



APPLICATION FOR A STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC/CR1

INDEX CODE: 2180.2
EFFECTIVE DATE: 07-01-07

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I. PURPOSE

An Application for a Statement of Charges (Form DC/CR1) is a request made to a judicial officer to issue a statement of charges charging an individual with attempting or committing a crime, along with an arrest warrant or criminal summons for the individual. It is the judicial officer's prerogative to issue either a warrant or a summons.

The purpose of the form is to enable an officer to charge a defendant with committing crimes, and it may be used in lieu of the arresting officer's presence at the defendant's initial appearance before a District Court judicial officer. The judicial officer may require a police officer to present additional evidence prior to action on the application.

II. INSTRUCTIONS

A. The application must establish sufficient probable cause to believe that a crime has been committed or attempted, and that the person(s) named in the application committed the crime.

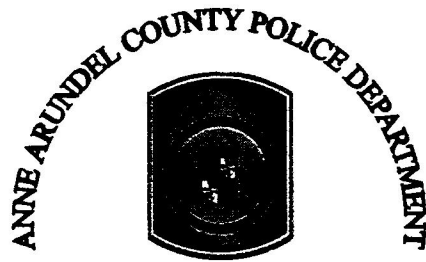
B. All applicable codes used to complete the statement of charges (Form DC/CR2) are the same for this document. In the space labeled "case number", insert the court case number (tracking number), not the Police Department case number.

C. Complainants who are police officers do not have to indicate their addresses or telephone numbers; fill in the appropriate agency code, sub-agency code, and officer identification number instead.

D. The applicant, including police officers, must sign the form and affirm the truth of the contents of the form before a judicial officer.

III. PROPONENT UNIT: Court Liaison Officer.

IV. CANCELLATION: This directive cancels Article 21, Section 21.8.3. Prior date: 03-30-94.



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.