

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: ARREST DOCUMENTATION - FELONY SCREENING		NUMBER: 606
EFFECTIVE DATE: May 29, 2014	REVIEW DATE: May 29, 2021	
New X Amends Rescinds	General Order 606, dated April 23, 2002	
AUTHORITY: Chief Alan M. Goldberg		TOTAL PAGES: 1

01 Purpose: To establish guidelines for the orderly preparation and dissemination of Department forms and arrest reports.

02 Policy: Appointments with the appropriate State's Attorney's Office will be made promptly. Also, necessary reports and forms will be completed and forwarded to the Administrative Division no later than 48 hours after an arrest.

03 Arrest Procedures:

- A. Obtain written statements, when possible, from witnesses.
- B. Advise person(s) arrested for a criminal act using a TPPD 600-50 Advice of Rights form whenever practical.
- C. Obtain local and FBI wanted checks on suspects.
- D. Complete the offense report, detailing all facts and circumstances.
- E. Complete charging or warrant application documentation.
- F. Submit items A through E to Administrative Services within 48 hours after the arrest. Administrative Services will forward the documents to the respective State's Attorney's Office.

04 Felony Screening Procedures:

- A. The State's Attorney's Office Case Screener will call the officer and schedule an appointment. The officer will hand carry all appropriate documents to the meeting. Screening appointments take place at 50 Courthouse Square Rockville, MD, on the 5th floor.
- B. Failure to screen felony cases within 14 days after the arrest may result in the case being dismissed at the preliminary hearing. If this should occur and the investigating officer wishes to proceed, the case must be screened as previously outlined. No officer shall deliberately cause the bypassing of screening in order to attend the preliminary hearing.
- C. An officer obtaining a felony warrant, which is not served immediately, shall, no later than 30 days after issuance, schedule a screening as outlined in preceding paragraphs.