



## DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Statement

OPI:	SEC
Number:	3040.2A
Date:	January 22, 2007
Supersedes:	3040.2
Subject:	Correctional Officers' General Orders

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1. **PURPOSE AND SCOPE.** To promulgate basic orders which are general in application to all correctional Officers.
2. **POLICY.** It is the policy of the DOC that all correctional officers will know and understand the basic orders with which they are required to comply without regard to duty station.
3. **APPLICABILITY.** This directive is applicable to all correctional officers.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
  - a. All correctional officers will be provided with basic orders governing the performance of their duties.
  - b. The safety, security and orderly operation of DOC facilities will be maintained.
5. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
6. **DIRECTIVES REFERENCED**
  - a. **Directives Rescinded** - None

b. **Directives Referenced** - None

7. **AUTHORITY.** D. C. Code § 24-211.02, Powers; Promulgation of Rules

8. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 4<sup>th</sup> Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-7C-03.

9. **PROCEDURES**

- a. A copy of this order shall be permanently posted on all employee bulletin boards and attached to each post order.
- b. A copy of this order shall be issued to all correctional officers who are required to learn, understand and commit to memory the scope of each order.
- c. The Correctional Officers' General Orders shall be covered as part of pre-service, in-service and roll call training.

10. **GENERAL ORDERS**

- a. Take charge of this post and all government property on or near it.
- b. Abide by all local and federal law, DOC policies and procedures and obey all orders of my superiors, Post Orders, Special Orders and orders passed on to me by the officer I relieve.
- c. Be especially alert at night and during periods of darkness and poor visibility.
- d. Challenge all persons on or near my post and permit no one to pass unless properly identified.
- e. Sound the alarm immediately in case of fire, disorder, escape or attempted escape.
- f. Never possess, introduce or attempt to introduce contraband into or upon the grounds of any institution of the District of Columbia and report to my superiors all persons (visitors, inmates, employees and others) who possess, introduce, attempt to introduce or are suspected of introducing or attempting to introduce contraband into or upon the grounds of any institution of the District of Columbia.
- g. Be responsible for the security, accountability and safety of weapons, ammunition, radios and other government property issued or entrusted to me and never leave them unattended or unsecured.

- h. Use my weapon only as a last resort; to prevent escape; to prevent loss of life or grievous bodily harm; to prevent usurpation of my authority by inmates; and to protect government property only when its damage, loss or negligent handling of it would facilitate escape, loss of life or grievous bodily harm.
- i. Account for all inmates in my charge and report any unauthorized absences to the Shift Supervisor or other officials in the chain of command.
- j. Prepare and submit to the Shift Supervisor Disciplinary Reports on all inmates who commit violations of orders, rules or regulations.
- k. Be courteous toward all supervisors, fellow employees, inmates and members of the public, act in a professional manner at all times and commit no act which will discredit me, the Department of Corrections or the Government of the District of Columbia.
- l. Call the Shift Supervisor immediately in all circumstances not covered by instructions or orders.
- m. Leave my post only when properly relieved or when emergency conditions require me to do so.



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