

DEPARTMENT GENERAL ORDER 07-43

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 401.17.00

DATE: February 8, 2007

TELETYPE/CRT TRANSACTIONS

I. PURPOSE.

The transfer of information by electronic means is vital to modern law enforcement. The need to ensure the security of such information is likewise critical. To accomplish both objectives, the following text provides guidelines in regard to teletype and CRT transactions.

II. ECDC RESPONSIBILITY.

Communications personnel assigned to the East Central Dispatch Center shall be responsible to handle the bulk of the teletype and CRT transactions required by this agency. As such, while the guidelines presented herein shall be applicable to ECDC personnel equally as well as our own administrative staff, ECDC personnel will operate under their own set of directives.

III. GENERAL PROCEDURES.

Records personnel shall be responsible to conduct a wide variety of transactions via the REJIS and NCIC computer networks linked to our agency. Record checks, wanted person checks, vehicle entries, missing persons, license and stolen vehicle checks through the Department of Revenue, operator's license checks, stolen property inquiries, towed vehicles, and general broadcast messages each possess a specific format somewhat unique to the type of information sought. Records personnel shall be aware of the various differences and enter the required information to successfully complete the transactions.

In virtually all instances, a physical document with a specific complaint number must be submitted by an officer prior to a computerized wanted/stolen entry for a person or vehicle. The exception shall be those instances where circumstances preclude the proper documentation being submitted to administrative staff prior to a wanted entry being

keyed into the computer. A command rank officer must approve of the transaction prior to its being initiated and the required documentation shall be submitted to records administration as soon as practical.

A warrant must physically exist and be on file prior to any verification of an arrest warrant. Similarly, only physical documentation (teletype, warrant, official letter) shall be considered valid confirmation of wanted persons or vehicles from other agencies. Physical documentation must exist and be submitted to records personnel in conjunction with the deletion of any computer record.

Records personnel will print a copy of the computer entry and/or cancellation and either forward the information to the pertinent officer, or ensure that same is filed with the appropriate investigative report.

IV. RESTRICTIONS.

All teletype messages, both in-coming or out-going, that are not otherwise distributed to authorized personnel or agencies shall be properly destroyed. No restricted information will be disseminated or distributed for unofficial or unauthorized use. The improper dissemination of restricted information may result in disciplinary action, up to and including dismissal.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 82.1.1/82.1.7