



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 03-041

FILE BEHIND: Index Code 2180

TO: All Personnel

FROM: Deputy Chief David Shipley *DJS*
Commander, Technical Services Bureau

EFFECTIVE DATE: September 10, 2003

SUBJECT: **Placement of Soundex number on Statement
of Charges and Application for Statement of
Charges**

BACKGROUND

The Office of Sheriff for Anne Arundel County is coordinating with the Motor Vehicle Administration for the State of Maryland, an effort to locate and apprehend members of the public who have outstanding warrants. This cooperation takes the form of the notification to the Administration that an individual has outstanding criminal matters and that efforts to locate them have proved fruitless. The Motor Vehicle Administration will make an attempt to notify the individuals wanted by the Law Enforcement Agency to grant them fifteen days to satisfy the warrant or to request an administrative hearing. If the individuals so named fail to respond, the administrator can take direct action against such persons by suspending their drivers license and/or flagging the tags of any vehicles that may be registered to them. In order to facilitate this effort, it is necessary for the Motor Vehicle Administration and the Sheriff's Office to have the ability to identify such persons through the use of the Soundex number.

(Over)

PROCEDURE

When filling out an Application for Statement of Charges or a Statement of Charges, the officer will, whenever he/she possesses or can acquire the information, place in the block marked "Driver's License #", the Soundex number of the individual charged or to be charged. In the Application for Statement of Charges, this block is found in the Defendant's Description area of the form. In the Statement of Charges form, the soundex number block is located in the Defendant's information area (adjacent to the Complainant's information area).