

# EXECUTIVE ORDER



## DISTRICT OF COLUMBIA

<b>Title</b>	<b>MPD Email Requirements</b>
<b>Number</b>	<b>EO-24-007</b>
<b>Effective Date</b>	<b>October 10, 2024</b>
<b>Related to:</b>	GO-PER-201.26 (Code of Conduct) GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]
<b>Rescinds:</b>	EO-21-014 (MPD Email Requirements), Effective Date May 14, 2021

To ensure a consistent and professional standard when communicating internally and externally, all sworn and civilian members shall adhere to the following department email standards.

- A. Members shall add a standard signature block to their Outlook email account using the “Email Signature Generator” located on the MPD Inside webpage. Members **shall not** include any other information in their email signature blocks (e.g., mottos, quotations, logos, or graphics). Use of the standard signature block is optional for forwarding and replying to emails.
- B. Members shall use the standard white background for email messages. Members shall not apply themes, colors, or effects to their email messages.
- C. Signature blocks are optional for 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 following requirements:

Required Items Unless Noted As Optional	Example
Name	Jane Doe
Title, Assignment	Officer, Seventh District
Metropolitan Police Department	Metropolitan Police Department
Bureau ( <i>optional</i> )	Patrol Services South
Badge Number ( <i>optional</i> )	Badge No. 1234
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 <b>or</b> cell required</i> )	202-698-1500 (office)
Cell Phone ( <i>office <b>or</b> cell required</i> )	202-999-9999 (cell)
Email Address	<a href="mailto:jane.doe@dc.gov">jane.doe@dc.gov</a>
MPD Website ( <i>optional</i> )	<a href="http://www.mpdc.dc.gov">www.mpdc.dc.gov</a>
MPD Twitter ( <i>optional</i> )	Twitter @DCPoliceDept
MPD Motto	Policing with Purpose. Serving with Care.

- D. Members may change their Outlook profile photo to the MPD logo below or their official MPD photograph. No other photos or images are authorized.



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

A handwritten signature in black ink that reads "Pamela A. Smith".

Pamela A. Smith  
Chief of Police