In an effort to ensure a consistent and professional standard when communicating internally and to outside agencies and members of the public, all sworn and civilian members shall adhere to the following standards regarding their department email account.

A. Members shall ensure that their original department emails contain a standard signature block.

1. Members shall ensure that their signature block is:

   a. Standard 10 - 12 point Arial, Calibri, or Times New Roman font; and

   b. Black in color.

2. While the signature block is optional for forwarded emails and replies to emails, if one is used, it must meet the requirements of this order.

3. Members shall ensure that their signature block contains the following information in the following order. Items are mandatory unless noted as optional. Members shall include either their office or department cell phone number in their signature block. Both numbers may be included.

   Required Items Unless Noted As Optional | Example
   -----------------------------------------|----------------------------------------
   Name
   Title, Assignment
   Bureau (optional)
   Badge Number (optional)
   Department
   Office Street Address (optional)
   City, State and Zip Code (optional)
   Office Phone (office or cell number required)
   Cell Phone (office or cell number required)
   Email Address
   MPD Website (optional)
   MPD Twitter (optional)
   MPD Motto

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4. Members who wish to include a confidentiality notice in their emails shall first submit the notice to the Office of the General Counsel for approval prior to including the notice in their emails.

5. Members **shall not** include any other information in their email signature blocks (e.g., mottos, quotations, logos, or graphics).

B. Members shall use the standard white background for email messages. Members shall not apply themes, colors, or effects to their email messages.

C. Members may change their Outlook profile photo to either one of the MPD logos below or their official MPD photograph. No other photos or images are authorized.

![MPD Logos](image)

D. Signature blocks are optional from emails sent from mobile devices. However, members who include a signature block shall either use the standard preprogrammed message (e.g., "sent from my iPhone.") or a signature block that meets the requirement of this order.

![Signature Block Example](image)

Robert J. Contee III
Chief of Police

RJC:KDO:MOC:SMM