

502-07

1. REQUEST FOR <input checked="" type="checkbox"/> LOCAL LOOKOUT <input checked="" type="checkbox"/> INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT 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 20, 2003
		4. UNIT NUMBER	7. REQUESTING ELEMENT ROC-Central
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input checked="" type="checkbox"/> FLASH TT REQUESTED

9. TO The Force		
10. NAME OF WANTED PERSON	11. WANTED BY 502-07	12. CHARGE
13. COMPLAINANTS NAME		14. COMPLAINANTS ADDRESS

Hospital Tracking Form and Revision of PD Form 313 (Arrestee's Injury/Illness Report)

Effective immediately, the Watch Commander for all tours of duty shall complete the attached Hospital Tracking Form (HTF), to track the transport of prisoners for non-emergency care at hospitals in the Metropolitan Area. Once the form is completed, the Watch Commander shall fax the form to the SOCC.

Members are reminded that prisoners who sustain non-life threatening injuries or illnesses, such as, asthma, sprains, minor burns, minor cuts, ear infections or allergic reactions, shall be transported to the Urgent Care Center (UCC), between the hours of 1100-2300 Monday-Friday and 1100-1900 on Saturdays, Sundays and Holidays. The UCC is located on the grounds of D.C. General Hospital. **If a prisoner sustains an injury and the UCC is closed, members shall THEN transport the prisoner to the nearest hospital.** If a prisoner has sustained an injury or illness that is potentially life threatening, members shall notify the Fire Department to respond to transport the prisoner to the nearest hospital for emergency treatment.

Due to the creation of the HTF, the PD Form 313 was updated in May of 2003 to capture the name of the hospital where prisoners are being transported. **Effective immediately, all PD Form 313s dated prior to May, 2003 are obsolete.** Units shall contact the Metropolitan Police Department Warehouse Section located at 2235 Shannon Place, SE to order the new forms.

- The HTF shall NOT capture prisoners who are transported by ambulance.
- The HTF shall be completed until further notice.

SENDER-BADGE-ORG ELM. A C Brian K. Jordan, AC-7, ROCC	AUTHORIZED BY-BADGE-ORG ELM. Nola Joyce, Senior Executive Director Office of Organizational Development	BUREAU HEAD APPROVAL Michael J. Fitzgerald Executive Assistant Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER TT-06-094-03

502.07

HOSPITAL TRACKING FORM

The Hospital Tracking Form (HTF) is designed to track the transport of prisoners, for non-emergency care at hospitals in the Metropolitan area. The HTF is to be completed for every tour of duty, then faxed to the Synchronized Operations Command Center. The Urgent Care Center (UCC) column should reflect the number of prisoners transported to the UCC from the appropriate District and the other columns should reflect prisoners transported to other hospitals. Members are reminded that during the hours of 1100-2300 (Monday-Friday) and 1100-1900 on (Saturdays, Sundays and Holidays), prisoners shall be transported to the UCC, located on the grounds of the D.C. General Hospital.

District	Tour of Duty	UCC	Greater SE	Howard University	Wash Hospital Center	Providence	Children's	GW	Sibley	PG Comm. Center	(Other) Hospital	Total
1-D												
2-D												
3-D												
4-D												
5-D												
6-D												
7-D												

*This form should not capture prisoners who are transported by ambulance.
*This form shall be completed until further notice.

06-094-03