

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject Teletype Unit Messages, Notifications, and Inquiries		
Topic	Series	Number
SPT	302	04
Effective Date April 21, 2015		
Replaces: GO-SP-302.04 (Transmitting of Telecommunications Messages), effective October 18, 1985		
Rescinds: SO-01-21 [Teletype (E-Mail) Message System], effective August 1, 2001 TT 08-105-13 (Notifications to the Teletype Unit), effective August 30, 2013		
Related to: GO-OPS-303.03 (Tow Crane Enforcement), effective November 16, 2006 GO-SPT-304.03 (Missing Person Reports), effective November 1, 2012 GO-SPT-304.17 (Bait Car Program), effective July 18, 2008 GO-SPT- 401.01(Field Reporting System), effective July 19, 2012 GO-SPT-401.03 (Traffic Crash Reports), effective June 25, 2012 GO-SPT-501.03 (Handling Intoxicated Persons), effective February 25, 2003 GO-SPT-501.08 (Arrest of Escapees), effective August 15, 2005		

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I. BACKGROUND

The purpose of this order is to establish the regulations and procedures for notifying the Homeland Security Bureau, Tactical Information Division, Command Information Center, Teletype Unit in a timely manner consistent with the Metropolitan Police Department (MPD) mission objectives.

II. POLICY

It is the policy of the MPD to ensure timely and accurate dissemination of information as it pertains to MPD administrative or operational matters.

III. DEFINITIONS

1. National Law Enforcement Telecommunications System (NLETS) administrative message – electronic message that is transmitted over NLETS with reports involving lookouts for stolen automobiles, missing persons, wanted persons, merchandise wanted in connection therewith, and any other matter of similar nature that can be of aid in the detection of crimes, recovery of stolen property, and the apprehension of criminals and escaped felons.
2. PD Form 360 (Request for Teletype Message) – official MPD form used to request that a teletype message be sent to MPD members or for an NLETS administrative message to be transmitted over NLETS.
3. Placement violation – the report classification for a subject 21 years and younger who has violated his or her placement at a group home or other court ordered placement facility that is not operated by Child and Family Services.
4. Teletype message – electronic message regarding new or modified organizational policies or personnel matters (e.g., promotions, transfers, training).

IV. REGULATIONS

- A. Members making notifications or inquiries to the Teletype Unit by telephone shall provide their rank, name, badge, and the code word of the day.
- B. Members assigned to the Teletype Unit shall provide their name, rank, and badge number to the member making the notification.
- C. All notifications shall be made by telephone and email in accordance with the procedures outlined in this order.
- D. The Teletype Unit shall email teletype messages and NLETS administrative messages to all MPD members.

V. PROCEDURES

- A. Notifications
 1. Before members obtain a Central Complaint Number (CCN) for the incidents listed in Part V.A.4, members shall contact the Teletype Unit

by telephone in order to verify information relative to the incident.

2. If a report is taken, members shall notify the Office of Unified Communications **and** contact the Teletype Unit again by email at teletype.adminbox@dc.gov as soon as possible but in all cases within two hours and provide the information outlined in Part V.A.5 to ensure the Washington Area Law Enforcement System (WALEs) and the National Crime Information Center (NCIC) are updated as appropriate. If a member does not have access to email (e.g., foot beat or mountain bike officer), he or she may telephone the Teletype Unit to provide the information outlined in Part V.A.5.
3. In cases where a member does not have access to his or her email, the Teletype Unit shall send the member an email confirming receipt of the information.
4. Incidents Requiring Notification to the Teletype Unit
 - a. Arrests of correctional facility escapees;
 - b. Fugitives from justice;
 - c. Missing persons;
 - d. AMBER and silver alerts;
 - e. Found or returned missing persons;
 - f. Attempts to locate (persons, autos, and boats);
 - g. Found or returned attempts to locate;
 - h. Placement violations;
 - i. Found or returned placement violators;
 - j. Stolen, recovered, impounded, safekeeping, and relocated autos and boats;
 - k. Tags (lost, stolen, and recovered);
 - l. Stolen or lost weapons, to include the make, model, serial number, and color;
 - m. Recovered stolen articles;

- n. Sick or injured persons to the hospital or Comprehensive Psychiatric Emergency Program (CPEP), if admitted and next of kin not notified; and
 - o. Transportation of intoxicated persons to Psychiatric Institute of Washington (PIW), if admitted and next of kin not notified.
5. Notifications to the Teletype Unit shall contain, at minimum, the following information:
- a. Reason for the notification (see Part V.A.4 of this order, e.g., stolen or recovered auto);
 - b. Central Complaint Number (CCN) or Originating Case Agency (OCA) number;
 - c. Reporting and notifying member's rank, name and element;
 - d. The code word of the day;
 - e. Look out (e.g., auto (tags), missing and wanted persons), when applicable;
 - f. The current location of items, persons, or autos (e.g., Blue Plains lot; towing control number (TCN)), when applicable; and
 - g. Any other identifying information relative to the item or person being called in (e.g., serial number, vehicle identification number (VIN), make, race, gender).

B. Inquiries

Members shall be aware that they may contact the Teletype Unit for more in-depth inquiries where a broader and more detailed search is necessary for the following:

- 1. Article ownership (e.g., guns, mopeds);
- 2. Driver licenses;
- 3. Missing persons;
- 4. Stolen articles;

5. Stolen, impounded, relocated, safekeeping, or repossessed automobiles or boats;
 6. Vehicle or boat registrations; and
 7. Wanted persons.
- C. PD Form 360
1. Members shall complete a PD Form 360 to request that a teletype message be disseminated to MPD members or for a message to be transmitted over NLETS.
 2. The NLETS administrative message must be approved by the submitting member's chain of command prior to submission to the Teletype Unit.
 3. Teletype message requests must be approved by the Executive Office of the Chief of Police prior to submission to the Teletype Unit.
 4. Completed and approved PD Form 360s shall be submitted to the Teletype Unit for transmission or dissemination.
 5. Members requesting that a message be transmitted over NLETS shall hand-deliver the original PD Form 360 or e-mail with the official signature to the Teletype Unit and shall retain a copy that shall be filed with applicable paperwork (e.g., arrest paperwork, case jacket).
- D. Posting and Announcement of Teletype Messages and NLETS Administrative Messages
1. Members requiring that a teletype message be announced in roll call shall make an indication on the face of the message along with the amount of time it shall be announced (e.g., "To Be Read in Roll Call for Two Weeks").
 2. A clipboard shall be established and maintained in a location that is accessible to all members in each element and shall contain teletype messages that are required to be announced in roll call and NLETS administrative messages.
 3. The Administrative Captain shall:
 - a. Designate and ensure that a station staff member checks his or her email for new NLETS administrative messages and new

- teletype messages that indicate a required announcement in roll call two hours after each incoming shift and two hours before each incoming shift;
- b. Ensure that any new NLETS administrative messages and new teletype messages that are required to be announced in roll call are printed and placed on the clipboard; and
 - c. Ensure that all NLETS administrative messages more than two weeks old and teletype messages that surpass the time that they are to be announced in roll call are removed from the clipboard.
4. Roll call sergeants shall announce all NLETS administrative messages and teletype messages on the clipboard in roll call each day for two weeks from the date of issuance unless otherwise stated on the message itself.



Cathy L. Lanier
Chief of Police

CLL:PAB:MOC:AWS:BNB