

GENERAL ORDER



Subject
Specialized Mission Units

Topic	Series	Number
OPS	301	02

Effective Date
November 13, 2007

Related to
GO-RAR-901.07 (Use of Force), Effective Date October 7, 2002
GO-RAR-901.08 (Use of Force Investigations), Effective Date October 7, 2002

DISTRICT OF COLUMBIA

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I. BACKGROUND

A Specialized Mission Unit (SMU) is comprised of members participating in special operations that have specific objectives and goals. SMUs work in concert to support the District Commanders, and Police Service Area (PSA) Lieutenants.

II. DEFINITIONS

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

1. Specialized Mission Unit (SMU) – A MPD unit, temporary or permanent, established by the Department to achieve various law enforcement objectives in which members engage in significant patrol-related activities on a routine basis, including contacts, stops, frisks, and searches. Examples of specialized units include the Emergency Response Team (ERT), the Narcotics Strike Force Unit, the Auto Theft Unit, the Warrant Unit, and the seven (7) District Vice Units. PSA officers assigned to regular patrol duties in the PSA, and officers on Redeployment are not included.
2. Synchronized Operations Command Complex (SOCC) - The SOCC is comprised of three centers – the Joint Operations Command Center (JOCC), the Command Information Center (CIC), and the Intelligence Operations Center (IOC). These centers provide continuous communication of information to and from members in the field and coordinate law enforcement resources and responses during critical events. The SOCC is operational 24 hours a day, seven (7) days a week.

III. REGULATIONS

- A. Each SMU shall be established only by authority of the Chief of Police, and shall have clearly stated objectives.
- B. Each SMU Commanding Official shall develop a Standard Operating Procedure (SOP) for their SMU to be approved by the Chief of Police. The SOP shall include the additional qualification criteria specific for the SMU as well as the procedures developed by the SMU to comply with this directive.
- C. Each SMU shall be staffed with a sufficient number of skilled supervisors to ensure adequate supervision of the members assigned to the SMU.
- D. Each SMU shall maintain an organizational chart that clearly identifies the Command-level Official responsible for overseeing the SMU, and the management-level Official responsible for overseeing the element.
- E. Members who participate in a SMU shall be pre-screened for the applicable competencies, exemplary performance, and latest training requirements.
- F. SMU Commanding Officials shall be required to meet the eligibility criteria for participation in the SMU. Failure of an SMU Commanding Official to maintain their eligibility status shall result in their disqualification from the SMU.
- G. Prior to conducting planned operations, SMU Commanding Officials shall ensure that a planning session is conducted with the participating SMU members, and the operational plan is approved by an SMU official the rank of Lieutenant or above.
- H. Probationary members shall not be permitted to work in a SMU.
- I. The SOCC shall display a map of the locations where SMUs are deployed.

IV. PROCEDURAL GUIDELINES

- A. Eligibility Criteria for SMUs include, but are not limited to, the following:
 - 1. Prior to selecting members for a SMU, the SMU Commanding Official shall:
 - a. Request that the Internal Affairs Bureau (IAB) provide a complaint history summary of the applicant, to include citizen complaints, and use of force history.

- b. Obtain advance notification from the Office of Human Resource Management (OHRM) regarding the skills, training, education, assignment history, and experience of each member participating in the SMU in order to appropriately tailor supervision and activities.
 - c. Obtain certification from the Metropolitan Police Academy (MPA) that the member has both pistol and service weapons certification, and up-to-date 40-hour In-Service Training certification.
 2. Additionally, SMU Commanding Officials shall *disqualify and remove* from service in a SMU any member who:
 - a. Has used force in one (1) or more incidents that has resulted in a finding of “Not Justified, Not Within Departmental Policy” in the last twelve (12) month period.
 - b. Has one (1) or more sustained citizen complaints for excessive force in the last twelve (12) month period.
- B. Eligibility for SMU Participation
 1. Each SMU Commanding Official is responsible for reviewing and updating, in PPMS, information regarding a member’s continued eligibility to participate in a SMU.
 2. SMU Commanding Officials shall ensure the following eligibility information for each SMU member is reviewed and maintained in PPMS:
 - a. Current pistol and service weapons certification;
 - b. Current annual 40-hour In-Service Training certification; and
 - c. Use of force and citizen complaint history on each SMU member.
- C. Supervisory Responsibilities
 1. Each SMU Commanding Official shall be a Lieutenant or above, and shall oversee the activities of the SMU.
 2. A Sergeant shall supervise each team within a SMU, and shall report directly to the SMU Commanding Official, or his/her designee.

3. Sergeants and other supervisory members who volunteer, or are temporarily assigned to a SMU, shall maintain their supervisory responsibility while in the unit.
4. When applicable, SMU Commanding Officials shall provide clear instructions to all SMU Sergeants, and other supervisory members, regarding appropriate supervision and coordination when more than one Sergeant or supervisor is present.
5. The SMU Commanding Official shall notify the SOCC and the affected district Watch Commander(s) of areas into which his/her SMU deploys.
6. The SMU Commanding Official shall ensure that SMU members monitor the radio zone of the District in which the SMU is operating.
7. A PD Form 150 (Tour of Duty Supervisors Report) shall be completed each day at the conclusion of each tour of duty and maintained for three years.
8. The SMU Commanding Official shall ensure that the following information is maintained, available for review upon request, and updated on a quarterly basis:
 - a. A roster containing the names of all members who served on the SMU during that quarter;
 - b. Documentation of all training provided to SMU members regarding SMU operations, the Fourth Amendment, Equal Protection clause of the Fourteenth Amendment, and other applicable topics;
 - c. Member(s) who have been disqualified from service on the SMU; and
 - d. Summary statistics for each SMU member that contain, at a minimum, enforcement actions, uses of force, commendations, performance evaluations, and complaints.

D. Complaints of Misconduct

1. All cases of alleged misconduct by a SMU member shall be handled in accordance with GO-PER-120.23 (Serious Misconduct Investigations), General Order 1202.5 (Citizen Complaints), and other applicable Department directives.¹

¹ As of this general order's effective date, MPD is in the process of drafting two (2) general orders that relate to this subject matter: (1) GO-PER-120.20 (Chain of Command Investigations) and (2) GO-PER-120.25 (Processing Citizen Complaints.) Members applying this general order should contact Inspector Cleora Sharkey at (202) 727-8726 or Ms. Denise Pearson at (202) 727-3144 to confirm whether these general orders have been finalized.

2. Commanding Officers, Field Commanders, and District Watch Commanders shall notify the SMU Commanding Official within twenty-four (24) hours of any citizen complaint concerning the conduct of any member assigned to, or working in conjunction with, a SMU.

E. Use of Force

1. In all use of force incidents, and all incidents involving a member(s) pointing his/her weapon at, or in the direction of another person, the SMU Commanding Official shall notify the IAB and obtain IS numbers within one (1) hour of learning of the incident.
2. In all instances where a member discharges a firearm, or is involved in a use of force incident, including resisted handcuffing situations and cooperative and contact control procedures where there is a complaint of pain or injury involved:
 - a. The member shall complete the PD Form 901-e (Use of Force Incident Report) consistent with the procedures outlined in SO-06-05 [Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f)], and
 - b. The incident shall be investigated pursuant to GO-RAR-901.08 (Use of Force Investigations).
3. When members of a SMU point their weapons at, or in the direction of another person, the SMU Commanding Official who was in command at the time of the incident, shall obtain IS numbers and complete a PD Form 901-J [Specialized Mission Unit After-Action Report (SMUAAR)] (Attachment A) in the Personnel Performance Management System (PPMS) in lieu of a PD Form 901-g (Reportable Incident Form).

The SMUAAR shall be completed in lieu of a PD Form 901-g ONLY WHEN ALL of the following criteria are met:

- a. The SMU is a permanent, established unit meeting the requirements as provided for in this directive;
- b. The SMU was operating as a team at the time of the incident;
- c. The SMU was led by a clearly identified SMU Commanding Official during the incident;
- d. The SMU was on a pre-planned operation that was reviewed and approved by the SMU Commanding Official;
- e. There was a clear mission (e.g. execution of a high risk warrant); and

- f. Members were working in unison.
 4. The SMU Commanding Official shall:
 - a. Email a copy of the completed SMUAAR to the Commanding Officer, Force Investigation Branch (FIB) and to the Executive Office of the Chief of Police prior to the end of his/her tour of duty.
 - b. Forward the original signed copy of the PD Form 901-J to the Commanding Officer, FIB, through his/her chain of command.
 5. Any member who uses force in addition to, or in place of, pointing his/her weapon as described in Section V.E.3 (a-f), must complete a PD Form 901-e detailing his/her use of force as outlined in GO-RAR-901.07 (Use of Force), and SO-06-05 [Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f)].
- F. Training Responsibilities of SMU Commanding Official
1. Ensure daily roll call training is tailored to the specific missions being conducted by the SMU and is conducted in accordance with GO-PER-404.06 (Roll Call Training), (CALEA 33.5.2);
 2. Coordinate with the MPA to ensure additional training that is conducted includes, but is not limited to, current and recent court decisions, Fourth Amendment and Equal Protection clause of the Fourteenth Amendment requirements, citizen contact guidelines, and the Use of Force Continuum, as well as changes in Department policies and procedures (CALEA 33.6.1-2); and
 3. Ensure instruction includes scenario-based training.

V. CROSS REFERENCES

- A. GO-RAR-901.07 (Use of Force)
- B. GO-RAR-901.08 (Use of Force Investigations)
- C. SO-06-05 [Instructions for Completing the Use of Force Incident Report (UFIR: PD Forms 901-e and 901-f)]
- D. SO-06-06 [Instructions for Completing the Reportable Incident Form (RIF: PD Forms 901-g and 901-h)]

VI. ATTACHMENTS

1. Attachment A: PD Form 901-J (Specialized Mission Unit After-Action Report)

//SIGNED//
Cathy L. Lanier
Chief of Police

CLL:JAE:JGW:CWS:DEP:afa:mck:dep

SPECIALIZED MISSION UNIT AFTER-ACTION REPORT

A. AUTHORIZING MANAGER INFORMATION

MANAGER LAST NAME:		FIRST NAME	MI	RANK	CAD NUMBER
ELEMENT	ASSIGNMENT	SEX	RACE		

B. EVENT INFORMATION

CS NUMBER	INCIDENT DATE	INCIDENT TIME	DATE OF REPORT	TIME OF REPORT	CCN	DISTRICT	PSA
LOCATION OF INCIDENT							

C. OFFICER INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

CAD NO:	LAST NAME:		FIRST NAME	MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))			
			<input type="checkbox"/> YES <input type="checkbox"/> NO			

OFFICER 2

CAD NO:	LAST NAME:		FIRST NAME	MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))			
			<input type="checkbox"/> YES <input type="checkbox"/> NO			

OFFICER 3

OFC. CAD NO:	LAST NAME:		FIRST NAME	MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))			
			<input type="checkbox"/> YES <input type="checkbox"/> NO			

OFFICER 4

OFC. CAD NO:	LAST NAME:		FIRST NAME	MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))			
			<input type="checkbox"/> YES <input type="checkbox"/> NO			

SPECIALIZED MISSION UNIT AFTER-ACTION REPORT

OFFICER 5

OFC. CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

OFFICER 6

OFC. CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

OFFICER 7

OFC. CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

OFFICER 8

OFC CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

OFFICER 9

OFC. CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

OFFICER 10

OFC. CAD NO:		LAST NAME:		FIRST NAME		MI	RANK	APPT. DATE
SEX	RACE	DOB	OTHER FORCE USED? (IF YES, ENSURE OFFICER COMPLETES PD-901 USE OF FORCE INCIDENT REPORT (UFIR))					
			<input type="checkbox"/> YES <input type="checkbox"/> NO					

SPECIALIZED MISSION UNIT AFTER-ACTION REPORT

D. SUBJECT INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

SSN	LAST NAME:	FIRST NAME	MI	ADDRESS	PHONE NO.	SEX	RACE	DOB

E. NARRATIVE

[PLEASE PROVIDE A BRIEF SYNOPSIS OF THE INCIDENT THAT INCLUDES A DESCRIPTION OF THE MISSION/LAW ENFORCEMENT ACTIVITY THAT LED TO THE POINTING INCIDENT.]

F. MANAGER INFORMATION

MANAGER LAST NAME:	FIRST NAME	MI	RANK	CAD NUMBER
MANAGER SIGNATURE	DATE			