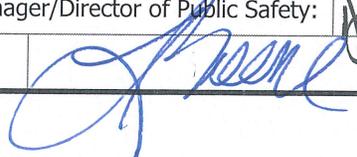


 NORFOLK Department of Police	Operational General Order - 475: Wanted Posters		
	Office of Preparation: Office of Support Services (adr)		
	CALEA:		
LEGAL REVIEW DATE:	6-8-2017	PRESCRIBED DATE:	6/20/2017
City Attorney:	Jack E Cloud	City Manager/Director of Public Safety:	Junglas Smith
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:			

Purpose

The purpose of this order is to provide procedures for the utilization and distribution of the department's Wanted Poster (PD 652).

Policy

It is the policy of the Norfolk Police Department to utilize Wanted Posters for the apprehension of individuals for criminal violations of local, state, and federal law.

Supersedes:

1. G.O. OPR-475, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Procedures
- II. Cancellation of Wanted Poster

I. Procedures

- A. Any officer or investigator may disseminate a Wanted Poster, PD 652, to any law enforcement personnel to include law enforcement agencies outside of the City of Norfolk.
 - 1. A PD 652 will be completed by the submitting officer/investigator with all known information typed in the appropriate spaces.
 - 2. A photograph of the suspect, if available, will be attached to the PD 652.
 - 3. The IBR number, warrant pin number, and the date will be obtained by the submitting investigator/officer and entered in the appropriate spaces on the Wanted Poster.
- B. The completed PD 652 will be submitted to the first line supervisor for review and authorization for dissemination.
- C. The submitting officer/investigator may request the airing of wanted suspect information on the Norfolk Crime Line or any additional media outlets. Requests to the Public Information Officer for media dissemination will be made after receiving approval from the officer's/investigator's first line supervisor.
- D. Officers/Investigators who believe the wanted individual may reside or travel outside of the City of Norfolk and/or poses a threat to officer safety should consult the Criminal Intelligence Unit and/or the Fugitive Squad for assistance in disseminating the information outside of the department.
- E. Once the PD 652 has been disseminated the author will enter the applicable information at the bottom of the PD 652.

II. Cancellation of Wanted Posters

- A. When the suspect is arrested, based on the PD 652, the arresting officer/investigator will notify the author listed at the bottom of the PD 652.
- B. The author of the PD 652 will be responsible for notifying all recipients of the PD 652 that the suspect is no longer wanted.
- C. The author of the PD 652 will update the bottom of their case file copy reflecting that the suspect is no longer wanted.

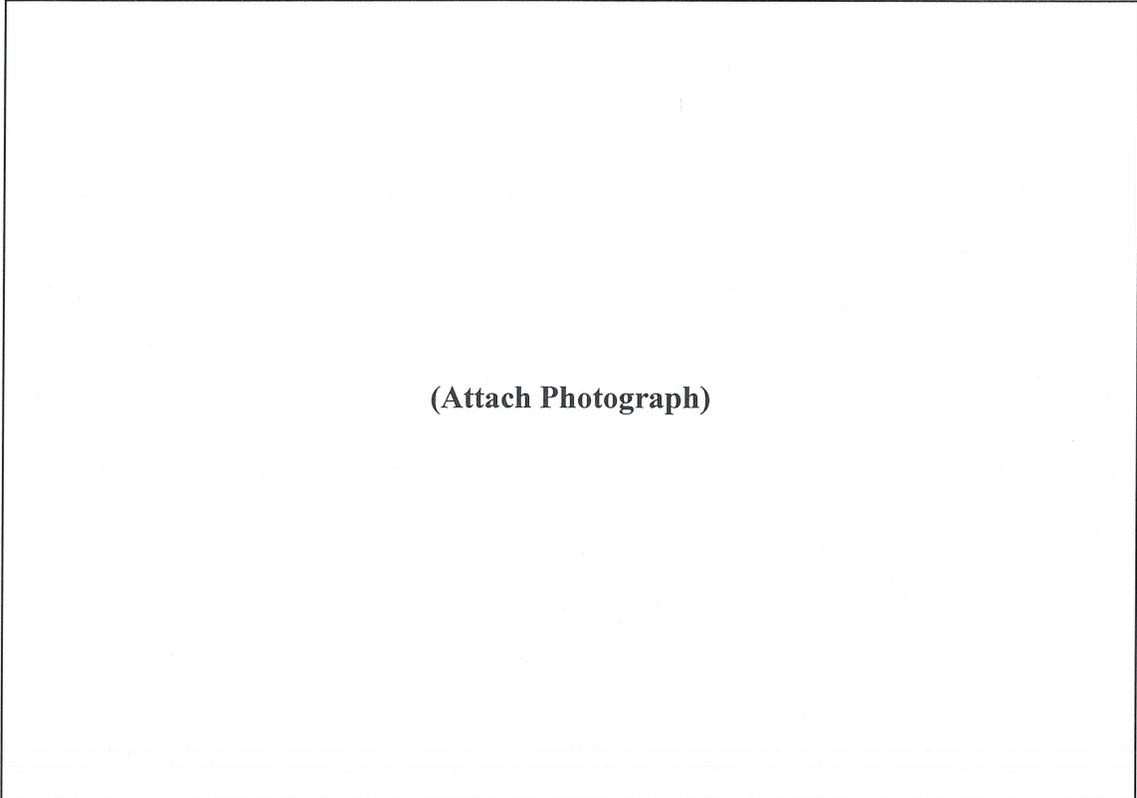
Definition:

Wanted Poster: A Wanted Poster is an investigative tool designed to disseminate information on wanted suspects. Wanted Posters may contain a suspect photograph, sketch, suspect descriptive information, offense information, and additional information useful in locating and apprehending the suspect, as available.

Attachments

- A. PD 652, Wanted Poster

WANTED



Offense			Date	Time	Location of Offense				Weapon				
Subject (Last Name, First, MI)			Alias	Sex	Race	Date of Birth	Age	Hand	Build	Height	Weight	Skin	Eyes
Hair Color	Hair Length	Hair Type/Style		Hair Facial		Subject May Be Located At							
Distinguishing Features		General Appearance		Demeanor		Voice/Speech		Actions/Trademarks					
Vehicle Yr.	Make/Model		Style	Color (Top/Bottom)		Identifying Characteristics			Registration				

Known Associates and Areas Frequented

Additional Information:

**Any information on this subject should be forwarded to the _____
Division of the Norfolk Police Department, 3661 E. Virginia Beach Blvd, Norfolk, Virginia 23502
Telephone: _____ OR _____
Case Assigned To: 1. _____ 2. _____**

The Detective Division is responsible for the distribution and cancellation of all wanted posters for NPD.