

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 100.76

REVISED SEPTEMBER 2006

SPECIAL ALERT AND/OR WANTED BULLETINS

1. PURPOSE. The purpose of this Order is to establish departmental policies and procedures for Divisions and Area commands of the California Highway Patrol (CHP) to prepare and distribute Special Alert and/or Wanted Bulletins to CHP personnel and allied law enforcement agencies.

2. POLICY.

a. Special Alert Bulletins. When the Protective Services Division (PSD), Dignitary Protection Section (DPS), Threat Assessment Unit (TAU) identifies an individual who may pose a threat to a state official, staff member, or state facility, or has the potential to physically approach an official or staff in an inappropriate manner, TAU may distribute a Special Alert Bulletin to CHP personnel, officials and if necessary, allied law enforcement agencies.

(1) Special Alert Bulletins shall be considered sensitive and confidential in nature. Special Alert Bulletins should only be distributed to law enforcement personnel, and shall include the affected offices of state officials and/or their employees only if deemed necessary.

(2) Special Alert Bulletins shall not be displayed in public view, nor shall the contents of the bulletin be discussed with persons not directly involved in the investigation.

b. Wanted Bulletins. Wanted Bulletins may be prepared and distributed to aid an Area command in developing information regarding a wanted individual, where an arrest warrant has been issued or a wanted vehicle is still outstanding. Wanted Bulletins may also be used to identify wanted vehicles involved in crime related incidents. Area personnel may prepare and distribute Wanted Bulletins to allied law enforcement agencies and to the public to solicit assistance in locating the person and/or vehicles.

3. PROCEDURES.

a. Special Alert Bulletins. The DPS TAU shall prepare a Special Alert Bulletin using a format similar to Annex A. Special Alert Bulletins shall only be disseminated upon approval of the DPS commander or designee. Special Alert Bulletins may be prepared and distributed under the following circumstances:

- (1) When TAU requests that an individual be detained for investigation of a specific crime or a warrant has been issued for his/her arrest.
- (2) When an investigation or assessment indicated that an individual may pose a threat to a state official or has the potential to physically approach the official in an inappropriate manner.
- (3) When TAU determines that an individual may pose a threat to a state facility, law enforcement or the public.
- (4) When in the course of managing a case, TAU requests that an individual be detained for investigation and assessment if the subject enters a specific state facility, e.g., the State Capitol building.
- (5) When TAU requests to be notified of the presence of a specific individual at a major event, e.g., Governor's Inauguration.
- (6) The Special Alert Bulletin shall include the following information:
 - (a) A bulletin number beginning with the calendar year issued, CHP location code, followed by a sequential number, e.g., 06-023-013. The sequential number shall be assigned by TAU or the Area command.
 - (b) Name, address, and physical description of the subject and a recent photo if available.
 - (c) List of warrant(s) and charge(s) for which the subject is wanted) if applicable).
 - (d) Information: Narrative explaining the purpose of the bulletin and the conduct of the subject and any officer safety issues that are applicable. Specific instructions if the subject is located (e.g., investigate for possible 5150 W&I Code and notify TAU).
 - (e) Name and telephone number of investigating officer.
 - (f) Expiration date or length of time the bulletin is to remain in effect.

(7) CHP personnel shall not display a Special Alert Bulletin within view of unauthorized personnel or discuss the contents with non-law enforcement personnel without prior approval of the DPS commander or designee.

b. Wanted Bulletins. An Area command shall prepare a Wanted Bulletin using a format similar to Annex B. A Wanted Bulletin may only be disseminated upon approval of the Area commander or designee. The Wanted Bulletin shall include the following information:

- (1) A bulletin number beginning with the calendar year in which the bulletin is issued, CHP location code and followed by a sequential number, e.g.00-252-001. The sequential number shall be assigned by the Area command.
- (2) Name, address, and physical description of the subject and a recent photo if available.
- (3) List of warrant(s) and charge(s) for which the subject is wanted.
- (4) Crime information: Narrative explaining the purpose of the bulletin and the conduct of the subject, and any officer safety issues that are applicable. Specific instructions if the subject is located (e.g., detain and notify the appropriate CHP Area).
- (5) Name and telephone number of investigating officer.
- (6) Expiration date or length of time the bulletin is to remain in effect.

ASSISTANT COMMISSIONER, FIELD

ANNEXES A, B

OPI: 023

DISTRIBUTION: S (General Order Holders)

ANNEX A

SPECIAL ALERT BULLETIN



CALIFORNIA HIGHWAY PATROL
**SPECIAL ALERT
BULLETIN**

Originating CHP Division
Originating CHP Area or Unit
Bulletin Number (00-000-001)
Case Number
Bulletin Date

CURRENT PROTECTIVE INTEREST

Subject: **LAST NAME, FIRST NAME**
A.K.A. (If applicable)
DOB: MM/DD/YYYY Age: 00
Hair: Color Height: F-IN"
Eyes: Color Weight: LBS
DL: NUMBER - State
Social Security Number
CII Number or FBI Number
Last Known Address: Street,
City, State
Associated Vehicle
Additional Physical Features: Scars, Marks Tattoos.

ATTACH
PHOTO
HERE

Photo Date MM/YYYY

CRIME INFORMATION: Brief description of the incident which brought the subject to CHP's attention and/or why the subject is of interest to CHP. Identify where the incident(s) took place and a possible direction of travel.

ALSO summarize any criminal history and/or officer safety issues. If the subject has any mental illness or physical illness which would require a CDC precaution, identify that here.

Advise law enforcement what they should do if the subject is seen or located. Part of that statement should include: immediately notify:

CHP Area Name
(000) XXX-XXXX (Area phone number) and (000) XXX-XXXX [24 hour Dispatch Number].

This bulletin is intended to alert CHP personnel regarding SUBJECT NAME. This bulletin is valid until cancelled.

Investigator Name Assigned to Case

Confidential Information

For CHP Dissemination Only

ANNEX B

WANTED BULLETIN



CALIFORNIA HIGHWAY PATROL

**WANTED
BULLETIN**

Originating CHP Division
Originating CHP Area or Unit
Bulletin Number (00-000-001)
Case Number
Bulletin Date

WANTED PERSON

Subject: **LAST NAME, FIRST NAME**
A.K.A. (If applicable)
DOB: MM/DD/YYYY Age: 00
Hair: Color Height: F'-IN"
Eyes: Color Weight: LBS
DL: NUMBER - State
SSN: NUMBER
CII: NUMBER
FBI: NUMBER
Last Known Address: Street,
City, State
Associated Vehicle
Additional Physical Features: Scars, Marks Tattoos.

ATTACH
PHOTO
HERE

Photo Date MM/YYYY

CRIME INFORMATION: Brief description of the crime(s) committed and where the crime(s) occurred. Identify also a possible direction of travel.

ALSO summarize any criminal history and/or officer safety issues. If the subject has any mental illness or physical illness which would require a CDC precaution, identify that here.

List any known associates and addresses.

Advise law enforcement what they should do if the subject is seen or located. Part of that statement should include: immediately notify:

CHP Area Name
(000) XXX-XXXX (Area phone number) and (000) XXX-XXXX [24 hour Dispatch Number].

This bulletin is intended to alert CHP personnel regarding SUBJECT NAME. This bulletin is valid until cancelled.

Investigator Name Assigned to Case

Confidential Information
For CHP Dissemination Only