

# EXECUTIVE ORDER



DISTRICT OF COLUMBIA

<b>Subject:</b> <b>New Online Use of Force Incident Report (UFIR) and Reportable Incident Form (RIF) in the Personnel Performance Management System</b>
<b>Number</b> <b>18-001</b>
<b>Effective Date</b> <b>January 2, 2018</b>
<b>Related To:</b> GO 901.08 (Use of Force Investigations) SO-06-06 [Instructions for Completing the Reportable Incident Form (RIF: PD Forms 901-g and 901-h)] SO-10-14 (Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f))

## I. REGULATIONS

- A. Beginning January 3, 2018, members shall complete UFIRs and RIFs online in the Personnel Performance Management System (PPMS).

NOTE: Members can access PPMS via the MPD Intranet Homepage by clicking on the “PPMS – Live” link under the “Administrative Tools” heading. The system is accessible to all members using their DCGOV login and password.

- B. Supervisory officials shall:
1. Continue to request incident summary (IS) numbers from PPMS.
  2. Beginning January 3, 2018, upon receiving notification of a completed UFIR or RIF, review and approve UFIRs and RIFs in PPMS prior to the end of their shift.
- C. District and element watch commanders shall, upon receiving notification of an approved UFIR or RIF, review and approve the UFIR or RIF in PPMS.

Peter Newsham  
Chief of Police

PN:KDO:MOC:JC