



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*[Signature]*

Police Chief: John Fitzgerald

**GENERAL ORDER: 5-52.1 NOTIFICATION OF STATES  
ATTORNEY'S OFFICE**

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**I. POLICY**

Members of the Department will notify and consult with the State's Attorney's Office as directed by this general order and as necessary to enhance case preparation and to assure the most effective prosecution of criminal and traffic offenders.

**II. NOTIFICATION PROCEDURES AND CRITERIA**

A. The procedures listed below will bring an Assistant State's Attorney into cases involving serious and habitual offenders as early as possible. During normal business hours, contact the SAO directly at [REDACTED]. If contact must be made after hours, contact the SAO by making the request through ECC.

1. Officers will alert the State's Attorney's Office [REDACTED] *whenever a major offender is located or charged* so that a senior Assistant State's Attorney can be assigned to assist in the enhancement of a case, and to monitor, as well as expedite, the processing of the defendant, including attending the initial bond review hearing.
2. Officers shall notify the State's Attorney's Office of the following, unless relieved of that responsibility by the appropriate MCP investigator:
  - a. All murders and attempted murders, regardless of the defendant's prior criminal history;
  - b. All arrests for rape, armed robbery, sexual offenses (1<sup>st</sup> and 2<sup>nd</sup> degree), assault with the intent to murder, rape, or rob and any attempts to commit any of the above;
  - c. Felonies which are unusual and/or complex and generate media interest, and
  - d. Fatal or serious P.I.C.'s prior to placing charges.

**B. Habitual/Repeat Offenders**

1. The goal of identifying habitual and repeat offenders is to reduce the incidence of specific criminal offenses occurring in the Village and in

Montgomery County by identifying and targeting the career criminal for prosecution and incarceration.

2. An officer arresting a habitual or repeat offender will notify the Bethesda District Team Leader as soon as practical.

**C. Use of the Bond Alert Form**

1. A "Bond Alert" form *shall be* completed by an officer who, for good cause, wishes to recommend that the State's Attorney's Office oppose the release of a defendant on bond at a bond review hearing *due to the potential risk to public safety if the defendant is released*.
2. *Officers must obtain supervisory approval before completing the form unless the defendant is charged with using a firearm in the commission of a crime; in such cases, officers may proceed without supervisory approval.*
3. *After receiving approval from a supervisor, officers shall complete* the form in its entirety, listing the reasons why the *officer believes that the defendant should remain in jail. Officers shall fax the form to the SAO at [REDACTED]* as soon as possible.
4. A copy of the form will be maintained with the station copy of the report.

**D. DWI Repeat Offenders**

1. Officers will use a DWI Repeat Offender Notification Form to notify the State's Attorney's Office of an individual that was arrested on a previous occasion for a DUI or DWI offense.
2. When the form is prepared by the arresting officer, it will include a copy of the officer's report and a copy of the defendant's driving record.

**III. PHONE NUMBERS**

The phone numbers for the 2nd District Team Leader can be obtained by contacting ECC or the 2nd District (Bethesda) Station.

This directive voids the previous version dated  
1/22/2008.