



SPECIAL ORDER



310.6

SERIES

80

NUMBER

61

EFFECTIVE DATE

September 2, 198

SUBJECT:

Metro Transit Police - Field Reports

DISTRIBUTION

A

ORIGINATING UNIT

PDD

EXPIRATION DATE

\*

General Order 310.6 (Metro Transit Police) Part IC2a is revised as follows:

"2. Report Processing:

- a. At the expiration of each tour of duty, field reports prepared by MTP will be delivered to the MPD district in which the offense or incident being reported occurred. The district station clerk shall reproduce copies of the reports for distribution in accordance with the procedures established by General Order 401.1 (Field Reporting System)."

This change is necessary to prevent the considerable delays which have been experienced with regard to the processing and distribution of PD Form 251 (Event Report) prepared by Metro Transit Police (MTP) Officers who report incidents and offenses occurring on WMATA Property.

It is imperative that reports of incidents and offenses be transmitted to the Field Reports Section, Data Processing Division in a timely fashion so that reports may be processed and distributed to investigators for immediate follow-up.

Station clerks shall, therefore, make three (3) copies of all PD Form 251's originated by MTP Officers and shall ensure that all copies are legible and distributed within the 24-hour time limit established by General Order 401.1 (Field Reporting System).

The original and three (3) copies of the PD Form 251 shall be distributed as follows:

- Original - to the Field Reports Section,  
Data Processing Division,
- Copy 1 - to the reporting MTP officer,
- Copy 2 - to the district detectives, and
- Copy 3 - to the element's 90-Day Suspense File.

District commanders are advised to adhere to this corrected distribution outline and to disregard the procedure on page 2 of the Planning and Development memorandum dated August 11, 1980.

\*This Special Order shall remain in effect until such time as General Order 310.6 is amended to reflect this revision.

*Burtell M. Jefferson*  
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