

AMEND

G.O. 701.07

P.D. 360 METROPOLITAN POLICE DEPARTMENT - Washington, D.C. - REQUEST FOR TELETYPE MESSAGE

1. REQUEST FOR  LOCAL LOOKOUT INTERSTATE ADMINISTRATIVE TT DETAIL (See Reverse)	2. TYPE ORIGINAL EXPEDITE ADDITIONAL	3. COMPLAINT NUMBER	6. DATE OF REQUEST  March 30, 2009
		4. UNIT NUMBER	7. REQUESTING ELEMENT  Court Liaison Division
	CANCEL  CORRECTION REPEAT REPLY	5. NOT FOR THE PRESS	8. 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	14. COMPLAINANT'S ADDRESS
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**TO BE READ AT ROLL CALLS FOR THE NEXT TWO WEEKS**

It has come to the attention of the Director of the Court Liaison Division that members are failing to properly check in with the CLD official at the United States Attorney Intake Section at the D. C. Superior Court in accordance to guidelines in the general order. Therefore, effective immediately all Department members checking into court for papering of adult lock-ups shall respond immediately to either the United States Attorney's Office (USAO) Intake Section, or the Office of the Attorney General, each located in Room C-195 of the D.C. Superior Court, where they shall check in with the CLD official. Members will be allotted 15 minutes from the time they check into court to check in with the CLD Intake official and provide them with their lock-up number.

Additionally, those members papering cases that are usually required to be presented at the USAO at 555 Fourth Street, N.W., shall first check in with the CLD official at the Intake Section at D.C. Superior Court.

Further, any member checked into court for the purpose of papering only; shall check out with the CLD official in the Intake Section after being released and signed out by the papering prosecutor. The CLD Intake official shall clock the member out of court and enter the member's check out time in TACIS. The Intake official shall provide the member with a copy of their PD 140.

In this instance, the member shall not respond back to the main CLD liaison for the purpose of checking out. Members having multiple court matters to attend to in addition to papering are to be signed out by the appropriate prosecuting attorney or agency representative prior to checking out at CLD.

Members are advised to contact a Court Liaison Division (CLD) official for clarification or guidance in this matter. CLD officials may be contacted on the following numbers (202) 727-4467 or 727-4466.

SENDER-BADGE-ORG ELM   Hilton B. Burton Inspector, Court Liaison Division	AUTHORIZED BY-BADGE-ORG ELM	BUREAU HEAD'S APPROVAL   Cheryl G. Mitchell Acting Executive Director, Corporate Support Bureau
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COMMUNICATION DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER  03-093-09

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