EXECUTIVE ORDER

DISTRICT OF COLUMBIA

I.   **PURPOSE**

The District of Columbia Department of Motor Vehicles (DMV), Adjudication Services, (formerly referred to as the Bureau of Traffic Adjudication or BTA) is conducting virtual hearings using the web-conferencing tool WebEx. The purpose of this executive order is to provide the procedures for attending an Adjudication Services Virtual Hearing.

II.   **PROCEDURES**

A.   Situations that arise that are not covered by the provisions of this executive order or GO-PCA-701.01 (Courts and Hearings) shall be brought to the attention of an official of the Court Liaison Division (CLD) for resolution.

B.   Administrative Hearings

1.   DMV Adjudication Services [formally Bureau of Traffic Adjudication (BTA)]

a.   DMV Adjudication Services conducts hearings for non-criminal minor traffic offenses, to include minor civil notices of infraction (NOI) issued for violations of DCMR Title 15A (Taxicabs and Vehicles for Hire).

b.   Members scheduled to attend a DMV Adjudication Services hearing shall:

(1)   Prepare themselves for the hearings by gathering and reviewing all supporting documents relative to the incident or NOI, such as MPD reports, certifications (e.g., Lidar), notes, and other relevant material.

(2)   Scan the supporting documents at least two business days before the hearing to the CLD (court.liaison@dc.gov). The subject of the email shall contain the respondent's name and NOI ticket# (ex. NOI7900140140, John Dough). Both the ticket number and respondent's name are on the CANS notice.

2.   DMV Permit Control Section

    a.   The DMV Permit Control Section conducts hearings with regard to permit and driving privileges.

    b.   Members who are notified of DMV Permit Control hearings via a CANS notice, shall follow the procedures in this order.

C.   Members shall report to their respective division's administrative office to check-in for a hearing. Members shall be aware of the following:

1.   Check-in time should occur at least 10 minutes prior to the scheduled hearing to ensure connection to the virtual hearing and the appropriate documents (e.g. NOI, traffic crash report, notes) are available for the member's review.

2.   Each patrol district and the Special Operations Division (SOD) has been assigned a MPD laptop computer and a Cisco DX80 for use in connecting to the virtual hearing.

    a.   Members not assigned to a patrol district or the SOD shall report to the CLD.

    b.   The CLD has a designated hearing room at headquarters.

    c.   Members utilizing the CLD virtual hearing room shall report to CLD for check-in.

    d.   Members conducting other court related matters the same day as the DMV hearing shall utilize the CLD virtual hearing room.

D.   Supporting Members Participating In Virtual Hearings

1.   Element administrative officials shall:

    a.   Ensure accountability and functioning of the MPD laptop assigned for virtual hearings and the Cisco DX80.

    b.   Ensure a sufficient number of administrative members are able to provide the member with a copy of the NOI and assist the member in connecting to the virtual hearing.

    c.   Designate an area for the virtual hearing that is private and free from noise that could disrupt the virtual hearing, and has a strong wi-fi connection.

      d.   Establish procedures for documenting a member's check-in/check-out time and PD140A (Traffic/Mass Arrest Court Attendance Record) submission.

    2.   CLD staff shall:

      a.   Upload supporting documents provided by the member into e-Tims.

      b.   Assist members that utilize the CLD virtual hearing room, document their check-in and check-out times, and help them connecting to the virtual hearing.

      c.   An on-duty CLD supervisor shall provide his or her e-mail address to the member for PD Form 140A submission and time verification purposes.

E.   Post DMV Adjudication Services WebEx Virtual Hearings

    1.   Members who participated in a DMV Adjudication Services virtual hearing shall complete a PD Form 140A via Seamless Docs, which can be accessed at https://dcgov.seamlessdocs.com/f/PD140A/, at the conclusion of all their hearings for that day. The member shall insert the e-mail address of their unit's designated member, in instances where the member reported to CLD to conduct the virtual hearing insert the e-mail address of an on-duty CLD supervisor that will verify and input the in/out times. After the verified in/out times are inserted the finalized PD 140A will be automatically delivered to the CLD and the member will receive a signed copy. False information or deliberately inaccurate recording of times on a PD 140A, shall be viewed as serious infractions and may subject members to disciplinary action and criminal sanctions.

Peter Newsham
Chief of Police

PN:KDO:MOC:JC

Connecting to DMV Adjudication Services WebEx Virtual Hearings

1. Instructions for using WebEx to testify are available on the MPD Intranet page under "Training and Safety". Additionally, a "How-to-Use WebEX" instructional module is available in ACADIS. The module provides instructions on utilizing WebEx on desktop or laptop computers, Departmental cellular telephones, and the Cisco DX80.

2. Instructions for connecting with an MPD desktop computer or laptop:
   - The device must have a working camera, microphone and speakers.
   - On the day of the virtual hearing no later than 10 minutes prior to the hearing, in the web browser go to DMV's website, dmv.dc.gov.
   - Select "Virtual Hearings for Minor Moving Violations, Reinstatement, and Show Cause".
   - The "Virtual Hearings" webpage will appear.
   - Scroll to the bottom of the page to "Virtual Hearing Calendar" and click on the link "DC DMV's Virtual Hearing Calendar".
   - The "Virtual Hearing Calendar" page will appear. The calendar is posted on Fridays at 1600 hours for the upcoming week.
   - Select the date and it will expand displaying the hearing time, the respondent by first initial and first three letters of the last name, and a hearing room link.
   - Select the hearing room link for the respondent.
   - The Virtual Hearing-Adjudication Hearing Room web page will appear select "I Agree".
   - The OCTO WebEx Enterprise Site will open and will prompt "Open Cisco Webex Meeting?".
   - Select Open Cisco Webex Meeting.
   - Another Cisco Webex Meetings page will open titled "Hearing Room (the # of the room selected will display) Personal Room" (e.g. Hearing Room 163's Personal Room).
   - Select "Join Meeting".
   - In some instances members will be required to standby in a "wait room" until the hearing examiner invites the attendees.
   - Select "Unmute" and "Start video".

3. Instructions for connecting using a Cisco DX80.
   - Members shall select the hearing room number for their respective respondent.
   - Hearing room assignments can be located by following the instructions in Part 2 of this attachment.