

GENERAL ORDER



DISTRICT OF COLUMBIA

Title		
Radio Broadcasts and Look-outs		
Topic	Series	Number
SPT	302	02
Effective Date		
October 26, 2012		
Replaces:		
GO-SPT-302.02 (Radio Broadcasts and Look-outs), Effective Date June 15, 2004		
Related to:		
GO-OPS-304.03 (Missing Person Reports)		
GO-OPS-308.09 (Investigating Robberies)		
GO-SPT-401.01 (Field Reporting System)		

I.	Policy	Page 1
II.	Regulations	Page 1
III.	Procedures	Page 2
V.A	Flash Look-outs	Page 2
V.B	General Broadcasts	Page 3
V.C	PD Form 106 (Look-out Information)	Page 4
V.D	Rebroadcasting Look-out Information	Page 4
IV.	Cross References	Page 5

I. POLICY

The policy of the Metropolitan Police Department (MPD) is that all radio transmissions made by users of the police radio system be conducted in accordance with Federal Communications Commission (FCC) regulations. Profanity, vulgarity or any message containing insulting or abusive language is prohibited. Look-outs shall be properly composed and shall contain timely, accurate, and reliable information, in order to aid members in recovering stolen vehicles and property, solving crimes, and increasing the likelihood of locating missing or wanted persons.

II. REGULATIONS

- A. In events involving missing persons or the commission of crimes where descriptive information could aid in locating the missing person or apprehension of suspects, members shall obtain descriptive information and disseminate that information through flash look-outs and general broadcasts using the police radio system in accordance with this order.
- B. Members shall complete PD Forms 106 to obtain the required data for flash look-outs and general broadcasts.
- C. Members who are not able to transmit with their mobile or portable radios (e.g., busy frequency, radio difficulties) shall expedite their transmittal of look-outs and broadcasts by using a telephone when possible, and calling the

Office of Unified Communications (OUC) by dialing 911.

- D. Members shall ensure that radio communications adhere to the requirements of General Order 302.2 (Radio Communications).

III. PROCEDURES

A. Flash Look-outs

1. It shall be the responsibility of the member(s) assigned to the primary mobile unit dispatched to the scene of an incident or crime that requires a flash look-out to obtain the necessary information to complete the PD Form 106 and to broadcast a flash look-out within the shortest possible time, but in every event, within **five (5) minutes** of arrival at the scene.
2. If a member arrives at the scene prior to the arrival of the primary mobile unit dispatched, that member shall:
 - a. Immediately obtain the necessary information and complete the "Flash Look-Out" section and, if applicable, the "Vehicle Information" section of PD Form 106; and
 - b. Immediately broadcast a flash look-out.
 - c. Advise the member(s) assigned to the primary mobile unit upon their arrival that the flash look-out has been secured.
 - d. Provide the assigned member(s) with the PD Form 106 when the message has gone over the air.
3. Flash look-outs shall be confined to descriptive information that is quickly obtainable and would make a wanted/missing person or vehicle readily identifiable.
4. Flash look-outs shall contain as many items as possible of the following information relative to the person(s) or vehicle(s) wanted/missing:
 - a. Race;
 - b. Sex;
 - c. Approximate age;
 - d. Approximate build (e.g., small, average, heavy);

- e. Approximate height (e.g., short, average, tall);
- f. Any unusual characteristics (e.g., beard, deformity);
- g. Type and color of clothing;
- h. Method and direction of escape;
- i. Whether or not armed;
- j. Make, model and color of vehicle;
- k. Number of doors on vehicle; and
- l. Vehicle tag number or partial tag number, if available.

B. General Broadcasts

1. The section of PD Form 106 entitled "Follow-up or General Broadcast Information" shall be completed and broadcast as soon as possible but in no case no later than ten (10) minutes after the issuance of a flash look-out.
2. General broadcasts are certain radio messages that may be broadcast directly from mobile units. They are generally limited to the following categories of messages:
 - a. Detailed look-outs for persons wanted for the commission of felonies, under circumstances that suggest subjects are still near the scene.
 - b. Conditions at the scene of serious crashes, fires, explosions, disasters, or other similar incidents, creating congestion and necessitating the detour of traffic.
 - c. Follow-up information from crime scenes as authorized by an official.

NOTE: Information from crime scenes, other than look-outs, **shall not** be broadcast except by the official in charge at the scene, or upon the request of a supervising official of this department, to the personnel of the mobile units involved.

2. In situations requiring a general broadcast, the transmitting unit shall contact the dispatcher using the radio or unit number assigned to

him/her as an identifier (e.g., "1021 to radio, general broadcast"), and explain the type of situation if the dispatcher is not yet aware.

3. Members in an off-duty status shall use the prefix "off-duty" followed by their CAD ID number (e.g., "off duty ID 1234").
4. If, upon responding to the scene of a general broadcast type assignment, a mobile unit discovers that the crime is less serious than previously reported, the responding unit **shall not** request a general broadcast. The members shall advise the dispatcher of the change of classification and be governed by the directions of the dispatcher as to whether any further information should be broadcast.

C. PD Forms 106 (Look-Out Information)

1. Members shall submit completed PD Forms 106 to their check-off officials.
2. Check-off officials shall ensure completed PD Forms 106 are submitted to their District Investigative Review Officer (IRO) for follow-up.
3. District Investigative Review Officers (IRO) shall ensure PD Forms 160 are reviewed to identify possible crime trends.
4. The PD Form 106 and any rough notes made by a member containing a description given by a witness or victim are considered to be potentially discoverable material and shall be preserved in accordance with the provisions of GO-SPT- 601.02 (Preservation of Potentially Discoverable Material).

D. Rebroadcasting Look-out Information

1. Officials at the scene of serious incidents including, but not limited to, critical missing persons shall request that OUC rebroadcast look-outs at fifteen (15) minute intervals for a period of one (1) hour.
2. Should additional broadcasts be considered warranted by the official, the official may request that the OUC continue broadcasting the look-out at one (1) hour intervals for a period of four (4) hours, and then at two (2) hour intervals for the next eighteen (18) hour period.
3. Officials requesting repeat broadcasts shall follow-up their verbal request with a teletype prior to the end of their shift.

4. At the conclusion of the twenty-four (24) hour period, the look-out will be discontinued, unless an official, with the approval of his/her watch commander, submits a teletype, requesting that the look-out be continued.

IV. CROSS REFERENCES

- A. GO-SPT-601.02 (Preservation of Potentially Discoverable Material)



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:GHE