

GENERAL ORDER



Subject		
Conducting Police Business in Federal Government Buildings		
Topic	Series	Number
PCA	501	04
Effective Date		
January 30, 2007		
Replaces:		
General Order 501.04 (Conducting Police Business in Government Buildings)		
Effective Date December 1, 1971.		

DISTRICT OF COLUMBIA

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I. BACKGROUND

The Metropolitan Police Department works closely with other government agencies on matters of mutual concern. In this regard, MPD has established policies and procedures for conducting police business in government buildings.

II. POLICY

The policy of Metropolitan Police Department is to comply with all applicable constitutional requirements when conducting interviews and interrogations pursuant to this General Order. [CALEA 1.2.3(a-c)]

III. PROCEDURAL GUIDELINES

A. U.S. Postal Service:

1. When questioning and/or apprehending on duty postal employees, members shall:
 - a. Proceed to the information window in the main lobby of said building and request to speak with the manager on duty in cases of minor importance.
 - b. Arrangements shall be made for an interview on the premises.
 - c. If the suspect is arrested, a postal inspector shall be notified.

NOTE: The postal inspector can be reached after business hours and on Sunday, through the Washington Division 24-hour telephone number (See Attachment A).

2. If an off duty employee is arrested, a postal inspector shall be notified so that postal administrative features may be properly covered. (CALEA 1.2.5)
3. The Curseen Morris Post Office Branch is the only 24-hour postal facility within the District (See Attachment A). This branch is guaranteed to have postal police on the premises at all times. When questioning and/or apprehending postal employees assigned there, the member shall contact the postal police prior to entering the facility to request contact with the manager on duty.

B. Military Facilities

Prior to entering a military facility, members shall coordinate their visit with the appropriate law enforcement entity. (See Attachment B)

C. Other Federal Buildings under General Services Administration (GSA)

When serving warrants, subpoenas, and conducting other police business at any of the government buildings under the jurisdiction of the GSA, members shall:

1. Contact Federal Protective Services (See Attachment A), prior to conducting police business.
2. Inform the security guard on duty that he/she has a warrant or subpoena for an employee.
 - a. If the warrant or subpoena is for a misdemeanor, the security guard will contact the employee by telephone and request that the person come to the guard office for service.
 - b. Proceed to the office of the person in question, and serve the employee, if he/she fails to arrive at the guard office for service within a reasonable time; and (CALEA 1.2.5)
3. If the warrant or subpoena is for a felony, the guard will escort the member to the office or room where the person is employed and the member shall make the arrest; (CALEA 1.2.5) (CALEA 74.3.1 & 74.3.2)
4. Submit a written report to the member's superior if he/she experiences any difficulty in obtaining the cooperation of a guard.

D. Foreign Embassies and Other Public International Organizations

Service of a warrant or subpoena on a person employed in any foreign embassy or at any location under the control of an agency considered a

public international organization, shall be conducted in accordance with General Order 308.12 (Diplomats, Foreign Nationals and Resident Aliens).

IV. CROSS REFERENCES

- A. General Order 308.12 (Diplomats, Foreign Nationals and Resident Aliens)
- B. Cooperative Agreement: General Services Administration, National Capital Region (Federal Protective Service) and MPDC.

V. ATTACHMENTS

- 1. Attachment A: Contact Information for U.S. Post Office and the Federal Protective Services
- 2. Attachment B: Contact Information and Instructions for U.S. Military Installations Located in Washington, D.C.

//SIGNED//
Cathy L. Lanier
Acting Chief of Police

CLL:SOA:DAH:DEP:tss

**CONTACT INFORMATION FOR
U.S. POST OFFICE & FEDERAL
PROTECTIVE SERVICES**

Curseen Morris Post Office, Main Branch
900 Brentwood Road, NE
Washington, D.C. 20018

24-hour telephone number for the Washington Division is (410) 715-7700.

Federal Protective Service, Mega Center
4205 Suitland Road
Suitland, MD 20754

24-hour telephone number for the Mega Center is (301) 763-0040.

**CONTACT INFORMATION AND INSTRUCTIONS FOR
U.S. MILITARY INSTALLATIONS LOCATED
IN WASHINGTON, DC**

AIR FORCE

Bolling Air Force Base
195 Chappie James Boulevard

Show proper MPD police identification at the Air Force Base (AFB) guard gate and inform military officers at the gate that you have official business to conduct at the Security Forces Control Center located in Building 421. Air Force Security officials will assist MPD members while s/he conducts police business at their installation. For more information, members can contact the Security Forces Control Center at (202) 767-5000/5001/5002.

ARMY

Fort Leslie J. McNair
601 4th Street, NW

Show proper MPD police identification at the guard gate and advise military officers that you are on official business and need to proceed to the Military Police Office located in Building 32. When serving a warrant or subpoena call the Military Police Desk at (202) 685-3197 prior to arriving at the facility and Army officials will locate the military officer named in the official document for service. For further assistance, you may contact Lt. Miller or her Desk Sergeant at (202) 685-2936.

COAST GUARD

2001 2nd Street, SW

Show MPD badge along with the sworn MPD police identification card at the Coast Guard security gate. MPD members can also coordinate efforts by calling the Coast Guard's Main Security Office at (202) 372-4290. The Coast will contact a Federal Protective Services officer, who will be present during the execution of any MPD police business.

MARINES

Marine Barracks
8th and I Streets, SE

Show MPD police identification at the guard check gate or Sergeant of the Guards, which is located at the entrance of the facility. To coordinate with the Marine Guards, call (202) 433-2258.

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