

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Title	MPD Email Requirements
Number	EO-21-014
Effective Date	May 14, 2021
Related to:	GO-PER-201.26 (Duties, Responsibilities and Conduct of Members of the Department) GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]
Rescinds:	EO-17-022 (MPD Email Requirements), Effective Date July 12, 2017

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	Jane Doe
Title, Assignment	Officer, Seventh District
Bureau (<i>optional</i>)	Patrol Services South
Badge Number (<i>optional</i>)	Badge No. 1234
Department	Metropolitan Police Department
Office Street Address (<i>optional</i>)	2455 Alabama Avenue, SE
City, State and Zip Code (<i>optional</i>)	Washington, DC 20020
Office Phone (<i>office or cell number required</i>)	202-698-1500 (office)
Cell Phone (<i>office or cell number required</i>)	202-999-9999 (cell)
Email Address	jane.doe@dc.gov
MPD Website (<i>optional</i>)	www.mpdc.dc.gov
MPD Twitter (<i>optional</i>)	Twitter @DCPoliceDept
MPD Motto	Excellence is Transferrable

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.



- 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.

A handwritten signature in black ink, reading "Robert J. Contee III". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert J. Contee III
Chief of Police

RJC:KDO:MOC:SMM