

**Metropolitan Police Department
Homeland Security Bureau**



**2021 INAUGURAL
PLANNING
COMMITTEE**

**PRESIDENTIAL
INAUGURAL TASK
FORCE**



**ADMINISTRATIVE
HANDBOOK**

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1. Schedule of Events

- a. Monday, January 18, 2021
 - i. Arrival of out of town Presidential Inaugural Task Force (PITF) members
 - ii. Airport pickups
- b. Tuesday, January 19, 2021 - Briefing and Deputation for ALL PITF members
- c. Wednesday, January 20, 2021
 - i. Inaugural Parade (early morning through late afternoon)
 - ii. Inaugural Galas (afternoon through late night)
 - PITF members will work either the Parade or Galas
 - a) We will first seek volunteers for the Inaugural Gala Traffic and Crowd control before final assignments are determined.
 - b) Based on the number of Gala locations and the nature of intelligence on potential threats or civil disturbance, assignment of additional personnel to the later shift may be required.
 - iii. Departure of local/NCRPITF Agencies after conclusion of assigned events
- d. Thursday, January 21, 2021
 - i. Airport drop off
 - ii. Departure of out of town PITF members

2. General Information

- a. The following information provides administrative guidance for Outside Law Enforcement Agencies participating as part of the PITF. Additional attachments to this Handbook include:
 - i. PITF Forms
 - Personnel and Equipment Questionnaire (Form 1)
 - Deputation
 - Authorization Letter (Form 2A)
 - Deputation Sponsorship Form – USM 3C (Form 2B)
 - Mass Deputation Application (Form 2C)
 - Ground Travel Confirmation Form (Form 5)
 - Air Travel Confirmation Form (Form 6A)
 - Flying While Armed Training Information (Form 6B)
 - Detail Reimbursement Instructions (Form 9A)
 - Sample Reimbursement Letter (Form 9B)
 - ii. PITF Workbook
 - Master (Form 3) and Daily Time Sheets (Form 4)
 - iii. W-9 (Form 8)
- b. Definitions:
 - i. Presidential Inaugural Task Force (PITF)
 - All outside agencies with jurisdiction outside of the District of Columbia assisting the Metropolitan Police Department with the Presidential Inauguration.

- ii. **National Capital Region (NCR) Agencies**
 - Travel distance between the Outside Law Enforcement Agency Headquarters and the Metropolitan Police Department Headquarters (300 Indiana Avenue, NW, Washington, DC) ***is a distance of fifty (50) miles or less.***
 - Therefore, these agencies will not require overnight lodging, receive a per diem, or travel expenses.

- iii. **Out of Town Agencies**
 - Travel distance between the Outside Law Enforcement Agency Department Headquarters and the Metropolitan Police Department Headquarters (300 Indiana Avenue, NW, Washington, DC) ***is a distance of greater than fifty(50) miles.***
 - Therefore, these agencies will be provided overnight lodging, reimbursement for per diem, and travel expenses.

- c. **Contact Information:**
 - i. General Contact – mpdipc.2021@dc.gov – please use for all general correspondence unless otherwise directed
 - ii. Primary Contact – Sergeant Nathaniel Porter
 - Email – nathaniel.porter@dc.gov
 - Phone – 202-809-8700
 - iii. MPD Inauguration Planning Committee (IPC) Lead – Inspector Robert Glover
 - Email – robert.glover@dc.gov
 - Phone – 202- 497-1162

- d. **Preliminary Survey**
 - i. **FORM 1 - Personnel and Equipment Questionnaire** - This form is utilized for tracking the number and breakdown of personnel as well as the estimated number of vehicles needed or utilized for the detail.

 - ii. **Personnel tracking**
 - Once personnel are selected for the detail, a final (total) number of personnel will be sent to the MPD Inauguration Planning Committee (MPD IPC).
 - This total will need to include a personnel breakdown to include as specified:
 - a) Rank
 - b) Number of Male and Female
 - c) This rank/gender breakdown will allow the MPD IPC to begin assignment of personnel to the lodging locations for out of town agencies

iv. Vehicle information

- The number of vehicles listed will determine the number of parking spaces required for the event as well as the number of vehicle parking placards for secure zones.
- Transportation asset numbers for agencies flying to the PITF detail will be handled by the MPD IPC.
- **NOTE: Due to limited space during Inaugural events, agencies should consolidate resources in order to reduce the number of vehicles at event sites (parade route and gala).**
- **DUE DATE: Form 1 due June 17, 2020**

3. Uniforms and Equipment

a. Uniform

- i. The uniform of the day for the Briefing on January 19 and Inaugural Day, January 20, is the uniform that your agency wears for normal operations:
 - No dress uniforms
 - No tactical uniforms unless that is the only approved uniform for your agency
 - No baseball caps unless that is the only approved uniform for your agency
- ii. Cold weather gear – be prepared for inclement winter weather to include extreme cold, freezing rain, wind chill, snow, etc.
- iii. **MPD will not reimburse agencies for any equipment or uniforms purchased in preparation for PITF activities.**

b. Equipment

- i. **Tasers are NOT PERMITTED for this detail.**
- ii. MPD IPC recommends that members bring the following additional equipment (**if part of existing issued equipment for your agency and if feasible with mode of travel**):
 - Service weapon
 - WMD – Personal Protection Equipment (i.e. gas mask, Tyvek or other portable protective gear, radiation pagers)
 - Visibility vest or jacket – for those members assisting with traffic control around Gala sites
 - Cell phone/communication device other than radio as compatible frequencies may not be available
- iii. Due to the logistics of the Parade Route and at Gala Sites:
 - Members will only be able to carry items that can be stored on their persons (i.e. gas masks, radiation pagers, etc.).
 - Any gear bags or large items will be stored in transportation assets (buses, cruisers) and will not be readily accessible.

c. Body Worn Cameras

- i. We have recently made a change in our policy to allow outside agencies to bring their body worn cameras (BWC) for Inauguration. We need EVERY agency, whether you are equipped with a BWC or not, to answer question number one below. Please answer questions two through six based upon applicability.

- **To be clear, you are not required to bring your BWC. However, if your agency is interested in having your members bring their BWCs, please let us know.**

1. Does your agency use BWCs?
2. Will your members be bringing their BWCs?
3. Who is your BWC manufacturer?
4. Who is your BWC agency specialist/director and their contact information?
5. What is your agency's process for Freedom of Information Act requests related to BWC footage?
6. What is your agency's video retention schedule?

BWC footage will not automatically be requested from your agency. It will only be requested if needed as part of an investigation or other inquiry.

- ii. When you are here for Inauguration, you must abide by our BWC Policy.

4. **Memorandum of Understanding (MOU)**

- a. The MOU will be sent electronically using the SeamlessDocs application, therefore eliminating the need to use hard copy mailing. Your agency does NOT need to have their own SeamlessDocs account in order to e-sign. We will send separate instructions on how to sign the MOU electronically when we distribute the MOU. With that being said, we need to know the following information for your agency:
 - i. The name and title of the signatory or signatories required by your jurisdiction who will be e-signing the document
 - ii. The email address of the signatory or signatories who will receiving the document to e-sign
- b. NO CHANGES WILL BE MADE TO THE MOU.
 - i. The document will stand as written.
 - ii. Any questions or clarifications can be directed to Sergeant Nathaniel Porter (nathaniel.porter@dc.gov) of the MPD IPC.
- c. Once your agency agrees to the MOU, please email mpdipc.2021@dc.gov with the following information:
 - i. Name and title of signatory or signatories required by your jurisdiction
- d. **DUE DATE: NO LATER THAN ONE WEEK AFTER RECEIPT**

5. **Deputation**

- a. Each member of the PITF will be sworn in as a Deputy US Marshal during the Briefing on January 19, 2021.
- b. Administrative Paperwork:
 - i. **FORM 2A - Deputation Authorization Letter Template**
 - a) The United States Marshal's Service (USMS) requires an authorization letter from your agency head.
 - b) A template will be provided outlining the MANDATORY information as described below (fill out the highlighted information):
 1. On official letterhead

2. Employer must concur with their employees participation (included in letter)
 3. Employer must concur that the applicants have no pending internal investigations with the organization
 4. **A list of personnel must be included or attached with the authorization letter to include full name (Last name, First name, Middle Name)**
 5. Contact information
 6. Agency Head Signature
- ii. **FORM 2B - Sponsorship Form (USM-3C PDF - Page 1)** - Please fill out the information in blocks 9 through 16 on page 1 of the USM-3C form:
- a) Agency Being Sponsored (Block 9)
 - b) Agency Point of Contact (Block 10)
 - c) E-mail address (Block 11)
 - d) Phone Number (Block 12)
 - e) Agency Address - to include street, city, state, & zip code (Block s13-16)
 - f) No other parts of the form need to be completed
- iii. **FORM 2C - The Mass Deputation Application Form (USM-3C PDF - Page 2)**:
- a) Complete the following information:
 1. Name
 2. Social Security Number (Last 4)
 3. Date of Birth
 4. Firearms Qualification Date
 5. Firearm make, model and caliber
 6. Signature
 - b) The USMS requires this form be returned **with signatures prior to arrival in Washington, DC. Please scan an email the completed form to mpdipc.2021@dc.gov. The USM-3C can be signed electronically.**
 - c) Copies of the blank form can be made in order to accommodate personnel or sending to additional locations (such as state agencies with personnel in different areas).
- c. Requirements for deputation:
- i. United States citizen (includes naturalized citizens).
 - ii. Employed with a federal, state, or local law enforcement agency.
 - iii. Successfully completed the basic law enforcement training program approved by employer.
 - iv. At least one year previous law enforcement experience with employer.
 - v. Not been convicted of a crime of domestic violence as defined in Title 18 U.S.C., Section 922 (g)(9) Lautenberg Amendment
 - vi. Qualified with primary authorized firearm within the past six months.
 - vii. Understanding that member is not authorized to participate in federal drug investigations unless authorized by DEA or FBI.
 - viii. Read and agree to comply with the deadly force policy of either applicable agency or the Department of Justice.
 - ix. Social Security Number
 - x. Date of Birth
 - xi. Firearms Qualification Date
 - xii. Firearm make, model and caliber

xiii. Signature

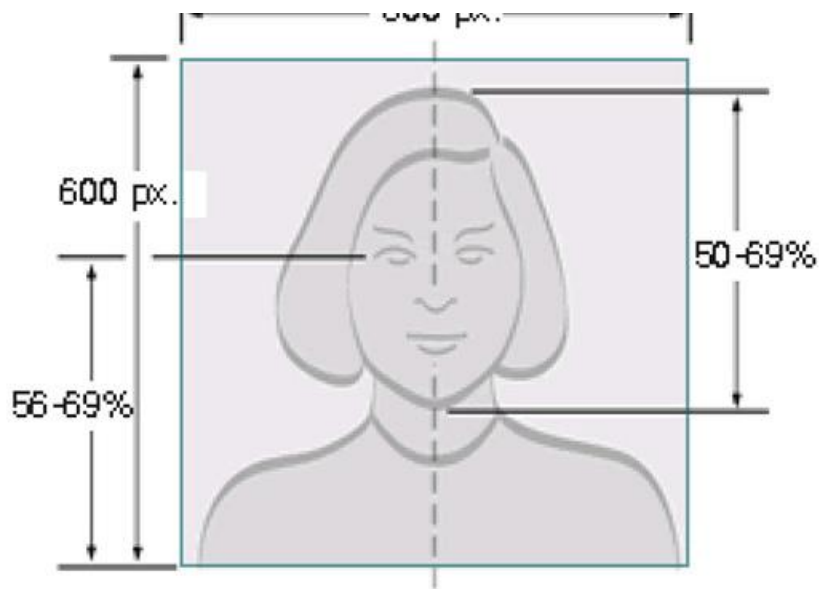
- d. **NOTE:** In order to accommodate last minute personnel changes due to an emergency, agency personnel change or unforeseen circumstances, each agency should include a pool of alternate personnel:
- i. Alternates should be listed in Forms 2A and 2C
 - ii. Not to exceed 5 members
 - iii. Denote as alternates
 - iv. Do not include as additional manpower in final personnel totals
- e. **DUE DATE:**

i. A scanned and emailed (mpdipc.2021@dc.gov) copy of all documentation must be sent no later than the due date of November 20, 2020.

6. **Credentials**

- a. The United States Secret Service (USSS) will be the agency credentialing members of the PITF.
 - b. The USSS will provide the MPD IPC with a Credential Database Format (online).
 - c. Each Agency will input the following information into the database (Microsoft Access Format):
 - i. Name
 - ii. Agency Name
 - iii. Date of Birth
 - iv. Social Security Number
 - v. Photos must conform to the following specifications:
- Digital photos must be submitted as .JPG, .PNG or .GIF format following these guidelines
 - Photo should be in color, clear, in focus and properly shot with even lighting (no shadows or flash reflection on the face and head)
 - Photo should **not exceed 2MB**
 - Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height)
 - Full head shot with face facing forward and subject's head centered in the frame
 - Photo background **MUST** be plain – white or light grey are recommended. Colored backgrounds or other objects in the background are not permitted
 - The subject shall have a natural expression on the face. Excessive smiling, frowning or other expression that distorts the facial features, are not permitted
 - Hats, head coverings or glasses are not permitted except when worn for medical or religious reasons and only if the full facial features are clearly visible

- Image should have the **correct orientation** (use a photo editing tool to rotate your image 90 degrees to the left or right so that it is oriented correctly)
- Please **DO NOT** upload scanned images of actual documents such as passports or drivers licenses
- “Red Eye” is not permitted
- The top of the head, including the hair, to the bottom of the chin must be between 50% and 69% of the image’s total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image’s height.



- Well Composed Photo Composition Examples



- d. **NOTE:** In order to accommodate last minute personnel changes due to an emergency, agency personnel change or unforeseen circumstances, each agency should include a pool of alternate personnel:
- Should be the same alternates listed in Forms 2A and 2C
 - Not to exceed 5 members
 - Denote as alternates
 - Do not include as additional manpower in final personnel totals
- e. Due date to follow – based on TBD USSS deadline

7. Reimbursement

a. Salary Reimbursement

i. Salary will be reimbursed on the following scale:

- Monday, January 18, 2021
 - a) Travel Day (Out of Town Agencies ONLY)
 - b) 8 hours of compensation at regular rate of pay
- Tuesday, January 19, 2021
 - a) Briefing and Deputation (ALL PITF MEMBERS)
 - b) 8 hours of compensation at regular rate of pay
- Wednesday, January 20, 2021
 - a) Parade and Galas (ALL PITF MEMBERS)
 - b) 8 hours of compensation at regular pay rate
 - c) Overtime pay for hours worked after 8 hours
- Thursday, January 21, 2021
 - a) Travel Day (Out of Town Agencies ONLY)
 - b) 8 hours of compensation at regular rate of pay

ii. Administrative requirements

- **FORM 3 - Master Time Sheet**

- a) Each Agency will be responsible for recording the hours for each member working the detail on the MASTER TIME SHEET under the following dates:
 - i. Monday, January 18, 2021 (Out of Town Agencies ONLY) – 8 Hours
 - ii. Tuesday, January 19, 2021 (ALL PITF MEMBERS) – 8 Hours
 - iii. Wednesday, January 20, 2021 (ALL PITF MEMBERS) – Actual Hours Worked
 - iv. Thursday, January 21, 2021 (Out of Town Agencies ONLY) – 8 Hours
- b) **EACH MEMBER MUST SIGN IN THE “MEMBER SIGNATURE” BOX NEXT TO THEIR NAME TO VERIFY HOURS FOR REIMBURSEMENT PURPOSES**
- c) This time sheet will be completed prior to departure from the detail and signed by the MPD representative assigned to each Outside Agency.
- d) Must be included in the final reimbursement package.

- **FORM 4 - Daily Time Sheet**

- a) Each Agency will be responsible for recording the hours, salaries and total salaries for each member working the detail on the DAILY TIME SHEETS on the following dates:
 - i. Monday, January 18, 2021 (Out of Town Agencies ONLY) – 8 hours
 - ii. Tuesday, January 19, 2021 (ALL PITF MEMBERS) – 8 hours
 - iii. Wednesday, January 20, 2021 (ALL PITF MEMBERS) – Total Hours worked
 - iv. Thursday, January 21, 2021 (Out of Town Agencies ONLY) – 8 hours

- e) The worksheet is designed so that the preparer can copy and paste the names as well as the final salary totals for each member for each day into the appropriate columns (NOTE: Please double check all totals as some versions of excel will not convert formulas used to create these documents).
- f) Must be included in the final reimbursement package.

b. **Transportation Reimbursement**

i. **Ground Transportation**

- **Ground transportation costs** will be reimbursed on the following scale:
 - a) Rental vehicles:
 - i. For example: the rental of vans or cargo vans utilized to consolidate assets or facilitate movement of large groups of personnel
 - ii. Reimbursement for the cost of vehicle rental and agency incurred fuel costs
 - b) Charter buses:
 - i. Civilian charter buses contracted to consolidate assets or facilitate movement of large groups of personnel
 - ii. Reimbursement for the cost of the bus charter
 - iii. NOTE: For Out of Town agencies: The MPD IPC will not provide lodging for the charter bus driver(s). The lodging for the bus driver should be included as part of the charter bus contract.
- **NOTE: The use of rental vehicles or charter buses by any PITF Agency (Local, NCR or Out of Town) requires prior approval by the MPD IPC.**
- c) Department Vehicles
 - i. For example: Department, city, county, state owned vehicles normally utilized by your agency for daily function
 - ii. Reimbursement for the cost of fuel only
- **Administrative requirements**
 - a) **Once transportation method is determined, please verify with the MPD IPC that the costs are reasonable and justifiable.**
 - b) Use **FORM 5 - Ground Transportation Confirmation Form**
 - i. Once complete, this form must be emailed to the MPD IPC at mpdipc.2021@dc.gov.
 - ii. This form will also be utilized to determine the number of parking spaces and vehicle access placards.
 - iii. **DUE DATE: NO LATER THAN September 1, 2020**

ii. **Air Transportation**

- **Out of Town Agencies requiring air transportation will be required to make their own flight arrangements, with the following guidelines:**
 - a) Fares should be the best available coach fares.
 - b) Personnel should be consolidated on the fewest number flights arriving at the same airport to facilitate ground transportation pick-up.
- **Costs associated with air transportation will be reimbursed on the following scale:**
 - a) Reimbursement for the cost of plane tickets (coach, best available rate) – **any ticket which costs over \$400.00 per person must have prior approval from the MPD IPC.**

- b) Reimbursement for the cost of baggage fees
- c) Reimbursement for the cost of charter flight
 - i. In the event that a charter flight is more cost effective due to the number of personnel and flight costs for your area.
 - ii. Booking of a charter flight must have prior approval of the **MPD IPC to verify that the cost is reasonable and justifiable.**
- Administrative requirements
 - a) **Once transportation method is determined, please verify with the MPD IPC that the costs are reasonable and justifiable**
 - b) Use **FORM 6A - Air Transportation Confirmation Form**
 - i. Once complete, this form will be emailed to the MPD IPC
 - ii. **NOTE: For those agencies traveling to the Washington Metropolitan Area by air, the MPD IPC will provide ground transportation assets needed to transport your members from the airports to hotels and to scheduled Inaugural events as well as transport back to the airport for departure.**
 - iii. **DUE DATE: NO LATER THAN September 1, 2020**
- Flying While Armed
 - a) Law enforcement personnel traveling by air with agency issued firearms must complete the Transportation Security Administration “Flying While Armed” Certification course
 - b) See **FORM 6B - Flying While Armed Training Information**
 - i. Instructions on how to obtain training materials and additional information.
 - ii. Flying While Armed training is the sole responsibility of the outside law enforcement agency.
 - c) The MPD will not be responsible for any issues that may arise during air travel due to firearms transportation.
 - d) Prior to departure, contact your airport, airline, and TSA in order to confirm and comply with all rules/regulations in order to expedite passage through security.

c. **Lodging**

- i. Lodging will only be provided for personnel from Out of Town Agencies.
- ii. The MPD IPC will contract all hotels in advance:
 - If the hotel property charges a parking fee, those fees will be reimbursed by the MPD IPC.
 - One member in each room will be required to provide a credit card upon check in for any incidental room costs (MPD IPC will not reimburse or be responsible for room service, phone, or any other incidentals outside of necessary parking fees charged by the hotel).
 - The MPD IPC will have all responsibility for providing rooming lists and room selection to individual hotels.
 - **FORM 7 – Rooming List Template**
 - a) Complete form 9 based on the following criteria:
 - i. Agency Heads or Command officials may be accommodated with single rooms based on availability.
 - ii. All others will be multiple occupancy.

iii. NOTE: The MPD IPC will make every attempt to follow this room assignment formula. However, the assignment of single rooms for highest ranking official(s) is based on availability after consideration of the following factors:

- 1) Number of rooms available at each hotel property
- 2) Number of personnel per agency
- 3) Breakdown of male/female ratio
- 4) to maintain the integrity of each agency in one hotel property

iv. **If there is a need to deviate from this rooming formula, the affected agency will be notified in advance of arrival.**

b) **DUE DATE: FORM 7 DUE NO LATER THAN November 30, 2020**

d. **Per Diem Reimbursement**

- i. As of June 2020, the GSA per diem rates for Washington, DC are:
 - \$57.00 for travel days
 - \$76.00 for work days
 - Rate for January 20th is \$39 (MPD will be providing meals based on the length of the work day)
- ii. These rates are subject to change for the fiscal year as of October 1, 2020.
- iii. Per Diem reimbursement information will be submitted with the final reimbursement package.

e. **Additional Reimbursement Information**

i. **FORM 8 - W-9**

- In order for our Chief Financial Officer to prepare reimbursement checks, MPD will need a signed, scanned copy of your agency's W-9 (Taxpayer Identification Number and Certification).
- This form is available on www.irs.gov if your agency does not have one on file
- As this information should not change, **this form can be emailed immediately to mpdipc.2021@dc.gov.**
- This form will be kept on file and upon receipt of all reimbursement documentation, will be submitted to the MPD Chief Financial Officer
- **DUE DATE: NO LATER THAN June 17, 2020**

ii. **FORM 9A - Detail Reimbursement Instructions** and **FORM 9B - Sample Reimbursement Letter**

1. These forms detail the process, format and information required for submission for reimbursement.
2. All reimbursement requests will be submitted upon completion of all PITF duties but no later than 2 weeks after completion of the detail
3. **DUE DATE: NO LATER THAN February 22, 2021**

Outside Agency Administrative Checklist

FORM	Title	Complete	Due Date
MOU	MOU	<input type="checkbox"/>	1 week after receipt
1	Personnel and Equipment Questionnaire	<input type="checkbox"/>	June 17, 2020
2A	Deputation Authorization Letter	<input type="checkbox"/>	November 20, 2020
2B	Deputation Sponsorship Form – USM 3C Page 1	<input type="checkbox"/>	November 20, 2020
2C	Mass Deputation Application Form – USM 3C Page 2	<input type="checkbox"/>	November 20, 2020
Online	Credential Database	<input type="checkbox"/>	Based on TBD USSS Deadline
3	Master Time Sheet with Signatures	<input type="checkbox"/>	Must be completed prior to departure from DC to be included in final reimbursement package
4	Daily Time Sheets	<input type="checkbox"/>	Monday, February 20, 2021 Included in Final Reimbursement package
5	Ground Travel Confirmation Form	<input type="checkbox"/>	September 1, 2020
6A	Air Travel Confirmation Form	<input type="checkbox"/>	September 1, 2020 Not Applicable for Local/NCR Agencies
6B	Flying While Armed Training Information	<input type="checkbox"/>	September 1, 2020 Not Applicable for Local/NCR Agencies
7	Rooming List Template	<input type="checkbox"/>	November 30, 2020 Not Applicable for Local/NCR Agencies
8	W-9	<input type="checkbox"/>	June 17, 2020
9A	Detail Reimbursement Instructions	N/A	N/A
9B	Sample Reimbursement Letter	N/A	N/A
	Final Reimbursement Request Letter from Agency with completed reimbursement package	<input type="checkbox"/>	This document will be created by each participating agency based on Forms 9A and 9B Monday, February 22, 2021