

DEPARTMENTAL GENERAL ORDER **20-026**

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

July 9, 2020

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TELETYPE AND REJIS TERMINAL POLICY

I. PURPOSE

The purpose of this Order is to establish Department policy and procedure concerning proper use of teletypes and **other** criminal justice records.

II. POLICY

- A. All employees with access to criminal justice records in the Regional Justice Information System (REJIS), Missouri Uniform Law Enforcement System (MULES), National Crime Information Center (NCIC) or Department of Revenue (DOR) are required to comply with the respective agency's policies concerning entry, modification, retrieval, and release of these records. Any misuse or personal use of criminal justice records that violates these policies will result in disciplinary action and may also violate state or federal laws or regulations, punishable by civil or criminal penalties.
- B. All copies or duplicates of printed criminal justice records made solely for convenience of reference shall be placed inside locked containers for shredding when no longer needed.
- C. Only trained, REJIS certified employees, shall have the authority to operate a REJIS terminal for conducting Department business.
- D. Any employee who is aware of an unauthorized use of a REJIS terminal is responsible for reporting the matter to their immediate supervisor **or directly to the Bureau of Professional Standards.**
- E. Individual REJIS terminal operators are responsible for:
 - 1. Signing on and off of their terminal (using their own username or password) at appropriate times; **and**
 - 2. All transactions conducted on their assigned terminal; **and**
 - 3. **The release of** any information derived as a result of their inquiries, entries, or cancellations only to authorized persons.

III. DEFINITIONS

- A. **Employee** – All commissioned and professional staff members, reserve police Employees, chaplains, and any other individual operationally attached to the Department, to include contractors and task force members. This definition is solely used for convenience of reading this policy and is not meant to establish

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an employment relationship with any individual(s) where such a relationship does not otherwise exist.

- B. **Wanted** – Also known as an Arrest Order or Person of Interest (POI). It is a record that can be entered into REJIS and/or MULES and/or NCIC. Documenting a person as wanted shall be based on probable cause that an individual has committed a felony crime.
- C. **Warrant** – A record that is entered into REJIS, and/or MULES, and/or NCIC, issued by a judge on behalf of the United States, a state, county, or city, which authorizes the arrest and detention of an individual.
- D. **Contact and Advise** – A record entered into REJIS that does not provide a reason for arrest but is used as a resource for officers to express an interest in interviewing a subject.

IV. **PROCEDURE**

Unless otherwise specified in this Order, the CARE Unit **shall** be responsible for transmitting teletypes when a CARE report is going to be made. If no CARE report will be made, the **Bureau of Central Police Records** will be responsible for transmitting teletypes. Division of Criminal Investigation's Word Processing Unit will be responsible for transmitting teletypes for personnel assigned to that division during normal business hours.

A. **Missing Persons/Runaways**

1. **Teletypes**

- a. A teletype shall be entered into REJIS, MULES, and NCIC upon notification of a missing person or runaway juvenile.
- b. The minimum information needed to enter a missing person or runaway juvenile includes, but is not limited to, report number, name, race, sex, age or date of birth, physical descriptors, identification numbers, reason, caution indicators, and contact name and address.

2. **Locates**

- a. The locating officer of a missing person or runaway juvenile is responsible for cancelling a teletype entered by this Department and completing a supplemental CARE report.
 - b. If another department entered the record, the locating officer is responsible for contacting **the Bureau of Central Police Records** and requesting that they send a confirmation request to verify the validity of the entry. Upon completing a CARE report, a locate teletype must be sent to the original department by the CARE Unit.
3. Additional procedures for missing persons and runaway juveniles can be found in the General Order **042**, *Missing Persons/Runaways*.

B. **Wanted and Warrants/Person of Interest (POI)/Contact and Advise**

1. **Wanted and Warrants**

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- a. **In order to enter a person as wanted for a felony crime**, where no warrant has been applied for, **the case officer will at least need the following information:**
 - 1) **Report number; and**
 - 2) **Full name (first and last) of the wanted person; and**
 - 3) **Race; and**
 - 4) **Sex; and**
 - 5) **Age or date of birth; and**
 - 6) **Hair color; and**
 - 7) **Eye color; and**
 - 8) **Height; and**
 - 9) **Weight.**
- b. Once the case officer has determined probable cause exists that a person has committed a **felony** crime, they must have a review of the facts supporting the case by their immediate supervisor, or designee, and receive approval before requesting wanted person entries. Once approved, the case officer **shall** contact CARE or DCI Word Processing and request a wanted entry on the person. The name and DSN of the approving supervisor must be **listed in the comments section of the wanted entry and recorded** in the narrative of the CARE report.
- c. Normally, only users of the REJIS system can view wanted records. A temporary wanted record without a warrant may be entered into the MULES and/or NCIC systems to be viewable by other agencies for a period of 48 hours under the following guidelines:
 - 1) If prompt action is required to apprehend a person (including a juvenile) that the officer has probable cause to believe has committed a felony; and
 - 2) It is believed the individual may seek refuge by fleeing across jurisdictional boundaries and circumstances prevent the immediate acquisition of a warrant; and
 - 3) The case officer is prepared to respond anywhere within the extradition limits of the wanted record in the event the person is arrested; and
 - 4) The case officer's supervisor has authorized the entry of the wanted record into MULES and/or NCIC.
- d. The case officer must inform the CARE **Operator** of the desired extradition limits for any wanted person entries. When the suspect is detained by a law enforcement agency based on the wanted entry, the case officer **shall** be notified and is responsible for the suspect being picked up and/or interviewed. The Prisoner Conveyance Unit will only respond to adjoining Missouri counties and a suspect cannot be extradited across state lines without a warrant.

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- 1) Wanted records in REJIS can be viewed by most agencies in St. Louis County and surrounding Missouri and Illinois counties, but not all.
 - 2) Felony temporary wanted records in MULES can be viewed by law enforcement agencies in the State of Missouri.
 - 3) Felony temporary wanted records in the NCIC system can be viewed by law enforcement agencies nationwide.
- e. Any temporary wanted record in MULES and/or NCIC that is not modified to add warrant information within 48 hours of entry will be automatically deleted from MULES and/or NCIC without notifying the case officer.
 - f. A wanted record will remain in the REJIS system even if a temporary MULES/NCIC record is automatically deleted.
 - g. Warrant information **shall** be entered, cancelled, or verified only by warrant clerks in the Fugitive Affairs Unit. Warrant entries will contain at least the person's name (last and first), date of birth, age, race, sex, last known address, warrant number, and charge.
 - h. Prior to booking a person based on another agency's wanted/warrant entry, the officer shall **contact the Bureau of Central Police Records and have** a Records Clerk send a confirmation request to verify that the entry is valid.
 - i. Procedures for cancelling and locating teletypes for wanted **or** warrant entries can be found in General Order **097, Arrest Reports and Booking of Prisoners.**

2. Person of Interest (POI)

- a. **A Person of Interest is** a type of wanted entry **that provides** a wanted record for up to one year in **MULES**. Many agencies in Missouri do not use REJIS and will not see a REJIS wanted, therefore **a Person of Interest** can be used to assist in locating a wanted person.
- b. **A Person of Interest is** limited to one charge. If an officer encounters **someone that is a Person of Interest**, it **shall** be handled the same **way** as a wanted **as** documented in General Order **097, Arrest Reports and Booking of Prisoners.**

3. Contact and Advise

- a. **Contact and Advise records are only viewable within REJIS and are intended to provide a way to let other officers know of an interest to interview the subject named in the record. However, it is not a request to arrest a subject.**
- b. **If an officer of this Department encounters a subject with a Contact and Advise record, they shall take no enforcement action based on the record alone and contact the investigator noted on the record. Officers shall not unreasonably prolong the stop or detention to make contact with the investigator.**
- c. **It shall be the responsibility of the entering agency to maintain and cancel the Contact and Advise record once contact has been made.**

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C. Property Teletypes

1. Any piece of stolen or lost property (e.g. article, boat, gun, security), regardless of value, that has a serial number or owner applied number can be entered into **REJIS**.
 - a. **Upon recovery of property reported** lost/stolen by this Department, **the CARE Unit shall be notified so a cancellation teletype can be sent.**
 - b. Upon the recovery of property reported stolen by another jurisdiction, **the officer shall contact the Bureau of Central Police Records and request the Records Clerk send** a confirmation request to verify that the entry is valid.
 - c. Once **the request has been** validated, **the officer shall contact the CARE Unit so a CARE Operator can send** a locate teletype **to the reporting jurisdiction.**
2. All firearms that have been seized by officers of this Department for any reason and **are** identifiable by serial number or owner applied number, **shall contact the CARE Unit to send a recovered firearm teletype.**

D. Vehicle Teletypes

1. Wanted/Stolen Vehicles

- a. The minimum information needed to enter a wanted/stolen vehicle includes, but is not limited to, report number, color, year (if unknown, approximate year), make, style (body), license number or vehicle identification number.
- b. If an employee of this Department recovers a vehicle, vehicle part, or license plate reported stolen to this Department, the employee **shall** contact the CARE Unit to cancel the entry.
- c. If an employee of this Department recovers a vehicle, vehicle part, or license plate stolen from another jurisdiction, the employee **shall** contact **the Bureau of Central Police Records** and request that the **Records Clerk** send a confirmation request to verify the validity of the entry.
- d. **After verification and** upon completion of the CARE Report, a locate teletype **shall** be sent to the originating agency by the CARE Unit.

2. Towed Vehicles

- a. **An** employee of this Department **who is** authorizing a tow shall immediately contact a CARE/Records Clerk to enter a tow teletype.
 - 1) **A Records Clerk shall enter the tow if the vehicle is towed for a warrant arrest or 10-50 without an accompanying CARE report.**
 - 2) **A CARE Operator shall enter a towed vehicle for an abandoned auto, DWI, or if the circumstance does not meet any of the previously listed criteria.**
- b. The Vehicle Identification Number (VIN) or license plate number attached to the vehicle is required to enter a towed vehicle into the REJIS system.

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- c. Officers shall make every attempt to contact the vehicle owner at the time of the tow or soon thereafter, either by telephone or in person.
 - 1) If no contact is made, officers shall document their attempt(s) (e.g. left voicemail message; Clayton PD attempted contact at my request with no success) **in the correlating report.**
 - 2) If the officer is unable to notify the driver/owner of a towed vehicle, **the officer shall advise the Records Clerk/CARE Operator that a vehicle notification letter should be sent.**
 - 3) **The officer shall make documentation of this notification in the report, and the Records Clerk/CARE Operator entering the teletype shall notify the owner in writing of the vehicle's location as soon as possible.**
- d. **In instances where a CARE Operator/Records Clerk is not contacted within an hour of the tow, it shall be the officer's responsibility to first contact the garage that towed the vehicle and verify it is still in the garage's possession.**
- e. **Once it has been verified the vehicle is still in the garage's possession, the officer shall contact the CARE/Records Clerk to enter the vehicle as towed.**

3. Vehicle Holds

- a. When an officer from this department requests a hold, the report and teletype **shall** contain the holding officer's/detective's name, **DSN**, work contact number, and reason for the hold.
- b. If there is a hold on the vehicle pending an Auto Crime Unit investigation and no VIN or license information is available, the complaint number **shall** be used in the OAN field of the teletype entry.
- c. Officers shall monitor the hold prior to the **72-hour** notification period and shall retain responsibility for completing the investigation and removing the hold when appropriate.
- d. If a supervisor extends the hold, **the CARE Unit shall be notified so the entry can be revised.**
 - 1) If another department requests a hold order be placed on a vehicle towed by this Department, the officer's name, **DSN**, phone number, department, and reason for the hold **shall** be given to the CARE **Operator** for the teletype and contained in this **Department's report.**
 - 2) The towing officer **shall** advise the other department that the hold **is valid for 72 hours, and in order to release the hold, the Bureau of Central Police Records will need to be contacted directly to ensure the entry is modified and a supplement is made to the original CARE report.**

Example: A vehicle reported stolen by Springfield PD is recovered by our Department. A Springfield officer requests a hold so they have time to process the vehicle. The officer's name, phone number, **DSN**, department and reason for the hold **provided by the Springfield officer** is given to **the**

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CARE Operator for the teletype. The Springfield officer is **informed** by the County officer towing the vehicle that the hold **is valid for 72 hours and to contact the Bureau of Central Police Records once processing is complete.**

V. NON-CRIMINAL/ADMINISTRATIVE MESSAGE

Employees may request **that an employee** within the Bureau of Central Police Records transmit **an administrative message to other local law enforcement agencies** under the following conditions:

- A. **Assistance is needed to** attempt to identify **a person** (e.g., unidentified sick, injured or deceased person); **or**
- B. **Information needs to be shared regarding the death** of a police department employee; **or**
- C. **In cases of** severe weather warnings or storm warnings; **or**
- D. **In cases of an** emergency or death notification **where the** phone number is unlisted, **there is** no response by phone, or relatives have been unable to contact the family in any other manner; **or**
- E. **An attempt to locate a specific person or vehicle on non-criminal matters; or**
- F. Intelligence data **is received and needs to be shared with** various agencies; **or**
- G. **As otherwise authorized by a Bureau, Precinct, Watch Commander, or Supervisor.**

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Attachments:

[REJIS Master Control Agreement](#)

[State Statute 576.050](#)

[Federal Privacy Act](#)

Adopted by Command Staff

By order of:

COLONEL MARY T. BARTON
Chief of Police

MB:mw

Approved at the regular Board meeting of July 9, 2020.

COMMISSIONER
Chairman

COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference
74.1.3; 82.1.1