

302.11

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST January 14, 2009
		4. UNIT NUMBER 202-727-8599	7. REQUESTING ELEMENT OCIO
		5. <input checked="" type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE:

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT'S NAME PAGE 1 of 2	14. COMPLAINANT'S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

DEPARTMENT CELLULAR AND DESK VOICE MAIL

All MPD members who have been issued a departmental cell phone are reminded to ensure that the device voice mail, when activated states Metropolitan Police Department, Title, Rank (if applicable), First and Last name with current assignment. The message should also follow the D.C. Government guidelines provided by OCTO Voice Mail Script which reads in part, "if not available, will return your call in 24 hours or the next business day".

Further, all Commanders/Directors of each Bureau/District shall ensure that their unit(s) landline/desk telephones have recorded voice mail that when activated identifies with Metropolitan Police Department, District/Unit and title/rank/name, (if applicable). Each administrative office shall maintain a file with all the personal voice pin number codes for each phone assigned to their unit by office.

In adhering to the procedures above this will assist in preventing wireless devices and landline telephones from being deactivated when random audits are conducted. Further, this procedure will assist in decreasing the cost of voice mail reset's, when members no longer utilize the phone.

SENDER-BADGE-ORG. ELM. Chief Technology Officer Travis Hudnall	AUTHORIZED BY-BADGE-ORG. ELM. Assistant Chief of Police Alfred Durham	BUREAU HEAD APPROVAL Chief of Police Cathy L. Vanier
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COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE
	TIT#01-082-09 TT-01-082-09

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DEPARTMENT CELLULAR AND DESK VOICE MAIL

The only exception for this policy will be CID department issued cell phone numbers which will be confirmed by CID officials for accuracy, due to the sensitivity of incoming callers to the Detectives.

If members need a copy of the OCTO voicemail script and/or have any questions or concerns, please contact Lieutenant Barbara M. Hawkins on 202-671-1523/1513 or contact Mr. Travis Hudnall, the Chief Technology Officer on 202-727-8599.

Forthcoming, this information will be added to General Order GO-SPT-302.11 on Telecommunications Devices.

SENDER-BADGE-ORG. FILM. Chief Technology Officer Travis Hudnall	AUTHORIZED BY-BADGE-ORG.FILM. Assistant Chief of Police Alfred Durham	BUREAU HEAD APPROVAL Chief of Police Cathy L. Lanier
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