

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:	2025 60th Inaugural Badge Sets
Number	EO-24-004
Effective Date	August 21, 2024
Expiration Date	March 30, 2025
Related to:	GO-PER-110.11 (Uniform, Equipment, and Appearance Standards)

I. PURPOSE

To commemorate Inauguration Day 2025, the chief of police has authorized the production and sale of a presidential inaugural badge set consisting of a badge, badge pin, challenge coin, and an inaugural belt buckle. The proceeds of the sales will go to the Crime Solvers Program of Washington, DC.

Sworn and civilian staff members of the Metropolitan Police Department (MPD) will have the opportunity to purchase an inaugural badge sets. Although the badge carries neither rank designation nor badge number on the front, it will be recognized as having the same authority as a sworn member’s regular badge during the optional wearing period. This badge is the only official department inaugural badge.

II. PROCEDURES

A. Ordering

1. The Executive Office of the Chief of Police, each bureau, and each police district shall designate a member, the rank of lieutenant or above, as the inaugural badge liaison official for purposes of tracking and distributing badge sets and other items. The name of the designated liaison official shall be forwarded to the inaugural badge coordinator at paris.lewbel@dc.gov by August 26, 2024.
2. Sworn and civilian members may purchase up to five inaugural badge sets for \$110.00 each. Members may also purchase inaugural belt buckles in gold or silver for \$35.00 or two-toned for \$40.00.
3. Orders may be submitted directly through Collinson Enterprises at: <https://projects.collinson.biz/collections/d-c-metropolitan-police-department-60th-presidential-inauguration>.
4. Orders must be submitted **no later than October 31, 2024.**

B. Distribution and Optional Wearing Period

1. The inaugural badge coordinator shall contact each liaison official in December when orders are ready for distribution.
2. Prior to January 1, 2025, inaugural badge liaison officials shall distribute **one** inaugural badge set and all belt buckles, challenge coins, and pins to sworn members who submitted orders.
3. Sworn members in full-duty status may wear the inaugural badge during the optional wearing period of January 1, 2025, through January 31, 2025.
4. Sworn members shall continue to use their current badge number for identification purposes during the optional wearing period, not the control number engraved on the back of the inaugural badge.
5. Sworn members shall ensure their inaugural badge remains in their possession until after January 31, 2025.
6. If an inaugural badge is lost, stolen, or damaged during the optional wearing period, it will not be replaced. Members shall notify their inaugural badge liaison official and complete a "Lost Property" report in the Records Management System (RMS) noting the date and time the inaugural badge official was notified. The inaugural badge official shall ensure the report is forwarded to the inaugural badge coordinator at paris.lewbel@dc.gov and the Adminbox at inaugural.badges@dc.gov. A PD Form 43 (Report of Damage to or Loss of Uniform or Equipment) is not required.
7. Inaugural badge liaison officials shall distribute remaining badge sets and items to civilian members and any additional badge sets purchased by sworn members **no earlier than February 1, 2025.**

C. Tracking and Documentation Requirements

1. The inaugural badge coordinator shall provide inaugural badge liaison officials with a copy of their bureau or element's final list of orders and a badge order Excel spreadsheet after the deadline for ordering has passed.
2. Inaugural badge liaison officials shall:
 - a. When notified by the inaugural badge coordinator, respond to sign for and pick-up their element's orders and ensure they are securely stored until they are distributed.
 - b. Confirm sworn members are in a full-duty status in the Personnel Resource Tracking System (PRT) prior to issuing the **one** badge set for wear during the optional wearing period.

- c. Document the issuance of badges to sworn and civilian members by entering the badge control number on the badge order Excel spreadsheet, and by completing a PD Form 84 (Property Receipt) including the corresponding badge control numbers. The recipient shall sign the PD Form 84 and be provided with the number three copy. The inaugural badge liaison official shall retain the original “top” copy and the number two copy of the PD Form 84.
 - d. After all items have been distributed, submit a final close-out report to the inaugural badge coordinator consisting of the badge order Excel spreadsheet, the original “top” copies of the PD Forms 84, and an after-action report for the badge delivery and order process.
3. Commanding officials shall maintain a file of members’ inaugural badge control numbers for a period of three years.
- D. Special Circumstances
1. Reserve Corps Members
 - a. Reserve Corps members may purchase inaugural badge sets and wear the badge as part of their official uniform during the optional wearing period. Reserve Corps members shall list their bureau as Patrol Services North regardless of their assigned duty station.
 - b. The Reserve Corp official shall be guided by the procedures contained in this order and process orders for the inaugural badge for all Reserve Corps members.
 2. Revoked Members
 - a. Sworn members whose police powers have been revoked prior to the issuance of the inaugural badge **shall not** be issued a badge until their police powers have been restored or until after January 31, 2025.
 - b. Sworn members whose police powers are revoked after having received the inaugural badge **shall not** use the badge to represent or identify themselves as members of the MPD.
 - c. Supervisors who revoke a member who has been issued an inaugural badge before February 1, 2025, shall instruct the member that he or she is prohibited from using the badge to represent or identify himself or herself as a member of the MPD during the period that his or her powers are revoked. The supervisor shall record on the PD Form 77 (Revocation of Police Powers and Notice of Duty and Pay Status) the time and date the revoked member was instructed of the prohibition (e.g., “Prohibited

use of the inaugural badge instructions given on January 10, 2025, at 1735 hours.”).

- d. Supervisors shall ensure that sworn members whose police powers have been revoked do not wear the inaugural badge.

3. Separated or Retired Sworn Members

- a. Members who separate or retire from the department prior to the inaugural badge being issued will receive their badge after January 31, 2025. The badge will be held by the member’s element until that time.
- b. Members who separate or retire after receiving the badge are advised that the use of the badge to represent or identify the bearer as an active member of the MPD during the optional wearing period may result in criminal penalties for a violation of DC Official Code.
- c. Retired members may purchase badge sets and belt buckles through the Association of Retired Police Officers (DC) website <https://aorp.org>.

III. ATTACHMENT

Attachment A: D.C. Metropolitan Police Department Special Purpose Badge Set



Pamela A. Smith
Chief of Police