

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject Revocation/Restoration of Police Powers		
Topic	Series	Number
OMA	120	24
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Replaces: General Order 1202.4 (Revocation of Police Powers), Effective Date 10/27/80		
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I. BACKGROUND

Sworn members of the Metropolitan Police Department are granted powers beyond those of the public including the powers to arrest without a warrant and to use deadly force. In order to protect the public and members, the police powers of certain sworn members may need to be revoked in special circumstances such as when a member is on extended sick leave, is placed in a non-pay duty status, or is subject to an administrative or criminal investigation.

The purpose of this general order is to establish the policies and procedures for the revocation of the police powers of sworn members of the Metropolitan Police Department.

II. POLICY

It is the policy of the Metropolitan Police Department to revoke the police powers of a sworn member when necessary to protect the public, the member himself/herself, and/or other members. Every revocation shall be consistent with applicable laws, rules, regulations, collective bargaining agreement provisions, and related Metropolitan Police Department directives.

III. DEFINITIONS

For the purpose of this order, the following terms shall have the meanings designated:

1. Administrative Leave With Pay – Duty/pay status wherein a member has been removed from the performance of all police duties with no loss of salary.
2. Civilian Member – MPD employee other than a sworn employee, i.e., employee who does not possess law enforcement powers.
3. Collective Bargaining Agreement – Labor Agreement between the Metropolitan Police Department (MPD) and Fraternal Order of Police/MPD Labor Committee.
4. Disciplinary Suspension Without Pay – Duty/pay status indicating a temporary cessation of the pay and police powers of a member for a finite period of time as a penalty for a sustained adverse action as outlined in a Final Agency Action.
5. Extended Sick Leave – Duty/pay status indicating that a member has been on sick leave for more than thirty (30) consecutive days.
6. Full Duty – Duty status wherein a member possesses all of the police authorities, powers, privileges of a law enforcement officer and is expected to perform the entire range of assigned policing job tasks.
7. Indefinite Suspension – Duty/pay status indicating the temporary cessation of pay and police powers of a member pending the resolution of an indictment or following a conviction. In accordance with the Collective Bargaining Agreement, thirty (30) business days from the date that an indictment is resolved, or the member is removed from a pay status in the case of a conviction, the MPD shall restore the member to a pay status or issue notification of the charges and proposed action.
8. Leave Without Pay – Duty/pay status indicating that a member has been granted leave in a non-pay status exceeding thirty (30) days by submitting a PD Form 654 (Request for Advanced Leave or Leave Without Pay) that has been approved by the Assistant Chief, Professional Development Bureau, and his/her police powers have been revoked.

9. Limited Duty – Duty/pay status indicating that a member, because of injury/illness or other temporary medical disability, is no longer certified by the Police & Fire Clinic (Clinic) to perform in a full duty status, but has been certified by the Clinic as capable of performing certain types of police duties consistent with the restrictions specified on a PD Form 305 (Certification for Limited Duty/Extended Limited Duty Evaluation).
10. Limited Duty/Non-Contact – Duty/pay status indicating that a member has been certified by the Clinic as serving in both a Limited Duty and a Non-Contact duty status. Pursuant to GO-PER-100.11 (Medical Services), a Non-Contact designation supersedes a Limited Duty certification for the purpose of placing a member in a duty assignment. The member's police powers are revoked and the member is placed in an assignment that does not require the exercise of police powers.
11. Member – Sworn employee of the MPD or MPD Reserve Corps volunteer.
12. Military Leave – Duty/pay status is which a member is serving on active duty with a branch of the U.S. Armed Forces or National Guard.
13. Non-Contact – Duty/pay status wherein a member has been assigned to an MPD element with powers revoked and restricted contact with the public and no loss of salary.
14. Official – Member the rank of sergeant or above and civilian supervisory equivalent.
15. Restoration of Police Powers – Process by which a member's authority to enforce the laws, rules, and regulations of the United States and the District of Columbia is returned to the member following the cessation of a revocation of police powers made by an official of the MPD.
16. Revocation of Police Powers – Process by which a member's authority to enforce the laws, rules, and regulations of the United States and the District of Columbia is withdrawn by the MPD.
17. Suspension – Temporary cessation of the pay and police powers of a member with or without a definite date of restoration.

IV. REGULATIONS

A. Revocation Authority

1. Sworn officials the rank of lieutenant and above may revoke the police powers of members.
2. Sworn officials the rank of sergeant may only revoke the police powers

of members:

- a. With the prior authorization of an official the rank of lieutenant or above or a civilian supervisory equivalent; or
 - b. Under exigent circumstances without prior authorization (e.g., the member poses a danger to him/herself or others.)
3. Civilian supervisors equivalent to the rank of lieutenant or above may authorize the revocation of police powers, but shall ensure a sworn official revokes the member.
 4. Police and Fire Clinic physicians possess the authority to direct a sworn official of the Medical Services Division to revoke the police powers of members for medical and behavioral health reasons.
 5. Revoking officials shall be at least one rank higher than the revoked member or shall be an agent assigned to the Internal Affairs Bureau, Internal Affairs Division.
- B. The revocation actions authorized by this order shall be applicable both inside and outside the District of Columbia.
- C. A PD Form 77 (Revocation/Restoration of Police Powers and Notice of Duty and Pay Status) (Attachment A) shall be prepared for each revocation. An official of the Professional Development Bureau (PDB), Human Resources Management Division, Medical Services Branch (HRMD/MSB), shall prepare the PD Form 77 whenever a member is revoked by a Police and Fire Clinic physician.
- D. The police powers of members in the following duty/pay status categories shall be revoked:
1. Leave Without Pay;
 2. Indefinite and Disciplinary Suspensions;
 3. Military Leave;
 4. Non-Contact;
 5. Sick Leave Exceeding Thirty (30) Days; and
 6. Limited Duty Exceeding Thirty (30) Days.
- E. Officials the rank lieutenant or above and civilian supervisory equivalents may authorize the revocation of the police powers of members in order to protect the public, the member himself/herself, and/or other members and place the

member on Administrative Leave With Pay pending an investigation of the matter. This duty status may be used whenever one (1) or more of the following conditions exist:

1. A member, in the opinion of an investigating official, is involved in an incident of questionable nature which may be detrimental to the integrity of the MPD;
 2. A member's conduct is so flagrant or offensive, or his/her ability to perform police duties is so impaired as the result of misconduct or a violation of MPD policies and procedures, as to warrant the removal of the member from the workplace;
 3. A member is involved in a serious use of force incident [GO-RAR-901.11 (Force-Related Duty Status Determination)]; or
 4. A member has failed to re-qualify with his/her MPD service weapon within Phase I or Phase 2 of the firearms re-qualification process [GO-RAR-901.01 (Handling of Service Weapons)].
- F. When a Police and Fire Clinic physician determines that a member's medical or behavioral health condition prevents the member from carrying his/her service weapon, the member may be placed on a Sick Leave, Limited Duty, or Limited Duty/Non-Contact status pursuant to GO-PER-100.11 and his/her police powers revoked by an official of the HRMD/MSB.
- G. Revoked members shall not wear any portion of their uniform during the revocation period.
- H. Whenever members are in a non-pay status with police powers revoked, and there are any cases pending before any court related to their performance of police duties, the members have a responsibility as a witness until such cases are adjudicated. The members shall be compensated in accordance with applicable MPD directives.
- I. While on Administrative Leave With Pay or Sick and Extended Sick Leave with powers revoked, members shall travel no more than twenty-five (25) miles from their residence of record or any location where they are residing unless they submit a PD Form 358 (Request for Permission to Leave Metropolitan Washington Area While on Sick Leave) (Attachment B) which must be approved by the Assistant Chief, Professional Development Bureau.
- J. While on Administrative Leave With Pay, prior to leaving their residence/location for any period of time between 0800 and 1630 hours, Monday through Friday excluding holidays, revoked members shall contact an official of their element to provide the reason for the departure, the location to which responding, the time departed, expected time of return, and any

other information that would allow communication with the members.

- K. While on Sick or Extended Sick Leave, prior to leaving their residence/location for any period of time between 0800 and 1630 hours, Monday through Friday excluding holidays, for non-medical reasons, revoked members shall submit a DC-SF 171 (Application for Leave) through their assigned Commanding Official to the Assistant Chief, Professional Development Bureau, for review and approval. Prior to leaving for medical reasons, revoked members shall follow the procedures outlined in Part IV.J above for "Administrative Leave With Pay".
- L. In accordance with the Collective Bargaining Agreement, thirty (30) business days from the date that the indictment is resolved, or the member is removed from a pay status in the case of a conviction, the MPD shall restore the member to a pay status or issue notification of the charges and proposed action.
- M. Revoked members on Administrative Leave With Pay, Sick Leave, or Extended Sick Leave shall physically report to their assigned element at least once each week during normal business hours. The reporting times and dates shall be determined by the member's commanding official.
- N. Restoration Authority
 - 1. Only members the rank of Inspector and above and civilian supervisory equivalents may authorize the restoration of police powers of revoked members.
 - 2. Sworn members the rank of sergeant, lieutenant, or captain may restore the police powers of members when authorized to do so in accordance with Part IV.N.1 above.
- O. Based upon the notification of the Assistant Chief, Professional Development Bureau, an element official the rank of Inspector and above and civilian supervisory equivalents are authorized to restore the police powers of members who are currently in a Limited Duty, Limited Duty/Non-Contact, Sick Leave, Extended Sick Leave, or Leave Without Pay duty status category.
- P. Revoked members returning to full duty status following an absence of more than thirty (30) days but less than one hundred eighty (180) days shall be required to re-qualify with their service weapon and any off-duty weapon pursuant to GO-RAR-901.01 (Handling of Service Weapons).
- Q. Members returning to full duty status following an absence of one hundred eighty (180) days or more shall complete a cognitive pre-test in the firearms area and shall re-qualify with his/her service weapon and any authorized off-duty weapon pursuant to GO-RAR-901.1 (Handling of Service Weapons).

V. PROCEDURAL GUIDELINES

A. Revocation of Members Assigned to Revoking Official's Element

1. The revoking official shall initiate the revocation process by completing the heading and Part I (Notice of Revocation and Member's Acknowledgement) of a PD Form 77 using the instructions contained on page 2 of the form.
 - a. The type of report; incident summary (IS) numbers if applicable; revoked member's full name, rank, assignment, date of appointment, and CAD number; and date and time of the revocation shall be recorded in Items 1 through 9.
 - b. The "Duty/Pay Status" in which the member is being placed shall be checked in Item 11 and any specifics related to the status recorded in Item 11.k (e.g., "Duty Status has been changed from Extended Sick Leave to Limited Duty").
 1. The element Commanding Official shall determine the most appropriate duty/pay status for the member until the matter can be resolved.
 2. The Internal Affairs Bureau may be contacted for duty/pay status guidance in conduct matters.

NOTE: The PD Form 77 can be found in Attachment A to this order and on the "Online Forms" page of the MPD's Intranet and is also available through the Corporate Support Bureau, General Support Services Division.

2. The revoking official shall ensure the member reads and understands Items 10, 11 (Duty/Pay Status), and 12 (Member's Acknowledgement) including that the member is not authorized to carry any authorized off-duty weapon.

NOTE: Definitions of the "Duty/Pay Status" categories are provided in Part III above and on page 2 of the PD Form 77.

3. The revoking official and a second member shall witness the signing and dating of the PD Form 77 (Items 13 and 14) by the revoked member by recording their signatures and CAD numbers in Items 15 and 16.
4. The revoking official shall notify the Watch Commander of the appropriate MPD units of the revocation of police powers and clearly record the date and time of the notification and the rank, name, and

CAD number of the official notified in Part III. In the absence of the element or unit Watch Commander, an official of the unit shall be notified. The following elements and units shall be notified:

- a. Executive Office of the Chief of Police (EOCOP);
 - b. Internal Affairs Bureau (IAB);
 - c. Professional Development Bureau, Human Resources Management Division (PDB/HRMD);
 - d. Information Technology; and
 - e. For members who are assigned a "Take-Home Vehicle," Corporate Support Bureau, Fleet Management Division (CSB/FMD).
5. The revoking official shall then complete Part VII of the PD Form 77 to document the police equipment to be surrendered. The revoked member's name, rank, assignment, and CAD number shall be recorded in Items 26 through 29 and the revocation date in Item 30.
6. The revoking official shall use Item 31 to document obtaining the equipment that shall be surrendered for all revocations as follows:
- a. Service pistol;
 - b. Magazines;
 - c. Badge;
 - d. Cap plate;
 - e. ID card/folder;
 - f. Police radio;
 - g. ASP;
 - h. Aerosol chemical spray dispenser;
 - i. All MPD-issued telecommunications devices; and
 - j. When appropriate, the member's take-home vehicle and vehicle keys.

NOTE: Members placed in an Extended Sick Leave Without Pay duty status may request that they retain their service weapon pursuant to

GO-PER-100.11.

7. The quantity of items and date surrendered and any related serial numbers shall be recorded in Item 31. The revoked member, revoking official, and witness shall enter their signatures and CAD numbers opposite each item surrendered.
8. Members who are issued specialized electronic equipment (e.g., laptop computer) and weapons beyond those listed in Item 31 may be required by their Commanding Official to surrender those items at the time of revocation. The revoking official shall attach a memorandum of explanation to the PD Form 77 that contains the information and signatures required by Item 31.
9. The revoking official shall indicate in Item 32 the resource restrictions to be imposed on the member as a result of the revocation of police powers by checking the appropriate items.
 - a. Information Technology shall discontinue the access to the MPD Net, DC Government e-mail, law enforcement databases (e.g., WALES, NCIC, Columbo), and investigative data files and systems for:
 - (1) All revoked members in a non-pay status upon notification; and
 - (2) Revoked members as recommended by the revoking official and documented in Item 32.
 - b. Revoking officials shall advise revoked members who are in an Indefinite Suspension Without Pay duty status or a Disciplinary Suspension Without Pay duty status that they are restricted from entering MPD facilities and using any MPD physical or electronic resources including records.
 - (1) Revoked members who have a *bona fide* reason for obtaining MPD information or records, upon entering an MPD facility, shall report to an official assigned to the administrative unit to request that an official obtain the necessary information or document.
 - (2) Revoked members will be allowed to remove personal items from areas such as desks and lockers, but must be accompanied by an official at all times to ensure that only personal items are removed.
 - (a) Any item which cannot be clearly determined as being personal property shall be retained by the

unit to which the member is assigned until rightful ownership can be established.

- (b) Property which may appear to be personal property but which has evidentiary value shall be held by the revoked member's assigned unit until a proper determination can be made.
 - (c) Property that is determined to be evidence of any nature shall be handled in accordance with General Order 601.1 (Recording, Handling, and Disposition of Property Coming into the Custody of the Department) and other applicable MPD directives and legal requirements.
 - c. Resource restrictions unique to a unit shall be clearly listed in the "Other" section or documented in an attached memorandum.
 - d. The revoked member shall initial opposite each restricted resource to acknowledge that his/her access has been revoked.
10. Members revoked for adverse conduct and felony arrests/indictments and placed in a non-pay status who are not expected to return to duty within one (1) calendar year, and members so directed by the Assistant Chief, Internal Affairs Bureau, shall also surrender the items listed in Item 33 at the time of revocation. The surrender shall be documented as for the items of equipment in Item 31.
 11. Members in a non-pay status or absent for more than thirty (30) days shall surrender the items of equipment listed in Item 33, including the uniform items, CDU equipment, and bio-chemical gear. The surrender shall be documented as for the items in Item 31.
 12. The revoking official shall give the original PD Form 77 to the revoked member, ensure a copy is placed in the member's unit personnel folder, and forward a copy to the PDB/HRMD electronic administrative mailbox.
 13. The revoking official shall ensure that a member who must surrender items of equipment listed in Items 31/33 that were not in the member's possession at the time of revocation surrenders the items within five (5) business days.
 - a. When a member returns to the element to surrender equipment, the member shall present the original copy of the PD Form 77 to an official of his/her unit.

- b. The receiving official shall enter the items surrendered in Item 31/33 on the original and member's unit personnel folder copy. Each entry shall be certified by the member, receiving official, and a witness.
 - c. The original copy of the PD Form 77 shall be returned to the revoked member and the copy to the member's unit personnel folder and PDB/HRMD.
 - 14. Surrendered items of equipment shall be secured as follows:
 - a. Service weapons shall be secured in an element safe except when the revocation will exceed thirty (30) days or the member is not expected to return to duty within one (1) calendar year in which case service weapons shall be delivered to the Metropolitan Police Academy Armorer for storage; and
 - b. All other items of equipment shall be stored as directed by the element Commanding Official except when the revocation will exceed thirty (30) days or the member is not expected to return to duty within one (1) calendar year in which case an official of the revoked member's element shall contact, as appropriate, the Corporate Support Bureau, Fleet Management Division or Property Division; Information Technology; Homeland Security Bureau, Special Operations Division; and/or Office of Unified Communications to arrange for storage.
- B. Revocation of Members Assigned to an Element other than the Revoking Official's Assigned Element
- 1. The revoking official shall initiate the revocation process by completing a PD Form 77 consistent with the procedures outlined in Part V.A. above.
 - 2. The revoking official shall notify the Watch Commander of the member's element of the revocation and record the rank, name, and CAD number of the official in Item 17 and in Part III (Notifications). If the Watch Commander is unavailable, an official the rank of lieutenant or above shall be notified.
 - 3. A sworn official of the revoked member's organizational unit shall respond to obtain the surrendered equipment, sign for the equipment in Item 31/33, and obtain two (2) copies of the PD Form 77. One (1) copy shall be placed in the member's unit personnel folder and one forwarded to the PDB/HRMD electronic administrative mailbox.
 - 4. If all of the required equipment is not surrendered at the time of revocation, an official of the revoked member's organizational unit shall

ensure the equipment is surrendered by the revoked member within five (5) business days and documented consistent with Part V.A above.

C. Handling Changes in Duty/Pay Status of Revoked Members

1. An official of the member's element shall prepare:
 - a. A "Supplemental" PD Form 77 any time a member's duty/pay status changes as a result of the same incident (e.g., from Extended Sick Leave to Limited Duty after an injury); or
 - b. An "Original" PD Form 77 any time a revoked member's duty/pay Status changes as a result of a separate incident (e.g., a member on Limited Duty is placed on Administrative Leave With Pay pending an investigation of a separate matter).
2. The official shall ensure that Items 1 through 17 are completed consistent with Part V.A above and the member understands any change in, or addition to, the requirements and restrictions.
3. The official shall reference in Item 11k the original PD Form 77 to include date of revocation and Duty/Pay status.
4. The official shall complete Items 31, 32, and/or 33 when the change in status causes changes in the equipment to be surrendered (e.g., to Extended Sick Leave) or resource restrictions.
5. If the change in status requires the restoration of any equipment, the official shall complete page 4 of the PD Form 77 consistent with Part D below.
6. The official shall make the notifications required by Part III of the PD Form 77 and document the notifications accordingly.
7. The original of the PD Form 77 shall be provided to the revoked member, a copy placed in the member's unit personnel folder, and an electronic copy forwarded to the PDB/HRMD administrative mailbox.

D. Restoration of Police Powers by an Official of the Revoked Member's Element

1. When an element official has been directed to restore the police powers of a member assigned to his/her element, the restoring official shall, whenever possible, enter the restoration information on the same original PD Form 77 that was prepared to revoke the member's police powers and also on the member's unit personnel folder copy. When necessary a supplemental PD Form 77 may be prepared.

2. The restoring official shall enter the date and time in Items 18 and 19 and request the member to read Item 20 and sign and date the form in Items 21 and 22.
3. The restoring official and witnessing official shall sign the PD Form 77 in Items 23 and 24 and provide their CAD numbers.
4. When all of the member's items of equipment have been maintained by the element, the restoring official, witnessing official, and member shall complete Item 38 of the form to document the return of the equipment.
5. When the member's items of equipment have been transferred from the element to another MPD unit, the restoring official shall direct the member to report to the appropriate MPD element with the original PD Form 77 and the unit personnel folder copy to obtain the equipment.
6. Following the completion of the PD Form 77 by the various MPD unit(s), the member shall retain the original PD Form 77 and return the unit personnel file folder copy to the element. A copy shall be forwarded by the member's element at the completion of the restoration process to the PDB/HRMD electronic administrative mailbox.

E. Restoration of Police Powers by an Official of an Element other than the Revoked Member's Assigned Element

1. Prior to restoring a member's police powers, the restoring official shall notify an official in the Professional Development Bureau and the Internal Affairs Bureau.
2. The officials so notified shall advise the restoring official of any issues that may prevent the member from being restored.
3. The restoring official shall complete a supplemental PD Form 77 (i.e., Items 1 through 7 and Part II and VIII as applicable).
4. The restoring official shall notify the Watch Commander of the revoked member's element of the restoration and record the rank, name, and CAD number of the notified official in Item 25. If the Watch Commander is not available, an official the rank of lieutenant or above shall be notified.
5. The restoring official shall give the member the original supplemental PD Form 77 and direct the member to report to an official at his/her element with copies of the original and supplemental PD Forms 77.
6. The element official shall restore all items maintained at the element

and record the restoration on the original and member's unit personnel folder copy consistent with Part V.D. above.

7. When the member's equipment has been transferred from the element to another MPD unit, the element official shall direct the member to report to the appropriate MPD element with the original PD Form 77 and the unit personnel folder copy to obtain his/her equipment/vehicle consistent with Part V.D. above.
8. The member shall retain the original copy of both PD Forms 77. The unit personnel copy shall be returned to the file. An electronic copy of the completed restoration form shall be forwarded to the PDB/HRMB electronic mailbox.

F. Chain of Command Investigations

1. Commanding Officials shall ensure that whenever a member of their assigned element is revoked for other than medical reasons that:
 - a. IS (Incident Summary) numbers are obtained from the Internal Affairs Bureau, Internal Affairs Division within one (1) hour;
 - b. Watch Commanders prepare and submit a PD Form 901-a (Preliminary Report Form - Misconduct, Duty Status, or Unusual Incidents) in accordance with the *Preliminary Report Instruction Matrix* and MPD policies and procedures; and
 - c. Watch Commanders submit the preliminary report to the proper authorities electronically prior to being relieved from duty.
2. When members are revoked by an IAD Agent, the Agent shall prepare and submit the preliminary report.

NOTE: The "Preliminary Report Instructions Matrix" and the PD Form 901-a ("Preliminary Report Form #1) can be found on the MPD Intranet by using the Administrative Investigations link.
3. When members are revoked by an official of the Police & Fire Clinic, the revoking official shall comply with HRMD/MSB procedures including, but not limited to, completion of a PD Form 42 (Injury or Illness Report).

G. Roles and Responsibilities

1. Members are responsible for ensuring they understand the requirements and restrictions related to the revocation and restoration of police powers and complying with this order.
2. Sworn officials are responsible for revoking and restoring police powers and ensuring that the required items of equipment are surrendered in a timely manner and properly documented.
3. Commanding Officials are responsible for:
 - a. Ensuring the proper and timely conduct of preliminary investigations and any related chain of command investigation;
 - b. Determining the proper duty/pay status for revoked members and ensuring that revoked members are carried in the appropriate status for time and attendance purposes;
 - c. Ensuring the required items of equipments are transferred to the appropriate MPD units; and
 - d. Ensuring the proper storage and return of surrendered items and to members whose police powers have been restored.
4. The Director, Medical Services Branch is responsible for:
 - a. Ensuring the proper processing of members whose police powers are revoked and restored by officials of the Medical Services Branch; and
 - b. Ensuring changes in the duty/pay status of revoked members determined by the Police and Fire Clinic are documented on a PD Form 77 in accordance with this order.
5. The MPD Chief Technology Officer is responsible for ensuring the access of revoked and restored members to electronic resources is handled properly.
6. The Executive Director, Corporate Support Bureau, is responsible for ensuring the proper storage of surrendered items of equipment, including vehicles in accordance with this order.
7. The Assistant Chief, Professional Development Bureau, is responsible for:
 - a. Processing requests for permission to travel more than twenty-five (25) miles from their residence of record or other location of

- residence of members on administrative leave with pay, sick leave, and extended sick leave;
 - b. Processing requests for leave for revoked members who wish to leave their residences/locations for non-medical reasons while on sick and extended sick leave;
 - c. Ensuring the proper management of the revoked members' manual and electronic personnel records;
 - d. Ensuring members who fail to re-quality with their service weapon(s) are handled properly by the Metropolitan Police Academy; and
 - e. Ensuring the proper handling of service weapons surrendered to the MPD Armorer in accordance with this order.
8. The Assistant Chief, Internal Affairs Bureau, is responsible for:
- a. Providing guidance, upon request, on revocation and restoration matters and the appropriate duty/pay status of members to be revoked based on conduct;
 - b. Determining when members shall be placed in an indefinite suspension duty status and when circumstances dictate that members shall surrender all MPD-issued equipment at the time of revocation; and
 - c. Ensuring that investigations of matters that fall under the purview of the Internal Affairs Bureau are processed properly and the powers of members of restored in a timely manner following the completion of an investigation.

VI. CROSS REFERENCES

- A. GO-PER-100.11 (Medical Services)
- B. General Order 601.1 (Property that Comes into the Custody of the Department)
- C. GO-RAR-901.01 (Handling of Service Weapons)
- D. GO-RAR-901.08 (Force-Related Duty Status Determination)

VII. ATTACHMENTS

- A. PD Form 77 (Revocation/Restoration of Police Powers and Notice of Duty and Pay Status)
- B. PD Form 358 (Request to Leave Metropolitan Washington Area While on Sick or Administrative Leave)



Cathy L. Lanier
Chief of Police

CLL:PH:JGW:MOC



Revocation/Restoration of Police Powers and Notice of Duty and Pay Status

1. Type Of Report: <input type="checkbox"/> Original <input type="checkbox"/> Supplemental	2. Incident Summary (IS) Nos. (If applicable):
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3. Member's Full Name (Last, First, Middle):	4. Member's Rank:	5. Member's Assignment:	6. Member's Date of Appointment:	7. Member's CAD #:
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PART I: NOTICE OF REVOCATION AND MEMBER'S ACKNOWLEDGEMENT

8. Date Member Revoked:	9. Time Member Revoked:
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10. You are hereby notified that as of the date and time recorded above your police powers are revoked. You do not have the authority to perform any duty requiring the exercise of such powers and do not have the authority to carry a service weapon [i.e., any Metropolitan Police Department (MPD) issued firearm, authorized off-duty firearm, aerosol chemical spray dispenser, impact device, and MPD-issued specialized firearm that is carried or kept readily available] subject to the policies and procedures of the MPD and applicable laws, rules, and regulations.

11. Duty/Pay Status: Check (✓) the appropriate duty/pay status. Record comments, where appropriate, in Part 11.k.

✓	Duty/Pay Status	Member's Initials	✓	Duty/Pay Status	Member's Initials	✓	Duty/Pay Status	Member's Initials	✓
	a. Administrative Leave With Pay			e. Limited Duty/Non-Contact			i. Disciplinary Suspension Without Pay (Record IS Numbers in Item 2)		
	b. Non-Contact			f. Sick Leave (30 Days or Fewer)					
	c. LWOP Exceeding 30 Consecutive Days			g. Extended Sick Leave (Sick Leave Exceeding 30 Consecutive Days)			j. Military Leave		
	d. Limited Duty			h. Indefinite Suspension Without Pay			k. Comments on Duty/Pay Status:		

12. Member's Acknowledgement: I understand that because of this revocation of police powers:

- I do not have the authority to make an arrest or perform any duty requiring the exercise of police powers; my authority to carry a service weapon (per Part I.10 above) and my privilege to engage in outside employment and earn additional compensation (except for approved court appearances) are revoked; and I remain subject to all MPD policies and procedures.
- While on *Administrative Leave With Pay* or *Sick/Extended Sick Leave*, I shall travel no more than 25 miles from my residence of record or any other location where I am residing unless I submit a PD Form 358 (Request for Permission to Leave Area While on Sick/Extended Sick Leave and Administrative Leave With Pay) and the PD Form 358 is approved by the Assistant Chief, Professional Development Bureau (PDB).
- While on *Administrative Leave With Pay*, prior to leaving my residence/location for any period of time between 0800 and 1630 hours, Monday through Friday, excluding holidays, I shall contact an official of my current element to provide the reason for the departure, location to which responding, time departed, expected time of return, and any other information that would allow communication with me.
- While on *Sick Leave* or *Extended Sick Leave*, prior to leaving my residence/location for non-medical reasons for any period of time between 0800 and 1630 hours, Monday through Friday, excluding holidays, I shall submit an DC-SF 71 (Application For Leave) through my assigned Commanding Official, to the Assistant Chief, PDB for approval. When leaving for medical reasons, I shall follow the procedures above for *Administrative Leave With Pay* (i.e., contact an official of my element).
- Whenever in a non-pay status, and there are any cases pending before any court related to my performance of police duties, I have a responsibility as a witness until such cases are adjudicated.
- While on *Administrative Leave With Pay*, *Sick Leave*, or *Extended Sick Leave*, except if granted an exemption by the Police & Fire Clinic, I shall report to my assigned organizational element at least weekly.

13. Revoked Member's Signature:	14. Date of Revoked Member's Signature:
15. Signature & CAD # of Official Serving Notice:	16. Signature & CAD # of Witness:
17. Member's Unit Notified (Official's Name/Rank/Date/CAD #) For Revocation of Members of Another Element:	

PART II: NOTICE OF RESTORATION AND MEMBER'S ACKNOWLEDGEMENT

18. Date Member Restored:	19. Time Member Restored:
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20. I understand that effective the date and time recorded above, my authority to make an arrest and perform any duty requiring the exercise of police powers; my authority to carry a service weapon; and my privilege to engage in outside employment and earn additional compensation are fully restored. I further understand I am no longer subject to the restrictions listed in Part I.12 above.

21. Restored Member's Signature:	22. Date of Restored Member's Signature:
23. Signature & CAD # of Official Serving Notice:	24. Signature & CAD # of Witness:
25. Member's Unit Notified (Official's Name/Rank/Date/CAD #) For Restoration For Member of Another Element:	

PART III: NOTIFICATIONS

NOTE: The revoking official shall make the below notifications.

Unit	Date & Time Notified	Rank/Name/CAD # Official Notified	Unit	Date & Time Notified	Rank/Name Official /CAD # Notified
EOCOP			Member's Element/Unit		
IAB			Information Technology		
PDB/HRM D			CSB/FMD (Take Home Vehicle)		

PART IV: REVOCATION PROCEDURES

- Whenever a member's police powers are revoked, the revoking official shall prepare a PD Form 77 for service to the member. A Police & Fire Clinic (Clinic) official shall prepare and serve a PD Form 77 on a member whenever a member is revoked by a Clinic physician.
- The revoking official shall complete Items 1 through 9 and 11 on page #1 of the PD Form 77.
- The member shall enter his/her initials opposite the assigned duty status in Item 11, read Items 10 & 12, and sign and date in Items 13 & 14.
- The revoking official and witness shall enter their signatures and the date in Items 15 and 16. Notifications are recorded in Part III.
- The revoking official shall then complete Page #3 of the PD Form 77. All equipment listed in Item 31 in the member's possession at the time of revocation shall be surrendered to the revoking official and listed in Item 31. Members revoked for adverse conduct and felony arrests/indictments and placed in a non-pay status and not anticipated to return to duty within one calendar year shall surrender the additional equipment listed in Item 33 of the PD Form 77 at the time of revocation. The revoked member, revoking official, and witness shall enter their signatures opposite each item of equipment surrendered by the member. The revoking official shall ensure all other items of equipment that were not in the member's possession at the time of revocation are surrendered within 5 business days.
- When a member is revoked by an official assigned to a different element, the revoking official shall notify an official of his/her command and enter the name of the official so notified in Item 17. An official of the member's element shall respond to the revoking element to take possession of the surrendered equipment and a copy of the PD Form 77 for placement in the member's unit personnel folder. If all equipment was not surrendered at the time of revocation, an official of the member's organizational element shall ensure the items of equipment are surrendered within 5 business days.
- When a member returns to surrender equipment that was not in his/her possession at the time of revocation, the member shall present the equipment and his/her copy of the PD Form 77 to an official of his/her element. The receiving official shall enter the items of equipment on the member's copy of the PD Form 77 and the unit personnel folder copy. Each entry shall be certified by the revoked member, revoking official, and witness. The member's copy of the PD Form 77 shall be returned to the member and the unit personnel folder copy to the file.
- The revoking official shall also complete Item 32 to indicate the relevant resource restrictions for the member.
- One copy of the PD Form 77 shall be forwarded to the Human Resources Management Division (PDB/HRMD) electronic administrative mailbox.

PART V: DUTY/PAY STATUS DEFINITIONS

- Administrative Leave with Pay:** Member has been removed from performance of all police duties with no loss of salary.
- Non-Contact:** Member has been assigned to an MPD element with restricted contact with members of the public without police powers and no loss of salary.
- Leave Without Pay (LWOP):** Member has been granted leave in a non-pay status exceeding 30 days by submitting a PD Form 654 (Request for Advanced Leave or Leave Without Pay) that has been approved by the Assistant Chief, Professional Development Bureau.
- Limited Duty:** Member, because of injury or other temporary medical disability, has been certified as capable of performing certain types of limited duty and has been assigned to an MPD element with no loss of salary.
- Limited Duty/Non-Contact:** Member has been placed in Limited Duty status in a position with restricted contact with members of the public with no loss of salary.
- Sick Leave:** Member has been placed by the Clinic on sick leave for a period of 30 days or fewer.
- Extended Sick Leave:** Member has been placed by the Clinic on sick leave for more than 30 days.
- Indefinite Suspension Without Pay:** Member is placed in a non-pay status without police powers pending resolution of an indictment or following a conviction. In accordance with the collective bargaining agreement, 30 business days from the date that the indictment is resolved, or the member is removed from a pay status in the case of a conviction the MPD shall restore the member to a pay status or issue notification of the charges and proposed action.
- Disciplinary Suspension Without Pay:** Temporary cessation of the pay and police powers of a member for a finite period of time as a penalty for a sustained adverse action as outlined in a Final Agency Action.
- Military Leave:** Member is serving in a branch of the U.S. military on full-time military duty for any duration with or without salary in accordance with applicable MPD and District Government policies and procedures.

NOTE: An "Original" PD Form 77 shall be prepared any time a revoked member's Duty/Pay Status changes as a result of a separate incident (e.g., a member on Limited Duty is placed on Administrative Leave With Pay pending an investigation of a separate matter.) The first "Original" PD Form 77 shall remain in effect. A "Supplemental" PD Form 77 shall be prepared any time a member's Duty/Pay Status changes as a result of the same incident (e.g., from Extended Sick Leave to Limited Duty after an injury). For these incidents, the "Original" PD Form 77 shall be considered void. In both cases, Item 11.k shall include a reference to the first PD Form 77. The "Original" or "Supplemental" PD Form 77 shall be provided to the member, one copy shall be retained by the initiating unit, one copy placed in the member's unit personnel folder, and one copy forwarded to the PDB/HRMD electronic administrative mailbox.

PART VI: RESTORATION PROCEDURES

- Whenever possible, restoration information shall be entered on the original PD Form 77 that was prepared to revoke the member and the copy that was placed in the member's unit personnel folder.
- The restoring official shall enter the date and time restored in Items 18 and 19.
- After the member has read Item 20 and entered his/her signature in Items 21 and 22, the restoring official and witness shall sign and date the form in Items 23 and 24. The restoring official shall complete Item 38 (and as appropriate Items 39 and 40) and ensure the listed equipment is returned. The restoring official, member, and witness shall sign and date the PD Form 77 opposite all restored items of equipment.
- When a member is restored by an official assigned to a different element (e.g., Clinic or IAB), the restoring official shall prepare a "Supplemental" PD Form 77, notify an official of the member's element, and record the member's rank, name, and date of notification in Item 25. The restored member shall present his/her copy of PD Form 77 to an official of his/her element who shall ensure that all items of equipment listed on original PD Form 77 are returned to the member, and the proper dates and signatures recorded next to each item. The original "Supplemental" PD Form 77 shall be retained by the restored member and one copy placed in the member's unit personnel folder.

5. When a member's equipment has been surrendered to a specialized unit (e.g., Property Division), the member shall present both the member and unit personnel folder copies of the PD Forms 77 to the unit. The restored member, returning unit staff member, and witness shall enter their signatures and date in the appropriate columns of Items 38/40. The member shall retain the original. Upon completion of the equipment restoration, the member shall return the unit personnel folder copy to the element. The element shall forward an electronic copy to the PDB/HRMD electronic administrative mailbox.

PART VII: REVOCATION OF POLICE POWERS -- EQUIPMENT SURRENDER & ACCESS RESTRICTIONS

26. Member's Full Name (Last, First, Middle):	27. Member's Rank:	28. Member's Assignment:	29. Member's CAD#	30. Member's Revocation Date:
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31. EQUIPMENT TO BE SURRENDERED: ALL REVOCATIONS [Note: Revoking Official should check (√) all that apply.]

ITEM	√	Item Serial # or Quantity	Date Surrendered	Signature & CAD # Official Receiving Item	Signature & CAD # Witness	Signature & CAD # Member
Service Pistol						
Magazines (incl. Ammo count)						
Badge						
Cap Plate						
ID Card/Folder *						
Police Radio						
ASP						
Aerosol Chemical Spray						
Telecommunications Device (List):						
Take Home Vehicle/Key						
Other		If checked, attach memo of explanation with required information and signatures.				

32. RESTRICTED RESOURCES (Note: Revoking official shall check (√) all that apply.)
NOTE: By initialing below, the revoked member acknowledges that access to the checked MPD resources is hereby revoked.

Resource	√	Member's Initials	Resource	√	Member's Initials	Resource	√	Member's Initials
MPD Facilities			DC Government E-Mail			Investigative Data Files & Systems		
MPD Net			Law Enforcement Databases (e.g., Columbo, WALES, NCIC)			Other (List):		

33. ADDITIONAL EQUIPMENT TO BE SURRENDERED: REVOKED MEMBERS IN NON-PAY STATUS EXCEEDING 30 DAYS; MEMBERS REVOKED FOR ADVERSE CONDUCT AND FELONY ARRESTS/INDICTMENTS AND PLACED IN NON-PAY STATUS NOT EXPECTED NOT TO RETURN FOR ONE CALENDAR YEAR; AND MEMBERS AS DIRECTED BY IAB (Note: Official shall (√) check all that apply.)

ITEM	√	Item Serial # or Quantity	Date Surrendered	Signature & CAD # Official Receiving Item	Signature & CAD # Witness	Signature & CAD # Member
Uniform Shirt: Short sleeve						
Uniform Shirt: Long Sleeve						
Uniform Pants						
Blouse						
Uniform Hat						
Uniform Ties						
Sam Browne Belt						
High Visibility Raincoat						
Soft Body Armor						
CDU Equipment						
Bio Chem Gear						
Other		If checked, attach memo of explanation with required information and signatures.				

NOTE: Members of specialized units in possession of additional weapons/equipment beyond those listed in Item #31 above may be required to surrender the weapons/equipment at the time of revocation and 30 days later. The official receiving the weapons/equipment shall attach a memorandum of explanation containing the required information and signatures.

PART VIII: RESTORATION OF POLICE POWERS -- EQUIPMENT RETURN

34. Member's Full Name (Last, First, Middle):	35. Member's Rank:	36. Member's Assignment:	37. Member's CAD#
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38. EQUIPMENT TO BE RETURNED -- ALL REVOCATIONS (Note: Official shall check (√) all that apply.)

ITEM	√	Item Serial # or Quantity	Date Returned	Signature & CAD # Official Returning Item	Signature & CAD # Witness	Signature & CAD # Member
Service Pistol						
Magazines (include Ammo count)						
Badge						
Cap Plate						
ID Card/Folder *						
Police Radio						
ASP						
Aerosol Chemical Spray						
Telecommunications Device (List):						
Take Home Vehicle/Key						
Other		If checked, attach memo of explanation with required information and signatures.				

39. RESOURCE RESTORATION: Revoking official shall check (√) all that apply. NOTE: By initialing below, the revoked member acknowledges that access to the checked MPD resources is hereby restored.

Resource	√	Member's Initials	Resource	√	Member's Initials	Resource	√	Member's Initials
MPD Facilities			DC Government E-Mail			Investigative Data Files & Systems		
MPD Net			Law Enforcement Databases (e.g. Columbo, WALES, NCIC)			Other (List):		

40. ADDITIONAL EQUIPMENT TO BE RETURNED (Note: Official shall check (√) all that apply.)

ITEM	√	Item Serial # or Quantity	Date Returned	Signature & CAD # Official Returning Item	Signature & CAD # Witness	Signature & CAD # Member
Uniform Shirt: Short Sleeve						
Uniform Shirt: Long Sleeve						
Uniform Pants						
Blouse						
Uniform Hat						
Uniform Ties						
Sam Browne Belt						
High Visibility Raincoat						
Soft Body Armor						
CDU Equipment						
Bio Chem Gear						

NOTE: Members of specialized units may have surrendered items of equipment in addition to those listed in Items 38 and 40. The official returning the equipment shall attach a memorandum of explanation containing the required information and signatures to this PD Form 77.

NOTE: FOR ADDITIONAL GUIDANCE, SEE GO-OMA-120.24 (REVOCATION/RESTORATION OF POLICE POWERS) WHICH IS AVAILABLE ON DIRECTIVES ONLINE ON THE MPD INTRANET.