

702.01 304.01
304.10

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input 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 February 1, 2005
		4. UNIT NUMBER	7. REQUESTING ELEMENT OOD
		5. <input 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
13. COMPLAINANTS NAME		14. COMPLAINANTS ADDRESS	

**TO BE READ AT ROLL CALL FOR TWO WEEKS
AND DISPLAYED IN DISTRICT STATION AREAS AND ADMINISTRATIVE SECTIONS**

This Teletype is to inform members regarding use of the PD Form 76 (Stop or Contact Report), which was revised on December 30, 2004, and to remind members of the procedural guidelines for handling all self initiated pedestrian and traffic stops. Beginning in February 2005, all members shall use ONLY the PD Form 76 with the revision date of 12/30/04 on all stops or contacts.

The PD 76 is used to document police contacts, investigative purposes, and to help ensure that vehicle stops are made post 9-II. The information collected from the PD Form 76s will also be compiled and analyzed as part of a stop data collection study associated with the Biased Policing Project ("The Link," dated December 2004, Volume 7). It is critical that members correctly complete all applicable boxes on the PD Form 76 in order to accomplish these purposes.

Any questions related to the new PD Form 76 and stop data collection study can be addressed to Lt. Ricky Mitchell at 777 (office line) or 202-528-8611 (cell phone).

Members are reminded they must comply with the provisions in G.O. 304.10 (Police Citizen Contacts Stops and Frisks) and G.O. 304.15 (Unbiased Policing). In addition:

MEMBERS INITIATING VEHICLE, PEDESTRIAN, OR BICYCLE STOPS/CONTACTS SHALL:

1. Document each stop or contact on the PD Form 76.
2. Enter his/her CAD ID on the PD Form 76.
3. Complete ALL boxes in the form, as applicable, including entering the Central Complaint Number (CCN) and the reason for the stop.
4. By the end of the tour of duty, turn in all completed PD Form 76s to the Check-Off Sergeant.
5. If a PD Form 76 is "bumped back," within 24 hours, make any appropriate corrections and resubmit the revised form to the Check-Off Sergeant.

The PD Form 76 is not a substitute for the PD Form 251 (Event Report) "Stop and Frisk Report." If a member completes a PD Form 251 "Stop and Frisk Report," or any other report that results from the self initiated stop, the member shall also prepare a PD Form 76 and include the CCNs obtained from the original report.

EN XC	BADGE-ORG. ELM. Campson O. Annan, OOD	AUTHORIZED BY-BADGE-ORG.ELM. EAC Michael J. Fitzgerald	BUREAU HEAD APPROVAL Charles H. Ramsey, Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE PCJF v. DC (FOIA)
	TELETYPE NUMBER

10.507

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)		2. TYPE <input 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 February 1, 2005	
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CHECK-OFF SERGEANTS SHALL:

1. When possible, personally observe members and monitor radio transmissions to ensure that members are completing PD Form 76s, as required, for all stops or contacts.
2. Collect the PD Form 76s at the end of each tour of duty. Review them for accuracy, and to make sure that all applicable fields have been completed. Return to the initiating member any PD Form 76 that needs to be corrected. If the PD 76 Form has been completed accurately, sign the form.
3. At the end of the tour of duty, place the forms in an envelope. Count the number of forms and handwrite this figure on the top of the envelope. If no forms are collected during the tour of duty, submit a negative report to the Day-Work Station Personnel (Desk Sergeant).
4. Place the cards in a locked box in the station area.

DAY-WORK STATION PERSONNEL (DESK SERGEANTS) SHALL:

1. By the end of the tour of duty, remove the PD 76 envelopes from the locked box.
2. Prepare a Transmittal to be reviewed and signed by the Support Lieutenant, or the Element's Watch Commander in the absence of the Support Lieutenant, which documents the number of completed PD Form 76s.
3. Ensure the PD 76s and transmittal are delivered on the daily mail run to the Office of Organizational Development (Research and Resource Development Unit, Room 4152).

SUPPORT LIEUTENANTS (OR THE ELEMENT'S WATCH COMMANDER IN THE ABSENCE OF THE SUPPORT LIEUTENANT) SHALL:

1. Conduct a daily review of the completed PD Form 76s and note any discrepancies that need to be resolved.
2. Sign all PD Form 76 Transmittals.
3. Ensure all PD Form 76s and Transmittals are forwarded to the Research and Resource Development Unit on a daily basis.

Members shall comply with the procedures in this teletype until incorporated into the applicable special order.

SENDER-BADGE-ORG. ELM.
DCAO Sampson O. Annan, OOD

AUTHORIZED BY-BADGE-ORG.ELM.
EAC Michael J. Fitzgerald

BUREAU HEAD APPROVAL
Charles H. Ramsey, Chief of Police

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