

AMEND E.O. 701.06

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 <b>February 13, 2008</b>
		4. UNIT NUMBER	7. REQUESTING ELEMENT <b>Court Liaison Division</b>
		5. NOT FOR THE PRESS	8. FLASH TT REQUESTED

9. TO <b>The Force</b>		
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 TWO WEEKS**

It has come to the attention of the Court Liaison Division (CLD) that members are failing to respond for scheduled Parole Hearings held at the Correctional Treatment Facility (CTF) on the grounds of the D.C. Jail after being properly notified. Members are reminded that Parole Hearings are to be treated like any other court commitment and failure to respond or be properly excused under the guidelines of General Order 701.06, shall subject the member to disciplinary action.

Members should familiarize themselves with the guidelines enumerated in General Order 701.06, Part V, Section D, as it relates to justified instances a member can be excused from a court commitment.

In addition, in accordance with General Order 701.06, Part IV, Section F, "Separation from the Department, Administrative Leave, or Leave Without Pay (LWOP) situations do not relieve an employee of court obligations incurred as a result of duty-related actions."

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SENDER-BADGE-ORG. ELM.   <b>Marcus A. Westover</b> Inspector, Court Liaison Division	AUTHORIZED BY-BADGE-ORG.ELM.	BUREAU HEAD'S APPROVAL   <b>Edward A. Hamilton, Sr.</b> Executive Director, Corporate Support Bureau
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COMMUNICATION DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER <b>TT#02-046-08</b>

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701-06

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Members shall adhere to the following guidelines should a need arise to be excused from a Parole Hearing; he/she shall contact the United States Parole Commission (USPC) on the telephone number provided on the CANS and advise the clerk of the reason he/she cannot attend. Voice messages left are not an acceptable means of notification. **The USPC clerks have no authority to excuse a member from a hearing, it is only a notification.**

Upon notifying a member from the USPC, the member shall immediately contact a CLD official and advise them of the reason they will not be able to attend a scheduled Parole Hearing. It shall be the responsibility of the CLD official to determine whether the member shall be excused based on the guidelines enumerated in General Order 701.06, and issue log numbers when applicable.

However, to ensure the safety of members who are recognized as "undercover officers" in their assigned element (CLD may need to contact an official from the element for verification).

Members are advised to contact a Court Liaison Division official for clarification or guidance as it relates to US Parole Hearings. Court Liaison Division officials may be reached on the following numbers (202) 727-4467 or 727-4466.

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