

SPECIAL ORDER



Title	
2009 56th Inaugural Badge Sets	
Series / Number	
SO-08-10	
Effective Date	Distribution
November 24, 2008	B

DISTRICT OF COLUMBIA

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I. Background

In commemoration of the 2009 Inauguration of the President of the United States of America, Chief of Police Cathy L. Lanier has authorized the production and sale of a 2009 Presidential Inaugural Badge Set. The Badge Set will consist of a badge, a badge pin and a challenge coin. None of the items will be sold individually. The proceeds of the sale of the Inaugural Badge Sets will go to the Washington, D.C. Crime Solvers Program. Both sworn and civilian members of the Department will be allowed to purchase the Badge Set. The cost of the Badge Set will be sixty dollars (\$60.00). A photocopy of the items included in the set is attached.

II. Policy

The policy of the Metropolitan Police Department is to ensure that each member (sworn and civilian) be afforded the opportunity to purchase an Inaugural Badge Set. Although the badge carries neither rank designation nor badge number on the front, it will be recognized as having the same authority as a sworn member's regular badge. This badge is the only official Department Inaugural Badge. A sworn member in full duty status may begin wearing the Inaugural Badge during the optional wearing period, January 1, 2009 through January 31, 2009. The following conditions shall apply when purchasing and wearing the Inaugural Badge.

III. Regulations

- A. Sworn and civilian members will be allowed to purchase five (5) Inaugural Badge Sets, which will NOT be replaced if lost, stolen or damaged.
- B. Civilian employees who purchase the Inaugural Badge shall NOT be issued their Badge Sets until after March 2, 2009.
- C. Sworn members purchasing more than one badge will NOT receive their additional Badge Sets until after March 2, 2009.

- D. Since each badge has a control number on the back and represents police powers during the optional wearing period, the badge shall remain in the purchasers' possession, until after January 31, 2009.
- E. Sworn members whose police powers have been revoked prior to the issuance of the Inaugural Badge shall NOT be issued a badge until their police powers have been restored or until after January 31, 2009.
- F. Sworn members whose police powers are revoked after having received the badge are strictly prohibited from using the badge to represent or identify themselves as members of the Metropolitan Police Department.
- G. Members contemplating retirement may order the Inaugural Badge Set. If the member separates from the Department prior to the badge being issued, the badge will be held by the member's element and released after March 2, 2009. Members who retire after receiving the badge shall be advised that the use of the badge to represent or identify the bearer as an active member of the Metropolitan Police Department during the optional wearing period MAY result in criminal penalties for a violation of D.C. Code.
- H. Inaugural Badges lost or stolen during the optional wearing period shall be reported on a PD Form 251 (Event Report) and telephonic notification made to the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator at 202-270-4007. The date and time of this notification shall be noted on the PD Form 251. A PD Form 43 (Report of Damage to or Loss of Uniform or Equipment) is not required.
- I. The control number engraved on the back of each Inaugural Badge shall NOT be used as a badge number. Members shall continue to use their regular badge numbers when writing reports, citations, etc.
- J. For the purposes of this order, members of the Metropolitan Police Department Reserve Corps Division (RCD) shall be considered sworn members and the RCD as an organizational element. The RCD commander shall be guided by the procedures contained in this order and process orders for the Inaugural Badge Sets for all RCD members, regardless of their assigned duty stations.

IV. Procedural Guidelines

A. Ordering Inaugural Badges

1. Each Bureau Head shall designate a member to act as the Badge Liaison Officer between the organizational element and the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator. The Badge Liaison Officer's name shall be telephonically provided to the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator at 202-270-4007 if it has been changed from the tele-type provide with this Special Order.

NOTE: ONLY THE DESIGNATED BADGE LIAISON OFFICER WILL BE ALLOWED TO PLACE ORDERS FOR THE BADGES. INDIVIDUAL ORDERS WILL NOT BE ACCEPTED.

2. All inquires, as well as distribution of the badge sets, will be coordinated with the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator by the Bureau's Liaison Officer ONLY.
3. Sworn and civilian members desiring to purchase a badge set shall submit payment to their Badge Liaison Officer in cash, certified check, or money order. The certified checks and money orders shall be made payable to WASHINGTON, D.C. CRIME SOLVERS only. NO PERSONAL OR SECOND PARTY CHECKS WILL BE ACCEPTED.
4. To assist the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator in the processing of all badge set orders, it is requested that each Badge Liaison Officer consolidate the monies received into one certified check or money order payable to WASHINGTON, D.C. CRIME SOLVERS. The Police Federal Credit Union has advised the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator, that they will consolidate a Bureau's payment subject to the above conditions. The Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator shall on a daily basis take ALL checks received that day and place them into the safe located in the EOCOP's complex and shall also make two deposits a week once started.

- B. The Bureau's Liaison Officers shall:
1. Obtain a sufficient number of PD Form 196-A's (Payer's Receipt) from Property Division.
 2. Collect and secure the badge set money in the Commanding Officer's safe and deliver the monies to the Police Credit Union to convert the monies to a certified check on a daily basis.
 3. Complete a PD Form 196-A for each Inaugural Badge Set order and payment received. The second copy of the PD Form 196-A shall be given to the ordering member as a receipt of payment.
 4. Ensure that an official 2009 Inaugural Badge Set Order Form has been completed and signed by the ordering members and supervisory officials, as noted on the form. Return a copy to the ordering member, retain a copy for your records, and submit a copy to the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator. A copy of the form is attached to this Special Order.
 5. Hand carry the organizational element's Inaugural Badge Set order and certified check to the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator in Headquarters Room 5067 **no later than December 31, 2008**. The order shall contain a cover memorandum, two alphabetical lists of sworn and civilian members ordering badge sets, and the proper consolidated payment in the form of one certified check or money order.

NOTE: NO BADGE SET ORDERS WILL BE ACCEPTED AFTER DECEMBER 31, 2008.

6. Issue the badge sets to sworn and civilian members by entering the badge control number on the original alphabetical list, the first copy of the PD Form 196-A, and on the official 2009 Inaugural Badge Set Order Form. Members shall affix their signature on the face of the PD Form 196-A and on the 2009 Inaugural Badge Set Order Form acknowledging their receipt of the badge set when issued.
6. After all badge sets have been released to the ordering members, the alphabetical lists, the original PD Form 196-A, and the official 2009 Inaugural Badge Set Order Form containing the member's control number and signature shall be hand carried to the Executive Office of the Chief of Police,

Office of Communications, Inaugural Badge Coordinator in
Headquarters Room 5067.

C. Police Recruits

All recruits assigned to the Metropolitan Police Academy during the ordering period may order and receive the Inaugural Badge Set through the Professional Development Bureau Badge Liaison Officer. The recruit officers shall NOT be issued an Inaugural Badge prior to March 2, 2009, unless they have been issued their regular officer badge and service weapon.

D. Retirees

Retired members who wish to purchase an Inaugural Badge Set may purchase one through the Association of Retired Police Officers (AORP) at 1-877-283-1065 or contact Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator at 202-270-4007.

E. Executive Office of the Chief of Police, Office of Communications,
Inaugural Badge Coordinator

In addition to complying with the procedures outlined in this order, the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator shall:

1. Receive all Inaugural Badge Set shipments from the R.L. Collinson Inc.
2. Distribute the Inaugural Badge Sets to the Bureau Liaison Officer.
3. Retain the alphabetical lists, PD Forms 196-A, and the 2009 Inaugural Badge Set Order Form for a period of one year.

F. Supervisory officials shall:

1. When revoking the police powers of a sworn member between January 1, 2009 and January 31, 2009, ascertain whether the member has received an Inaugural Badge. Should additional verification be required, the official may contact the Bureau Liaison Officer or the Executive Office of the Chief of Police, Office of Communications, Inaugural Badge Coordinator.
2. Upon determining that a member did receive an Inaugural Badge, instruct the member that he/she is strictly prohibited

from using the badge to represent or identify himself/herself as a member of the Metropolitan Police Department during the period that his/her powers are revoked.

3. Record on the PD Form 77 (Revocation of Police Powers and Notice of Duty and Pay Status) the time and date that the revoked member was instructed of the prohibition.

EXAMPLE

Prohibited use of the Inaugural Badge
Instructions given on 12/24/08 at 2335 hours

4. Affix his/her signature, together with the signature of the revoked member, immediately adjacent to the prohibition instructions recorded on the PD Form 77.

MEMBERS ARE ADVISED THAT THE PROCEEDS FROM THE SALE OF THE BADGE SETS WILL GO TO FUND THE WASHINGTON, D.C. CRIME SOLVERS PROGRAM. MEMBERS ARE FURTHER ADVISED THAT THE INAUGURAL BADGE IS A COLLECTOR'S ITEM AND NO ADDITIONAL ORDERS FOR THE BADGE WILL BE ACCEPTED AFTER THE CUT-OFF DATE OF DECEMBER 31, 2008.



Cathy L. Lanier
Chief of Police

Attachments:
2009 Inaugural Badge Flyer
2009 Inaugural Badge Set Order Form



Order Your Commemorative Inaugural Set Today

Celebrate your role in the 56th Presidential Inaugural with this special set of commemoratives highlighting the January 20, 2009 event. Each set comes in a handsome gift box with the official badge, a challenge coin, and badge lapel pin. The design echoes the original 1917 “Additional Private” badges issued to specially deputized persons who assisted the Metropolitan Police Department during that Inauguration.

Sworn and civilian members of the Metropolitan Police Department may order

up to five badge sets. Each set costs \$60. Sworn members will receive their first badge set prior to the optional wearing period — January 1–31, 2009. Civilians and members who purchased more than one set will receive those sets after March 2, 2009.

Proceeds will go to support the efforts of the Crime Solvers of Washington, D.C.

To expedite service, consolidated orders will be accepted through each Bureau (see below). Please refer to Special Order 08-10 for details on placing your order.

Bureau Contacts

Please place your order with your Bureau contact

Executive Office of the Chief of Police	Phillip McHugh	270-4007	Corporate Support Bureau	Captain Paul Shelton	727-5198
Patrol Services & School Security Bureau	Sgt. Robertina Wilson	576-6600	Strategic Services Bureau	Sgt. Scott Baum	423-7172
Homeland Security Bureau	Lt. Mark Lotz	727-9361	Investigative Services Bureau	Sgt. Brenda Woodson	727-4295
Professional Development Bureau	Sgt. Joseph Trainor	727-2900	Internal Affairs Bureau	Sgt. Audra Smith	576-3388



CRIME SOLVERS
OF WASHINGTON, D.C. INC.

PCJF v. DC (FOIA)



CRIME SOLVERS
OF WASHINGTON, D.C. INC.



2009 Inaugural Badge Set Order Form

MEMBER'S INFORMATION

Last Name: _____ First Name: _____

Rank: _____ CAD ID: _____

Bureau/Division/Unit: _____

Desk Phone: _____ Cell Phone: _____ E-Mail: _____

ORDER

Number of Badge Sets Ordered: 1 2 3 4 5

Payment Method: Cash Check # Money Order #:

Date Order Placed: _____

Signature of Member Placing Order: _____

OFFICIAL USE ONLY

PAYMENT TRACKING

NAME OF OFFICIAL RECEIVING ORDER:	SIGNATURE OF OFFICIAL RECEIVING PAYMENT:	DATE OFFICIAL RECEIVED PAYMENT:
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NAME OF BUREAU LIAISON OFFICER:	SIGNATURE OF B.L.O. RECEIVING PAYMENT:	DATE B.L.O. RECEIVED PAYMENT:
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SIGNATURE OF INAUGURAL BADGE COORDINATOR:	DATE ORDER DELIVERED TO INAUGURAL BADGE COORDINATOR:
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BADGE RECEIPT HISTORY

	ISSUED DATE	BADGE NO(S).	SIGNATURE
INITIAL BADGE RECEIVED			
ADDITIONAL BADGES RECEIVED			

INAUGURAL BADGE SALE ORDER TRACKING / 11.24.08
(INTERNAL)