

AMEND C.O. 20410

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input checked="" 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 June 19, 2006
		4. UNIT NUMBER	7. REQUESTING ELEMENT P.F.P. Division
		5. <input checked="" type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
---------------------------	---------------	------------

13. COMPLAINANT=S NAME	14. COMPLAINANT=S ADDRESS
------------------------	---------------------------

15. DESCRIPTION OF WANTED PERSON OR MESSAGE

MPD's Hansen City Service Request process (P.D. 904's) is now being served by OCTO. MPD no longer has its own server for this system. In order to utilize the Hansen system, personnel need to complete the following steps:

1. Register and attend one of the monthly OCTO training sessions.
2. Download the Hansen IP address to your desktop computer or the computer/s used at your district station.
3. Obtain an OCTO account and password.

For questions regarding training, setting up an OCTO account or obtaining the Hansen IP address, contact Marsha Hott, Police Support Unit, Policing for Prevention Division at 727-8751 or e-mail her at [redacted].

For technical problems, please contact ServUs at (202) 671-1566.

SENDER-BADGE-ORG. ELM. Annie W. Russell	AUTHORIZED BY-BADGE-ORG. ELM. Sampson O. Annan	BUREAU HEAD APPROVAL Michael J. Fitzgerald
--	---	---

COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER TT#06-058-06

Distribution: 1- Communications Division 2- Element File Copy