

AMEND E.O. 201-23

ORIGINAL

1. REQ. <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	3. COMPLAINT NUMBER	6. DATE OF REQUEST June 26, 2007
		4. UNIT NUMBER 698-5662	7. REQUESTING ELEMENT NSID
		5. <input 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
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13. COMPLAINANT'S NAME	14. COMPLAINANT'S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

Completion of Departmental Arrest/Prosecution Form P.D. 163 and CJIS Booking

A recent review of arrest data compiled by the Department has revealed that members are not entering critical arrestee information on the P.D. 163 Arrest/Prosecution Report. The P.D. 163 is used for documenting all arrests occurring within the District of Columbia. As such, the P.D. 163 contains important information that is not only used by the United States Attorney's Office for prosecution, but is also used by investigative personnel to obtain valuable historical information on defendants such as; past employment, home address, propensity for violence, etc. The information recorded on the P.D. 163 is also used by crime analysis personnel to track statistical crime data. Of particular concern to investigative personnel are the following items of information:

- Box # 29- Impersonator (Ask the defendant if you are not sure)
- Box # 30- Ethnicity (Ask the defendant if you are not sure)
- Box # 31- Caution (If you have knowledge about individual's violent nature, alert other law enforcement)
- Box # 52- M.O. (Transgender prostitute frequents this area, etc).
- Box # 55- Employment History
- Box # 56- Names of Living Family, Relatives, Friends and Associates

Station Clerks shall ensure that the above information is entered in CJIS correctly, so as to accurately reflect identifying characteristics of each defendant. Of particular note, Station Clerks shall ensure that information identifying transgender arrestees is entered into the CJIS Arrest Book.

For additional information, please contact the Narcotics and Special Investigations Division on (202)698-5662, or Lieutenant Robert Halbleib on (202)439-6326.

SENDER-BADGE-ORG. ELM. INSP Brian S. Bra	AUTHORIZED BY-BADGE-ORG. ELM. A/C Winston Robinson, OSC	BUREAU HEAD APPROVAL Cathy L. Lanier, Chief of Police
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COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE
	TIME OF MESSAGE TT 06-101-5

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