



Warrant/Criminal Summons Procedures

I. POLICY

All warrants and criminal summons coming into possession of this Department and its members will be the responsibility of the Warrant Control Officer (WCO). The WCO will review all warrants and criminal summons except those given directly to Officers for service. Warrants and criminal summons will be assigned to Officers for service. Warrants will be assigned for a maximum of 30 days and criminal summons for a maximum of 30 days also.

II. PROCEDURE

A. Each warrant and criminal summons received by the Ridgely Police Department will be carefully reviewed by the WCO prior to assignment for service. Charging documents that are generated by a Court within Caroline County will be checked to determine whether or not a criminal investigation has already been opened for the specific incident. If there is no open criminal investigation, a determination will be made by the WCO or his/her designee as to whether or not to initiate same. The general guideline will be that no investigation will be conducted unless the case involves a domestic-related crime or some other extenuating circumstances. In cases where an investigation is required, it should be started without delay.

B. Every effort to serve a charging document will be made on Warrants/Summons Checklist Form. When the WCO receives a charging document from the court or another jurisdiction it will be assigned a file number. This number will be unique to the charged person and this Department. With warrants that originate through this Department they will be entered into MILES and NCIC prior to assignment to an Officer for service. When charging documents are given directly to an Officer who desires to serve same, he will do so immediately. If immediate service cannot be made, he will cause the charging document to be given a file number and in the case of a warrant, same will be entered into MILES and NCIC.

C. Upon the service of charging documents, the serving Officer will, A) remove subject charges from the Crimestar Warrant File, B) remove the person from MILES and NCIC, CJIS) in cases where the document was served for another agency, notify that agency and complete an RPD Detention Log.

D. In cases where an investigation is being or was made, the service or attempted service will be covered as a follow-up to the original case. An appropriate supplement report will also be prepared in this case with the original case number placed in the appropriate block of the Warrant/Summons Assignment Sheet.

General Order No. 3-13 (Cont.)

E. When an Officer is not on duty, all assigned charging documents will remain in the Open Warrant or Open Summons storage files until either served or returned unserved until the due date. Charging documents will not be locked away from other members of this Department, carried home or left in vehicles.

F. Charging documents will be removed from RPD files and NCIC/MILES only upon receipt of proper documentation from the appropriate court.

G. Warrant/Criminal Summons filing and administrative procedures will be established by the WCO with approval of the Chief of Police and in accordance with policy and procedures of MILES and NCIC.

H. Extradition policy will be established by the Caroline County State's Attorney. This policy will always be considered when making MILES and NCIC entries of wanted persons.