

SPECIAL ORDER



DISTRICT OF COLUMBIA

Subject	Directives Compact Discs
Number	SO- 10- 15
Effective Date	October 25, 2010
Related to:	GO-SPT-204.01 (Media) Effective Date 04/13/01

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I. BACKGROUND

Beginning in Fiscal Year (FY) 2011, the Metropolitan Police Department (MPD) will distribute compact discs (CDs) containing all MPD directives to all members.

II. POLICY

It is the policy of MPD to treat the CD with the same care and security as all other MPD issued equipment. The CD contains all general orders, special orders, standard operating procedures, circulars and training bulletins, including those available on the public web site and those which are law enforcement sensitive. The CD distribution is designed solely for the personal use of the member.

III. PROHIBITIONS

Members are prohibited from:

- A. Disseminating any law enforcement sensitive directive(s) without the permission of the member's Bureau Head.
- B. Copying the CD.
- C. Loaning, selling or permitting the viewing of the CD by non-law enforcement personnel.

IV. REQUIREMENTS

All members shall:

- A. Be responsible for the care, safety and security of the CD issued to him/her.
- B. Report the loss or theft of his/her CD to his/her Commanding Official.
- C. Destroy his/her CD once he/she receives an updated version.

V. DUTIES AND RESPONSIBILITIES

Commanding Officials shall:

- A. Designate an official of the command to receive, disseminate and log the dissemination of CDs issued to members of the command.

NOTE: In patrol districts, the administrative captain shall assume the responsibilities outlined in Part V.A.1.

- B. Ensure a signature roster of the dissemination is completed and a copy is forwarded to Strategic Services Bureau, Policy Development Branch once the dissemination is completed.

NOTE: The roster shall contain the member's printed name, signature and CAD number and the number assigned to the CD on the element's letter head.

- C. Ensure the Strategic Services Bureau, Policy Development Branch is notified of any lost or stolen CDs. This notification shall include the member's name, CAD number and the number assigned to the CD.
- D. Ensure the circumstances surrounding the loss or theft of any CD is investigated and the results are forwarded through channels to the Department's Disciplinary Review Branch.



Cathy L. Lanier
Chief of Police