

*AMTR 6-0 401.01*

|   |  |  |   |
|---|--|--|---|
| 1. REQUEST FOR<br><br><input type="checkbox"/> LOCAL LOOKOUT<br><input type="checkbox"/> INTERSTATE TT<br><input type="checkbox"/> ADMINISTRATIVE TT<br><input type="checkbox"/> DETAIL (See Reverse) | 2. TYPE:<br><input type="checkbox"/> ORIGINAL<br><input type="checkbox"/> EXPEDITE<br><input type="checkbox"/> ADDITIONAL<br><input type="checkbox"/> CANCEL<br><input type="checkbox"/> CORRECTION<br><input type="checkbox"/> REPEAT<br><input type="checkbox"/> REPLY | 3. COMPLAINT NUMBER                              | 6. DATE OF REQUEST<br>July 1, 2008                |
|   |  | 4. UNIT NUMBER<br>(202) 727-7765                 | 7. REQUESTING ELEMENT<br>PDB                      |
|   |  | 5.<br><input type="checkbox"/> NOT FOR THE PRESS | 8.<br><input type="checkbox"/> FLASH TT REQUESTED |

9 TO ***THE FORCE***

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

|                       |                          |
|-----------------------|--------------------------|
| 13. COMPLAINANTS NAME | 14. COMPLAINANTS ADDRESS |
|-----------------------|--------------------------|

**TO BE READ AT ROLL CALL FOR TWO WEEKS  
AND DISPLAYED IN DISTRICT STATION AREAS AND ADMINISTRATIVE SECTIONS**

**UPDATE ON CCN RECONCILIATION**

Effective immediately, all PSSSB and non-PSSSB units shall reconcile their own PD 251s and PD 10s using the CCN Checkoff Application. Refer to Special Order 08-02 (*Duties and Responsibilities for Reviewing PD Form 251, 252 and PD Form 10s for Accuracy, Completeness, and CCN Reconciliation*) for instructions on accessing the application.

In addition, the Office of Unified Communications (OUC) has updated the following practices in regards to CCN requests:

1. OUC dispatchers will use the following abbreviations to identify CCNs issued to outside agencies. These will appear in the VEH/UNIT ID field of the Search Results screens of the CCN Checkoff application:

|                                |                                    |                                   |  |
|--------------------------------|------------------------------------|-----------------------------------|--|
| AMTR – Amtrak Police           | DCHA – DC Housing Authority Police | MINT – U.S. Mint Police           | USCP – Capitol Police                  |
| DCDOC – DC Dept of Corrections | DCMT – DC Metro Transit            | NZZP – National Zoological Police | USPP – Park Police                     |
| DCFD – DC Fire and EMS         | DCPS – DC Protective Service       | USAO – U.S. Attorney's Office     | USSS – Secret Service Uniform Division |

2. The following new call types will be available to members when they request CCNs:

| Description of Call          | Call Type in CAD |
|------------------------------|------------------|
| Vending Violation (61D only) | VEND61D          |
| Curfew Violator              | CUFF             |
| Search Warrant               | SWFT             |
| Lost MPD Property            | LOPRMPD          |
| Homicide/Gun                 | HOMG             |

Any questions may be directed to Anne C. Grant, Director, Crime Data Quality Division, via phone (2/727-7765) or email.

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| SENDER-BADGE-ORG. ELM.<br><br>Insp. Hilton Burton, Office of Research & Analytical Services | AUTHORIZED BY-BADGE-ORG. ELM.<br><br><i>Joshua Ederheimer</i><br>Assistant Chief Joshua Ederheimer<br>Professional Development Bureau | BUREAU HEAD APPROVAL<br><br><i>Cathy L. Lanier</i><br>Cathy L. Lanier, Chief of Police |
|---|---|--|

|         |  |
|---------|--|
| REMARKS | DATE AND TIME <b>07/03/08 1042 hrs</b> |
|         | FILE                                   |
|         | TELEPHONE NUMBER <b>07-008-08</b>      |