

AMETVD G.O. 305-01

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE ADMINISTRATIVE TT DETAIL (See Reverse)	2. TYPE ORIGINAL EXPEDITE ADDITIONAL CANCEL CORRECTION REPEAT REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST January 8, 2008
		4. UNIT NUMBER	7. REQUESTING ELEMENT Court Liaison Division
		5. NOT FOR THE PRESS	8. FLASH TT REQUESTED
9. TO The Force			
10. NAME OF WANTED PERSON		11. WANTED BY	12. CHARGE
13. COMPLAINANT'S NAME		14. COMPLAINANT'S ADDRESS	

TO BE READ AT ROLL CALLS FOR THE NEXT 30 DAYS

Republished Office of the Attorney General (OAG) Juvenile Papering

Effective immediately, members **shall be required** to bring the following items with them when papering juvenile matters:

- Video tape statements (Prosecutor's copy, if applicable)
- A copy of the PD 251 (Incident Report),
- A copy of the PD 252 (Supplemental Report),
- A copy of the PD 81 (Property Record),
- A copy of the PD 95 (Property Envelope),
- PD 47 (Miranda Warning),
- Lab numbers for DEA evidence,
- A copy of all Jencks material (officer's notes, witness statements) and
- Gun Certification.

The arresting and/or papering officer shall ensure that the complaining witness(s) or victim(s) are notified to respond to **441 Fourth Street, NW, Suite 450 North at 0800 hours on the day of papering, if the officer did not witness the offense.** Should the complaining witness(s) or victim(s) not be able to appear at the time of papering, it shall be the responsibility of the arresting/papering officer to obtain all contact information which must be provided to the OAG at the time of papering.

Prior to responding to the OAG to paper a juvenile case, the arresting/papering officer shall see a Court Services Branch (CSB) official to be pre-screened to ensure he/she has all required items for papering.

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SENDER-BADGE-ORG. ELM. Marcus Westover Inspector, Court Liaison Division	AUTHORIZED BY-BADGE-ORG. ELM.	BUREAU HEAD'S APPROVAL Edward Hamilton Executive Director, Corporate Support Bureau
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COMMUNICATION DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE TT#01-036-08
	TELETYPE NUMBER TT-01-036-08

305.01

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Crime Scene Photographs

All requests for crime scene photographs shall be requested by the OAG Papering Assistant. Request shall be made on the USAO/FSU Court Request Form and forwarded to Court.ForensicScienceDivision@dc.gov. Additional questions regarding crime scene photographs shall be directed to an official of the Forensic Science Services Division (FSSD) on 576-3311.

Youth Investigations Division (YID) Policy Statement – Video/Audio Taped Interviews/Interrogations

All arresting and/or papering officers are responsible for ensuring that the recorded statement of their defendant(s) is provided to the papering attorney. The interviewing detective/investigator shall coordinate with the arresting/papering officer to ensure that he/she has this critical item prior to responding to paper the case. All officers/detectives are reminded that juvenile cases take precedence over adult cases and that they will be held accountable for arriving at papering fully prepared (which includes any recorded statement).

* It shall be the responsibility of the Detective/Investigator recording the interview/interrogation to ensure that an entry is made in Washington Area Investigative Information System (WAIS); which reflects the name of the member who received a copy of the Prosecutor's video tape or CD.

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REMARKS	DATE AND TIME
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208.01

D. 360 METROPOLITAN POLICE DEPARTMENT - Washington, D.C. - REQUEST FOR TELETYPE MESSAGE

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Investigative Services Bureau

Should the arresting/papering officer have difficulty in obtaining a copy of the video/audio taped interview from YID, they shall contact the Violent Crimes Branch, Watch Commander to coordinate obtaining a copy of the tape. The VCB, Watch Commander can be snap paged by contacting the Synchronized Operations Command Center (SOCC) on 727-9099.

Members shall be held accountable for following the guidelines set forth in this teletype.

Members are advised to contact a CSB official for clarification or guidance in this matter. CSB officials may be contacted on the following numbers (202) 727-4467 or 727-4466.

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