

STANDARD OPERATING PROCEDURE: District Court Access to Booking Site Forms

MEMORANDUM OF UNDERSTANDING WITH DISTRICT COURTS

The Anne Arundel County Sheriff's Office has entered into a MOU with the District Court of Maryland ["District Court"] and the Administrative Office of the Courts ["AOC"] for the purpose of enhancing our ability to prepare initial filings in criminal matters on certain forms approved by the District Court and thereby to reduce the number of filings rejected by the District Court as improper in form.

The AOC has included within the Judiciary website a password-protected site [the "Site"] on which the District Court posts the District Court forms, which, when downloaded, transmitted, and/or printed, appear as official documents.

To prevent the unauthorized use of the District Court forms, the District Court restricts access to the Site to certain governmental entities and agencies. The Anne Arundel County Sheriff's Office acknowledges the importance of preventing unauthorized disclosure of the District Court forms.

The Anne Arundel County Sheriff's Office acknowledges and affirms that access to, and use of, the Site by Anne Arundel County Sheriff's Office shall be subject to all applicable laws and rules as well as to any policies, regulations, rules and/or procedures deemed necessary by the AOC and/or the District Court to effect the intent of the MOU and/or to maintain the Site in the manner determined by AOC or the District Court, in their discretion.

FILING OF FORMS UTILIZING THE DISTRICT COURT

The District Court Booking Systems – Vendor Resources link enables Deputies to access and download:

- the Statement of Charges, Police Form (dccb002lea.pdf)
- the Statement of Charges, Continuation Form (dccb002alea.pdf)
- the Statement of Probable Cause/Arrest on Traffic/Natural Resources/Mass Transit Citation (dccb004.pdf)
- the Statement of Probable Cause, Continuation Sheet (dccb004.pdf)
- the Uniform Criminal Citation (dccb045lea-070114.pdf)

Deputies will need to follow the below procedure for handling and utilizing District Court Tracking Numbers to eliminate the duplication of tracking numbers. This procedure has been designed for when making a

warrantless arrest (on-view arrest) and presenting the defendant to the Commissioner.

The presenting Deputy will provide the Statement of Charges (DC/CR2) manual (blank) carbon copy form that is attached to a completed electronic (typed) version of the Statement of Charges (DC/CR2) actually signed by the Deputy (ink-on-paper). Once the Commissioner has verified that the tracking number from the manual (blank) DC/CR2 is identical to the completed electronic (typed) Statement of Charges DC/CR 2, the Commissioner is to log and then shred the manual (blank) DC/CR 2 form. This procedure has been instituted by the District Court to eliminate the duplication of tracking numbers.

ACCESS TO THE DISTRICT COURT BOOKING SITE FORMS

Access to the District Court Booking Site Forms is restricted to certain governmental entities and agencies. All efforts must be made to maintain the security and integrity of the District Court Site to prevent unauthorized disclosure of the District Court forms.

Deputies requiring access shall go to:

<http://www.mdcourts.gov/district/index.html>

Under "Quick Links", click on "Booking Systems – Vendor Resource"

When login screen appears, Enter:

Username – bookingvendor

Password - bookingsystem