

14.115 TELETYPE PROCEDURE

References:

Procedure 12.165, Emergency Recall and Test Recall
 Procedure 12.170, Civil Disturbance Operation Procedure
 Procedure 12.200, Snow Emergencies and Hazardous Road Conditions
 Procedure 12.400, Incident and Miscellaneous Reporting
 Procedure 12.420, Reporting Vehicle Thefts and Related Offenses
 Procedure 12.715, Property and Evidence: Confiscation, Accountability, Processing, Storage and Release
 Procedure 12.727, Warrant Computer Entries, Prisoner Return and Extradition
 Procedure 12.900, Processing Juvenile Offenders
 Procedure 12.910, Missing Persons
 Procedure 12.912, Child Abduction/Amber Alert Plan

Purpose:

To ensure Department personnel process teletype messages appropriately.

Procedure:

- A. Emergency Communications Center (ECC) Teletype Operator
 1. ECC's Teletype Operator teletypes messages on:
 - a. Vehicles stolen, recovered, and misplaced. Also vehicles wanted in criminal investigations, hit-skips, and attempts to locate.
 - b. Stolen, lost, recovered, and wanted license plates.
 - c. Persons missing, located, wanted, unidentified found dead, or in police custody.
 - d. Streets in unsafe condition, blocked, or opened by utility companies.
 - e. Information or inquiries.
 - f. All radio communications directing desk or other police personnel to perform a specific function.
 2. Teletype messages go to all police districts/sections/units.
- B. Teletype Message Retention at Districts/Sections/ Units:
 1. Retain court notifies and wanted teletype messages for the present and past year.
 2. Maintain all other teletype messages on the roll call clipboard for 72 hours from the last update.
 - a. Messages on the roll call clipboard should be updated or canceled for wanted or missing persons, attempts to locate, wanted vehicles, etc.
- C. Teletype Message Cancellation:
 1. All cancellations of wanted broadcasts, auto larceny, and teletype messages, must be completed by the originating agency.