

Chevy Chase Village Police Department General Order

Subject: WARRANT AND WANTED PERSON FILE

CALEA: 74.1.1, 74.1.2, 82.3.8-a-b-c-d-e-f

- o New
- o Amended
- o Rescinds 5 - 28

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Roy Gordon Chief of Police	02-15-01	3	5 - 28

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 MCP Bethesda District Warrant Control Officer for documentation and forwarding to the MCP Warrant Section for the appropriate computer entry. The MCP Warrant Section has 24-hour access and can be contacted at [REDACTED]. (CALEA 82.3.8-f)

II. SUBMITTING WARRANTS TO MCP WARRANT CONTROL OFFICER OR MCP WARRANT SECTION

During normal business hours, an officer receiving a warrant from a Commissioner will deliver the warrant to the MCP Bethesda District Warrant Control Officer for completion of a Warrant/DCS Control cover sheet and forwarding to the MCP Warrant Section. After hours, officers will deliver the warrant received from the Commissioner to the MCP Warrant Section at police headquarters, [REDACTED], for appropriate computer entry and recording of the information in MCP agency files. (CALEA 74.1.1, 74.1.2, 82.3.8-c)

III. ENTRY CRITERIA

All warrants submitted to the MCP Warrant Section will be entered into the database by MCP Warrant Section Personnel, as follows: (CALEA 82.3.8-a)

- A. Warrants charging misdemeanors will be entered into WARRS **only**.
- B. Warrants charging felonies will be entered into WARRS (countywide) and the M.I.L.E.S. (Statewide) database. (CALEA 82.3.8-a)
- C. District Court Bench Warrants (DCBW) for misdemeanors will be entered into WARRS only; felonies entered into WARRS 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 (Village) jurisdiction, and who is wanted by the requesting agency, the following procedures will be adhered to:
(CALEA 82.3.8-b)

- A. The caller from the requesting jurisdiction will be told to make their request via teletype to Montgomery County [REDACTED]
(CALEA 82.3.8-b-c)
- 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.
(CALEA 82.3.8-d)
- C. As soon as practical, the Sergeant 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. (CALEA 82.3.8-e)

V. VERIFYING INFORMATION

- A. Computer 10-60's
 - 1. A 10-60 or "computer hit" on an individual is in and of itself **not** sufficient probable cause to arrest an individual. (CALEA 82.3.8-d)
 - 2. When an officer receives a "10-60" on an individual, the validity of the computer entry and actual existence of a warrant **must be verified** by the officer before an arrest can be made.
 - 3. The CCV dispatcher can verify the warrant's existence by contacting the MCP Warrant Section if the "hit" is from Montgomery County.
 - 4. If the "hit" is from outside Montgomery County, the Department that wants the individual must be contacted 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 ECC 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, ECC should then notify the F.B.I. N.C.I.C. 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. (CALEA 82.3.8-e)
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 ECC to send the Locate Message.