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| 1. REQUEST FOR<br>LOCAL LOOKOUT<br>INTERSTATE<br>ADMINISTRATIVE TT<br>DETAIL (See Reverse) | 1. TYPE<br>ORIGINAL<br>EXPEDITE<br>ADDITIONAL<br>CANCEL<br>CORRECTION<br>REPEAT<br>REPLY | 3. COMPLAINT NUMBER        | 6. DATE OF REQUEST<br>April 18, 2008            |
|  |  | 4. UNIT NUMBER<br>727-4466 | 7. REQUESTING ELEMENT<br>Court Liaison Division |
|  |  | 5. NOT FOR THE PRESS       | 8. FLASH TT REQUESTED                           |
| 9. TO<br>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**

**Effective immediately, in order to assure wanted prisoners are not erroneously released from police custody, station personnel are reminded they are required to fulfill their responsibilities in regards to WALES and NCIC checks of prisoners as required in STANDARD OPERATING PROCEDURES "Booking Team Procedures" dated September 26, 2003 and General Order 302.06 "The Washington Area Law Enforcement System (WALES)."**

Members should pay particular attention to Part III section A, 3, b, 1 of the SOP which reads in part: "The booking officer shall: (1) conduct a WALES / NCIC and CJIS record check for each arrestee." In addition to this **EFFECTIVE IMMEDIATELY**, the booking officer shall ensure that the WALES/NCIC printouts are attached to the original PD 163 and transported with the arrestee.

Should a warrant exist for an arrestee General Order 302.06 shall be adhered to. Part II section A, 7 reads: "Station clerks shall be responsible for 'serving' warrants closed by arrest prior to the end of their tour of duty. For the purpose of this order, 'serving' means 'making entries into WALES'." In addition to this, **EFFECTIVE IMMEDIATELY**, station clerks shall ensure that the appropriate charge is added to the arrestee's PD 163, the charge is booked in CJIS accordingly and a print out of the warrant's service is attached to the PD 163 and transported with the arrestee.

If there are no station personnel trained in or have current access to WALES/NCIC, the Watch Commander shall coordinate with the closest district that has trained personnel available. The WALES/NCIC check will be made at the assisting district and if a warrant exists, it shall be served immediately in WALES by the assisting district. A member of the requesting district, designated by the Watch Commander, shall then respond to the assisting district and pick up a copy of the WALES/NCIC print out along with a print out of the warrant's service and return it to the requesting district and attach it to the original PD 163, which shall be transported with the arrestee. If no warrant exists, the designated member will still respond and return with the WALES /NCIC print out that shows no warrant exists and attach it to the original PD 163, which shall be transported with the arrestee.

(Continued page 2)

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| SENDER-BADGE-ORG. ELM.<br><br>Marcus A. Westover<br>Inspector, Court Liaison Division | AUTHORIZED BY-BADGE-ORG. ELM.<br><br>Edward A. Hamilton, Sr.<br>Executive Director, Corporate Support Bureau | BUREAU HEAD'S APPROVAL<br><br>Cathy L. Lanier<br>Chief of Police |
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302-06

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In all instances block 39 (WALES/NCIC Check) on the PD 163 shall be completed. In the event that WALES/NCIC is down and remains down for the entire booking process, it shall be clearly indicated as such in block 39 on the PD 163. In addition, the papering officer will notify the USAO or OAG's office that no WALES/NCIC check has been completed. In PEP cases this notification shall be made by CLD personnel.

Members are advised to contact Sergeant Evelyn Settle for clarification or guidance in WALES/NCIC matters. She may be contacted at (202) 727-4805 or at [evelyn.settle@dc.gov](mailto:evelyn.settle@dc.gov).

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| SENDER-BADGE-ORG. ELM.<br><i>Marcus A. Westover</i><br>Marcus A. Westover<br>Inspector, Court Liaison Division | AUTHORIZED BY-BADGE-ORG. ELM.<br><i>Edward A. Hamilton, Sr.</i><br>Edward A. Hamilton, Sr.<br>Executive Director, Corporate Support Bureau | BUREAU HEAD'S APPROVAL<br><i>Cathy L. Lanier</i><br>Cathy L. Lanier<br>Chief of Police |
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