

**Laurel Police Department – General Order**  
**Chapter IV, Section 100, Order 118– Felony Case Screening Procedures**  
**September 22, 2016**

**4 / 118.05 POLICY**

It is the policy that the Department contact the Screening and Investigation Division to schedule case screening appointments.

**4 / 118.10 PURPOSE**

To follow the proper procedures in reference to screening felony cases.

**4 / 118.15 DEFINITIONS**

None

**4 / 118.20 PROCEDURES**

A. INVESTIGATING OFFICER RESPONSIBILITY

1. The investigating officer must contact the Screening and Investigations Division within 72 hours, subsequent to an arrest to schedule a screening appointment.
2. The screening appointment should be within 14 days of the arrest to insure arrest is screened prior to preliminary hearing.
3. Failure of the investigating officer to contact Screening Office within 72 hours and to be present for the appointment within 14 days, may result in dismissal of the felony charge at the preliminary hearing.
4. An officer shall not bypass the screening process and go to a preliminary hearing.
5. If the arresting officer has screened the case according to procedures and has not been advised by the screening attorney, he WILL NOT have to appear at the preliminary hearing.

B. DOCUMENTS REQUIRED AT SCREENING

1. The investigating officer shall provide the screening attorney with copies of the following documents:
  - a. All crime and investigative reports, arrest reports
  - b. Copies of any warrant or search warrant
  - c. Previous criminal records, local or federal
  - d. Forensic laboratory reports
  - e. All victim / witness statements
  - f. Pertinent photos
  - g. Rough notes which will assist the screening division
  - h. Witness information

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**C. EXCEPTIONS TO SCREENING**

1. The following felonies are within the jurisdiction of the District Court:
  - a. Bad Checks
  - b. Felony Theft Cases- will not need to be screened
  
2. Other cases that require or may not require screening:
  - a. Fatal motor vehicle accidents
  - b. Serious misdemeanors involving multiple offenses committed by one defendant.
  - c. Cases which require special attention or doubt exists.
  
3. Officer should contact screening or make an appointment to resolve any doubt about a particular case.

**D. UNSERVED FELONY WARRANTS**

1. Any officer obtaining a felony warrant which is not served / shall within 30 days, schedule an appointment with the Screening Division for screening of the warrant.
  
2. If the investigating officer who received reliable information is located outside the Metro Washington Area, and require immediate authorization of the suspect, the officer shall contact the Screening Division.
  - a. On weekends and evening hours, contact Police Legal Advisor of the State’s Attorney’s Office.
  
3. The Screening and Investigation Division is located in Rm. 1142 of the County Administration Building across the street from the Court house In Upper Marlboro, MD, Phone: 301-952-4423.

**4 / 118.25 GOVERNING LEGISLATION AND REFERENCES**

None

**4 / 118.30 ANNEX**

