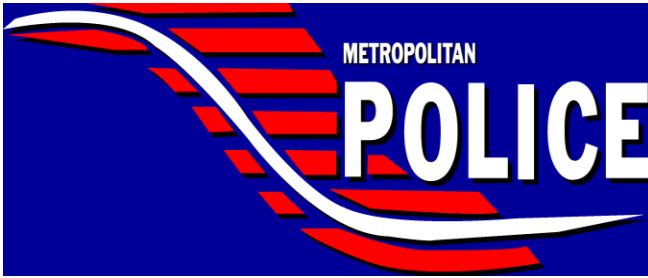


EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:
New Notification Procedures for Department of Motor Vehicles Adjudication and Administrative Notice of Infraction Hearings
Number
EO-17-028
Effective Date
August 25, 2017
Related To:
GO-SPT-303.02 (Notice of Infraction Procedures) GO-PCA-701.01 (Courts and Hearings) GO-PCA-701.06 (Court Appearance Notifications)

I. BACKGROUND

The purpose of this executive order is to introduce the new notification and rescheduling process for Department of Motor Vehicles (DMV) adjudication and administrative (taxicab and vehicle for hire) Notice of Infraction (NOI) hearings. The Computer Assisted Notification System (CANS) that was developed to automate subpoena service has been upgraded to disseminate CANS notices to all affected Metropolitan Police Department members via Department email. This process requires members to monitor their Department email for CANS email messages and contact their district or division CANS coordinator in the event of a scheduling conflict at least seven business days prior to the DMV adjudication or administrative hearing date.

II. REGULATIONS

- A. Members shall open and read CANS email messages. In accordance with GO-PCA-701.06 (Court Appearance Notifications), CANS notices are issued under the authority of the Chief of Police and shall be deemed a direct order to appear in court.
- B. Pursuant to GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)], members shall log in to their Department email account at least once during their shift.
- C. Members with scheduling conflicts shall contact their district or division CANS coordinator at least seven business days prior to their DMV adjudication or administrative NOI hearing date to reschedule the hearing.

III. PROCEDURES

- A. Notification Procedures for DMV Adjudication and Administrative NOI Hearings

1. Members shall be aware that CANS notices for DMV adjudication and administrative NOI hearings will be transmitted electronically via Department email. There are two types of CANS email messages:
 - a. Newly scheduled and rescheduled DMV adjudication and administrative NOI hearings; and
 - b. Canceled DMV adjudication and administrative NOI hearings.

NOTE: Rescheduled CANS hearing notice email messages follow the same format as newly scheduled CANS hearing notice email messages and can be identified by the DMV adjudication or administrative hearing's unique NOI number. Sample CANS hearing notice email messages are contained in Attachment A.

2. Members shall be aware that the electronic CANS notification process replaces the posted monthly DMV adjudication and administrative NOI hearing calendar.

B. Rescheduling DMV Adjudication and Administrative NOI Hearings

1. Members with scheduling conflicts pertaining to DMV adjudication and administrative NOI hearings shall contact their district or division CANS coordinator at least seven business days prior to the hearing date to reschedule.
2. Members with questions regarding DMV adjudication and administrative NOI hearings may contact Court Liaison Division (CLD) by calling (202) 727-5946 or (202) 727-4466.

C. DMV Adjudication and Administrative NOI Hearing Locations and Check In Procedures

1. Members appearing for DMV adjudication NOI hearings shall report to 955 L'Enfant Plaza, SW to check in for their hearing.
2. Members appearing for DMV administrative NOI hearings related to taxicabs and vehicles for hire shall check in at CLD before reporting to 441 4th Street, NW for their hearing.

D. Service Problems

1. When timely delivery of a CANS email message cannot be made due to a member's approved leave status, the designated district or division official shall contact the member to either serve the CANS

notice via telephone or determine when the member will be physically able to attend their DMV adjudication or administrative NOI hearing.

2. If it is determined that a member is not able to attend their DMV adjudication or administrative NOI hearing, the designated district or division official shall:
 - a. Document, on the CANS notice, the reason that the member was not notified, the member's leave status, and the date that the member is expected to return to duty.
 - b. Return the CANS notice to the CANS coordinator.

E. District and Division CANS coordinators shall:

1. Assist CLD with DMV adjudication and administrative NOI hearing error reports (e.g., NOI hearings with unidentified issuing officers).
2. Correct errors in the CANS system by filtering the CANS daily error list by district or division and locating errors. Errors are corrected by identifying and inserting the correct member's name, CAD number, and badge number and saving the file in the CANS system.
3. Verify information using the Enhanced Technical Information Management System (eTIMS) to ensure that the affected member's name, date, shift, CAD number, badge number, court key day, and hearing time slot are correct.
4. Ensure that CANS notices are served and marked accordingly in the CANS database within seven calendar days of the date that the notice was emailed to the member.
5. Ensure that printed CANS notices are served in person by a designated official, when required.
6. Ensure that printed CANS notices with signatures are returned by the designated serving official for notation in the CANS system.
7. Ensure that CANS service problems are documented in the CANS database according to notations on the printed CANS notices returned by the designated serving officials.

F. The commanding CLD official shall:

1. Ensure that DMV error reports are reviewed, corrected, and

released as CANS hearing notice email messages to all members that have been verified as scheduled for a DMV adjudication or administrative NOI hearing.

2. Confirm that CLD personnel process corrections received from district and division CANS coordinators to facilitate proper notification to members.

IV. CROSS REFERENCES

- A. GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)]
- B. GO-PCA-701.06 (Court Appearance Notifications)

V. ATTACHMENTS

1. Attachment A: Examples of CANS Email Notifications

VI. POINT OF CONTACT

Members with questions concerning this order should contact CLD at (202) 727-4467 or (202) 727-4466.



Peter Newsham
Chief of Police

PN:KDO:MOC:SMM

Examples of CANS Email Notifications

From: cans.test@dc.gov <cans.test@dc.gov>
Sent: Friday, July 14, 2017 7:00 AM
To: test, cans (MPD)
Subject: CANS DMV-NOI CANCELLATION - John Doe,
10000,NOI7020426372,01/01/2017,127427

This is an OFFICIAL NOTIFICATION OF A CANCELLED DMV NOI. Please see details below:

Name **John Doe**

CAD ID **10028**

Date Due **01/01/2017**

Time Due **14:00**

Docket **NOI7020426372**

CCN:

Reason for Appearance **NOI Adjudication/Admin Hearing - Adjudication Hearing at DMV**

******* *DMV - NOI * ***** Ticket No: 7020426372 HEARING DATE: 07252017 Time: 14:00
DATE ISSUED: 05102017 Time: 19:12 Violation: SIGNAL PASS REDLIGHT Code: T113 Location: MERIDIAN PL
NW @ 14TH ST NW<>**

DEFENDANT(S)

**Name: JANE DOE IS: Defendant
CHARGE: UNKNOWN
Comments: NOI-XML Transmitted Record**

Cancellation entered by DMV-XML Transfer on 07-14-2017 at 07:00:09.

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Note: This is an auto generated email from the CANS system. Please do not reply to this email

Examples of CANS Email Notifications

From: cans.test@dc.gov <cans.test@dc.gov>

Sent: Friday, July 14, 2017 4:27 PM

To: test, cans (MPD)

Subject: CANS DMV NOI NOTIFICATION – Jane Doe,9807,NOI33550818,01/01/2017,128560

This AN OFFICIAL NOTIFICATION OF A SCHEDULED COURT APPEARANCE.

OFFICER: Jane Doe CAD: 9807

Comment:

COURT Date: 07/31/2017 **TIME:** 10:00

Docket Number: NOI33550818 CCN:

Reason for Appearance: NOI Adjudication/Admin Hearing - Adjudication Hearing at DMV

***DMV - NOI ***

Ticket No: 33550818

HEARING DATE: 07/31/2017 Time: 10:00

DATE ISSUED: 05/27/2017 Time: 00:38

Violation: STOP SIGN, PASSING Code: T128

Location: SOUTHERN AVE AT SOUTHERN AVE SE

DEFENDANT(S)

Name: John Doe IS: Defendant

CHARGE: SPEED (30 OR OVER)

Comments:

CHECK-IN LOCATION:

DMV NOI Traffic Adjudication

Respond to 955 L'Enfant Plaza, SW

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Note: This is an auto generated email from the CANS system. Please do not reply to this email