

FIELD MANUAL



“INTEGRITY...FAIRNESS...SERVICE”

Rules, regulations, policies, and procedures stated in written directives of the Baltimore County Police Department are for departmental use only and do not apply in any criminal or civil proceeding. They will not be construed as creating a higher legal standard of care in any evidentiary sense with respect to third-party claims. Violations thereof will only form the basis for Department administrative sanctions.

Established September 1, 1994

4-3.2 SERVING ARREST WARRANTS IN BALTIMORE COUNTY

GENERAL

- The same procedures for affixing labels to the Statement of Charges apply to arrest warrants.
- If the original warrant is not available and a copy of the warrant is being served, the tracking numbers will be entered by hand on the necessary forms.
- After service attempts, arrest warrants must be logged out of the Warrant/Summons Tracking System. The warrants will then be forwarded to Warrant Control.

OFFICERS

- Serving a warrant they applied for, will contact the court commissioner prior to the bail hearing to obtain a trial date, time, and location. The information, along with the court commissioner's initials, will be written on Form DC/CR6 to the left of the officer's signature.
- Serving a warrant in a case where another officer investigated, will:
 1. Obtain the investigating officer's next several trial dates.
 2. Place the tentatively assigned trial date, time, location, and two optional trial dates on the Form 166.

- Will record all attempts to serve the warrant.
- Will use the original CC number associated with the warrant. If no original CC number exists, a new CC number will be generated.
- Complete the "Information Checked" and "Results" sections of the Form 179 if initial attempts are unsuccessful.
- If unable to serve a warrant, complete the Form 179 and return it, along with the warrant, to the desk officer prior to forwarding to Warrant Control.
- Ensure that a cancellation telex is sent when a warrant has been withdrawn before a judge, and note this in the offense report.

SQUAD SUPERVISORS

- Return all assigned warrants remaining unserved for a period of 45 days to Warrant Control, unless authorized by Warrant Control to remain for a longer period.
- Ensure that the officers have exhausted all leads before returning any unserved warrants.

DISPOSITION OF SERVED WARRANT

- The completed Form 179 will be given to the desk officer for forwarding to Warrant Control.
- The gold copies of the DC/CR3 and DC/CR6 will be retained by the arresting officer.