

## **METROPOLITAN POLICE DEPARTMENT**

www.mpd.dc.gov

Headquarters: 300 Indiana Avenue, N.W. (Next to DC Superior Court)

**Police Reports (PD-251's)**

Address: Henry J. Daly Building

300 Indiana Avenue, NW,

MPDC Headquarters

Room 3075

(202) 727-4357

Hours: Mon, Tue, Thur, Fri: 9:00 am - 4:00 pm

Wednesdays 9:00 am - 8:00 pm

Fee: \$3.00

**What's Needed:** To make a request, most importantly you will need to provide the CCN #. The CCN # (six digits or sometimes eight, if the two digit year is listed at the beginning of the eight digit sequence.) Example: CCN #: 223167 may appear as 09223167 for a 2009 case. You will also need to provide your name and the date/time/location of the incident.

Newer PD-251's are now electronic and are entitled "Incident-Based Event Report." The electronic police reports are accessible via a central database that MPD Headquarters and all District Stations have access to. With the new electronic versions there may be up to three versions of the report with varying levels of information. Via Discovery you will receive an internal version (for use by police officers and prosecutors) and information will be redacted with black marker by the AUSA. We used to be able to get around this issue by getting an unredacted copy directly from MPD. Now when you go to request an unredacted version from MPD Headquarters, you will receive the "public" version of the document which will contain the complaining witness's unredacted information, but will be missing the column that contains witness information. MPD's official stance on this issue, according to MPD General Counsel, is that the internal version is a combination of the PD-251 (public information) and PD-252 (not public information) and thus we are not entitled to the internal version with witness information.

If they cannot locate the police report at MPD Headquarters, then try getting it from the actual District Station where the arrest was processed. Ask for the report at the front desk of the station by providing the CCN #.

If you've tried MPD Headquarters and the District where the arrest occurred, and no one can locate the report, you should contact MPD General Counsel. Remember that it can take several days after the arrest for the report to appear in the system. If it's within a few days of the incident and the report cannot be located at MPD Headquarters or the District Station, wait a few days and check again, before going to General Counsel.

### **911 Calls & Radio Runs**

The prosecutor will generally provide CD's with 911 call(s) and/or radio runs (radio communications between the police and dispatcher) via discovery. The Office of Unified

Communications no longer releases 911 calls or radio runs without the Prosecutor's consent. Please note that each of the 7 districts has 3 radio channels for its officers to use: a main channel, a tac channel, and a secured channel (see descriptions below). In addition, there are other channels available to MPD units and entities. For example, there is a city-wide channel, a homeland security channel, and a channel for special events like parades, etc. The Narcotics Special Investigation Division (NSID), a centralized drug unit that operates city wide, has its own secured channel called MNDS. There are also non-MPD channels to which MPD officers have access (e.g., neighboring districts have access to certain PG channels; some officers have access to a Capitol Police channel).

According to our contact at OUC, each District's main, tac and secured channels are all *currently* recorded; our contact also said that recording of any frequency used for public safety is required by federal regulation.

The main, tac, and secured channels have distinct uses:

(1) **the main channel** is where an incident is reported, critical updates and descriptions are transmitted. A dispatcher is always on the line. All officers use this channel and it is and has always been recorded.

(2) **the tac channel** is a "go around" channel, and is used for only for limited, brief conversations between two or more officers (e.g., pick me up a coke, here's my cell) to keep the main channel from getting clogged. There is no dispatcher on the line, and officers are specifically instructed to keep these conversations short. Investigative information is sometimes transmitted on the tac channel but the tac channel is not intended to be used for this purpose. All officers have access to this channel and it is and has always been recorded.

(3) **the secured channel** is for specialized units in a particular district ONLY. This line cannot be hacked. It is used to coordinate raids, UC operations, etc. It should be rich in investigative/case-related information because specialized units are trained to use it only for that purpose. Again there is no dispatcher on the line. All secured channels (including MNDS) have been recorded since the OUC/MPD radio system went digital 3-4 years ago (around the time OUC separated from MPD). According to our contact, MPD had possession of the first year of recordings but cannot find them. OUC maintained the more recent recordings and, according to our contact, has been asked to pull some 400 recordings of the secured channel and turn them over to the USAO.

## **D.C Public School (DCPS) Records and Surveillance Videos**

### **General DCPS School Records:**

D.C. Public Schools  
Office of General Counsel  
1200 First St., N.E. (10th floor)  
Washington, DC 20002  
Phone: (202) 442-5000  
Fax: (202) 442-5097

To obtain a student's school file, you should first try requesting from the school with a parental release, addressed to the Custodian of Records, directly to the administrative office at the student's school. If that does not work or you need to obtain more extensive records, deliver a

request with the release to the DCPS Office of General Counsel at the above address. The request should be addressed to: Custodian of Records, DCPS. Include the name, D.O.B., and address of the child. DCPS General Counsel's office have thirty days for the school system to produce the requested information, so put the request in early in the investigation process. Common requests include: any and all reports or investigation into the incident attendance records, disciplinary records, current contact information, transcripts, medical and mental health records, and dates of enrollment.

### **Obtaining Surveillance Tape Footage from Cameras on DCPS Property:**

Put in a written request with the release and address it to the "Custodian of Records, DCPS." Bring this request to 1200 First St., N.E. Take the request to General Counsel's Office and serve it there.

Immediately call (202) 576-5240 (this is the 3535 V Street, NE surveillance office) and let them know that you have put in a request on their general counsel and ask that they prevent the disk that contains the day in question from being erased. You only have **14 days** from the incident before it is automatically erased, so contact them fast to make sure it is saved.

The actual viewing of the video will occur at 3535 V Street, NE. This is the office where videos are kept.

### **Obtaining a Juvenile's Delinquency Record**

While only some clients may have juvenile records, you often need to know whether or not a juvenile record exists. This information will not be contained within the pretrial services report. Juvenile records will, however, be reported on the pre-sentence report and probably considered by the sentencing judge. Defense counsel is entitled to review his/her own client's juvenile records and should be able to access that record in the Juvenile Clerk's Office with a praecipe or release signed by the client. However, due to the privacy rights of juveniles and various protections within that system, a lawyer will sometimes run into hurdles in accessing the juvenile record and may need to obtain a judge's permission to inspect/search juvenile files. Lawyers seeking to review the juvenile record of a youth who is **not** their client will definitely need to obtain a judge's permission. There is a special family division form for this captioned: APPLICATION FOR INSPECTION/ COPYING OF RECORDS, available at the Family Court Clerk's Desk or at the Juvenile Branch Clerk's Office, both of which are on the JM Level. You fill out that form and a judge signs off on it. You then take the form back to the juvenile clerk's office and give it to a clerk who will search for the file and give it to you to review in that office. Sometimes the lawyer will need to supplement the Application Form with a motion that sets forth additional information about the lawyer's reasons for requesting the juvenile record.

\* *NOTE:* Only attorneys can obtain/view their client's juvenile records. To obtain juvenile records for someone other than your client, you must have the form signed by the Judge. The Judge assigned to this task changes regularly.

The Forms

You can get the Application of Inspection/ Copying of record forms from the Family Court Clerk's desk or the Juvenile Branch Clerk's Office on the JM level of the DC Superior Courthouse. Fill out the complete form with your attorney's contact information and the Juvenile Clerk's office will contact you when the record is ready for pick up.