

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject
**Duties, Responsibilities and Conduct of
Members of the Department**

Topic	Series	Number
PER	201	26

Effective Date

April 5, 2011

Rescinds:

General Order 201.26 (Duties, Responsibilities and Conduct of Members of the Department) Effective Date November 10, 1976
CIR-03-12 (Police Inquiries into the Citizenship, Immigration or Residency Status of Individuals) Effective Date July 25, 2003
Teletype 09-070-07 (Alcohol Consumption Policy) Effective Date September 21, 2007

Related to:

GO-PCA-501.02 (Handling Interactions with Transgender Individuals) Effective Date October 126, 2007
Special Order 10-04 (Patrol Sergeants General Duties and Responsibilities) Effective Date May 3, 2010

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I. BACKGROUND

The power of the Metropolitan Police Department (MPD) to fulfill its functions and duties is dependent on public approval of its existence, actions, and behavior and on its ability to secure and maintain public respect.

Members shall recognize their responsibility as public servants and shall be particularly attentive to citizens seeking assistance, information, and who desire to register complaints, or give evidence. Further, members must observe, uphold, and enforce all laws without bias or prejudice, and without regard to the individual or individuals involved.

II. POLICY

It is the policy of the MPD to ensure its members preserve the peace, protect life and property, prevent crime, apprehend offenders, recover property and enforce all laws and ordinances of the District of Columbia and the United States of America.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Immediate Family — Member's spouse [including a person identified by a member as his/her "domestic partner," as defined in D.C. Official Code § 32-701 (2001 Edition) and related laws], and parents thereof; children (including adopted and foster children and children of whom the member is the legal guardian and spouses thereof), parents, grandparents and grandchildren, brothers and sisters, and spouses thereof.
2. Member — Sworn or civilian MPD employee or MPD Reserve Corps Member.

IV. REGULATIONS

In accordance with D.C. Official Code § 2-1401, et.seq. (District of Columbia Human Rights Act), members shall not discriminate, either in the enforcement of the law, or in the provision of police service, on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity and expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense and place of residence or business.

V. ROLES AND RESPONSIBILITIES

A. Members shall:

1. Conduct their private and professional lives in such a manner as to avoid bringing discredit upon themselves, MPD, or the District of Columbia.
2. Check their MPD e-mail at least once during their tour of duty for CANS and other correspondence.
3. Not utilize their privately owned mode of transportation for official business unless approved by a superior in accordance with GO-PER-301.07 (Use of Privately Owned Vehicles for Official Metropolitan Police Department Business).
4. Avoid regular or continuous associations or dealings with persons or places whom/where they know, or should have known, are persons or places under criminal investigation or indictment, or who/that have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of immediate familial relationships.

5. Not conduct themselves in an immoral, indecent, lewd, or disorderly manner or in manner which might be construed by an observer as immoral, indecent, lewd or disorderly.
6. Not accept a gift or a gratuity from organizations, businesses or individuals with whom he/she has or could reasonably be expected to have an official relationship or business with the District of Columbia Government.
 - a. Members are prohibited from accepting personal or business favors (e.g., social courtesies, loans, discounts, services or other considerations of monetary value) which might influence or be reasonably suspected of influencing their decisions as representative of the District of Columbia Government.
 - b. Members shall guard against any relationships which may be construed as evidence of favoritism, collusion or a conflict of interest.
7. Refrain from political or religious discussions while on duty or in uniform unless they are directly related to police business.
8. Whether on duty or off duty, **not**:
 - a. Engage in political activity while wearing an official uniform.
 - b. Display political buttons, bumper stickers, posters or other political material at work, including in a government office or common area of a government building, and on government vehicles.
 - c. Engage in political activity while using any government vehicle.
 - d. Engage in political activity in any government office.
 - e. Solicit, accept, or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the member solicited is not a subordinate employee.
 - f. Be a candidate for public office in partisan elections.
 - g. Use official authority or influence to interfere with an election.
9. While on duty, members shall not:
 - a. Engage in any political activity; and/or
 - b. Place political material on personal equipment (for example, clipboards) used while on duty.

10. Not suggest, recommend, advise, or otherwise counsel citizens concerning the retention of an attorney, bondsman, tow crane operator or any other person coming to their attention as a result of police business.

NOTE: This does not apply when a relative of the member seeks such advice.

11. Not question persons about residency or immigration status unless the member is investigating crimes involving the criminal smuggling and harboring of immigrants or other crimes in which immigration status is an element.
12. Not make inquiries into the immigration status for the purpose of determining whether an individual has violated the civil immigration laws and enforcing those laws.
13. Not make any inquiry through any database **solely** for the purpose of inquiring about an individual's immigration status.

NOTE: A WALES inquiry initiated to reveal an individual's criminal status may divulge irregularities in his/her residency or immigration status. This type of inquiry, in and or itself, is not a violation of this order.

14. Not operate any MPD mode of transportation (e.g., automobiles, vans, buses, motor scooters, motorcycles, Segways™, bicycles, boats) either on-duty or off-duty, within eight (8) hours after consuming **any amount** of alcohol or restricted over-the-counter (OTC) medications and or prescription (Rx) drugs which may induce drowsiness, sleepiness or dizziness. This includes vehicles owned, leased or operated by MPD.
15. Not create, submit or sign an official report for another member unless authorized to do so by the member or a MPD official.
16. Not interview subject(s)/suspect(s), conduct any investigation or initiate any inquires into the case of another member without the consent of that member or authorization from the Commanding Officer.
17. Immediately report each instance of their use of force and/or a use of force committed by another member to a superior officer consistent with GO-RAR-901.08 (Use of Force Investigations).
18. Immediately report to their supervisor any violations of the rules and regulations of the MPD committed by any other member(s).
19. Respond truthfully when questioned by superior officers in matters relating to the official business of the MPD. Members, during the

course of an investigation, shall respond truthfully to questions asked by any agent or official of the Internal Affairs Division (IAD), even if the IAD agent is not of superior rank.

20. Forward through channels, via a memorandum, requests to personally meet with the Chief of Police or Bureau Head relating to MPD or other matters. This provision is not applicable to incidental contacts in the course of business.

NOTE: All non-exigent internal matters or inquiries (e.g., leave requests) which require the review and/or approval of an official, **must** go through the chain of command to that official/rank.

21. Whether in uniform or civilian clothes, exercise sound judgment and tact when speaking to, conversing with or acknowledging other member(s) in civilian attire.

NOTE: This provision **must be strictly observed** so as not to place any member working in a confidential or sensitive assignment in jeopardy.

22. Report to the appropriate government agency any incidentals such as street lights out, traffic signs down, broken fire hydrants or dangerous roadway or sidewalk conditions.

- a. Report any violations of plumbing, building or health codes to the appropriate agency.
- b. Should the member be unable to identify the correct agency, he/she shall request that a notification be made to the Mayor's Command Center through the Command Information Center (CIC) or the Office of United Communications (OUC).

23. When coming in contact with individuals and/or situations under the care, supervision, monitoring, or authority of another D.C. Agency (e.g., Department Mental Health, DYRS, Animal Control, ABRA) make appropriate notifications to the agencies and document on appropriate forms [e.g., PD Form 251 (Incident-Based Event Report)] and field notebooks.

24. Whether on or off-duty, address superior officers by the appropriate rank. Superior officers, on official business shall address subordinate members by the appropriate rank.

- B. Sworn Members and Reserve Corp Members, **in addition to Part V.A of this order**, shall:

1. Familiarize themselves with the laws and regulations they are required to enforce.

2. Provide themselves with field notebooks and shall make note of matters coming to their attention within the scope of their duties.
 - a. Field notebooks shall be carried at all times when on duty and are subject to inspection at any time by a MPD official.
 - b. Field notebooks and the contents may be discoverable/Jenks material, and as such, shall be retained for a period of no less than three (3) years after the field note book is completed in accordance with GO-SPT-601.02 (Preservation of Potentially Discoverable Material).
3. Maintain a valid operator's license issued by the jurisdiction in which they reside. Members who are authorized to use MPD vehicles shall notify their Commanding Official, through the chain of command, **immediately, but no later than the next scheduled tour of duty of any change in the status of their driver's license, including suspension or revocation.**
4. Report to roll call on time, properly equipped and shall give full attention to the official in charge. Members shall record in their field notebooks items of importance from teletypes, clipboards, roll call training and other official communications.
5. When directed to take their assignment, do so by the most expedient route and method.
6. Make contact with the member(s) being relieved and ascertain any issues of police importance or community concerns. If the member being relieved is unavailable, the relieving member shall contact the check-off official for this information.
7. Respond to their assigned area in a timely manner and patrol their area. Members assigned to a footbeat shall patrol their beat on foot or on a Police Segway™.
8. Become thoroughly acquainted with every part of their element's area of responsibility, familiarize themselves with the residents, business owners, streets, alleys and general topography of the assigned area.
9. Familiarize themselves with individuals who have, are suspected of, or display a propensity to violate the law.
10. Give special attention to locations known or suspected to foster criminal activity and check abandoned buildings regularly.
11. Investigate all suspicious vehicles in their assigned area.

12. Constantly patrol their assigned area unless otherwise directed and shall not return to the station except on official business and approved by an official.
13. Be limited to one (1) meal break, not to exceed thirty (30) minutes in any one (1) tour of duty. Members may not request a meal break during the morning and evening rush hours (0630-0930 and 1530-1830 hours) or during the last hour of their tour of duty.
14. Monitor the police radio and:
 - a. Keep the dispatcher advised of his/her location at all times.
 - b. Advise the dispatcher of any assigned details, or when arriving on a scene or clearing a scene.
 - c. Provide a disposition(s) and go out of service with the dispatcher at the end of the tour of duty.
15. When in full uniform, to include uniform hat, render a hand salute during:
 - a. The presentation of the Nations Colors;
 - b. The playing of the National Anthem; or
 - c. The raising or lowering of the United States Flag.
16. When in uniform, to include the uniform hat, during any of the events described in Part V.B.15, stand at attention and render the right hand salute with the index finger of the right hand touching the brim of their hat, elbow at a forty-five (45) degree angle. The salute shall:
 - a. Commence once the Colors are presented (visible to the member) and continue until the Nations Colors are secured in place, or in the event of a parade, the salute shall commence when the Colors are six (6) paces from the member and be held until the Colors are six (6) paces past the member.
 - b. Commence at the first note of the National Anthem and continue until the final note is played.
 - c. Commence once the flag begins its ascent/decent and continue until the flag is secured in place or secured by the bearer.
17. Members in uniform without the uniform hat, or members in civilian attire without a hat shall, during any of the events described in Part V.B.15, stand at attention and place their right hand over the their heart.

18. When in civilian attire with a hat during any of the events described in Part V.B.15 stand at attention, remove the hat and place their right hand over their heart.
19. Not leave their assigned District without the approval of a MPD official and not leave the District of Columbia without the approval of the Watch Commander except in exigent circumstances.

C. Conduct Toward the Public

All members shall:

1. Be courteous and orderly in their dealings with the public.
 - a. Members shall perform their duties quietly, remaining calm regardless of provocation to do otherwise.
 - b. Members shall be attentive to, and take suitable action on, reports and complaints by a citizen except when circumstances make it necessary for them to report the matter, or refer the complaint to a more suitable member, or other agency.
 - c. Members shall fulfill proper requests for information or assistance, or they shall aid the person in otherwise obtaining the requested information or assistance.
 - d. Members shall avoid giving the impression that they are evading the performance of their duty, or that they are not interested in the problems of persons who are referred elsewhere for service.
 - e. When requested to do so, members shall give their first and last name and badge numbers in a respectful and polite manner.
2. Be courteous, civil and respectful to their superiors, associates, and others whether on or off-duty. They shall be quiet, orderly and attentive and shall exercise patience and discretion in the performance of their duties.
3. Refrain from harsh, violent, coarse, profane, sarcastic, or insolent language. Members shall not use terms or resort to name-calling, which might be interpreted as derogatory, disrespectful, or offensive to the dignity of any person.
4. Not question persons about their residency status in this country as enumerated in Part V.A.11 and 12 of this order.
5. Respond without delay to all calls for police assistance from citizens or other members.

- a. Emergency calls shall take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and in observance of all vehicle laws.
 - b. Failure to promptly answer a call for police assistance, without justification, shall constitute neglect of duty.
6. When answering a MPD telephone members shall respond promptly by giving the command to which they are assigned, their rank, and their surname and shall offer assistance in accordance with SOP 05-01 (Customer Service Standards and Testing).
 7. Not willfully depart from the truth either in giving testimony, or in connection with any legal official order received by them or in their official duties.
 8. Avoid engaging in idle conversations on racial, religious, political, or other controversial subjects.
 9. Refrain from public discussion of the merits of any law or ordinance, except:
 - a. In prepared testimony, authorized by the Chief of Police to City Council.
 - b. In prepared remarks, authorized by their Commanding Officer disseminated at PSA meetings or to other community groups.
- D. Conduct in Arrest Procedures
1. **All** members shall:
 - a. Not use unnecessary force in making arrests or in dealing with prisoners or any other persons.
 - (1). Prisoners and suspects shall be treated in a fair and humane manner; they shall not be humiliated, ridiculed, taunted, or embarrassed.
 - (2). Members shall be guided by GO-RAR-901.07 (Use of Force) and GO-RAR-901.08 (Use of Force Investigations) when handling use of force incidents.
 - b. In the arrest, transportation, and detention of prisoners, members shall take precautions to prevent escape, injury to themselves or others, and damage to property. When making arrests, members shall search prisoners carefully and shall immediately take possession of all weapons and evidence.
 - c. Upon an arrest being recorded, prisoners may be permitted to make a phone call provided the call is made from a secure area

and the call does not incur a toll or a long distance charge. Members are cautioned that when arrestee's communication could jeopardize an ongoing investigation, they should consult a detective or official prior to allowing telephone calls.

- d. When a prisoner is unconscious from any cause, members should immediately try to restore consciousness and call for an ambulance. An unconscious person shall not be placed in a cell but shall be immediately transported to a medical facility for examination by a doctor.
- e. Each prisoner booked shall be immediately examined and, if he/she has any bruises, cuts, or other injuries requiring medical attention, a PD Form 313 (Arrestees Injury or Illness Report and Request for Examination and Treatment) shall be prepared and the prisoner shall be delivered to the appropriate hospital in accordance with GO 502.07 (Medical Treatment and Hospitalization of Prisoners).
- f. Members shall not normally search persons of the opposite sex who are in custody or under the care of the MPD. Members searching transgender prisoners shall adhere to the requirements outlined in GO-PCA- 501.02 (Handling Interactions with Transgender Individuals).

2. Sworn Members and Reserve Corp Members in **addition to Part V.D.1 of this order** shall:

- a. Except when impractical, unfeasible, or where their identity is obvious, members shall identify themselves by displaying their badge or identification folder before taking police action. At the time of an arrest, the person arrested shall be advised of the reason for the arrest, unless such a notification may jeopardize an investigation, endanger potential witnesses or compromise sources of information.
- b. Members shall make diligent efforts to arrest or locate wanted persons and to recover stolen and lost property.
- c. Members shall observe and investigate all persons, whether on foot or in vehicles, whose appearance, actions, or presence at a particular location seems suspicious.
- d. When a member has probable cause to believe that a felony has been committed and that a person (s) is guilty of that felony, the person(s) shall be taken into custody, if appropriate.
- e. Members engaged with suspects shall use tact and good judgment in speech and conduct and remain cautious and alert at all times to the possibility of attack or flight by the suspect.

- f. In cases of minor violations of the law (e.g., violation of District of Columbia Municipal Regulations) and, in the judgment of the member, the circumstances surrounding the incident are such that a verbal warning would best serve the interest of the community, the member may issue such a warning as the proper enforcement action.

NOTE: In more serious or aggravated types of incidents, or those which indicate a serious disregard for the safety or welfare of others, or those in which the member has reasonable grounds to believe that the individual concerned will ignore the warning, the appropriate enforcement action would be an arrest.

- g. In the event that the activities of a congregation of persons involved in the exercise of constitutionally protected rights such as freedom of speech, religion, or assembly, members shall endeavor to protect the participants and prevent any violence from occurring.
- h. Prior to investigative questioning of an arrested person, the member conducting the interview shall warn the person of his/her rights using a PD Form 47 (Warning as to Your Rights) as required.
- i. Members shall not conduct their interrogations of suspects in a manner that would tend to compel a confession. They shall not use physical violence on the suspect or the threat of such abuse, nor shall they make any promise of immunity or lesser degree of prosecution, or hold out any other inducement to a defendant for the purpose of obtaining a confession.
- j. The arresting member shall be responsible for the security of the personal property in the possession of, or under the control of, the arrested person at the time of arrest and record all items on the prisoners' property book. The arresting member shall only relinquish these items to a station clerk or property officer.

E. Citizen-Police Officer Relationships

- 1. It is expected that every member of this Department is keenly aware of the fact that public support and cooperation is essential if members are to effectively fulfill their police responsibilities. The extent to which the public will cooperate with the MPD is dependent upon its respect for, and confidence in, the MPD and its members.
- 2. In any effort to strengthen the citizen-police officer relationship, the personal conduct and attitude of the police officer is of paramount importance. Members must understand that the basis of a professional attitude is a desire and a willingness to serve the public. However,

members must distinguish between service and servility and between courtesy and softness.

3. In the performance of their duty, members should develop a disposition that is pleasant and personable in nonrestrictive situations, and firm and impartial in situations calling for regulation and control. They must observe, uphold, and enforce all laws without bias or prejudice and without regard to individual or individuals involved.
4. Members should familiarize themselves with the members of the community, businesses, and neighborhoods in which they patrol. Members should develop relationships and foster open communication with community members.
5. Members of Congress, and all other elected or appointed federal, state, or local officials are subject to arrest for the commission of criminal offenses [except those parking privileges granted to members of the Congress as described in the D.C. Code and to elected city officials in accordance with GO-SPT-303.1 (Traffic Enforcement)] to the same extent and in the same manner as all other citizens.

V. CROSS REFERENCES

- A. General Order 301.07 (Use of Privately Owned Vehicles for Official Metropolitan Police Department Business.)
- B. General Order 303.1 (Traffic Enforcement)
- C. GO-PCA-501.02 (Handling Interactions with Transgender Individuals)
- D. GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners)
- E. GO-RAR-901.07 (Use of Force)
- F. G O-RAR-901.08 (Use of Force Investigations)
- G. D.C. Official Code § 2-1401 (District of Columbia Human Rights Law)
- H. D.C. Official Code § 32-701 (Health Care Benefits Expansion)
- I. SOP 05-01 (Customer Service Standards and Testing)



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