

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: MARCH 14, 2017
NUMBER: 1.28 – ADMINISTRATION
SUBJECT: TELETYPE MESSAGES
RELATED POLICY: N/A
ORIGINATING DIVISION: RECORDS
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 1.28 – 5/09/2014

I. PURPOSE

This Department procedure establishes guidelines for outgoing and incoming Teletype messages.

II. SCOPE

This procedure applies to all members of the Department.

III. PROCEDURES

A. Outgoing Teletype Messages

1. Outgoing teletype messages must have a specific addressee. Samples of proper format are contained in Teletype instruction manuals in all investigative units. Outgoing teletypes must be signed by the originator and include that person's I.D. number, assigned unit, call-back number, and the case number, if it is available.
2. Telephone requests for teletypes to be sent will not be accepted by Records Unit/Teletype, except in emergencies. These requests must be followed up in writing and forwarded to Teletype by the end of the shift.

3. All Points Bulletins are sent and received in Records Unit/Teletype. Direct messages may be sent at the discretion of the investigator concerned.
 4. Canceling Wanted Persons Messages
 - a. Cancellation of local or in-state wants for persons will be made through the San Diego Sheriff's Department.
 - b. Cancellation of other than local or in-state wants for persons will be directed to Records Unit/Teletype so that a "locate" can be sent to the originating agency.
 5. Teletype messages will not be sent on behalf of the public.
- B. Incoming Teletype Messages
1. Records Unit/Teletype keeps a copy of all incoming and outgoing messages for two years.
 2. Records Unit/Teletype routes all copies of direct and emergency messages to the Watch Commander, who will forward the information to the concerned officer or units.