

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject
**Photographing and Fingerprinting
Employees of the Department**

Topic	Series	Number
PER	201	13

Effective Date
February 27, 2006

Replaces:
**General Order 201.13 (Photographing and
Fingerprinting Sworn Members of the
Department), Effective Date November 5, 1979**

Rescinds:
**General Order 202.3 (Photographing and
Fingerprinting Civilian Employees of the
Department), Effective Date June 27, 1980**
**Special Order 98-27 (Wearing of Identification
by Members Not in Uniform), Effective Date
October 23, 1998**
**Circular 99-8 (New Identification Cards For All
Sworn and Civilian Employees), Effective
Date November 26, 1999**

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I. BACKGROUND

The Metropolitan Police Department requires photographing and/or fingerprinting for many purposes, including background investigations, initial hiring, promotions, and, under limited circumstances, for administrative and criminal proceedings.

II. REGULATIONS

- A. Prior to appointment, fingerprints shall be taken of all applicants as a part of their background investigation. (CALEA 32.2.1-b)
- B. Color photographs shall be taken of all employees as part of their background investigation; on the date of appointment to the Department for their identification card (ID card); and as required, when involved in official Department ceremonies such as Recruit Training Program graduation and retirement ceremonies.
- C. Photographs of employees shall not be filed in the employee's Official or Unit Personnel Folder.
- D. Employees under criminal investigation shall not be photographed without the approval of the Chief of Police. (CALEA 52.1.7-b)
- E. Sworn employees (non-uniformed and not undercover), and civilian employees are required to wear their ID cards. Uniformed sworn employees

are not required to wear their ID cards visibly on their persons; however, they shall keep the card in their possession for identification purposes.

III. PROCEDURAL GUIDELINES

A. Department Official Photograph File

For the Official Photograph File, color photographs shall be taken under the following circumstances:

1. For all employees:
 - a. Prior to appointment to the Department, as a part of their background investigation;
 - b. On the date of appointment to the Department for their ID card;
 - c. As required, when involved in official Department ceremonies.
2. For sworn employees only:
 - a. Upon completion of the Recruit Training Program;
 - b. Upon completion of five years of continuous service within the same rank;
 - c. Upon promotion.
3. A retirement ID will be issued to sworn members upon completion of service in good standing with the Department. Prior to being issued a retirement ID, outstanding investigations with twenty days or more suspension must be resolved.

B. Identification Cards

Department ID cards display a color photograph of the employee. The back of the card has vital statistics such as date-of-birth, height, weight, date-of-appointment, etc.

1. Department employees shall be issued ID cards with the following color and size distinctions:
 - a. Officers and Detectives—Blue Stripe—3.5" x 2"
 - b. Sergeants and Above—Blue and Yellow Stripe—3.5" x 2"
 - c. Civilian Employees—Blue Stripe—2" x 3.5"
 - d. Civilian Managers/Directors—Blue and Yellow Stripe—2" x 3.5"

- e. Reserve Officers and Sergeants—Blue Stripe-3.5" x 2"
 - f. Reserve Lieutenants and Above—Blue and Yellow Stripe-3.5"x2"
 - g. Recruits—Green Stripe-2" x 3.5"
 - h. Retired Members (sworn and civilian)—Red Stripe-3.5" x 2"
 - i. Contractors—Black Stripe-2" x 3.5"
 - j. Volunteers-White Stripe-2" x 3.5"
2. Civilian employees, and sworn members wearing plain or casual clothes (except for undercover officers), shall wear their issued Department identification on their outer garment at all times during work hours, and when entering any Department facility. The ID shall be worn on a neck chain, or securely attached to an outer garment, so that it is visible at all times.
 3. Employees shall report to the Employee ID Unit, Photographic Services Section, Records Branch to obtain a new ID card or replacement ID card for the following reasons:
 - a. On date of appointment;
 - b. Upon promotion;
 - c. Upon loss or theft;
 - d. Upon expiration, or wear beyond legibility;
 - e. Upon name change;
 - f. As directed by the Office of Human Services.
 4. Expired ID cards can be extended up to six months with the approval of the Chief of Police.
 5. A PD 73 (Personnel Action) must be filed within 24 hours at the Office of Human Services before a new ID card can be issued for a change in name and/or title. Employees shall present a copy of the PD 73 to receive a new ID card in accordance with GO-PER-201.19 (Employee Personnel Records).
 6. Upon loss or theft of their ID card, employees shall report the loss or theft within 24 hours to the District Station in the district where the ID was lost or stolen.

- a. Employees shall prepare a PD 43 (Report of Damage To or Loss of District Government Property) and a PD Form 251 (Event Report). See, GO-PER-201.19 (Uniforms and Equipment). (CALEA 82.21-a, b, & c)
 - b. Employees shall bring copies of these forms to the Employee ID Unit to obtain a new ID card.
 7. A member whose police powers have been revoked for a period exceeding 30 days shall report to the Employee ID Unit with a copy of a completed PD 77 (Revocation/Restoration of Police Powers) to obtain a temporary identification card in accordance with General Order 1202.4 (Revocation of Police Powers).
 8. Upon separation or termination of employment, sworn members shall surrender their ID cards to the Equipment and Supply Branch not later than the expiration of their last tour of duty. Civilian employees shall surrender their ID cards to the Employee ID Unit prior to departure.
- C. Administrative Use of Employee Photographs
1. Color photographs of employees may be requested by a supervisory official (Lieutenant or above) for administrative purposes such as:
 - a. Death notice(s) in the form of an obituary clipping, or funeral program when a member dies in the line-of-duty;
 - b. Retirement for the employee's Official Photograph File;
 - c. Identification of an employee under administrative investigation.
 2. The supervisory official shall prepare a memorandum to the Photo Gallery (Modus Operandi) Unit, Photographic Services Section, Records Branch, outlining the purpose of the photograph request, and providing his/her contact information.
- D. Elimination Fingerprints of Employees
1. Requests to take "elimination fingerprints" of an employee shall be scheduled through the Supervisor, Latent Fingerprint Examination Section, Fingerprint Analysis Branch. (CALEA 83.1.2)

NOTE: Elimination fingerprints are fingerprints used to eliminate, as a suspect, a person whose fingerprints appear at a crime scene, but who was at the scene for a legitimate reason.
 2. In each instance, a PD 860 (Request for Latent Fingerprint Examination) shall be utilized in accordance with General Order 304.8

(Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers).

- E. Commanding Officers shall:
1. Ensure that employees scheduled for elimination fingerprinting report on the date and time scheduled. If the appointment cannot be kept, the Supervisor, Latent Fingerprint Examination Section, shall be notified immediately, and the fingerprint session shall be rescheduled.
 2. Ensure that all civilian employees and sworn employees who are not in uniform wear their ID cards in plain view while on duty.
 3. Ensure that an investigation is conducted for lost or stolen ID cards.
- F. The Manager, Records Branch, Police Business Services Division, shall:
1. Ensure that all ID badges are kept current, and are replaced every two years on the employees' date of birth within the second year.
 2. Ensure that employees are photographed for their ID cards.
 3. Ensure that the Department's Official Photograph Files for sworn and civilian employees are maintained.
- G. The Photo Laboratory shall:
1. Serve as the official photographic service for the Department.
 2. Photograph Senior and Command Staff members for the purpose of providing official Department photographs.
 - a. Senior Command Staff members (Assistant Chief and above, and civilian equivalents) shall be photographed with the United States flag and a bookcase in the background of the photograph.
 - b. Command Staff members (Inspector and above, and civilian equivalents) shall be photographed with the United States flag in the background of the photograph.
 - c. All Command Staff members shall wear white shirts when being photographed for official Department photographs.
 3. Handle special photography requests, including:
 - a. Requests from Command personnel such as inauguration ceremonies, promotions, and funerals for Heads of State.

- b. Photographs used in MPD directives, and other official publications.
- H. The Automated Fingerprint Identification Section, Fingerprint Analysis Branch, shall:
 - 1. Fingerprint job applicants using the FD-258 (Applicant Fingerprint Card) as a part of Department background investigations.
 - 2. Maintain the Department's Applicant Fingerprint Files.
- I. The Director, Office of Human Services, shall:
 - 1. Ensure that fingerprints of all sworn and civilian applicants are obtained for Department background investigations.
 - 2. Make arrangements for civilian employees to be photographed for Department ID cards on their appointment date.
- J. The Director, Institute of Police Science, shall ensure that each recruit is photographed:
 - 1. For his/her recruit ID during the recruit orientation session.
 - 2. Upon successful completion of the Recruit Training Program for a Department ID card.
 - 3. Upon successful completion of the Recruit Training Program for the class picture.

IV. CROSS REFERENCES

- A. GO-PER-110.11 (Uniforms and Equipment)
- B. GO-PER-201.19 (Employee Personnel Records)
- C. General Order 304.8 (Collection of Physical Evidence; Utilization of the Crime Scene Examination Section and Crime Scene Search Officers)
- D. General Order 1202.4 (Revocation of Police Powers)

//SIGNED//
Charles H. Ramsey
Chief of Police