

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. 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 <div style="text-align: center; border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 10px auto;"> 6011 0220 ✓ </div>	3. COMPLAINT NUMBER 4. UNIT NUMBER 5. <input type="checkbox"/> NOT FOR THE PRESS	6. DATE OF REQUEST March 3, 2003 7. REQUESTING ELEMENT Corporate Support 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
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13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

The Metropolitan Police Department currently utilizes a Computerized Tracking System (AEGIS) to record and track all items of property (including narcotic exhibits) that come into the custody of the Department. At times, this system may experience malfunctions. When these occur, a modification to the intake system for narcotics exhibits only becomes necessary. This process is not to be used for poor planning or lack of trained personnel available to enter information into the AEGIS System, it is to be used only when there is a system failure.

Effective immediately, there will be a new procedure to obtain Property Control and DEA Lab Numbers in order to paper narcotics cases when AEGIS is not operational. Step 5 of the Narcotics Processing Contingency Plan (Issued January 11, 2002) shall read, "Court Liaison Branch will have access to the temporary DEA Lab number book on Saturdays and Holidays and will issue the temporary lab numbers upon a members check in at Court Liaison. Members will be required to produce a copy of the PD 81 and DEA 7 in order to obtain temporary lab numbers and this paperwork will be maintained with the book."

Evidence Control Branch will still be responsible for ensuring that the temporary lab numbers and true DEA Lab numbers are reconciled for future court appearances. All other facets of the Narcotics Processing Contingency Plan shall remain as written. (An updated copy of this plan is attached)

SENDER-BADGE-ORG. ELM. K. L. Williams C-10 ECB	AUTHORIZED BY-BADGE-ORG.ELM. Brender Gregory, Director Business Services Division	BUREAU HEAD APPROVAL Eric W. Coard, Senior Executive Director Office of Corporate Support
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