

AMEMDS 301.05

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	3. COMPLAINT NUMBER	6. DATE OF REQUEST July 10, 2008
		4. UNIT NUMBER	7. REQUESTING ELEMENT EOCOP
		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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Submission of PD Forms 895

This is to notify all members who currently have vehicles assigned to them for use as take-home and call back vehicles that they are required to complete a PD Form 895 (MPD Authorization for the Use of a Government Owned-Leased Vehicle Designated Take Home Use) and submit the form to their respective Commanding Officer by Tuesday, July 15, 2008. Absent approval by the Executive Office of the Chief of Police, members who fail to submit the PD Form 895 by the required due date, shall be required to return their assigned vehicle to the MPD fleet.

All PD Forms 895 shall be forwarded to the appropriate Bureau for processing and received as a package in the Executive Office of the Chief of Police by Friday, July 18, 2008.

This is an additional requirement to that which is outlined in General Order 301.05-(OPS) (Off Duty Use of Government Owned or Lease Motor Vehicles.

The above information was issued as Teletype Number 07-028-08 (Submission of PD Forms 895). This teletype is issued for the purpose of providing a copy of the appropriate PD Form 895 (Authorization for the Use of a Government Owned-Leased Vehicle Designated Take Home Use) to be completed pursuant to the submission requirements outlined in the original Teletype (see Attachment - PD Form 895 [revised 02/05/07]).

SENDER-BADGE-ORG. ELM.	AUTHORIZED BY-BADGE-ORG.ELM.	BUREAU HEAD APPROVAL <i>Cathy L. Lanier</i> Cathy L. Lanier Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME	July 10, 2008 1236 hrs
	FILE	
	TELETYPE NUMBER	07-037-08
	TT#07-037-08	