



MILLERSVILLE, MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 01-027

FILE AT: File Behind Index Code 2180.2

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: July 6, 2001

SUBJECT: Departmental Case Number Appearing on Statement of Charges /
Judge's Name Included in Probable Cause Statement

MESSAGE:

CASE NUMBER APPEARING ON STATEMENT OF CHARGES DOCUMENTS

In order to properly book, track, and prosecute a defendant named in a "Statement of Charges", our departmental case/report number must appear on the document. When completing an "Application for Statement of Charges" place the case/report number on the line following CC#, which is located just below the Defendant's information.

Example: CC# ...01-123456.....

When completing the "Statement of Charges" place the case/report number in the block titled "CC/OCA".

Example:

CC/OCA 01-123456

Once entered into the court system by the Commissioner, the case/report number will appear on all related documents produced by the courts. Booking Officers should refer to this number when completing the "PD Case" field in the Tiburon System while processing prisoners.

INCLUDING JUDGE'S NAME IN PROBABLE CAUSE

When completing a "Statement of Charges" document in which a Search Warrant is part of the probable cause, it is now required to include the name of the Judge that signed the Search Warrant and the date that the judge signed it. This will assist the State's Attorney's Office when they contact the Judge, should the need arise.