

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input checked="" 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 December 5, 2007
		4. UNIT NUMBER 202-727-5084	7. REQUESTING ELEMENT Corporate Support Bureau
		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. COMPLAINANTS NAME	14. COMPLAINANTS ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

The following are the procedures that shall be adhered to for the installation and removal of snow chains on all department vehicles during inclement weather. Please note that all snow chain installations will occur at MPD sites/ facilities, private facilities will not be utilized.

**SNOW CHAIN INSTALLATION/REMOVAL  
POLICY AND PROCEDURES**

- During periods of inclement weather (snow, sleet, ice), District Watch Commanders shall monitor and advise the SOCC (Synchronized Operations Command Complex) of weather and road conditions.
- The SOCC will keep the Field Commander, Executive Director, Corporate Support Bureau, advised of road conditions and the possibility of snow chain installation.
- The Field Commander, in consultation with the Executive Director, Corporate Support Bureau, will direct the installation or removal of snow chains. **No unit will initiate snow chain installation or removal without direction from the Field Commander or Executive Director, Corporate Support Bureau.**
- Once the decision is made to install snow chains, the SOCC will page the following members to initiate snow chain installation procedures:
  - Manager, Fleet Services Branch
  - Command Staff
  - District Watch Commanders
  - SOD Watch Commander
  - OSD Watch Commander
  - Corporate Support Bureau

SENDER-BADGE-ORG. ELM. Greg Hester Director Fleet Services Branch	AUTHORIZED BY-BADGE-ORG.ELM. Michael Hoyt Director General Support Services	BUREAU HEAD APPROVAL Edward A. Hamilton Executive Director Corporate Support Bureau <i>[Signature]</i> 50427
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REMARKS	DATE AND TIME
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