

# EXECUTIVE ORDER



DISTRICT OF COLUMBIA

<b>Title</b> <b>MPD Email Requirements</b>
<b>Number</b> <b>17-022</b>
<b>Effective Date</b> <b>July 12, 2017</b>
<b>Related to:</b> GO-PER-201.26 (Duties, Responsibilities and Conduct of Members of the Department) GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]

Effective immediately, in an effort to ensure that we present a consistent and professional standard when communicating internally and to outside agencies and members of the public, all sworn and civilian members shall adhere to the following standards regarding their Department email account.

- A. Members shall ensure that their original Department emails contain a standard signature block.
  1. Members shall ensure that their signature block is:
    - a. Arial, Calibri, or Times New Roman in font;
    - b. 10 - 12 point text; and
    - c. Black in color.
  2. While the signature block is optional for forwarded emails and replies to emails, if one is used, it must meet the requirements of this order.
  3. Members shall ensure that their signature block contains the following information in the following order. Items are mandatory unless noted as optional.

<b>Required Items Unless Noted As Optional</b>	<b>Example</b>
Name	Jane Doe
Title, Assignment	Officer, Seventh District
Bureau ( <i>optional</i> )	Patrol Services South
Badge Number ( <i>optional</i> )	Badge No. 1234
Department	Metropolitan Police Department
Office Street Address ( <i>optional</i> )	2455 Alabama Avenue, SW
City, State and Zip Code ( <i>optional</i> )	Washington, DC 20020
Office Phone ( <i>optional</i> )	202-698-1500 (office)
Cell Phone ( <i>optional</i> )	202-999-9999 (cell)
Email Address	<a href="mailto:jane.doe@dc.gov">jane.doe@dc.gov</a>
MPD Website ( <i>optional</i> )	<a href="http://www.mpdcc.gov">www.mpdcc.gov</a>
MPD Twitter ( <i>optional</i> )	Twitter @DCPoliceDept
MPD Motto	We are here to help.

4. Members who wish to include a confidentiality notice in their emails shall first submit the notice to the Office of the General Counsel for approval prior to including the notice in their emails.
  5. Members **shall not** include any other information in their email signature blocks (e.g., mottos, quotations, logos, or graphics).
- B. Members shall use the standard white background for email messages. Members shall not apply themes, colors, or effects to their email messages.
- C. Signature blocks are optional from emails sent from mobile devices. However, members who include a signature block shall either use the standard preprogrammed message (e.g., "sent from my iPhone.") or a signature block that meets the requirement of this order.

A handwritten signature in black ink, appearing to read "Peter Newsham", with a long horizontal flourish extending to the right.

Peter Newsham  
Chief of Police

PN:KDO:MOC:JC