

# SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	<b>Witness Canvasses</b>
Number	<b>SO-12-22</b>
Effective Date	<b>October 26, 2012</b>
Related to:	GO-SPT-401.01 (Field Reporting System)

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## I. BACKGROUND

The purpose of this order is to establish the procedures for patrol members who conduct witness canvasses as part of their preliminary investigations of incidents and offenses to include the issuance of PD Forms 374 (Crime Investigation Follow-Up Card) and the completion of PD Forms 374-A (Canvass Follow-Up Sheet).

## II. PROCEDURES

A. Members shall canvass the area of incidents/offenses:

1. In instances when the suspect may still be in the immediate area and identification can be made; and
2. In incidents involving missing persons.

NOTE: When possible, members should canvass the area with the victim.

B. Members shall leave a completed copy of the PD Form 374 (Crime Investigation Follow-Up Card) at canvassed residences when residents are not available.

C. Members shall complete a PD Form 374-A (Canvass Follow-Up Sheet) documenting all persons contacted as part of the witness canvass.

D. Members shall ensure completed PD Forms 374-A are submitted to their check-off official.

- E. Check-off officials shall ensure completed PD Forms 374-A are submitted to their District Investigative Review Officer (IRO) for follow-up.

### III. PROVISION

The provisions of this order shall supplement the requirements specified in GO-SPT-401.01 (Field Reporting System) and shall be adhered to until such time as the requirements of this order are incorporated into GO-SPT-401.01.

### IV. ATTACHMENTS

- 1. Attachment A: PD Form 374 (Crime Investigation Follow-up Card)
- 2. Attachment B: PD Form 374-A (Canvass Follow-up Sheet)



Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:GHE



**Metropolitan Police Department** | WASHINGTON, DC  
**Crime Investigation Followup Card**

DATE: \_\_\_\_\_ REPORT NO/CCN: \_\_\_\_\_

Your neighborhood was recently canvassed by members of the Metropolitan Police Department in reference to the below offense. If you were a witness and/or have any information concerning the offense, please call the Investigative Review Officer (IRO) at the number listed below at your earliest possible convenience. When you call, please refer to the police report number indicated above.

Offense: \_\_\_\_\_ Date of Offense: \_\_\_\_\_ Time \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_ District/PSA: \_\_\_\_\_

**NOTE:** Please see reverse for important information on reporting crime and the MPD Rewards Program.

PD-374 Rev. 4/12

*Front of Form*

**Sharing information with police is easy.**

Help us solve crime by telling us what you know. The call or text is free\* and you can remain anonymous. Cash rewards are offered for certain cases.



CALL (202) 727-9099  
 TEXT TO 50411



**How the Reward Program Works**

**Up to \$25,000 | Homicide** Rewards for information leading to the arrest and conviction of a suspect or suspects in a homicide case, offered by the Metropolitan Police Department.

**Up to \$10,000 | Armed Robbery** Rewards for information leading to the arrest and conviction of a suspect or suspects in an armed robbery or robbery resulting in injuries, offered by the Metropolitan Police Department.

**\$1,000 | Crime Tips** Rewards for anonymous tips and information leading to the arrest of a suspect, offered by Crimesolvers of Washington, DC.

NOTE: Additional reward amounts may be made at the discretion of the Chief of Police or CrimeSolvers Board.

Learn more at [www.mpdc.dc.gov/tipline](http://www.mpdc.dc.gov/tipline) and [www.mpdc.dc.gov/crimesolvers](http://www.mpdc.dc.gov/crimesolvers)

\*Standard carrier text message rates may apply.

*Back of Form*



House/Apt. Number	Name	Phone	CID F/U? (Yes/No)	PD-374 Left? (Yes/No)