this section for non-uniformed officers.

2. Sideburns

Sideburns shall not extend below a horizontal line drawn from the lowest portion of the ear. They must be trimmed so that the ear is visible from the front and that the width of the sideburns does not exceed the area defined by the natural hairline.

3. Mustaches

A mustache is permitted to the extent that it conforms to the following standards. The mustache must be trimmed so that the officer's upper lip is visible when viewed from the front. The mustache must be trimmed so that it does not extend more than ½ inch from a perpendicular line drawn at the corner of the mouth. The mustache must also be trimmed so that it does not extend more than ¼ inch below a horizontal line formed by the corners of the mouth. The mustache must not be waxed or otherwise treated to extend it beyond the natural hairline.

4. Other Facial Hair

Generally, a clean-shaven appearance is required, with the exception of mustaches. Beards, chin whiskers, neck hair, or lower lip whiskers may not be worn by officers assigned to uniformed duties unless authorized by the Chief of Police or a designee. Beards or other facial hair may be worn by non-uniformed officers working in an assignment in which it is deemed appropriate and with the permission of the officer's Unit/Station Commander.

An officer may be authorized to wear a beard or other facial hair as part of the treatment of a medical condition. The following is the procedure to be adhered to for the wearing of a beard or other facial hair for medical reasons:

- The officer must have a medical certificate from his private dermatologist, Clinic physician, or Force Contract Medical Facility physician that states both the diagnosis and prognosis of the medical condition. This certificate shall be presented to the officer's immediate supervisor, who shall forward it to the appropriate Unit Commander.
- While under treatment for the medical condition, the officer's beard shall be evenly trimmed to the shortest length possible to accommodate the medical condition, not to exceed 3/8 inch in length.
- While under treatment, the officer shall be required to obtain a medical certificate from his private dermatologist, Clinic physician, or Force Contract Medical Facility physician every 6 months from the date of the initial visit.
- The officer's Unit/Station Commander shall be responsible for monitoring the officer's condition, medical certification, and compliance with this General Order.

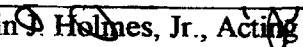
5. Earrings

A male officer shall not wear earrings while on duty unless authorized by his Division Commander.

C. Female Personnel

1. Hair shall be neatly combed and arranged and shall not extend below the bottom edge of the collar; hairstyles used in accomplishing this goal shall permit the proper wearing of the uniform hat. Barrettes and similar hair ties shall be kept to a minimum and shall be of neutral color and style. A wig or hairpiece of color close to the usual hair color may be worn if it conforms to the guidelines of this section. Unusual or eccentric haircuts are not permitted. The appropriate Division Commander may waive the provisions of this section for non-uniform officers.
2. Female officers may wear small, plain, button-type earrings. More than one earring per ear is prohibited.

Approved

 Benjamin S. Holmes, Jr., Acting Chief of Police





## **GENERAL ORDER**

- .01 POLICY
- .02 ANIMAL BITE INCIDENTS
- .03 CONTROL OF ANIMALS
- .04 SICK, INJURED, OR DEAD ANIMALS
- .05 REPORTING
- .06 RESPONSIBILITIES

### 3213.01 POLICY

It is Force policy to investigate all complaints that involve animals within areas of Force primary jurisdiction.

### 3213.02 ANIMAL BITE INCIDENTS

- A. An officer who encounters an individual bitten by an animal shall:
  - 1. Provide first aid and further medical assistance as needed. (The prompt and thorough washing of a wound may reduce the possibility of infection.)
  - 2. Attempt to locate and control the animal.
- B. If the animal is under a person's control (including pet wild animals), the officer shall:
  - 1. Attempt to identify and locate the person responsible for the animal's care.
  - 2. Inform the person responsible for the animal about local procedures for the examination and quarantine of the animal.
  - 3. Take appropriate enforcement action if violations of animal regulations contributed to the incident.
- C. In accordance with local procedures, notify the area animal control agency

(e.g., in the District of Columbia, the D.C. Animal Shelter wants to be immediately notified by telephone of any dog bite case so that they can respond to the scene if the dog is either a stray or from out-of-town).

Note: Officers are reminded that if an animal who has bitten someone cannot be identified and subsequently examined and/or quarantined, then that person may have to undergo a series of painful rabies shots.

### 3213.03 CONTROL OF ANIMALS

- A. An officer should not normally attempt to take physical control of a potentially dangerous animal. However, if physical control is necessary and the animal is creating a hazard, the officer should accomplish this safely or, if conditions warrant, destroy the animal in accordance with General Order 3601 "Firearms."
- B. Supervisors in areas where restraining nooses and/or tranquilizer guns are available shall ensure that officers are properly trained to use them.
- C. Animal control holding areas shall be used (where available) to maintain animals pending the arrival of animal control agency personnel. Force kennels shall not be used as holding areas, except in an emergency, because of the potential spread of animal diseases. If a kennel must be used, a Force canine patrol officer shall be advised so that decontamination procedures can be instituted.
- D. Animals (except those Force-owned) shall not be routinely transported in Force vehicles; however, when transportation of an animal is necessary, only cage cars or patrol wagons should be used. Since diseases that are harmless to humans but deadly to animals may be present, a canine patrol vehicle shall be used to transport other animals only in an emergency. If a canine patrol vehicle is used, a canine patrol officer shall be notified so that decontamination procedures can be instituted.
- E. Persons who are arrested or detained with an animal in their possession shall be given the opportunity to make arrangements for the custody of the animal. Otherwise, the animal shall be impounded in accordance with local requirements.

### 3213.04 SICK, INJURED, OR DEAD ANIMALS

- A. Sick or Injured Animals
  - 1. An officer who encounters a wild animal that is apparently sick or injured shall:

- a. Keep all persons and domestic animals away from the animal and take all necessary steps to contain or control the animal's movement.
  - b. If warranted, request that Communications Section personnel contact a local animal control agency and obtain an estimated time of arrival.
  - c. Be prepared to destroy the animal, if conditions warrant, in accordance with General Order 3601 "Firearms." Avoid shooting the animal in the head (if possible) if it has either bitten someone or is suspected to be rabid.
2. An officer who encounters a domestic animal that is apparently sick or injured shall abide by Section .04.A.1., except that attempts to contact the animal's owner should be made before contacting an animal control agency or destroying the animal. Officers should remember that rabies is far less likely in domestic animals, but the possibility exists.

B. Dead Animals

1. An officer shall arrange for park maintenance personnel to remove any dead animal in the Park System except:
  - a. When the owner of a domestic animal arranges for its removal.
  - b. When local procedures require a specific Park Service employee to be notified to remove a dead animal.
  - c. When a State or local agency wishes to remove the animal for testing or other governmental purposes.
  - d. When someone claims the animal that has a legal right to it (e.g., Virginia and Maryland have laws that allow the operator of a vehicle involved in a collision with a deer to keep the deer).
2. An officer shall move the dead animal from an area that is frequented by the public; however, it should still be accessible to maintenance crews. A noncontact utensil such as a shovel should be used. The utensil shall be thoroughly washed as soon as practical to eliminate any traces of body fluids from the carcass, thereby minimizing the possibility of future human contact with the fluids.

3213.05      REPORTING

- A.     Animal complaints that do not involve an animal bite shall be recorded on a Case Incident Record (NPS Form 10-343) and any supplemental forms necessary.
- B.     Animal bite complaints shall be recorded on NPS Form 10-343, an Animal Biting Report (USPP Form 134), and any supplemental forms necessary.
- C.     Any required State or local animal control agency forms or rags shall be completed.

3213.06      RESPONSIBILITIES

- A.     Each Communications Section shall maintain a current listing of all local animal control agencies. When necessary, Communications Section personnel shall request the assistance of the appropriate agency and ascertain their estimated time of arrival to the scene.
- B.     District/Field Office Commanders shall ensure that local procedures and regulations are implemented for the reporting of incidents, as well as for the control, examination, and quarantine of animals within their respective areas.
- C.     In areas where animal control is initially handled by officers, District/Field Office Commanders shall ensure that proper animal control equipment is available and that officers are properly trained in its use.

Officers should remember that even an animal carcass is a potential spreading point for rabies. Further, any human contact with an infected animal or animal carcass could result in that person receiving painful injections and/or facing possible death.

**SUBJECT: Disasters**

**NUMBER: 2315**

## **GENERAL ORDER**

- .01 DEFINITION
- .02 POLICY
- .03 PROCEDURES
- .04 RESPONSIBILITIES

2315.01 DEFINITION

A "disaster" is defined as any natural or manmade event of unusual or severe effect, threatening or causing extensive damage to property and/or loss of life, and requiring extraordinary measures to protect lives and property.

4 pages of Information withheld

**SUBJECT: Crime Scene Investigations**

**NUMBER: 2310**



## GENERAL ORDER

.01 PURPOSE

.02 GENERAL PROVISIONS

.03 RESPONSIBILITIES AND PROCEDURES

### 2310.01 PURPOSE

This General Order set forth procedures to protect and preserve the scene of a crime through the effective control and deployment of resources. The ultimate success of a criminal investigation is often determined by the evidence obtained during the crime scene investigations.

4 pages of Information withheld

11/01/02

General Order 2310  
Page 1 of 4

SUBJECT: Metropolitan Washington  
Airports

NUMBER: 2004



## GENERAL ORDER

- .01 INTRODUCTION
- .02 PROVISIONS
- .03 RESPONSIBILITIES

### 2004.01 INTRODUCTION

The United States Park Police recently entered into Mutual Aid Agreement with the Federal Aviation Administration (FAA) Police for Washington National Airport, Dulles International Airport, and the Dulles Access Road, hereafter referred to as the Metropolitan Washington Airports. At these locations, Public Law 81-762, Public Law 91-383, and D.C. Code 7-1208 extend law enforcement authority to the Force; however, the primary law enforcement responsibility rests with the FAA Police.

This General Order summarizes the agreement as it relates to the duties and responsibilities of United States Park Police officers.

3 pages of Information withheld



**GENERAL ORDER**

- .01 POLICY
- .02 GENERAL PROVISIONS
- .03 MASS ARREST PROCEDURES
- .04 PRISONER PROCESSING PROCEDURES
- .05 RESPONSIBILITIES

2108.01 POLICY

The Force shall make every effort to anticipate situations that may result in mass civil disobedience and arrests. When these situations arise, whether preplanned or spontaneous, the Force shall take reasonable action to ensure the safety of the public and our officers, the protection of property, and the safe control of arrestees.

5 pages of Information  
withheld

**SUBJECT: Unsecured Installation**

**NUMBER: 2201**



## **GENERAL ORDER**

- .01 POLICY
- .02 PROCEDURES
- .03 RESPONSIBILITIES
- .04 REPORTING

2201.01 POLICY

The Force shall provide security for the many buildings and other structures within the National Park System, many of which house valuables of national and historic significance.

2201.03

RESPONSIBILITIES

- A. The prompt discovery and reporting of unsecured installations shall be a primary responsibility of all officers.
- B. Pending the notification and response of the installation manager, responsibility for the security of the installation and its contents shall remain with the reporting officer. When notification of the installation manager is not possible or if the installation manager or a representative is unable to respond after notification, every practicable means of securing the installation shall be made by the unit on the scene prior to returning to service. When it is necessary to use maintenance personnel to assist with securing the installation, the reporting officer shall remain on the scene until the installation is secured unless directed otherwise by the officer's supervisor.

2201.04

REPORTING

- A. All facts and circumstances of the investigation shall be reported on a Case Incident Record (NPS Form 10-343) or Criminal Incident Record (NPS Form 10-343B), whichever is applicable. Among the facts to be reported are:
  - 1. Time facility was discovered open.
  - 2. Brief description of conditions noted, to include:
    - a. Method of entry (unlocked door, picked lock, forced door or window, etc.).
    - b. Type of instrument used to gain entry.
    - c. Type of intrusion detection device, if present, and whether the device was defeated by the intruder or was otherwise inoperable.
  - 3. Additional assistance required.
  - 4. Time ID and criminal investigator were notified.
  - 5. Time supervisor was notified.
  - 6. Name of and time installation manager was notified and whether the installation manager responded to the scene.
  - 7. Missing property.

8. Reason the installation was unsecured.
  9. Law enforcement action taken.
  10. Time installation was secured and by whom.
- B. Additional results of an investigation shall be submitted on a Supplementary Case/Incident Record (NPS Form 10-344) or Supplemental Criminal Incident Record (NPS Form 10-344A or B).

**Approved**

**Benjamin S. Holmes, Jr., Acting Chief of Police**

**SUBJECT: Posttraumatic Incident  
Counseling**

**NUMBER: 33.04**



# GENERAL ORDER

- I. INTRODUCTION
- II. POLICY
- III. PROCEDURES

**I. INTRODUCTION**

The Force provides posttraumatic incident counseling because an officer may experience varying degrees of emotional stress and medically predictable reactions due to involvement in a significant traumatic incident. This counseling is not indicative of a need for medical or psychological treatment nor does it in and of itself constitute a possible change in duty status, which are separate considerations; however, it is intended to assist the officer as he/she deals with real or perceived moral, ethical, or other after-effects of the incident.

**II. POLICY**

An officer involved in any significant traumatic incident shall receive posttraumatic counseling regardless of the officer's perceived need for it.

Approved \_\_\_\_\_  
Benjamin D. Holmes, Jr., Acting Chief of Police

02/23/04

Posttraumatic Incident  
Counseling (G.O. 33.04)  
Page 2 of 2

**SUBJECT: Incident Reporting**

**NUMBER: 3201**

## **GENERAL ORDER**

- .01 PURPOSE
- .02 POLICY
- .03 RECEIPT OF INCIDENT INFORMATION
- .04 CODE-1 AND CODE-2 INCIDENTS
- .05 INCIDENT RECORD FORMS
- .06 INCIDENT REPORTING REQUIREMENTS
- .07 RESPONSIBILITIES

**3201.01     PURPOSE**

This General Order establishes policy and procedures to document incidents using the Case Incident Record, Criminal Incident Record, and Offenses and Calls Record.

**3201.02     POLICY**

Prompt and appropriate action shall be taken on all incidents that are assigned to or come to the attention of an officer. When documentation of the incident is appropriate, it shall be completed in an accurate and timely manner.

*8 pages of Information withheld*



**SUBJECT: Bomb Scene Searches**

**NUMBER: 2340**



## **GENERAL ORDER**

- .01 PURPOSE
- .02 GENERAL PROVISIONS
- .03 PROCEDURES
- .04 RESPONSIBILITIES

2340.01 PURPOSE

This General Order provides guidelines for conducting bomb searches and incidents that involve objects suspected of being explosive.

6 pages of Information withheld

SUBJECT: Radio Procedures

NUMBER: 3401



## GENERAL ORDER

- .01 POLICY
- .02 GENERAL
- .03 RESPONSIBILITIES
- .04 RADIO OPERATIONAL PROCEDURES
- .05 UNITS NOT ANSWERING RADIO CALLS

### 3401.01 POLICY

Force radio communication procedures shall be consistent with those regulations established by the Federal Communications Commission, the Department of the Interior, and the Interdepartmental Radio Advisory Committee.

*4 pages of Information  
withheld*

5/17/76  
Edited 1/86

Page 1 of 4

**SUBJECT: Presidential and Dignitary Protection**

**NUMBER: 2330**

## **GENERAL ORDER**

- .01 POLICY
- .02 GENERAL PROCEDURES
- .03 ESCORTS
- .04 HELICOPTER LANDINGS
- .05 EVENTS ON THE SOUTH LAWN OF THE WHITE HOUSE
- .06 EVENTS ON THE NORTH PORTICO OF THE WHITE HOUSE

**2330.01**      **POLICY**

The Force shall provide support services for Presidential protection details when requested, and similar services may be provided to other agencies upon request if sufficient resources are available.

*3 pages of Information withheld*

**SUBJECT: Demonstrations and Special  
Events – NCR**

**NUMBER: 2301**



## **GENERAL ORDER**

- .01 PURPOSE
- .02 DEFINITIONS
- .03 GENERAL INFORMATION
- .04 COORDINATION BETWEEN THE UNITED STATES PARK  
POLICE AND THE METROPOLITAN POLICE OF THE  
DISTRICT OF COLUMBIA
- .05 RESPONSIBILITIES
- .06 REFERENCE

**2301.01      PURPOSE**

This General Order contains guidelines and information that pertain to demonstrations and special events that occur within the National Capital Region.

4 pages of Information withheld

**SUBJECT: Incident Review Panel**

**NUMBER: 32.06**



# GENERAL ORDER

- I. POLICY
- II. MEMBERSHIP
- III. SCOPE OF THE PANEL
- IV. REPORTS
- V. FOLLOW-UP RESPONSIBILITIES

## I. POLICY

The Force shall establish an Incident Review Panel to examine all incidents that involve the discharge of a firearm by an officer, the death or serious injury of a Force employee in the line of duty, or any incident deemed appropriate by the Chief of Police.

The panel shall analyze all factors relating to the incident and, when possible, provide recommendations to improve procedural handling and/or to prevent a recurrence of similar incidents.

*3 pages of Information  
Withheld*



# GENERAL ORDER

- I. POLICY
- II. GENERAL PROVISIONS
- III. APPROVAL OF NON-ISSUED FIREARMS
- IV. DESIGNATED AREAS

## I. POLICY

An officer is encouraged and authorized to be armed while off duty in certain designated areas (see Section IV), and is reminded of the responsibility for taking reasonable action, whether armed or unarmed, in any matter coming to his/her attention that lies within the scope of legal authority. When armed, only a Force-issued or -approved non-issued firearm and ammunition are authorized, and all applicable policies and procedures relating to the carrying and use of a firearm shall be in effect. Any suspension or revocation of an officer's authority to carry a firearm on duty will automatically apply to his/her authority to be armed while off duty.

## II. GENERAL PROVISIONS

- A. An approved off-duty firearm must be a minimum .380 caliber or equivalent. The maximum caliber of the firearm can be no greater than the current caliber of the Force duty weapon. Only semi-automatic pistols and revolvers that are dimensionally smaller than the Force issued firearm will be considered for approval as an off-duty weapon.
- B. A non-issued firearm approved for off-duty use may be approved for on-duty use by an officer's Division Commander.
- C. As with any firearm, an officer must ensure that an approved off-duty firearm is safeguarded at all times. An officer must take appropriate action to ensure that the off-duty firearm is kept out of the reach of children and other unauthorized persons. When an off-duty firearm is not being carried on the officer's person, the officer is responsible for the secure storage of the firearm, to prevent theft of the firearm and access to the firearm by unauthorized persons. An officer should familiarize himself/herself with State and local laws pertaining to the security and transport of firearms that he/she owns or is under his/her control.

- D. An officer shall take reasonable and prudent law enforcement action when faced with a situation and not carrying his/her badge, Force I.D., and firearm in an off-duty status.

### III. APPROVAL OF NON-ISSUED FIREARMS

- A. To obtain approval to carry a non-issued firearm, an officer shall:
1. Complete a Request for Approval of Non-Issue Firearm (USPP Form 137).
  2. Present the firearm to the appropriate Force armorer for inspection and testing, along with the completed USPP Form 137. The Force Armorer shall retain a copy of the completed USPP Form 137.
  3. Qualify with his/her approved non-issued firearm prior to receiving authorization to carry the weapon and thereafter in accordance with the Force firearms qualification/training program. An officer shall have his/her approved off-duty firearm and ammunition inspected by a designated Force armorer during the firearms qualification/training program. If the officer is carrying an off-duty firearm that is a different caliber from his/her duty weapon, he/she must provide Force-approved ammunition.
  4. Forward to the appropriate Division Commander the following:
    - a. The completed USPP Form 137
    - b. Two copies of the bill of sale or two copies of a negative NCIC article check of the firearm's serial number
    - c. Two copies of the State or local registration, if applicable
    - d. Two copies of any other pertinent document
    - e. A copy of the initial qualification record
- B. An officer, upon receipt of a copy of the USPP Form 137 approved and signed by his/her Division Commander, shall be authorized to carry his/her non-issued firearm off duty.
- C. An officer who is authorized by his/her Division Commander to carry a special handgun for on-duty use:
1. Is authorized to carry the special handgun off duty
  2. May have a non-issued handgun of identical caliber and function approved for off-duty use

#### IV. DESIGNATED AREAS AND SPECIAL DETAILS

An officer is authorized to be armed with an issued/approved firearm while off duty and take whatever reasonable action necessary under the circumstances in the following designated areas:

- A. Any unit of the National Park System
- B. The District of Columbia
- C. The environs of the District of Columbia " ... defined as embracing Arlington, Fairfax, Loudoun, Prince William, and Stafford counties and the City of Alexandria in Virginia, and Prince Georges, Charles, Anne Arundel, and Montgomery counties in Maryland"
- D. The county of Frederick, Maryland
- E. The city of New York and the counties of Nassau, Suffolk and Westchester, New York
- F. The counties of Monmouth, Hudson, Essex, Union, Bergen, Middlesex and Ocean, New Jersey
- G. The city and county of San Francisco, California, and the counties of Marin and San Mateo, California
- H. Within 50 miles of a designated area listed above only while traveling to or from the designated area
- I. Any area not listed above when so designated by a Force official in charge of a detail
- J. When off-duty and on temporary assignment authorized by the Force
- K. While traveling between the New York City metropolitan area and the Washington, DC, metropolitan area, or the San Francisco, California, metropolitan area and the Washington, DC, metropolitan area.
- L. When assigned to a designated area and deputized as a Special U.S. Marshal or any other deputization as deemed appropriate

Approved \_\_\_\_\_  
Benjamin D. Holmes, Jr., Acting Chief of Police





# GENERAL ORDER

- I. PURPOSE
- II. GENERAL PROVISIONS
- III. RESPONSIBILITIES

## I. PURPOSE

Official Force bulletin boards serve as a mechanism for providing information to the Force.

## II. GENERAL PROVISIONS

- A. Official Force bulletin boards shall contain three sections: (1) a section designated for new and/or temporary material, (2) a section designated for extended and/or permanent information, and (3) in accordance with the Labor-Management Agreement, a section reserved for posting union notices and literature.
- B. Items of general information shall be approved by the Chief's Office before being posted on the official Force bulletin board at Headquarters. The posting of approved information in Field Offices, Stations, and other offices not located within Headquarters shall be the responsibility of the appropriate Field Office/Unit/Worksite Commander or his/her designee.

New items on the official Force bulletin board shall remain for a period of 7 days before being transferred to the extended/permanent section if appropriate; otherwise, they will be sent to the Information Management Section for classification and filing.

## III. RESPONSIBILITIES

- A. Branch/Field Office Commanders are responsible for designating those offices and areas that will have official Force bulletin boards.
- B. When directed to do so, the Commander, Planning and Development Unit, shall ensure that all designated Stations, offices, and areas receive the same information that is posted on the official Force bulletin board in Headquarters. The Commander, Planning and Development Unit, shall also arrange to have that information transmitted to Force personnel who are assigned to areas outside the Washington metropolitan area.

- C. The Commander, Planning and Development Unit, shall ensure that the Headquarters bulletin board is inspected weekly for the purpose of posting, removing, and transferring items.
- D. The appropriate Field Office/Unit/Worksite Commander shall ensure that his/her respective bulletin board is checked weekly for the purpose of posting, removing, and transferring items.
- E. Each Force officer shall be responsible for viewing materials posted on his/her worksite bulletin board.

Approved \_\_\_\_\_  
Benjamin D. Holmes, Jr., Acting Chief of Police