

# EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: <b>Entering Firearms in RMS</b>
Number <b>18-002</b>
Effective Date <b>January 16, 2018</b>
Related To: GO-SPT-304.08 (Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers) GO-SPT-401.01 (Field Reporting System) GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming Into the Custody of the Department)

## I. PURPOSE

Accurate firearms statistics enable the Metropolitan Police Department (MPD) to identify patterns and trends to better inform decision-making and respond to public information requests.

Reliable data entry is critical to ensuring the accuracy of firearms-related statistics. Accordingly, members must enter all firearms properly into RMS. The purpose of this executive order is to provide instructions for entering firearms into RMS to ensure that members avoid potential data entry errors.

## II. REGULATIONS

- A. Members shall enter **all** firearms in RMS individually, under the correct charge, with the correct property type, and assigned the correct status according to the procedures set forth in Part III.A.
- B. Members shall use the "Property and Items (+ ITEM)" subsection of the associated incident or offense card in RMS to enter firearms according to the procedures provided in Part III.A.

- 1. Every firearm shall be entered.

**NOTE:** Including the firearm in only the narrative section of the report is **not** sufficient. The narrative is an important part of the report for other purposes (e.g., adjudication and record-keeping), but it cannot be used in statistical analysis.

- 2. Each firearm shall be entered individually as a separate property item.

**NOTE:** Entering several firearms as one item of property is **not** sufficient. Each firearm requires its own entry in the report.

**NOTE:** Using the "Quantity" field to enter the number of firearms rather than entering each individual firearm as a separate property item is **not** sufficient.

3. Firearms shall be entered as a “Firearm” item of property in all cases.
4. A firearm shall be entered **once** under the correct charge within the report. When multiple applicable charges exist, the firearm shall be entered once under one applicable charge. The member shall not enter the firearm under each applicable charge.

Example 1: A recovered firearm entered under a narcotics charge when firearms-related charges are present is **not** correct. The firearm belongs under a firearms-related charge, whenever applicable.

Example 2: A recovered firearm entered under **one** of several firearms-related charges (i.e. Possession of Unregistered Firearm and Felon in Possession of Firearm) is correct. Entering the firearm more than once is **not** correct.

5. An accurate property status for the firearm shall be entered in all cases.
- C. The procedures outlined in this executive order pertain to RMS reporting requirements only. The procedures outlined in this executive order do not relieve members of the evidence preservation and documentation requirements provided in GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming into the Custody of the Department) and GO-SPT-304.08 (Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers).

### III. PROCEDURES

- A. Upon recovering a firearm, members are reminded to:
1. Open the “Property and Items (+ ITEM)” subsection in the associated incident or offense card (Attachment A).
  2. Select “Firearm” (Attachment A).
  3. Complete the “Add Item – Firearm” tab, with special attention to the “Property Status” field (Attachment A).
    - a. In the “Property Status” field, choose the appropriate status for the firearm from the drop down menu. The available options are listed in Attachment A.
    - b. Firearms entered as “Recovered” or “Seized” require completion of the “Reason for Police Custody” field. The available options are listed in Attachment A.
    - c. Complete the remaining fields in the “Property Status” subsection and select “SAVE.”

4. Repeat these steps for **each firearm** associated with the report.

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

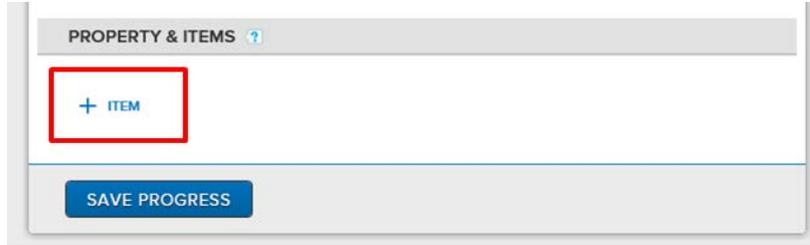
Peter Newsham  
Chief of Police

PN:KDO:MOC:SMM

## Adding Firearms to the Property & Items Section in RMS

### Part III.A.1.

Open the “Property and Items (+ ITEM)” subsection in the associated incident or offense card



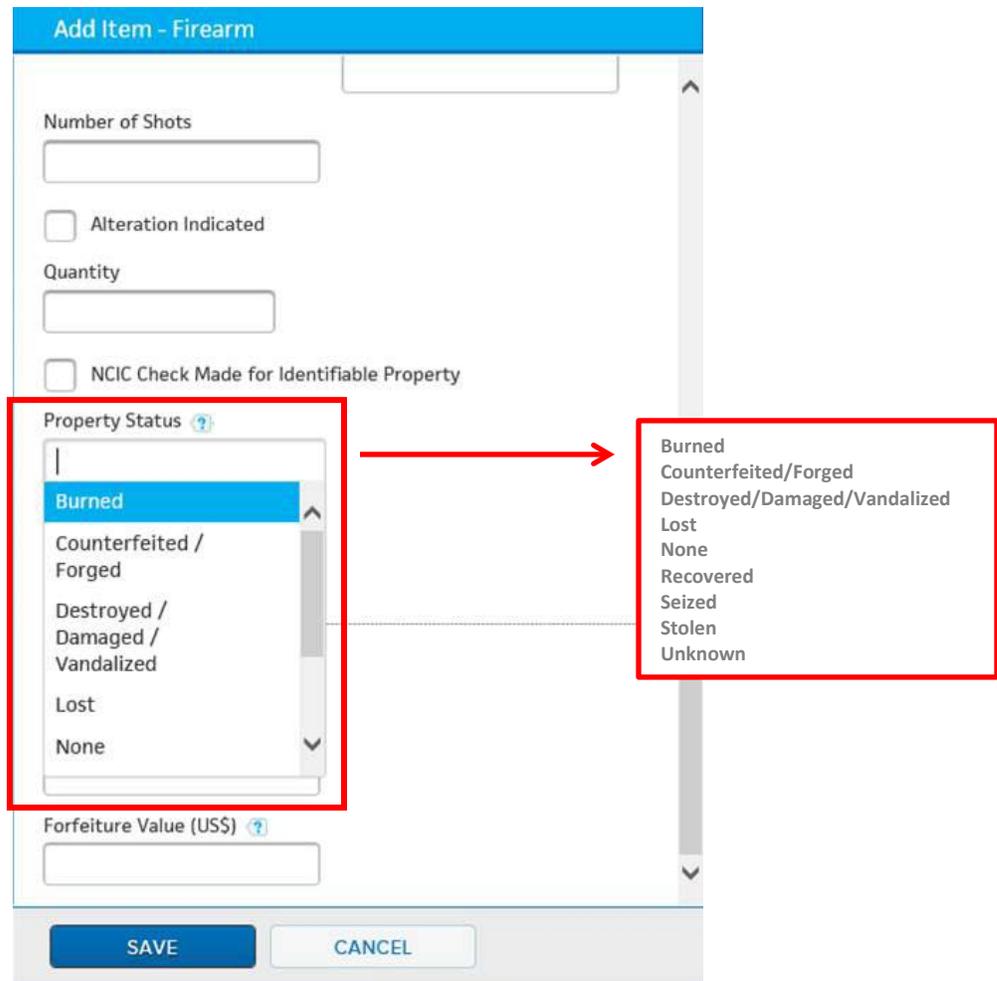
### Part III.A.2.

Select “Firearm”



### Part III.A.3.

Complete the “Add Item – Firearm” tab, with special attention to the “Property Status” field



### Part III.A.1.a

In the “Property Status” field, choose the appropriate status from the drop down menu

**Add Item - Firearm**

**Reason for Police Custody** [Dropdown Menu]

Recovering Officer [Dropdown Menu]

Recovering Person [Text Field]

**Recovered Location**

+ LOCATION

Date Recovered [MM/DD/YYYY] [Calendar Icon]

Owner Notified

Date Notified [MM/DD/YYYY] [Calendar Icon] [HH:MM]

Notifier Name [Text Field]

Statement of Facts [Text Area]

COMMENT [Text Field]

**SAVE** [Button] **CANCEL** [Button]

Abandoned  
 Alleged Mentally Ill  
 Damaged/Destroyed  
 Estate of Deceased  
 Evidence  
 Found  
 Held for Civil Forfeiture  
 Impounded  
 Lost  
 Pawned  
 Prisoner's Property  
 Removed From Impounded Vehicle  
 Safekeeping  
 Safekeeping – Recovered Stolen Auto  
 Set Out For Eviction  
 Stolen  
 Suspected Proceeds of Crime  
 Turned Over To Police For Destruction

**Part III.A.1.b**  
 Firearms entered as  
 "Recovered" or  
 "Seized" require  
 completion of the  
 "Reason for Police  
 Custody" field

**Part III.A.1.c**  
 Complete the  
 remaining fields  
 and select "Save"