

Bowie State University Police Department

General Orders



<i>Subject:</i> ARREST DOCUMENTATION - FELONY SCREENING	<i>Number:</i> 43
<i>Effective Date:</i> January 17, 1997	<i>Rescinds:</i> N/A
<i>Approved:</i> Captain Benjamin Biscoe	

43.1 Purpose:

43.1.1 To establish guidelines for the orderly preparation and dissemination of Department of forms and arrest reports.

43.2 Policy:

43.2.1 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.

43.3 Arrest Procedures:

43.3.1 Obtain written statements when possible, from witnesses.

43.3.2 Advise person(s) suspected of a criminal act using an Advise of Rights form whenever practical.

43.3.3 Obtain local and FBI wanted checks on suspects.

43.3.4 Complete the offense report, detailing all facts and circumstances.

43.3.5 Submit items A through D to the Administrative Division within 48 hours after the arrest. Administration will forward the documents to the respective State=s Attorney=s Office.

43.4 Felony Screening Procedures:

43.4.1 For cases in Prince George=s County, the officer will contact the Felony Screening Division of the State=s Attorneys Office at 952-5169, within 72 hours, and schedule a screening. Note, to ensure that screening is complete prior to the preliminary hearing,

the screening of an arrest will be completed within 14 days after the arrest.

43.4.2 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.

43.4.3 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.