

GENERAL ORDER



Title
Radio Broadcasts and Look-Outs

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GO-SPT-302.02

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Distribution
B

Rescinds:
General Order 302.2 (Radio Broadcasts and Lookouts)

DISTRICT OF COLUMBIA

I. Background.....Page 1	IV. Procedural Guidelines.....Page 2
II. Policy.....Page 1	V. Cross References.....Page 6
III. Regulations.....Page 1	

I. BACKGROUND

A lookout broadcast by radio is a fundamental law enforcement tool. Properly composed lookouts, containing timely, accurate, and reliable information, aid officers in recovering stolen vehicles and property, solving crimes, and increasing the likelihood of locating missing or wanted persons.

II. 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) Title 90, procedures, requirements, and regulations. Radio transmissions shall be yielded to those with priority or emergency messages. Unnecessary or superfluous messages are not permitted. Profanity, vulgarity or any message containing insulting or abusive language is prohibited. (CALEA 81.1.2)

III. REGULATIONS

- A. In any event involving a missing person or the commission of a crime, where descriptive information, which could aid in locating the missing person or apprehension of suspects is available, that information shall be obtained and disseminated by the police radio system as soon as possible. (CALEA 41.2.6-b / 42.2.2-a-d / 81.2.5-a / 41.2.7-c)
- B. The Department shall broadcast, as soon as possible, other operational and/or tactical information that may be necessary to aid in the coordination of Departmental efforts to fulfill assigned responsibilities and goals.
- C. It shall be the responsibility of the member(s) assigned to the primary mobile unit dispatched to the scene of an incident or crime, requiring subsequent radio broadcasts, to obtain the necessary information and to broadcast a flash look-out, if necessary, within the shortest possible time, but in every event,

within **ten minutes** of arrival at the scene. (CALEA 41.2.6-b / 42.2.2-a-d / 81.2.5-a / 41.2.7-c)

- D. If a member arrives at the scene prior to the arrival of the primary mobile unit dispatched, that member shall, if practicable, immediately obtain the necessary information and broadcast the required flash look-out, within the shortest possible time, but in every event, within ten minutes of arrival at the scene. It shall further be this member's responsibility to advise the member(s) assigned to the primary mobile unit upon its arrival, that the flash look-out has been secured, and to provide the member(s) so assigned with the PD Form 106 (Look-Out Information) when the message has gone over the air.
- E. Members not able to transmit with their mobile or portable radios (i.e., busy frequency, radio difficulties, etc.) shall expedite their transmittal of look-outs by using a cellular or a public telephone, where possible, and calling the Public Safety Communications Center (PSCC) by dialing the emergency number 911.
- F. General broadcasts are certain radio messages that may be broadcast directly from mobile units. They are generally limited to the following categories of messages:
 - 1. Detailed look-outs for persons wanted for the commission of felonies, under circumstances that suggest subjects are still near the scene.
 - 2. Conditions at the scene of serious accidents, fires, explosions, disasters, or other similar incidents, creating congestion and necessitating the detour of traffic.
 - 3. Follow-up information from crime scenes.

IV. PROCEDURAL GUIDELINES

- A. Whenever possible, the PD Form 106 shall be utilized, in lieu of rough notes, to obtain the required data for subsequent radio broadcasts and look-outs. (CALEA 82.2.1-a-b-c / 42.2.4)
 - 1. The section of PD Form 106 entitled "Flash Look-Out" shall be completed immediately upon arrival at the scene, the "Vehicle Information" section shall be completed, if appropriate, and the data contained therein shall be broadcast immediately, as required in sections III.C. and III.D. (CALEA 82.2.1-b-c)
 - 2. The section of PD Form 106 entitled "Follow-up or General Broadcast Information" shall then be completed and broadcast as soon as possible. (CALEA 82.2.1-b-c)

- B. The flash look-out should normally be confined to descriptive information that is quickly obtainable and would make a wanted/missing person or vehicle readily identifiable. Generally, such look-outs should contain as many items as possible of the following information relative to the person(s) or vehicle(s) wanted/missing: (CALEA 42.2.2-d / 41.2.6-b / 41.2.7-c)
1. Race;
 2. Sex;
 3. Approximate age;
 4. Approximate build (small-average-heavy);
 5. Approximate height (short-average-tall);
 6. Any unusual characteristics (beard-deformity, etc.);
 7. Type and color of clothing;
 8. Method and direction of escape;
 9. Whether or not armed;
 10. Make, model and color of vehicle;
 11. Number of doors on vehicle; and
 12. Vehicle tag number or partial tag number, if available.
- C. 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. (CALEA 81.2.5-a)
- D. In situations requiring a general broadcast, the transmitting unit shall contact the radio 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. Members in an off-duty status shall use the prefix "off-duty" followed by their CAD ID number (i.e. off duty ID 1234). (CALEA 81.2.5-c)
- E. 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 personnel of the responding unit shall not request a general broadcast, but 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. The same procedure shall be followed for an alleged sex offense or, if for any reason, the mobile unit member is in doubt as to certain information being put into a general broadcast. If the information is of a delicate nature, the member shall make a landline inquiry. The member attempting to make the landline inquiry shall notify an official if the landline inquiry cannot be made. (CALEA 81.2.5-a)

- F. The following information shall **NOT** be broadcast over the police radio (CALEA 81.1.2):
1. Information concerning a crime that would obstruct or defeat the ends of justice.
 2. Profanity, jargon, or any descriptive term that might be offensive to any person. (CALEA 81.1.2)
 3. Observations or messages not connected to the performance of police duties, including any unnecessary information that would needlessly lengthen an otherwise valid message.
- G. PD Form 106 (Look-Out Information)
1. Information outlined in the PD Form 106 shall be used to transmit look-outs for persons or vehicles over the police radio, except when a single element of a look-out appears to be more distinctive than any other, that information may be broadcast before proceeding with the order outlined therein. (CALEA 82.2.1-b)
 2. Members initiating a flash look-out message shall prepare a PD Form 106. A sufficient supply of these forms shall be maintained in mobile units. (CALEA 41.3.2 / 82.2.1-b)
 3. 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). (CALEA 42.2.1-b / 42.2.2-d)
- H. Radio Dispatchers
1. When a member of a mobile police radio unit contacts the dispatcher in connection with a flash look-out or a general broadcast, the dispatcher shall record such information on the PD Form 258 (Radio Administrative Card).
 2. When a flash look-out has not been broadcast within ten minutes, as required in paragraph III.C., the radio dispatcher shall notify a district official by radio and obtain the official's name. The dispatcher shall

then notify his/her own supervisor, who will inform the PSCC Watch Commander.

3. When broadcasts are received from off-duty members, dispatchers shall ensure that the transmitting member provides his/her CAD ID Number and that it is entered into the CAD system.

I. Exchange of Information With Other Jurisdictions

When a dispatcher wishes to transmit information to or obtain information from a surrounding jurisdiction, he/she may utilize the Mutual Aid Radio System, which includes the following participating agencies:
(CALEA 81.2.5-/81.2.10)

1. Alexandria, Virginia, City Police;
2. Arlington County Police;
3. Armed Forces Police;
4. Fairfax County Police;
5. Maryland State Police;
6. Montgomery County Police;
7. Prince George's County Police; and
8. United States Park Police.

J. District Supervisory Officials

1. Supervisory officials on the scene of incidents, in which traffic is affected, shall be responsible for the issuance of an "all clear" when the situation returns to normal. If the situation persists into the next tour of duty, an official coming on duty shall be notified and shall assume this responsibility. (CALEA 12.1.4)
2. Supervisory officials shall ensure that flash look-outs are broadcast by members under their supervision, as required in paragraph III.C., and shall supply radio dispatchers with the name(s) of any member(s) who fail to broadcast a look-out.
3. Upon request from supervisory officials at the scene of serious incidents (including missing persons deemed critical) and approval by the Watch Commander, PSCC, the PSCC shall rebroadcast look-outs of suspects and/or vehicles at 15-minute intervals for a period of 1 hour. Should additional broadcasts be considered warranted by the supervisor of the initiating element, the PSCC, upon request from the

official, shall continue broadcasting the look-out at 1-hour intervals for a period of 4 hours, and then at 2-hour intervals for the next 18-hour period. Supervisory officials requesting repeat broadcasts of this nature shall follow-up their verbal request with a Teletype prior to the end of their tour of duty. (CALEA 12.1.4)

4. At the conclusion of the 24-hour period, the look-out shall be discontinued, unless a supervisory official of the initiating element, with the approval of the official in charge of the element, submits a Teletype, requesting that the-lookout be continued.

K. Public Safety Communications Center Supervisors

When notified that a flash look-out has not been broadcast within 10 minutes, the Watch Commander, PSCC shall notify, in writing, the official in command of the district or division from which the mobile unit was dispatched. This report shall include the name of the district or division official previously notified.

L. Commanders or Directors

Commanders or directors of organizational elements shall be responsible for investigating and appropriately dealing with non-compliance with the requirements of any part of this order by members of their command. (CALEA 26.1.1)

IV. CROSS REFERENCES

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

FCC, Title 90

Charles H. Ramsey
Chief of Police

Attachment

CHR:NMJ:MAR:njg