

AMEND

G.O. 701-01

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE 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	6. DATE OF REQUEST April 8, 2009
		4. UNIT NUMBER	7. REQUESTING ELEMENT Court Liaison Division
		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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Teletype Number 04-020-09 is hereby rescinded and replaced by this teletype message

Changes in Court Appearance Notification System (CANS)

Read at Roll Calls for the next 30 days

Effective Monday April 20, 2009, Court Appearance Notification System (CANS) notices will be delivered electronically to members by Metropolitan Police Department (MPD) e-mail.

Overview

In order to reduce the amount of time spent processing and serving Court Appearance Notification System (CANS) notices, the Department will institute an e-mail CANS notification system. The e-mail CANS notification system is designed to more effectively deliver court, preliminary hearing, witness conference and grand jury notices to members via their assigned individual Department e-mail accounts.

To insure compliance with this directive, all sworn members of the Department must logon to his/her Department e-mail account by April 10, 2009, to insure it is operable and that his/her password is correct. If a member has forgotten his/her password or is having problems logging into his/her e-mail they can contact the MPD IT Helpdesk at 202-727-3302.

It will be mandatory that all sworn members logon to their Department e-mail accounts at least once during their tour of duty and to open any e-mail CANS notifications delivered to them. **Opening of the e-mail CANS notice by a member will effect service of the CANS.**

Policy

CANS notification for court, witness conferences, preliminary hearings and grand juries will be sent to members assigned individual Department e-mail accounts. All sworn members of the Department are required to have an active, operational and up to date Department e-mail account.

Members are reminded that (CANS) notices are issued under the authority of the Chief of Police and are direct orders from the Chief of Police. Members who fail to honor a CANS notice are subject to contempt proceedings before the court and/or MPD discipline. As in the case of a subpoena, a CANS notice cannot be refused or ignored.

TT#04-048-09

PROCEDURAL GUIDELINES

The prosecuting attorney's office shall continue to provide Court Liaison Division (CLD) with a PD Form 168 (Court Case Review) that contains the names of members requested and all other pertinent information, such as time, date, type of proceeding (i.e., grand jury, trial, juvenile hearings, etc.), defendant's name, charge, prosecuting attorney's name, signature, and any additional instructions as outlined in General Order 701.06. (CANS)

Once CLD validated the CANS notification request, the information shall be entered into TACIS and an automated e-mail CANS notice will be generated based upon the name and CAD ID number. That automated e-mail CANS notice will be sent to the Department e-mail account of the requested member and to the electronic Court Administrative e-mail box if that members unit.

The subject line of the e-mail CANS notification will include the members name, the docket number and the court date. The return address will read "CANSNotification@dc.gov". Employees shall read the entire CANS notification carefully, as it contains not only future court appearances, or cancellation information, but frequently, important additional instructions.


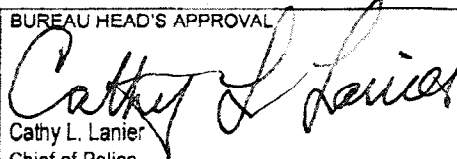
If there is any doubt concerning the validity or accuracy of any pending CANS notification, members shall contact the requesting attorney, for confirmation. Should it be determined that the member is not needed, or has been CANS in error, the member shall contact CLD and request CLD log numbers in person, via telephone or electronically at Court.liaison@dc.gov.

It is the member's responsibility to maintain documentation of his/her court appearance dates.

If a member has not opened an e-mail CANS within three (3) days of receipt of an e-mail CANS, an automated notification will be sent to his/her unit's electronic Court Administrative e-mail box advising that the member has not opened the e-mail CANS. The CANS coordinator or designated administrative official is responsible for checking the unit's Administrative e-mail box for any unopened e-mail CANS notices and other court related notices. The unit CANS coordinator or the unit's administrative official will notify the member of the unopened CANS notice and insure that the member is served the CANS notices.

Reference GO 701.06 (CANS)

Members are advised to contact a **COURT LIAISON OFFICIAL**, for further clarification or guidance. Court Liaison Division Officials may be contacted on 202-727-4467.

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

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER <i>704-048-09</i>

DISTRIBUTION: 1- Communications Division 2- Element File Copy