

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Coronavirus 2019: Remote OPC Appearances and Electronic Submission Procedures
Number EO-20-027
Effective Date May 7, 2020
Related to: GO-PCA-701.06 (Court Appearance Notifications) GO-PER-120.25 (Processing Complaints against Metropolitan Police Department Members)

I. PURPOSE

The Office of Police Complaints (OPC) is conducting complaint interviews and mediations remotely during the COVID-19 pandemic. The purpose of this executive order is to provide procedures for remote OPC appearances during the COVID-19 public health emergency. This order also provides procedures for the newly implemented electronic participation request and compensation processes which shall extend beyond the COVID-19 public health emergency.

II. PROCEDURES

A. General

1. During the COVID-19 public health emergency, OPC is conducting remote appearances for administrative investigations and mediation by telephone or Web Ex video conferencing.
2. OPC will use the electronic PD Form 168-B (OPC Participation Request) to request and cancel OPC appearances. The form is located on the MPD intranet Coronavirus Updates page, in Online Forms, and at:

<https://dcmv.seamlessdocs.com/f/PD168B>

3. Members shall use the electronic PD Form 140-B (OPC Accountability Sheet) for documenting participation time in an OPC investigation. The form is located on the MPD intranet Coronavirus Updates page, Online Forms, and at:

<https://dcmv.seamlessdocs.com/f/PD140B>

B. Remote Interview Process

1. The OPC investigator or mediator will submit a PD Form 168-B requesting participation of an MPD member and the form will be automatically submitted to the CLD CANS adminbox (opc.cans@dc.gov) for processing.

- a. During the COVID-19 pandemic emergency, only remote appearances will be scheduled. For remote appearances, OPC will require members to appear on video or by phone. **Members may decline video and phone appearances**, and in those cases, OPC will reschedule an in-person appearance after the conclusion of the COVID-19 pandemic emergency.
 - b. When applicable, the OPC investigator or mediator will email the declination or reverse-Garrity warning to the member prior to the appearance.
 - c. For remote interviews, members requesting union representation shall provide the OPC investigator with the name and email address of the union representative.
2. The OPC investigator or mediator conducting the interview will request that the member consent to the audio recording of the interview. In cases of remote interviews where the member is in a state that requires all parties involved in the interview consent to the recording and the member declines to consent, the interview will be rescheduled and the member will be required to be in the District of Columbia to participate.
 3. Members shall use the PD Form 140-B to document participation in OPC appearances. Upon completion, an email containing a link to the form will be sent to the OPC signer's email address. Upon OPC completion, the completed PD Form 140-B will be automatically emailed to the CLD adminbox (court.liaison@dc.gov) and entered into the timekeeping system.



Peter Newsham
Chief of Police