

6-00 502-06

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 Sept. 17, 2007
		4. UNIT NUMBER	7. REQUESTING ELEMENT CSG
		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
---------------------------	---------------	------------

13. COMPLAINANTS NAME	14. COMPLAINANTS ADDRESS
-----------------------	--------------------------

District Cellblock Procedures for Processing Lock Up Arrests at the Districts

Effective immediately, all districts will be responsible for processing all arrest cases/prisoners brought to their district cellblock to include the following: **Lock Up, Citation, Bond and Elect to Forfeit**

Lock Up Cases Procedures

- live scanning the prisoner
- linking the prisoner in CJIS
- completing a van sheet
- obtaining the lock up number
- completing a 9A retrieval card
- transport the prisoner directly to the Marshal Cellblock before cut off
- place live scan armband/wristband on all lock-up cases

The Marshal Cellblock (MC) Open and Cut Off Times

- Monday- Friday 0630 to 1300 hours
- Saturday 0830 to 1430 hours
- Holidays 0830 to 1030 hours.

The arresting element shall ensure that the PD 163 (Prosecution Report) and 9A (Fingerprint Retrieval Card) are delivered directly to the Court Liaison Division (CLD). The CLD shall take the number one copy of the PD 163 and the 9A card to the Automated Fingerprint Identification System (AFIS).

SENDER-BADGE-ORG. H.I.M.	AUTHORIZED BY-BADGE-ORG.H.I.M.	BUREAU HEAD APPROVAL <i>[Signature]</i> Edward A. Hamilton, Sr., Executive Director Corporate Support Group
--------------------------	--------------------------------	--

COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER TT 09-040-07

Distribution: 1- Communications Division

2- Element File Copy

TT #09-040-07

6-0.502.07

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	6. DATE OF REQUEST 09-9-07
		4. UNIT NUMBER	7. REQUESTING ELEMENT CSG
		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
---------------------------	---------------	------------

13. COMPLAINANTS NAME	14. COMPLAINANTS ADDRESS
-----------------------	--------------------------

High Periods of Arrest/Over Flow

- During high periods of arrest or prisoner over flow at district cellblocks, the CCB shall be notified to houses prisoners.
- The transporting member shall be accompanied with a PD 163 and van sheet for each prisoner being transported to the CCB.
- The CCB will not assume custody of any prisoner without the aforementioned documentations.
- CCB will in turn assume the responsibility of transporting district over flow prisoners to the Marshal Cellblock.

Questions regarding this teletype shall be directed to the attention of Lieutenant Renato Caldwell, Manager, CCB, on 202.727.4222.

SENDER-BADGE-ORG. ELM. Edward A. Hamilton, Sr., Executive Director Corporate Support Group	AUTHORIZED BY-BADGE-ORG ELM. Edward A. Hamilton, Sr., Executive Director Corporate Support Group	BUREAU HEAD APPROVAL
--	--	----------------------

COMMUNICATIONS DIVISION USE ONLY

REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER 09-040-07

Distribution: 1- Communications Division 2- Element File Copy