



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **WARRANT AND WANTED PERSON FILE**

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department's M.I.L.E.S/N.C.I.C. computer terminal is not capable of accepting entries (only inquiries). Officers with "wanted person" entries will hand deliver warrants they obtain to the Prince George's County Sheriff's Department Warrant Section for the appropriate computer entry. The warrant may also be left with the District Court Commissioner who will forward the warrant to the Sheriff's Department for entry. The Sheriff's Department Warrant Section has 24-hour access.

II. SUBMITTING WARRANTS TO SHERIFF'S DEPARTMENT WARRANT SECTION

During normal business hours, an officer receiving a warrant from a Commissioner will deliver the warrant to the Prince George's County Sheriff's Department for completion of the Warrant/DCS Control cover sheet and computer entry by the Sheriff's Department Warrant Section. After hours, officers will leave the warrant with the Commissioner who will forward the warrant to the PGSD Warrant Section for appropriate computer entry and recording of the information in PGSD agency files.

III. ENTRY CRITERIA

All warrants submitted to the PGSD Warrant Section will be entered into the database by PGSD Warrant Section Personnel, as follows:

- A. Warrants charging misdemeanors will be entered to Sheriff's database only.

- B. Warrants charging felonies will be entered into Sheriff's (countywide) and the M.I.L.E.S (Statewide) database.
- C. District Court Bench Warrants (DCBW) for misdemeanors will be entered into Sheriff's database only; felonies will be entered into Sheriff's database and M.I.L.E.S.

IV. CRITERIA FOR RECEIVING INFORMATION FROM OTHER JURISDICTIONS

If another law enforcement agency contacts this Department by phone to request an arrest of a person in this jurisdiction, and who is wanted by the requested agency, the following procedures will be adhered to

- A. The caller from the requesting jurisdiction will be told to make their request via teletype to PGPD.
- B. The requesting agency will be asked to fax this Department a copy of their warrant and a copy of the wanted person's photograph, if available.
- C. As soon as practical, the supervisor or (OIC in the supervisor's absence) will be notified of the foreign jurisdiction's request and it will be his/her decision as to the assignment of personnel to handle the request, depending upon, but not limited to, the availability of officers, volume of calls-for-service, nature/severity of the charge(s), potential for the defendant to flee if not immediately apprehended, etc.
- D. If this agency is successful in serving the foreign jurisdiction's warrant, that agency will be notified immediately so that their files are updated to reflect this information, and to ensure any computer entry by the foreign jurisdiction can be appropriately canceled by them.

V. VERIFYING INFORMATION

- A. Computer 10-35's
 - 1. A 10-35 or "computer hit" on an individual is in and of itself not sufficient probable cause to arrest an individual.
 - 2. When an officer receives a "10-35" on an individual, the validity of the computer entry and actual existence of a warrant must be verified by teletype before the officer before an arrest can be made.

3. The police dispatcher can verify the warrant's existence by contacting the PGSD Warrant Section if the "hit" is from Prince George's County.
4. If the "hit" is from outside Prince George's County, the Department that wants the individual must be contacted by teletype to make sure that the warrant is still outstanding and the person inquired upon by the officer is identical to the subject of the computer entry.

B. Hit Confirmation Messages

1. Officers receiving a hit will ask teletype to send a "Hit Confirmation Message" to the Department that wants the individual.
2. A Department which receives a "Hit Confirmation Message" has by N.C.I.C. policy, ten (10) minutes to furnish a substantive response (positive or negative).
3. If a response to the "Hit Confirmation Message" is not received within the ten (10) minutes, a second request should be generated (according to N.C.I.C. policy). If a response is still not received, communications should then notify the F.B.I. N.C.I.C. Section with a third message.
4. If the officer makes an arrest pursuant to a "Hit Confirmation Message", the computer entry record must be "Located."

C. Locate Messages

1. A Locate Message is a message entered into the computer system against a "hit" that advises the jurisdiction that wants the individual that the person has been located or apprehended. One of the main purposes is to advise the jurisdiction holding the warrant to cancel the computer entry.
2. To comply with N.C.I.C. policies and procedures, and to assist the jurisdiction holding the warrant with the proper cancellation of the computer entry, after an individual has been safely taken into custody, the apprehending officer should advise teletype to send the Locate Message.