



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 82.8

### TITLE: CRIME BULLETINS

**EFFECTIVE: 12/17/2017**

**REVISED: Replaces Policy 437**

---

#### PURPOSE

The purpose of this Chapter is to provide guidelines for sending crime bulletins.

#### INSTRUCTIONS

1. Crime Bulletins shall be sent for the following:
  - (a) All missing persons, wanted subjects and runaways;
  - (b) Cancellation bulletins of missing, wanted subjects, or runaways;
  - (c) Lost or stolen firearms;
  - (d) Lost, stolen or found identifiable property (e.g. property with known serial numbers, initials, and engravings).
2. An Incident Report (Electronic Police Report - EPR) shall be completed whenever a crime bulletin is required. The reporting officer shall check **"yes"** in the **"Bulletin Required"** box on the Face Sheet section of the incident report. No additional bulletin form is required.
3. When an incident report requiring a crime bulletin is incomplete or cannot be completed before the officer ends his/her tour of duty (ETOD), the reporting officer shall complete the EPR sufficiently for a crime bulletin to be sent.
4. When **"yes"** is checked in the **"Bulletin Required"** box, the reporting officer, or desk officer, shall send a crime bulletin prior to ETOD. The message number generated shall be included on the face sheet, the document page and in the narrative section of the incident or supplemental report (EPR). A copy of the crime bulletin shall be made inclusive of the Incident Report.
5. In all arrest or recovered identifiable property cases, a supplemental report shall be completed containing all relevant information. The crime bulletin number, the NOPD N.C.I.C. Unit contact person who verified the wanted status, and the member who received the cancellation bulletin shall be noted on the face sheet of the EPR (supplemental report) and also contained in the narrative section.
6. For all Bulletins (sent, cancelled, modified, etc.), the reporting officer shall confirm receipt of the bulletin with NOPD N.C.I.C. Unit by telephone or police radio. Confirmation and the name of the confirming party at NOPD N.C.I.C. Unit shall be documented in the appropriate report (EPR).

7. The Crime Bulletin template can be found thru the NOPD Web Applications under "Links" as [eclient.cityofno.com](http://eclient.cityofno.com) link in the MOTION System under the **TTY** (teletype) command.
8. All relevant sections of the Crime Bulletin shall be entered.

#### **CANCELLATION BULLETINS ON LOCAL WANTED SUBJECTS ONLY**

9. If the warrant is local (**issued by NOPD**), the arresting officer shall send a cancellation bulletin for an arrest based upon:
  - (a) a verified warrant, or
  - (b) a crime bulletin and affecting an arrest for an "open" NOPD item.
10. The local wanted subject cancellation bulletin shall contain:
  - (a) The disposition of the arrest (physical arrest and booking or summons issued);
  - (b) If a summons was issued, the summons number shall be noted in the bulletin.

**NOTE:** *NOPD has no authority to modify, locate or cancel any warrant(s) from another department, agency, or jurisdiction. Therefore, no cancellation bulletins shall be sent for any fugitive arrest (17F), court capias (21), municipal or traffic attachments (17M/T), or probation violations.*

11. The reporting officer shall contact the NOPD N.C.I.C. Unit via telephone or police radio and verify that the NOPD N.C.I.C. Unit received the specified cancellation bulletin.