

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Elimination of the PD Form 775 (Daily Patrol Activity Report)
Number EO-21-031
Effective Date December 30, 2021
Rescinds PD Form 775 (Daily Patrol Activity Report)
Related to GO-SPT-301.01 (Vehicle Operation and Maintenance) GO-SPT-302.13 (Body-Worn Camera Program)

I. PURPOSE

The purpose of this executive order is to announce the elimination of the paper PD Form 775 (Daily Patrol Activity Report) for all units whose members have access to a Metropolitan Police Department (MPD) cellular phone.

II. PROCEDURES

- A. Effective immediately, all units whose members are equipped with a department cellular phone **shall not** be required to complete a paper PD Form 775 when operating a department vehicle.
- B. In lieu of the paper PD Form 775, members shall scan the QR code posted at their unit location with their department cellular phone. Members shall input the requested information while inspecting department vehicles at the beginning **and** end of their shift.
- C. While on assignment, members shall mark on scene with the dispatcher or by using their mobile data computer (MDC). When clearing a scene, members shall choose the appropriate disposition, noting if their body-worn camera (BWC) was activated.

NOTE: Members are reminded to ensure all self-initiated calls for service including traffic stops are appropriately recorded through the MDC software, either by using the “Field Event/Traffic Stop” button or voicing their assignment with the dispatcher.

NOTE: Supervisors are reminded that they may retrieve unit assignment histories via NetViewer, and the requirement to complete the PD Form 775A (Weekly Vehicle Inspection Checklist) remains in effect.

- D. Officials shall add central complaint numbers (CCNs) and incident summary (IS) numbers (e.g., related to damage to vehicle, vehicle crash) to the appropriate district vehicle tracking sheet prior to the end of their shift.
- E. In the event that a member is unable to complete the form on their phone, the member shall complete the Vehicle Accountability Log & Operations Record

(VALOR) located on MPD Online forms and submit the form to their check-off official.

A handwritten signature in black ink, reading "Robert J. Contee III". The signature is written in a cursive style with a prominent flourish at the end.

Robert J. Contee III
Chief of Police

RJC:KDO:MOC