I. POLICY

The Department's *METERS*/NCIC computer terminal is not capable of accepting entries (only inquiries). Officers with "wanted person" entries will *submit* warrants they obtain to the MCP Warrant *Control Unit. The MCP Warrant Control Unit is responsible for the entry, maintenance, faxing, and canceling/ clearing of all adult arrest warrants issued in Montgomery County.* The MCP Warrant *Control Unit* has 24-hour access and can be contacted at *240-773-5360*.

II. SUBMITTING WARRANTS TO MCP WARRANT *CONTROL UNIT (WCU)*

During normal business hours, an officer receiving a warrant from a Commissioner will *complete a MCP 72 "Warrant/DCS Control"* form. The MCP 72 and all related documents will be attached to the original arrest warrant. The package will be forwarded to WCU via interoffice mail. After hours, officers will *hand* deliver the warrant received from the Commissioner to *WCU* at police headquarters, *100 Edison Park Drive, for immediate computer entry and processing*.

III. ENTRY CRITERIA

All warrants submitted to the MCP *WCU* will be entered into the database by MCP *WCU* personnel, as follows:

A. Warrants will be entered into the Arrest Warrants Database by MCP's Warrant Control Unit (WCU).

B. Extraditable warrants will be entered into METERS/NCIC.

C. District Court Bench Warrants (DCBWs), *both* criminal and traffic, are forwarded directly by the District Court to MCP WCU where they are researched, entered, and maintained.

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:

A. The caller from the requesting jurisdiction will be told to make their request via teletype to *the Montgomery County Police Message Routing Center* (ORI MD0160400).

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 Lieutenant 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, availability of the 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 "hit"

1. A computer "hit" on an individual is in and of itself **not** sufficient probable cause to arrest an individual.

2. When an officer receives a "hit" 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. *If the "hit" is from Montgomery County, the officer will ask ECC to* verify the warrant's existence by contacting the MCP WCU.

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 NCIC 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 NCIC policy). *In any event, if an officer does not receive a response within a reasonable period of time confirming the existence of a warrant, the officer must terminate the detention, release the individual, and notify his/her supervisor*.

4. If the officer makes an arrest pursuant to a hit confirmation message, *the officer must notify ECC of the arrest so that the NCIC record may be updated to indicate that the individual has been 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 NCIC 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.

This directive voids the previous version dated 2/5/2020.