

EXECUTIVE ORDER



Subject:	Obtaining Replacement Service Pistols
Number	EO-19-006
Effective Date	September 16, 2019
Related To:	GO-RAR-901.01 (Handling of Service Weapons)

DISTRICT OF COLUMBIA

I. PURPOSE

The purpose of this executive order is to update the procedures to be used by members when obtaining replacement service pistols.

II. PROCEDURES

A. Replacement Service Pistols

1. Members may require replacement service pistols when they are lost or stolen, for officer-involved shootings, for negligent discharges, or for pistol malfunctions/contaminations.
2. In all circumstances where a member's service pistol is taken, the member shall be given a PD Form 84 (Clothing and Equipment Property Receipt).
3. Officer Involved Shootings and Negligent Discharges
 - a. In accordance with Attachment A (Replacement Service Pistol Procedures), members must receive approval and all required documentation must be completed prior to receiving a replacement pistol for an officer-involved shooting or negligent discharge.
 - b. Replacement pistols for officer-involved shootings or negligent discharges are available as follows:

Hours	Pickup Location
Business Hours (0600-1500, M-F)	Metropolitan Police Academy (MPA) Armorer
Non-Business Hours (Weekends, Holidays, and M-F 1500-0600)	Command Information Center (CIC)

- c. Issuance of Replacement Service Pistols at the Command Information Center (CIC)

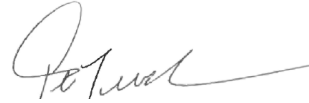
1. After receiving the required authorization documentation outlined in Attachment A, the field commander shall respond to the CIC to issue the weapon, complete the CIC log, and document the issuance in the PD Form 150 (Tour of Duty Supervisor's Report).
 2. After the member receives his or her replacement pistol at the CIC, the MPA Armorer shall schedule an appointment for the member to respond to complete required documentation and confirm the pistol is functioning properly.
4. Malfunctioning, Lost, or Stolen Pistols
- a. Replacements for malfunctioning, lost, or stolen pistols are available from the MPA Armorer during business hours **only**.
 - b. The member's watch commander shall approve the issuance of a replacement pistol and ensure the required authorization documentation outlined in Attachment A is completed.
 - c. After receiving the required authorization documentation, the Armorer shall schedule an appointment for the member to respond to obtain a replacement service pistol, complete the required documentation, and confirm the pistol is functioning properly.

5. Tracking Information

The issuance of replacement service pistols shall be recorded in a log to be maintained by both the MPA Armorer and the CIC. Logs will include, but not be limited to, the following information:

- a. Name and computer aided dispatch (CAD) number for the member who is requesting the replacement weapon;
- b. Central complaint number (CCN), if applicable;
- c. Incident summary (IS) number, if applicable;
- d. Model and serial numbers of the weapon to be replaced and the replacement weapon;
- e. Event type (i.e., lost or stolen, officer-involved shooting, negligent discharge, weapon malfunction/contamination);
- f. Location of the old service pistol (e.g., Department of Forensic Sciences), if applicable;
- g. **CIC log only**: Field commander's printed name, signature, and CAD number.

- B. The Director of the Joint Strategic and Tactical Analysis Command Center (JSTACC) shall provide monthly reports to the MPA Armorer through the chain of command regarding replacement pistols issued and a current inventory of pistols available for issuance.
- C. The MPA Armorer shall conduct quarterly audits of replacement weapons stored at the CIC to ensure the weapons are functioning properly and are accounted for.
- D. Part VI.D of GO-RAR-901.01 (Handling of Service Weapons) is hereby rescinded.



Peter Newsham
Chief of Police

PN:KDO:MOC:BK

Attachment A - Replacement Service Pistol Procedures

Incident Type	Approval Requirements	Required Authorization Documentation	Documentation Routing	Weapon Pick-Up
<p>1. Officer-Involved Shootings and Negligent Discharges</p>	<p>Business Hours (M-F, 0600-1500 hrs.): The Assistant Chief of the Internal Affairs Bureau (IAB) <u>or</u> Inspector of the Internal Affairs Division (IAD) must approve the issuance of a replacement and ensure the required authorization documentation is completed.</p> <p>Non Business Hours (Weekends, Holidays, and 1500-0600 hrs.): The Assistant Chief, IAB, <u>or</u> Inspector, IAD, <u>and</u> the Assistant Chief, Homeland Security Bureau, must approve the issuance of a replacement pistol and ensure the required authorization documentation is completed.</p>	<p>Business Hours</p> <ol style="list-style-type: none"> 1. Email from authorizing IAB Assistant Chief <u>or</u> IAD Inspector 2. Copy of PD Form 84 (Clothing and Equipment Property Receipt) <p>Non Business Hours</p> <ol style="list-style-type: none"> 1. Email from authorizing IAB Assistant Chief <u>or</u> IAD Inspector 2. Email from authorizing HSB Assistant Chief 3. Copy of PD Form 84 (Clothing and Equipment Property Receipt) 	<p>Business Hours</p> <p>Copies of documentation shall be sent to the following admin email boxes:</p> <ol style="list-style-type: none"> 1. IAD 2. Professional Development Bureau (PDB) 3. Metropolitan Police Academy (MPA) 4. Affected Bureau 5. Affected Division/District <p>Non Business Hours:</p> <p>In addition to the notifications above, copies shall <u>also</u> be sent to the Joint Strategic and Tactical Analysis Command Center (JSTACC) adminbox and directly to the field commander.</p>	<p>Business Hours : MPA Armorer</p> <p>Non Business Hours: Command Information Center (CIC)</p> <p>*The field commander shall respond to the CIC, complete the log, and issue the replacement pistol to the member <u>after receiving the required authorization documentation.</u></p>
<p>2. Lost or Stolen Weapons</p>	<p>The member’s watch commander must approve the issuance of a replacement pistol and shall ensure the required authorization documentation is completed.</p>	<ol style="list-style-type: none"> 1. PD Form 901a (Preliminary Report Form – Misconduct, Duty Status, or Unusual Incidents) 2. Front page of PD 43 (report of Damage to or Loss of District Government Property) 	<p>Copies of documentation shall be sent to the following admin email boxes:</p>	<p>Business Hours: MPA Armorer</p>
<p>3. Weapon Malfunctions/ Contaminations</p>	<p>The member’s watch commander must approve the issuance of a replacement pistol and shall ensure the required authorization documentation is completed.</p>	<ol style="list-style-type: none"> 1. Email from the watch commander requesting the issuance 2. PD Form 901a (Preliminary Report Form – Misconduct, Duty Status, or Unusual Incidents) (if applicable) 3. Copy of PD Form 84 (Clothing and Equipment Property Receipt) 	<ol style="list-style-type: none"> 1. PDB 2. MPA 3. Affected Bureau 4. Affected Division/District 	