

# EXECUTIVE ORDER



Subject:	<b>Coronavirus 2019 Arrest Packages in RMS</b>
Number	<b>EO-20-015</b>
Effective Date	<b>March 26, 2020</b>
Related to:	GO-PCA-701.01 (Courts and Hearings)

## DISTRICT OF COLUMBIA

### I. PURPOSE

Due to the Coronavirus 2019 (COVID-19) emergency, the Metropolitan Police Department (MPD) is limiting members' physical appearances for arrest papering. The purpose of this order is to provide procedures for preparing and uploading scanned arrest packages into the MPD records management system (RMS) during the COVID-19 coronavirus pandemic.

### II. PROCEDURES

#### A. Preparing Arrest Packages in RMS

1. Papering arrests shall not require physical appearances by the arresting member in most cases.
  - a. The member identified as the papering member shall be available to speak with the papering attorney by phone.
  - b. In cases that require confidentiality, the arresting member shall obtain approval from their official (the rank of lieutenant or above) to arrange transfer of the complete arrest package to the attorney.
2. Members processing an arrest shall prepare an arrest package containing all applicable document requirements for papering cases in accordance with GO-PCA-701.01 (Courts and Hearings).
3. Members shall scan and upload the completed arrest package into the "Attachments" section of the arrest report in RMS.
  - a. All arrest packages shall include a papering cover sheet (Attachment A) including cases where there are no additional attachments. The electronic papering cover sheet can be found on the MPD intranet in the Coronavirus Updates section or using the below link.

[https://intranetlite.mpdconline.com/COVID19/MPD\\_Coronavirus\\_updates.pdf](https://intranetlite.mpdconline.com/COVID19/MPD_Coronavirus_updates.pdf)

- b. The papering cover sheet shall be the first page of the completed arrest package with all other items scanned together as one document. The following items shall be included, when applicable:

<b>Arrest Package Documents</b>	
a.	Automated Fingerprinting Identification System (AFIS) disposition sheet (booking photo)
b.	PD Form 256 (Quick Booking Form)
c.	Washington Area Law Enforcement System (WALES) / National Crime Information Center (NCIC) results
d.	Prepared PD Form 81C (Property Release)
e.	Barring notices (unlawful entry cases)
f.	Search warrants, arrest warrants, and affidavits

- c. The arrest report and Gerstein are not needed in the arrest package.
- d. Members shall not submit photographs of arrest packages in lieu of scanned documents.
5. Members shall ensure that all body worn camera (BWC) footage is uploaded at the end of their shift, pursuant to GO-SPT-302.13 (Body Worn Camera Program).
6. Recovered Firearms Arrests
- a. In cases involving firearms, members shall complete the electronic request card found on the MPD intranet in the Coronavirus Updates section or by using the below link.
- <https://dcdgov.seamlessdocs.com/f/RequestforCertificateNoRegistrationandorLicensetoCarry>
- b. The electronic request form will appear in the Command Information Center (CIC) criminal research specialists' (CRSs) and the Firearms Registration Branch's adminboxes.
- c. CRSs shall reply to the member and the Firearms Registration Branch with the results.
- d. The member shall report the results in the arrest report's narrative.
- e. Firearms Registration Branch personnel shall prepare the PD Form 32 (Certificate of Record/No Record of Firearm Registration) and PD Form 36 (Certificate of No Record of a License to Carry a Pistol).
- f. A member of the Court Liaison Division (CLD) shall deliver the completed gun certificates to the papering section of the appropriate prosecuting attorneys' office.

B. Approving Arrest Packages

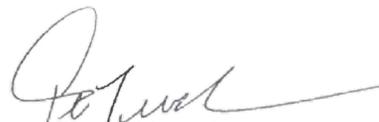
Prior to approving arrest reports in RMS, officials shall review the uploaded arrest package to ensure that arrest packages contain all applicable documents. Arrest package errors could result in cases not being papered.

C. Off-Duty Compensation

1. When a papering member has documented proof of a phone call with a papering attorney that occurred outside of his or her regular duty hours regarding papering a case, the member shall complete a PD Form 140 (Court Attendance Record) and include the attorney's name, attorney's phone number, time that the call began, and time that the call concluded.
2. The member shall obtain the watch commander's signature and submit the form to CLD at [court.liaison@dc.gov](mailto:court.liaison@dc.gov) for compensation.

**III. ATTACHMENTS**

Attachment A: Papering Cover Sheet



Peter Newsham  
Chief of Police

PN:KDO:MOC:SMM

METROPOLITAN POLICE DEPARTMENT  
Papering Cover Sheet

CCN	
Defendant Name	
DEA LAB #	
Papering Member	
Cell phone	
Email	
Days Off	
Shift	
Preliminary Hearing Member	
Cell phone	
Email	
Days Off	
Shift	

**District Watch Commander**

1D: 202-437-7632

2D: 202-438-4421

3D: 202-276-7462

4D: 202-391-7177

5D: 202-327-4392

6D: 202-409-2711

7D: 202-437-8878