

AMENDS 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. COMPLAINANTS NAME	14. COMPLAINANTS 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#07-038-08
Correction 07-038-08

**METROPOLITAN POLICE DEPARTMENT
AUTHORIZATION FOR THE USE OF A GOVERNMENT OWNED-LEASED VEHICLE
DESIGNATED TAKE HOME USE**

Authorization is hereby requested for the utilization of a government vehicle for Designated Take Home Use. Designated take home assignments will be made only to employees who are on 24-hour call during off-duty hours, or the occasional off-duty use not to exceed 20 calendar days in one year. Assigned vehicles are to be used for commuting and governmental purposes only. Overnight availability of the vehicle is in the best interest of the Metropolitan Police Department and the District of Columbia.

NAME: _____

DIST/DIV/OFFICE: _____

EMPLOYEE TITLE/GRADE: _____

WORK ADDRESS: _____

WORK NUMBER: _____

HOME ADDRESS: _____

HOME NUMBER: _____

CELLULAR NUMBER: _____

NUMBER OF CALL BACKS WITHIN THE LAST TWELVE MONTHS: _____

MEMBER' FUNCTION IN THE UNIT: _____

MEMBER'S JUSTIFICATION: _____

Equip Number (VIN)	Radio Call Number	Unit to Which Vehicle is Assigned		
Year	Make	Model	Marked/ Unmarked	Tag #

DRIVER'S PERMIT NUM./CLASS: _____ STATE: _____ EXP. DATE: _____

I, _____ certify that I have received and read a copy of GO-OPS-301.05 and agree to abide by its terms and conditions.

Signature Date

Chain of Command Approval:

Signature Date

Signature Date

Signature Date

Signature Date