

AMEND

6-0-901-08

|   |   |  |   |
|---|---|--|---|
| 1. REQUEST FOR<br><input type="checkbox"/> LOCAL LOOKOUT<br><input type="checkbox"/> INTERSTATE TT<br><input type="checkbox"/> ADMINISTRATIVE TT<br><input type="checkbox"/> DETAIL (See Reverse) | 2. TYPE<br><input type="checkbox"/> ORIGINAL<br><input type="checkbox"/> EXPEDITE<br><input type="checkbox"/> ADDITIONAL<br><input type="checkbox"/> CANCEL<br><input type="checkbox"/> CORRECTION<br><input type="checkbox"/> REPEAT<br><input type="checkbox"/> REPLY | 3. COMPLAINT NUMBER                              | 6. DATE OF REQUEST<br>MAR 24 2009                 |
|   |   | 4. UNIT NUMBER                                   | 7. REQUESTING ELEMENT<br>Internal Affairs Bureau  |
|   |   | 5.<br><input type="checkbox"/> NOT FOR THE PRESS | 8.<br><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 |
|-----------------------|--------------------------|

15. DESCRIPTION OF WANTED PERSON OR MESSAGE

**NEW PROCEDURES FOR OBTAINING INCIDENT SUMMARY (IS) NUMBERS**

Page 1 of 2

The purpose of this Teletype is to announce new procedures for obtaining IS numbers from the Internal Affairs Division (IAD) as well as to clarify the types of incidents that require IS numbers.

1. Officials/civilian supervisors shall obtain IS numbers:
  - a. Between 0700 and 1900 Monday through Friday (except holidays), by contacting IAD directly at (202) 727-4385.
  - b. **AT ALL OTHER TIMES:**
    - i. For allegations of serious misconduct, use of force incidents requiring a PD 901-e (Use of Force Incident Report), vehicle pursuits, and any incident requiring the completion of a preliminary report, officials shall contact the Command Information Center (CIC) at (202) 727-9099 to have the on-call IAD agent or on-call Force Investigations Branch (FIT) Investigator paged.
    - ii. For all other allegations requiring an IS number, by completing the PD-901-c (Request for Incident Summary Numbers) and emailing the form to iab@dc.gov. This form may be obtained online on the MPD intranet page. (See attached.) Examples of these incidents would include lost MPD property, vehicle crashes, and court/clinic no shows.

|  |  |  |
|--|--|--|
| SENDER-BADGE OR C.E.L.M.<br><i>[Signature]</i><br>Michael L. Anzallo<br>Assistant Chief of Police. IAB | AUTHORIZED BY-BADGE-ORG.E.L.M.<br><i>[Signature]</i><br>Alfred Durham<br>Assistant Chief of Police. ECOP | BUREAU HEAD APPROVAL.<br><i>[Signature]</i><br>Cathy L. Lewis<br>Chief of Police |
|--|--|--|

COMMUNICATIONS DIVISION USE ONLY

|         |                                 |
|---------|---------------------------------|
| REMARKS | DATE AND TIME<br>MAR 24 2009    |
|         | FILE                            |
|         | TELETYPE NUMBER<br>TT-03-073-09 |

Distribution: 1- Communications Division

2- Element File Copy  
TT#03-073-09

G-0-901-08

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|   |   | 4. UNIT NUMBER                                   | 7. REQUESTING ELEMENT<br>Internal Affairs Bureau  |
|   |   | 5.<br><input type="checkbox"/> NOT FOR THE PRESS | 8.<br><input type="checkbox"/> FLASH TT REQUESTED |

9. **TO THE FORCE**

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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

Page 2 of 2

1. Officials/civilian supervisors shall request IS numbers from IAD within one (1) hour of learning of or receiving notification of:

- a. all use of force incidents requiring a PD Form 901-e (UFIR),
- b. all complaints, regardless of the nature and regardless of the agency handling the investigation (i.e. MPD or the Office of Police Complaints (OPC)),
  - Note:** Members are reminded that if a citizen responds to a District or Division to complain about a Notice of Infraction (NOI) issued by an MPD member, the citizen should be referred to the Bureau of Traffic Adjudication (BTA) to resolve their complaint. IS numbers are not required in these instances unless other underlying misconduct is articulated that warrants the issuance of IS numbers.
- c. all allegations of misconduct, including but not limited to:
  - i. arrests of MPD personnel
  - ii. CPO/TPO issued against MPD personnel
  - iii. domestic violence allegations
  - iv. civil suits alleging misconduct by a member while acting in an official capacity
  - v. court and clinic no-shows
- d. all vehicle crashes involving MPD vehicles
- e. all vehicular pursuits (MPD crashes associated with pursuits require separate IS numbers)
- f. all incidents of the pointing of a firearm at or in the direction of another person.

3. Prior to being relieved from duty, officials/civilian supervisors shall fax any supporting documents concerning the incident to IAD (202)-727-5116, e.g., incident reports or written complaints. All pages of related documents shall be clearly marked with the relevant IS tracking numbers prior to being faxed. Documents related to use of force incidents and/or allegations of excessive force shall **also** be faxed to the Force Investigations Branch at 202-576-7514.

|  |  |  |
|--|--|--|
| SENDER-BADGE ORG. ELM.<br>Michael L. Anzallo<br>Assistant Chief of Police, IAB | AUTHORIZED BY-BADGE-ORG.ELM.<br>Alfred Durham<br>Assistant Chief of Police, ECOP | BUREAU HEAD APPROVAL<br>Cathy J. Christ<br>Chief of Police |
|--|--|--|

COMMUNICATIONS DIVISION USE ONLY

|         |                              |
|---------|------------------------------|
| REMARKS | DATE<br>MAR 2 4 2009         |
|         | FILE                         |
|         | TELETYPE NUMBER<br>03-073-09 |

Distribution: 1- Communications Division 2- Element File Copy

G-0-901-08

METROPOLITAN POLICE DEPARTMENT  
Washington, DC

Request for Incident Summary (IS) Numbers

**Instructions** This form shall be used to request IS numbers between the hours of 1900 and 0700. Officials shall submit this report electronically via email to IAB at [iab@dc.gov](mailto:iab@dc.gov), with cc to their chain of command officials and their Administrative Captain. **Note: This sheet shall not be used for incidents involving uses of force requiring a UFIR, allegations of serious misconduct, and/or any incident requiring completion of a preliminary report.** For those types of incidents occurring between the hours of 1900 and 0700, officials shall contact the Command Information Center (CIC) and have the on-call IAB agent paged. In those instances, the on-call IAB agent shall provide the official with an IS number for the incident.

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Date MPD Learned of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

MPD Member Who First Learned of the Incident: \_\_\_\_\_

MPD Member Rank Who First Learned of the Incident: Unknown

Type of Incident - Check all that apply

Citizen Complaint

Court No-Show

Clinic No-Show

Vehicle Crash

Other: Specify \_\_\_\_\_

Other: Specify \_\_\_\_\_

1. Involved Member(s)

| Rank  | Last Name  | First Name   | MI | Badge # | CAD # | Element |
|---|--|--|----|---------|-------|---------|
| UNK   |  |  |    |         |       |         |
| UFIR?   | Injured?   | Revoked? (If so, fax a copy of the PD77 to IAB and OHRM)                         |    |         |       |         |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes - Type<br><input type="checkbox"/> No | <input type="checkbox"/> Yes - Duty Status Select<br><input type="checkbox"/> No |    |         |       |         |
| Rank  | Last Name  | First Name   | MI | Badge # | CAD # | Element |
| UNK   |  |  |    |         |       |         |
| UFIR?   | Injured?   | Revoked? (If so, fax a copy of the PD77 to IAB and OHRM)                         |    |         |       |         |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes - Type<br><input type="checkbox"/> No | <input type="checkbox"/> Yes - Duty Status Select<br><input type="checkbox"/> No |    |         |       |         |

See narrative for additional names

2. Subject(s)/Complainant(s)

| Name | Address | DOB | Race | Sex  | Injured?  |
|------|---------|-----|------|--|---|
|      |         |     |      | <input type="checkbox"/> M<br><input type="checkbox"/> F | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|      |         |     |      | <input type="checkbox"/> M<br><input type="checkbox"/> F | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

See narrative for additional names

3. Brief Description of Incident

[Empty box for incident description]

4. Official's Certification (Officials shall prepare and transmit this report electronically within one hour of learning of the incident.)

| Name and Rank of Official Preparing Request | Organizational Element | CAD# | Date |
|---|------------------------|------|------|
|   |                        |      |      |

PCJFA DC (CIC) - 09