



**Maryland-National Capital Park Police
Prince George’s County Division**



DIVISION DIRECTIVE

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| TITLE MAINTENANCE OF LEGAL PROCESS FILES | | PROCEDURE NUMBER PG901.0 | |
| SECTION Reporting Procedures | DISTRIBUTION A | EFFECTIVE DATE 05/01/17 | REVIEW DATE 05/01/21 |
| REPLACES PG901.0 “Maintenance Of Legal Process Files”, issued 08/01/04 | | | |
| RELATED DIRECTIVES PG612.0 | REFERENCES CALEA 82 | AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson | |

I. PURPOSE

This directive establishes procedures for the maintenance of files, in the Communications Section, for both criminal and civil legal process.

II. PROCEDURES/RESPONSIBILITY

- A. All criminal process (i.e., arrest warrant) obtained by officers of the Division, not immediately served or turned over to Prince George’s County Sheriff’s Department, will be forwarded to the Division’s Communications Section along with the appropriate report form(s).
- B. Any civil process (i.e., ex parte order, seizure notice, etc.) sent to this Division for service will follow the same procedures as criminal process.
- C. The receiving dispatcher will attach a “Warrant Supplemental Report” for each legal process received and prepare a file folder.
- D. The Communications Supervisor or his/her designee will ensure that, within 48 hours after receipt of any legal process, it is entered into both the NCIC and Communications files.
- E. The file folder will be maintained in the Communications Section files, available 24 hours a day, until it is served, expires (civil) or is recalled by the court system.

MAINTENANCE OF LEGAL PROCESS FILES

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- F. When a confirmation request is received from another agency a dispatcher will verify that the legal process is still active in file. After confirmation is made the on duty supervisor will be notified and is responsible for making arrangements to have the legal process served.
- G. If the person named in the legal process is stopped by an officer of this Division the officer will be responsible for completing the service arrangements.
- H. When the service is verified the dispatcher will be responsible for clearing the legal process from the computer files.
- I. Copies of all teletypes on cleared legal process (including: entry, confirmation requests and responses, and any clears or locates) will be retained in Communications Section files.
- J. Officers will be responsible for ensuring that all required documentation related to the legal process service is forwarded, via the on duty supervisor, to Records Management Section.

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