EXECUTIVE ORDER

DISTRICT OF COLUMBIA

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.

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
**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.”