

**AMEND**      **EO. 502.07**

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  4. UNIT NUMBER  5. <input type="checkbox"/> NOT FOR THE PRESS	6. DATE OF REQUEST <p style="text-align: center;"><b>Sept, 11, 2007</b></p> 7. REQUESTING ELEMENT <p style="text-align: center;"><b>CSG</b></p> 8. <input type="checkbox"/> FLASH TT REQUESTED
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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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**Procedures for Processing Prisoner Hospital Cases**

**Fingerprint Responsibilities:**

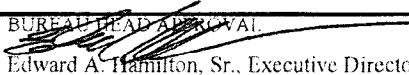
1. The Central Cellblock (CCB) is primarily responsible for fingerprinting all hospital cases when a prisoner is ADMITTED to the hospital.
2. In priority if the CCB is not available to respond to the hospital to print the prisoner within the current shift, a CCB official shall make notification to the Police Business Services Division, Fingerprint Identification Branch, Automated Fingerprint Identification System or the Forensic Science Division (FSD), Mobile Crimes Unit, to print the prisoner.
3. FSD or AFIS personnel that print the prisoner at the hospital shall be responsible for ensuring that the prisoner's fingerprints are brought to the CCB, and that the hospital book is completed.

**PD 163 Processing:**

1. When it is determined that **an arrestee will be ADMITTED to the hospital**, an official from the arresting element shall ensure that the PD 163 (Prosecution Report) is hand carried to the CCB with "**HOSPITAL CASE**", the hospital name and patient's room number written clearly across the top of it.
2. After CCB receives the PD 163, a member from the CCB shall record the information in the hospital log book and ensure that a member assigned to the CCB, FSD or AFIS respond to the hospital to print the prisoner.
3. When a prisoner is **transported to the hospital from the CCB and will be ADMITTED**, the member assigned to the guard detail shall be responsible for notifying the CCB.

**Papering:**

1. If the case against a prisoner has been PAPERED, the papering officer shall notify a Court Liaison official and an official of his/her command of such prior to checking out of court.
2. A Court Liaison official shall obtain a commitment order and notify the DC Department of Corrections that the prisoner shall be remanded to their custody.

SENDER-BADGE-ORG. ELM.	AUTHORIZED BY-BADGE-ORG. ELM.	BUREAU LEAD APPROVAL  Edward A. Hamilton, Sr., Executive Director Corporate Support Group
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COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME <i>Aug. 12, 2007 0846</i>
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