



STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORM DC/CR2

INDEX CODE: 2180
EFFECTIVE DATE: 07-01-07

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I. PURPOSE OF FORM DC/CR2

A Statement of Charges (form DC/CR2) is a charging document, other than a citation, filed in District Court by a law enforcement officer or by a judicial officer. Form DC/CR2 is a sworn affidavit which may be used in lieu of the arresting officer's presence at the defendant's initial appearance before a District Court judicial officer.

II. INSTRUCTIONS FOR COMPLETION

A copy of a Statement of Charges is included with this directive and may be referred to while following the instructions that appear below.

The Statement of Charges is divided into six parts, and is completed as follows:

A. Heading

Located at (Court address) - insert the address of the applicable District Court:

580 Taylor Avenue, Annapolis, Maryland 21401; or
7500 Ritchie Highway, Glen Burnie, Maryland 21061

Primary charge - the first or most serious charge placed against the defendant

Related cases - refers to the tracking numbers on the charging documents of the codefendants, if any. This allows the court to schedule the defendants involved in the same case on the same date.

Tracking number - the unique number assigned to each individual statement of charges for use by the court.

Defendant's name (last, first, MI) - defendant's full name, in the order specified.

Dist./Loc. - Annapolis District Court is 07-01; Glen Burnie is 07-02.

B. Complainant Information

Name (last, first, MI) - the complainant's full name, in the order specified. Police officers may use a middle initial.

Title - Senior (Sr.), Junior (Jr.), II, III, etc...Does not mean "Officer", "Sgt." or any designation of rank or employment.

Agency - the issuing officer's law enforcement agency code. The code for the Anne Arundel County Police Department is "AC".

Sub-Agency - indicates the charging officer's assigned duty station. The following codes will be used:

- 0001 Headquarters/S.O.S.
- 0002 Northern District
- 0003 Eastern District
- 0004 Southern District
- 0005 Western District
- 0006 C.I.D./Narcotics & Vice Control
- 0007 Criminal Investigation Division

I.D. No. (Police) - the charging officer's Police Department identification number, in four digits; e.g., 0418.

Address, telephone number information - leave blank if complainant is a police officer.

C. Defendant Information

Name (last, first, MI) - Defendant's full name in the order specified.

I.D. No. - State identification number (optional).

Race - defendant's race code, as follows:

- 1: African American; Black
- 2: White; Caucasian; Native of India and some Arab countries
- 3: Oriental; Asiatic; Mongol
- 4: American Indian

Sex - "M" for males, "F" for females.

Ht. - defendant's height, expressed in feet and inches: 5' 09", not 5/9 or 5-9.

Wt. - defendant's weight, in pounds; e.g., "175".

D.O.B. - defendant's date of birth, in month-day-year order, in six digits: 02-01-56. NOT 2/1/56 or 2-1-56.

OCA - do not use.

Hair - defendant's hair color.

Address, telephone numbers - complete as much information as is known about the defendant's address and telephone numbers.

D. Statement of Probable Cause

The defendant has been arrested upon the following information or observation:

In this space the charging officer is to write a brief, concise statement of the probable cause which supports the arrest of the defendant. The probable cause is to be based on the observations, personal knowledge, and reliable second-hand knowledge available to the officer. It includes any admissions or confessions made by the defendant; evidence linking the defendant to the crime charged; actions of the defendant indicating his or her guilt; and statements of eyewitnesses, including eyewitness knowledge of the officer.

The probable cause must establish the elements of the crime being charged. It must be sufficient to cause a reasonable and prudent person to believe that the crime charged has been committed or attempted, and that the defendant named in the document committed or attempted to commit the crime.

E. Formal Statement of Charges

It is formally charged that the defendant...

MDCCS AR - insert the appropriate code number for the crime charged

On or about - insert the approximate date and time of the crime

At - insert the location of the crime, as precisely as possible, including the words "Anne Arundel County, Maryland".

Crime - state the crime being charged, as it appears in the District Court commissioners' charging manual, copies of which are provided to each District and to CID.

In violation of - check the appropriate box and insert the information requested.

F. Affirmation

Sign and date the form at the bottom. Check the box at the bottom if more charges are being filed on form DC/CR 3A (statement of charges continued).

G. Service Signature

The statement of charges must be signed on the back to show service.

III. PROPONENT UNIT: Court Liaison Officer.

IV. CANCELLATION: This directive cancels Article 21, Sections 21.8 & 21.8.1. Prior date: 03-30-94.



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).