



**GENERAL ORDER**



SERIES

310

NUMBER

3

EFFECTIVE DATE

December 1, 1971

SUBJECT:

**Executive Protective Service**

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to define the jurisdictional and operational responsibilities of the Metropolitan Police Department relative to the expanded function of the Executive Protective Service. This order consists of the following parts:

**PART I Responsibilities and Procedures for Members of the Department**

**PART II Responsibilities and Procedures for Special Assignment Personnel**

**PART I**

**A. General.**

1. The Executive Protective Service is subject to the supervision of the Secretary of the Treasury and shall perform such duties as the Director, United States Secret Service, may prescribe in connection with the protection of the Executive Mansion and grounds in the District of Columbia; any building in which Presidential offices are located; the President and members of his immediate family; foreign diplomatic missions located in the metropolitan area of the District of Columbia; and foreign diplomatic missions located in such other areas in the United States, its territories, and possessions, as the President, on a case-by-case basis, may direct.

2. The Executive Protective Service will be preventive in nature, not investigative; and it will not replace the Metropolitan Police Department in any matters where that department has primary jurisdiction to protect citizens and property.

3. The Executive Protective Service will have no riot control or similar units, but will rely on the Metropolitan Police Department for this type of police service.

4. The Executive Protective Service may utilize the patrol signal system of the Metropolitan Police Department; however, this department shall not maintain any record or log of communications for the Executive Protective Service.

5. The Executive Protective Service will be headquartered at 1310 L Street, N.W.

6. Where the initial apprehension is made by an officer of the Executive Protective Service, he will be considered the arresting officer for the purpose of prosecution.

7. As sworn police officers, Executive Protective Service officers shall have and perform the same powers of arrest as the Metropolitan Police of the District of Columbia.

8. The Executive Protective Service has adopted Metropolitan Police Department reports, PD Form 251 (Offense Report), PD Form 253 (Incident Report), PD Form 255 (Arrest Report), and PD Form 163 (Prosecution Report), for their use in reporting and processing all arrests. Upon execution, these reports will be submitted through the Metropolitan Police Department for information and processing.

9. Executive Protective Service officers will obtain a central complaint number from the Metropolitan Police Department's Communications Division for use on all report forms prepared as a result of an arrest. Executive Protective Service multiple copy report forms will be of sufficient number so as to permit the Executive Protective Service officer to retain a copy for that agency's records. The remaining copies will be turned over to the district station clerk for processing through the Central Records Division.

10. It shall be the responsibility of Executive Protective Service officers to request the arrest records of persons arrested by them from the Central Records Division, Metropolitan Police Department.

11. The Executive Protective Service shall transport all arrested juveniles to the nearest district station where they will be turned over to Metropolitan Police Department Youth Division personnel for processing. The Executive Protective Service officer shall be required to appear in Superior Court, Family Division, as the arresting officer within 24 hours in all cases when a juvenile is detained.

12. All evidence obtained in an arrest by an Executive Protective Service officer shall be processed in the same manner as evidence taken in an arrest by an officer of the Metropolitan Police Department.

13. The Executive Protective Service will handle traffic control only at intersections and other points immediately adjacent to the White House grounds and at all foreign missions relative to special events. Traffic control at points further removed shall be the responsibility of the Metropolitan Police Department.

14. The Executive Protective Service will strengthen their security around the mission during all demonstrations and unusual occurrences.

15. The Executive Protective Service shall report and record, for their own usage, all offenses and incidents which occur on foreign mission property.

16. The Executive Protective Service shall notify the Metropolitan Police Department's Communications Division of all offenses and incidents in which an arrest is not made, in order that the appropriate Metropolitan Police Department reporting forms may be executed by a member of this department.

17. The Metropolitan Police Department and the Executive Protective Service shall each make notification to the other when an incident of emergency, or non-emergency nature occurs regarding each agency's respective responsibilities. This notification shall be accomplished by the receiving officer notifying the desk sergeant of the Executive Protective Service or the Metropolitan Police Department district in which the incident occurred.

18. In cases where identification or evidence gathering expertise is required, the Executive Protective Service will call upon the Identification and evidence technicians of the Metropolitan Police Department to provide this service.

**B. Arrests.**

1. The Metropolitan Police Department shall, upon request, provide transportation service for the Executive Protective Service to a district facility for booking and, in all cases, to the Identification Branch for fingerprinting, photographing, and lineups.

2. The Metropolitan Police Department shall provide cell block facilities for all Executive Protective Service prisoners.

**C. Traffic Control and Security.**

1. The Metropolitan Police Department shall continue to handle all parking violations which occur in the proximity of foreign mission premises.

2. The Metropolitan Police Department shall handle all traffic accidents, regardless of location.

3. The Metropolitan Police Department shall be responsible for impounding the vehicles of persons arrested by the Executive Protective Service, persons committed for mental observation by the Executive Protective Service, and for the removal of vehicles which have been abandoned on foreign mission property. The Executive Protective Service will contract with a private crane service for the servicing of its fleet vehicles.

4. It shall be the responsibility of the Metropolitan Police Department to provide security during Presidential and foreign dignitary movements outside the White House grounds and foreign missions.

5. All escort functions shall be performed by the Metropolitan Police Department.

6. The Metropolitan Police Department shall handle all demonstrations and unusual occurrences, including the enforcement of the 500-foot rule, involving foreign mission property.

**D. Requests for Assistance.**

1. Upon receipt by the Metropolitan Police Department of a report, from any source, indicating the commission of a crime against foreign mission personnel or premises, a Metropolitan Police Department unit or units will be dispatched to the scene. This action shall be relayed to the desk sergeant of the Executive Protective Service by this department's Communications Division.

2. All emergency requests by the Executive Protective Service will be directed through the Metropolitan Police Department Communications Division.

3. The Metropolitan Police Department shall assist, where necessary, in investigations of criminal offenses occurring on foreign mission

property, both in those cases where an arrest has been made by an Executive Protective Service officer and when an arrest has not been made.

**PART II**

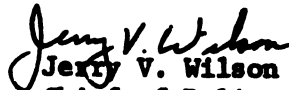
**A. Station Personnel.**

1. The Executive Protective Service arrests shall be booked on the "outside" arrest book at district stations and later transferred via landline to the Executive Protective Service desk sergeant, who will enter the case into that agency's arrest book.

2. District station personnel shall arrange for the release of persons arrested by officers of the Executive Protective Service if the arrested person qualifies for such release under the provisions of the Citation Release Program, Public Law 90-226.

**B. Youth Division.**

The Youth Division shall process juvenile arrests made by the Executive Protective Service. The Youth Division personnel shall advise the Executive Protective Service officer of the necessary procedures relative to the presentation of the case in the Family Division of Superior Court.

  
Jerry V. Wilson  
Chief of Police

JVW:pam