

6-0-502.07

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	1. 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 30, 2008
		4. UNIT NUMBER 727-4466	7. REQUESTING ELEMENT Court Liaison Division
		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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TO BE READ AT ROLL CALLS FOR THE NEXT TWO WEEKS

WALES/NCIC CHECKS UPDATE

Station Clerks and Booking Officers are reminded, in order to assure wanted prisoners are not erroneously released from police custody, they are required to fulfill their responsibilities in regards to WALES and NCIC checks of prisoners as required in STANDARD OPERATING PROCEDURES "Booking Team Procedures" dated September 26, 2003 and General Order 302.06 "The Washington Area Law Enforcement System (WALES)."

Members should pay particular attention to Part III section A, 3, b, 1 of the SOP which reads in part: "The booking officer shall: (1) conduct a WALES / NCIC and CJIS record check for each arrestee." Following the WALES/NCIC record check, by name, for each arrestee and upon receipt of arrestee's PDID from AFIS, members shall conduct a second WALES/NCIC record check for each arrestee by PDID. In addition to this, the booking officer shall ensure that the WALES/NCIC printouts are attached to the original PD 163 and transported with the arrestee.

Should a warrant exist for an arrestee, General Order 302.06 shall be adhered to. Part II section A, 7 reads: "Station clerks shall be responsible for 'serving' warrants closed by arrest prior to the end of their tour of duty. For the purpose of this order, 'serving' means 'keying an 'S' in the appropriate field in WALES.'" In addition to this, station clerks shall ensure that the appropriate charge is added to the arrestee's PD 163, the charge is booked in CJIS accordingly. The booking officer is reminded to depress the PA2 key in WALES to access the second page of the query to ensure a complete warrant search and response. The warrant printout should be made in duplicates. One copy of the print out of the warrant's service should be attached to the first copy of the Van sheet and transported with the arrestee to the US Marshal's Cell Block. The second copy of the warrant printout should be attached to the PD 163 and forwarded to Court Liaison.

If there are no station personnel trained in or have current access to WALES/NCIC, the person assigned to the station shall contact the Command Information Center, (CIC) and after providing the current code word, request the WALES/NCIC check be performed and the results transmitted by facsimile to the requesting district for inclusion with the arrest documents. If an outstanding warrant exists, it shall be served immediately in WALES by the requesting district in CJIS or CIC member.

If the WALES/NCIC printout is unable to be transmitted by facsimile, a member of the requesting district, designated by the Watch Commander, shall then respond to the CIC and pick up a copy of the WALES/NCIC print out along with a print out of the warrant's service and return it to the requesting district and attach it to the original PD 163, which shall be transported with the arrestee. If no warrant exists, the designated member will still respond and return with the WALES /NCIC print out that shows no warrant exists and attach it to the original PD 163, which shall be transported with the arrestee.

(Continued page 2)

SENDER-BADGE-ORG. ELM. Marcus A. Westover Inspector, Court Liaison Division	AUTHORIZED BY-BADGE-ORG.ELM. 77-097-094-08 Edward A. Hamilton, Sr. Executive Director, Corporate Support Bureau	BUREAU HEAD'S APPROVAL TT#07-097-08 Edward A. Hamilton, Sr. Executive Director, Corporate Support Bureau
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G. O. 302.07

COMMUNICATION DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER

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PD 360 METROPOLITAN POLICE DEPARTMENT - Washington, D.C. - REQUEST FOR TELETYPE MESSAGE

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In all instances block 39 (WALES/NCIC Check) on the PD 163 shall be completed. In the event that WALES/NCIC is down and remains down for the entire booking process, it shall be clearly indicated as such in block 39 on the PD 163. In addition the papering officer will notify the USAO or OAG's office that no WALES/NCIC check has been completed. In PEP cases this notification shall be made by CLD personnel.

NEW PROTOCOLS:

EFFECTIVE IMMEDIATELY, prior to transport of the arrestee, along with the PD 163, WALES/NCIC printout and van sheet, the Watch Commander shall ensure the applicable charge(s) have been included to the arrestee's PD 163, the charge(s) is booked in CJIS accordingly, a print out of the warrant's service is attached to the PD 163 and the **Station Clerk or Booking Officer certifies the booking process has been completed by affixing his/her signature to the completed van sheet.**

Lastly, in the cases of all **hospital admission cases**, District personnel shall contact Central Cell Block when prisoners require fingerprinting. Fingerprint technicians will be dispatched to area hospitals to fingerprint suspects in custody that have been admitted to the hospital.

Members are advised to contact Sergeant Evelyn Settle for clarification or guidance in WALES/NCIC matters. She may be contacted at (202) 727-4805 or at evelyn.settle@dc.gov.

SENDER-BADGE-ORG. ELM. Marcus A. Westover Inspector, Court Liaison Division	AUTHORIZED BY-BADGE-ORG. ELM. <i>TT-30-094-38</i> Edward A. Hamilton, Sr. Executive Director, Corporate Support Bureau	BUREAU HEAD'S APPROVAL <i>[Signature]</i> Edward A. Hamilton, Sr. Executive Director, Corporate Support Bureau
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