

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 Office Street Address (<i>optional</i>) City, State and Zip Code (<i>optional</i>) Office Phone (<i>office <u>or</u> cell required</i>) Cell Phone (<i>office <u>or</u> cell required</i>) Email Address MPD Website (<i>optional</i>) District of Columbia Motto	Jane Doe Officer, Seventh District Patrol Services South Badge No. 1234 Metropolitan Police Department 2455 Alabama Avenue, SE Washington, DC 20020 202-698-1500 (office) 202-999-9999 (cell) jane.doe@dc.gov www.mpdcc.dc.gov <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 "Jeffery W. Carroll". The signature is written in a cursive, flowing style.

Jeffery W. Carroll
Interim Chief of Police