

AMEND 6-0-562-01

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE ADMINISTRATIVE TT DETAIL (See Reverse)	1. TYPE ORIGINAL EXPEDITE ADDITIONAL CANCEL CORRECTION REPEAT REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST August 6, 2007
		4. UNIT NUMBER	7. REQUESTING ELEMENT Court Liaison Division
		5. NOT FOR THE PRESS	8. FLASH TT REQUESTED

9. TO **The Force**

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
13. COMPLAINANT'S NAME		14. COMPLAINANT'S ADDRESS

READ AT ROLL CALL THE NEXT THIRTY DAYS

Procedures for members of MPD when handling Booking Orders for Persons held at the D.C. Jail

It has recently come to the attention of the Court Liaison Division that subject(s) confined have been released erroneously after being processed pursuant to a "Booking Order" and not returned to the D.C. Jail.

To prevent further occurrences, it shall be the policy that the following procedures for Booking Orders shall be followed by ALL members:

- ❖ **No** MPD member shall respond directly to the D.C. Jail for the purpose of taking custody of a subject to affect a Booking Order;
- ❖ Members holding arrest warrants for incarcerated individuals shall request through the AUSA's office that a Booking Order be obtained;
- ❖ USAO intake personnel, upon written approval of the Booking Order by an AUSA, will then fax a copy to CLD to be logged;
- ❖ The CLD official receiving the fax shall log the Booking Order information in the logbook maintained for that purpose;
- ❖ Once the Booking Order has been issued by a Superior Court Judge; the member obtaining same shall deliver the signed copy to an official of CLD who shall annotate the logbook indicating judicial approval;

(Continued on Page 2)

SENDER-BADGE-ORG. ELM. <i>Evelyn L. Primas</i> Evelyn L. Primas Commander, CLD	AUTHORIZED BY-BADGE-ORG. ELM.	BUREAU HEAD'S APPROVAL <i>Winston Robinson, Jr.</i> Winston Robinson, Jr. Assistant Chief of Police, OSC
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COMMUNICATION DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE TT#08-016-07
	TELETYPE NUMBER 08-016-07

C-0-502-01

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 August 6, 2007
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(Page 2)

- ❖ The CLD official receiving the approved Booking Order will then notify, via fax, the Commander (OSD) of the issuance;
- ❖ The OSD Commander shall coordinate the transfer with DOC;
- ❖ On the date that the Booking Order has ordered the defendant to be processed, the requesting detective shall arrange to have the subject processed through the MPD central cellblock;
- ❖ If an interview is necessary, an interview room located on the third floor of Police Headquarters shall be utilized or other location approved by the Superintendent of Detectives;
- ❖ Upon completion of the booking and interview process the subject shall be returned to the MPD central cellblock for transporting back to the D.C Jail.

Members are advised to contact a Court Liaison Division (CLD) official for clarification or guidance in this matter. CLD officials may be contacted on the following numbers (202) 727-4467 or 727-4466.

SENDER-BADGE-ORG. ELM. <i>Evelyn L. Primas</i> Evelyn L. Primas Commander, CLD	AUTHORIZED BY-BADGE-ORG. ELM.	BUREAU HEAD'S APPROVAL <i>Winston Robinson, Jr.</i> Winston Robinson, Jr. Assistant Chief of Police, OSC
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