

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject
MPD Email Requirements
Number
EO-26-001
Effective Date
February 2, 2026
Related to:
GO-PER-201.26 (Code of Conduct) GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]
Rescinds:
EO-24-007 (MPD Email Requirements), Effective Date October 10, 2024

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

- A. Members shall add a standard signature block to their Outlook email account using the email signature generator located on the MPD intranet. Members **shall not** include any other information in their email signature block (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 Title, Assignment Bureau (<i>optional</i>) Badge Number (<i>optional</i>) Metropolitan Police Department	Jane Doe Officer, Seventh District Patrol Services South Badge No. 1234 Metropolitan Police Department
Office Street Address (<i>optional</i>) City, State and Zip Code (<i>optional</i>) Office Phone (office or cell required) Cell Phone (office or cell required) Email Address MPD Website (<i>optional</i>)	2455 Alabama Avenue, SE Washington, DC 20020 202-698-1500 (office) 202-999-9999 (cell) jane.doe@dc.gov www.mpdc.dc.gov
District of Columbia Motto	<i>Justitia Omnibus “Justice for All”</i>

- 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 email.

A handwritten signature in black ink that reads "Jeffrey W. Carroll". The signature is fluid and cursive, with "Jeffrey" and "W." being more stylized and "Carroll" being more legible.

Jeffery W. Carroll
Interim Chief of Police