

AMEND E.O. 701.06

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	1. 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 4. UNIT NUMBER <p style="text-align: center;">727-4466</p> 5. <input type="checkbox"/> NOT FOR THE PRESS	6. DATE OF REQUEST <p style="text-align: center;">March 13, 2007</p> 7. REQUESTING ELEMENT <p style="text-align: center;">Court Liaison Division</p> 8. <input type="checkbox"/> FLASH TT REQUESTED
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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 TWO WEEKS

I have read your suggestions in the "Chief's Concerns" regarding difficulties in obtaining log numbers from Court Liaison Division (CLD) after being excused by an attorney. To this end the following policy shall be implemented effective March 13, 2007.

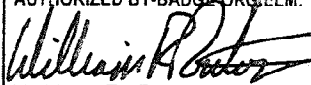
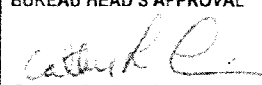
Members who have been excused from a court commitment by an attorney may continue to call the Court Liaison Division, as soon as they are excused but not later than 1600 hours the day of their court commitment. However, if members have been unable to reach an official of CLD telephonically they may utilize the Court Liaison email address prior to 1600 hours on the day of their court commitment to make their notification.

Members must make notification by either telephone or email no later than 1600 the day of the court commitment.

Email messages shall be sent to the following email address Court.Liaison@dc.gov. When utilizing the Court Liaison email address; members shall be required to provide the following information in the body of the email:

- Name, Element, CAD Number;
- Member's call back number;
- Defendant's name;
- The charge;
- The date they were scheduled to appear in court;
- The name and telephone number of the notifying attorney;
- The date and time they were excused; and
- The reason for the change

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AUTHORIZED BY-BADGE ORG.ELM.  William R. Ponton Assistant Chief of Police	BUREAU HEAD'S APPROVAL  Cathy L. Lanier Acting Chief of Police
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COMMUNICATION DIVISION USE ONLY	
REMARKS	DATE AND TIME
	TT#03-032-07
	FILE
	TELETYPE NUMBER
	11 03-032-07

701.06

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		4. UNIT NUMBER 727-4466	7. REQUESTING ELEMENT Court Liaison Division
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Members must follow these guidelines even if the attorney has indicated that a Do-Not-Appear notice will be forwarded to the Court Liaison Division.

Members who need to reschedule a BTA hearing shall contact an official in BTA at least seven days prior to the hearing date. The rescheduling request may also be made either by telephone or to the Court Liaison email address.

Members can locate the Court Liaison email address by going to Outlook and typing in "Liaison, Court" under the Global Address listing.

Should any members have any questions, members may contact a Court Liaison Division (CLD) official for clarification or guidance in this matter at (202) 727-4467 or 727-4466.

This teletype supersedes the contents of General Order 701.6, Part I, Section I (1-6) (Changes in Court Commitments)

SENDER-BADGE-ORG. ELM.	AUTHORIZED BY-BADGE-ORG. ELM.	BUREAU HEAD'S APPROVAL
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