

AMEND - G.O. 101-10

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE TT X ADMINISTRATIVE TT DETAIL. (See Reverse)	2. TYPE X ORIGINAL X EXPEDITE ADDITIONAL CANCEL CORRECTION REPEAT REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST JUL 21 2008
		4. UNIT NUMBER	7. REQUESTING ELEMENT IFD
		5. NOT FOR THE PRESS	8. 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

Guidelines for CIC Tip Line Calls

1-888-919-CRIME

I. GUIDELINES

A. The Tip Line's phone number is 1-888-919-CRIME (2746), which is located at the Intelligence Branch Detective's Desk in the Command Information Center (CIC). The official in charge of the CIC is responsible for ensuring that the TIP Line is answered. Under normal circumstances, the Intelligence Branch detectives will be answering all calls coming in on the Tip Line and for disseminating the relevant information to the appropriate unit. Element/Unit Commanders will be responsible for ensuring appropriate action is taken to address the TIP and to **provide the Intelligence Branch with a follow-up on the actions taken within 7 days.**

1. Detectives shall utilize the following script when answering the Tip Line. Utilization of the script is mandatory: ***"Thank you for calling the Metropolitan Police Department's anonymous tip line. Your information can make the District a safer place to live. How can I help you?"***
2. Once the caller has finished giving his/her tip, Detectives shall state: ***"I am providing you with a log number and if you have any additional information please provide this number to the call taker you speak with."***

B. Once a tip is received the detective handling the call shall complete the "Anonymous Tip Line Summary" form to document all information gathered during the call.

C. The detective shall also document the call in the Call Log Book with all required information.

Patrick A. Burke

Cathy L. Lanier

SENDER-BADGE-ORG. ELM. Cmdr. Larry D. McCoy A/Dir. Intelligence Fusion Division	AUTHORIZED BY-BADGE-ORG. ELM. AC Patrick A. Burke Homeland Security Bureau	BUREAU HEAD'S APPROVAL Cathy L. Lanier Chief of Police
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	TT#07-069-08
	TELETYPE NUMBER

Distribution: 1- Communications Division

2- Element File Copy

AMEND - G-0-101-10

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE TT <input checked="" type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE <input checked="" type="checkbox"/> ORIGINAL <input checked="" 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 JUL 21 2008
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Guidelines for Tip Line (con't)

- D. The detective shall enter all the information gathered from the call into WACIIS as a supplement to VCA08-28 and forward the narrative via email to the Intelligence Branch lieutenant and sergeants.
- E. The detective shall forward the "Anonymous Tip Line Summary" form to the Element and Unit commanders best suited to follow-up on the Tip information, in addition to an official of that command who is currently on duty (verbal confirmation required), and document the notifications on the "Anonymous Tip Line Summary" form and in the VCA.
- F. Once the caller has provided their information, provide them with the log number from the Tip Line Log Book (08-00) and inform the caller that if they have any additional information regarding their tip to refer to the log number when calling in any additional information.
- G. The CIC will send an RSAN page out to command staff to alert them of the TIP.

II. COMMANDING OFFICERS' RESPONSIBILITIES

- A. Upon receipt of a tip from the Intelligence Branch, Commanding Officers shall ensure the tip is properly followed up on.
- B. Commanding Officers shall provide an **email response** via the "Anonymous Tip Line Summary" form as to the actions taken and the results garnered from the tip to the Intelligence Branch within 7 days. The summary sheets should be emailed to IFD Ms. Jessica Miller at jessica.miller@dc.gov

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