



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

GENERAL ORDER: 5-28 WARRANT AND WANTED PERSON FILE

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DISTRIBUTION: **All Employees**

I. POLICY

The Department's METERS/NCIC computer terminal is not capable of accepting entries (only inquiries). Officers with "wanted person" entries will forward warrants they obtain to the Warrant Control Unit either by bringing the warrant to the Warrant Control Unit (WCU) at County Police Headquarters, or by sending it to the WCU by placing it in the interoffice mail at the 2nd District Station. The MCP Warrant Section has 24-hour access and can be contacted at 240-773-5360.

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 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 the MCP Warrant Section at police headquarters, 100 Edison Park Drive, for immediate computer entry and processing.

III. ENTRY CRITERIA

All warrants submitted to the MCP Warrant Section will be entered into the database by MCP Warrant Section 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), 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 Montgomery County 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 warrant **must be confirmed** by the officer before an arrest can be made. Confirming the warrant includes:
 - Verifying that the warrant is active and is in the possession of the agency that 'wants' the person; and
 - Verifying that the person named in the warrant is the same individual who is in the presence of the officer.
 - 3. The CCV Communications clerk can confirm the warrant's existence by

contacting the MCP WCU 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 the subject of the computer entry.

B. Hit Confirmation Messages

1. Officers receiving a hit will ask ECC to send a hit confirmation request to the department that wants the individual.
2. A department which receives a hit confirmation request has, by NCIC policy, ten (10) minutes to furnish a substantive response (positive or negative).
3. If a response to the hit confirmation request is not received within the ten (10) minutes, a second request should be generated (according to NCIC policy). If a response is still not received, ECC should then notify the FBI NCIC 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 that advises the jurisdiction that wants the individual that the wanted 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 a locate message to the agency holding and confirming the warrant.

This directive voids the previous version dated 2/15/2001.