

# Metropolitan Police Department □ Washington, D.C.



## SPECIAL ORDER



Subject:

**Parolee Registration Program**

Series	Number	Distribution
94	27	C
Effective Date		
November 25, 1994		
Expiration Date		
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The purpose of this Special Order is to apprise members of the department of a program aimed at identifying persons released on parole from District of Columbia correctional facilities, and to alert law enforcement personnel as offenders are released back into the community. The program is a coordinated effort between the Metropolitan Police Department and the District of Columbia Board of Parole.

Persons released on parole from area correctional facilities (e.g., Lorton, D.C. Jail, etc.), are, as a condition of parole required to report to a Parole Officer within seventy two (72) hours of release. At the initial interview, the Parole Officer will provide each parolee with a UN Form 486 (Parolee Registration) and direct the parolee to report to the police district in which he/she resides within 24 hours, to validate the form.

When the parolee reports to his/her district headquarters to register, the validating station clerk shall:

1. Enter the validation information required to complete the UN Form 486.
2. Validate (time/date stamp) the form, in the lower portion (See Attached Sample).
3. Remove the MPD copies and return the remaining copies to the parolee.
4. Turn-over the originals of the completed forms each day to the district's Investigative Section.
5. Forward Copy #3 to the Commander, Intelligence Division (CID).

The Investigative Section at the district shall create a Parole Registration file so that the information is accessible to district investigators.

When an inmate enters the correctional system he/she is issued a photographic ID card. Upon release from custody the parolee will be directed to retain the issued ID as he/she is processed through parole supervision. The ID card can also be used as verification at the time of parolee registration .

Parolees are required to re-register with the Board of Parole when changing their residence address. The Board of Parole will prepare a new registration form whenever a change of address occurs. The parolee will be directed by the parole officer to report to the appropriate district in order to validate the new registration.

Publication	Effective Date	Change Number	Page Number
Special Order 94-27	November 25, 1994	N/A	2 of 2

Questions or inquiries concerning Parolee Registration should be directed to Captain William R. Ponton, Planning and Research Division, on (72) 74321.

\*This Special Order shall remain in effect until such time as it is rescinded or incorporated into applicable directives.

  
Fred Thomas  
Chief of Police

FT:MEA:mea

Attachment

▶UN 486-10/94  <b>Government of the District of Columbia          Metropolitan Police Department          Board of Parole</b>  <b>* PAROLEE REGISTRATION *</b>		NAME  <hr/> ALIAS(ES)	
ADDRESS		CITY/STATE/ZIPCODE	
HOME TELEPHONE	DATE OF BIRTH	SOCIAL SECURITY NUMBER	
PDID NUMBER	DCDC NUMBER	FBI NUMBER	
HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR
OFFENSES COMMITTED: (List Most Recent Offense First) 1. _____ 2. _____ 3. _____ 4. _____			
DATE OF RELEASE ON PAROLE	SENTENCE EXPIRATION DATE	WORK SCHEDULE (Days/Hours)	
EMPLOYER	EMPLOYMENT ADDRESS		
OCCUPATION/JOB TITLE	CITY/STATE/ZIPCODE		
WORK TELEPHONE	SUPERVISOR	SUPERVISOR'S TELEPHONE	
PAROLEE'S SIGNATURE		DATE	
<b>FOR PAROLE SUPERVISION ONLY:</b>			
SUPERVISORY PAROLE OFFICER	PAROLE OFFICER	PAROLE OFFICER'S SIGNATURE	
PAROLE OFFICER'S TELEPHONE	UNIT	DATE	
<b>FOR POLICE USE ONLY:</b>			
VALIDATING OFFICER: NAME (Please Print)		VALIDATING OFFICER: SIGNATURE	
TELEPHONE NUMBER	BADGE NUMBER	DISTRICT	DATE

▶DISTRIBUTION: ORIGINAL, MPD Element File; COPY 1, Board of Parole; Copy 2, Parolee's Copy; Copy 3, Intelligence Unit File

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 DEPARTMENT  
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