

Policy: The Office of the Chief Medical Examiner (DC OCME) subordinate agency to the Executive Office of the Mayor of the District of Columbia and, thus, is governed by the Mayor's personnel authority – the District Personnel Manual (DPM)

Purpose: The purpose of this standard operating procedure is to provide information on access the District Personnel Manual (DPM). The DPM is the official method for the issuance of District-wide personnel regulations, implementing guidance and procedures, instructions, and related material on District-wide personnel programs.

Scope: All employees of the DC OCME

1. General

1.1. The DPM, in its entirety, is posted electronically at <http://dchr.dc.gov/>. The manual is updated periodically and all updates are posted on the website.

2. Discipline

2.1. Written procedures for discipline and removal of staff for cause are included in Chapter 16 of the DPM and are posted on the website as cited above.

3. Professional Credentials and Privileges

3.1. Written procedures for professional credentialing of employees of the District are included in Chapter 4 of the DPM. Specifically, verification of professional or other types of licenses as a prerequisite of employment is listed as one of the pre-employment checks for suitability of an appointee.