



Section 4/600 ♦ Arrest and Processing Prisoners		
4 / 607	Warrants & Legal Process	8/18/95 Rev 7/31/01
Accreditation Standards	1.2.5/74.1.1/74.1.2/74.1.3/74.2.1/74.3.1/ 74.3.2	

4 / 607.05 GENERAL

To ensure the quality control, location, status, and 24-hour accessibility of warrants and summonses, officers should conform with the following procedures:

All warrants/summonses issued to the Laurel Police Department will be forwarded to the Special Operations Division within 24 hours of issuance (if not served).

No officer will maintain possession of any warrant unless the status and location are entered in the LPD/CADIS warrant file.

All local warrants and warrants/summonses received from other jurisdictions will be entered into the LPD/CADIS system. Unless exigent circumstances exist, no warrant will be entered into MILES/NCIC without the CIU Supervisor's approval, which includes a review of extradition authorization by the State's Attorney's Office.

All warrants and legal process must be served by a sworn law enforcement officer.

4 / 607.10 OFFICER RESPONSIBILITY

Officers serving LPD warrants/summonses that are physically located at the station must notify Warrant Control, either verbally or by supplement for removal of the warrant from the Warrant File

Officers serving warrants/summonses for other jurisdictions that are entered into the LPD/CADIS system must notify Warrant Control, either verbally or by supplement for removal of the warrant/summons from the system and to facilitate notification to the originating agency for cancellation of the warrant.

4 / 607.15 CIU SUPERVISOR'S RESPONSIBILITY

The CIU Supervisor will review all warrants for entry into MILES/NCIC and the LPD/CADIS system. The SOD Supervisor will also consult with the State's Attorney's Office in matters of extradition to determine the extradition recommendations. Possible extradition conditions are:

- Maryland Only
- Surrounding States (DC,PA,VA,WV)
- East Coast Only

- Nationwide

Upon the CIU Supervisor's review and completion of the Warrant/Summons Control Sheet, which will include recommendations for disposition (entry forwarded to other agency, etc.), the warrant / criminal process will be forwarded to the Communications / Warrant Control Officer.

The Warrant/Summons Control Sheet will include the following information:

- Date and Time Legal Process was Received
- Type of Legal Process
- Nature of Document – Case Type
- Source of Document
- Name of Plaintiff/Complainant
- Name of Defendant/Respondent
- Officer or Unit Assigned for Service
- Date of Assignment
- Court Docket Number
- Date Service Due

The Warrant/Summons Control Sheet will also be utilized to document service / attempts in the Warrant Service History Section. Documentation will include the following:

- Date and time service executed / attempted
- Name of officer serving / attempting
- Name of person served
- Reason for non service / method of service
- Location of service / attempt

4 / 607.20 WARRANT CONTROL

Warrant Control is responsible for entry and deletion of all warrants in MILES/NCIC and the LPD/CADIS system. Only warrants obtained by this agency and have the CID Supervisor's recommendation can be entered into MILES/NCIC.

Upon receipt of any warrant or criminal process, a copy of the document will be made by the Warrant Control Officer and retained in the CADIS / Miles / NCIC entry files.

Warrant Control will ensure quality control of both MILES/NCIC and LPD/CADIS warrant entries and

deletions. This includes maintenance of the warrant/summons file.

END OF ORDER

Wanted Person Entry Forms are to be completed with all available information, however, CRCR information is not to be left in warrant folders.

Every 60 days, Warrant Control will perform validation checks on MILES/NCIC warrant entries by checking with the Courts, Sheriff's Department, officers, arrest logs, etc.

4 / 607.25 WARRANT SERVICE

No officer of this department is authorized to arrest an individual wanted by another agency unless the warrant has been verified by:

- A MILES/NCIC message which clearly establishes positive identification, nature of the charge, and the location of the warrant or warrant number, AND
- Confirmation of the existence of the warrant by telephone with the agency originating the warrant. The name of the person confirming the warrant must be noted on the arrest report.

When the warrant is held by an agency outside of Maryland, that agency must confirm the warrant via an NCIC message addressed to this department and a separate message sent to the Prince George's County Department of Corrections to serve as a detainer in order for the Sheriff's Department to transport the defendant from this agency.

Sworn officers of this agency engaged in the execution of criminal warrants / criminal process will request the assistance of law enforcement personnel with primary jurisdiction when executing these documents outside the jurisdictional boundaries of the City of Laurel.

4 / 607.30 CIVIL PROCESS

Generally, all civil process is served by the Prince George's County Sheriff's Department, however the occasion may arise where the Department is called upon to serve or enforce civil orders. These include Peace Orders, Ex Parte Orders and civil writs. No civil process will be retained by the Department if not served within seven days. The agency will not perform process service for private businesses.

Any civil arrest order or writ that requires the seizure of any type of property must be handled by the Prince George's County Sheriff's Department. The agency will only respond to maintain the peace.