

DEPARTMENTAL GENERAL ORDER 20-037

This General Order has been modified by [SO 415](#)
This General Order has been modified by [SO 425](#)
This General Order has been modified by [SO 458](#)

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

March 19, 2020

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Case Management
Electronic Warrant Application
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CASE MANAGEMENT AND WARRANT APPLICATION

I. PURPOSE

The purpose of this General Order is to establish policy and procedure for proper management and disposition of criminal cases. This Order also provides guidance on accurate completion of Arrest Reports (F-287).

II. DEFINITIONS

- A. Arrest– The restraining and seizure of a person whether or not by physical force, based on a warrant issued by a court, for an apparent crime committed in the presence of the arresting officer, or upon probable cause to believe a crime has been committed by that person.
- B. Arrest Report (F-287) – Also known as a booking sheet, is a record completed at the time of arrest of a suspect used to document the subject’s pedigree, charge(s), warrant/wanted information, personal property, etc.
- C. Chain of Case Responsibility– The changes in case responsibility from one employee to another.
- D. Charged– Whenever a warrant is issued by a court.
- E. Closed Records – Any record deemed closed by prevailing law.
- F. Computerized Case Management System – A computerized system where employees document cases assigned to them and where supervisors manage and monitor activity on cases assigned to employees they supervise.
- G. Custody –A custodial situation exists when an officer tells a suspect that they are under arrest. A functionally equivalent situation exists when a “reasonable person” in the suspect’s position would feel that their freedom of action has been restricted to the same degree as a formal arrest.
- H. Deaf – Refers to an individual with very little or no functional hearing and who often uses sign language to communicate.

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- I. **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 an employment relationship with any individual(s) where such a relationship does not otherwise exist.
- J. **Expunge** – To completely remove, blot out, or obliterate arrest **and** confinement records rendering them unreadable and/or unavailable to anyone, including the arrestee.
- K. **Hard of Hearing Person** – A person who has a mild to moderate hearing loss who may communicate through sign language, spoken language, or both to communicate.
- L. **Intake**–Located at the St. Louis County Department Justice Services Center, where arrested subjects are taken for processing and confinement.
- M. **Interrogation** –Includes direct questioning of a suspect about a crime or suspected crime, as well as any words, statements, or actions that the employees should know are reasonably likely to elicit an incriminating response from the suspect.
- N. **Limited English Proficiency (LEP)** – Any person who cannot readily speak or understand the English language, and is not limited to persons who are deaf or hard of hearing.
- O. **Open Records** – Available to the public by **prevailing** law.
- P. **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 a person has committed a felony crime.
- Q. **Warrant**– Is 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.

III. ASSIGNMENT OF CASES

- A. The Division of Patrol **and certain elements of the Division of Special Operations** have the primary function to respond and conduct initial investigations into all criminal activity through self-initiated incidents and calls for service. The Division of Criminal Investigation should be requested by patrol officers to conduct follow-up investigations as needed, within the following guidelines.
- B. Requests for the Division of Criminal Investigation to respond to **the scene of** a criminal incident, with the exception of requests for the Bureau of Criminal Identification, **shall** be made through the officer's supervisor.
 - 1. Response to the scene by the Division of Criminal Investigation **shall** also be limited to available on-duty personnel. Any situation that might require a call back to duty **shall** be evaluated and authorized by the supervisor **of the work element being requested**.

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2. Response to a scene by the Bureau of Criminal Identification **shall** be dictated as directed in Section III.F.
- C. For investigations that do not require a response to the scene or immediate assistance, notification may be made by email or voicemail.
- D. Bureau of Crimes Against Persons

1. The Bureau of Crimes Against Persons **shall** be notified and be responsible for the investigation of the following types of incidents.

- a. Homicide, Robbery, Sexual Assault Unit

The Homicide, Robbery, Sexual Assault Unit **shall** be notified by a supervisor and be responsible for the investigation of the following types of incidents:

- 1) Homicides, any death of a person under the age of 18 (not under the care of a doctor), suicides, suspicious deaths, and vehicular fatalities; in the case of **a single vehicle crash** where the driver is killed, the Precinct Watch Commander **shall** determine whether a response by the Bureau of Crimes Against Persons is necessary; **and**
- 2) Rapes, sodomies, and felony sexual assaults; **and**
- 3) All robberies wherein a weapon was displayed or implied (not to include attempted robbery); **and**
- 4) First-Degree assaults where the participants are unknown to each other and where one of the participants is admitted to the hospital or the victim is a police officer, death threats where the suspect is unknown to the victim and evidence exists to substantiate imminent danger to the victim; **and**
- 5) Any First-Degree assaults where the victim is a police officer or where a police officer discharges a firearm for any circumstances other than the disposal of a vicious or injured animal; **and**
- 6) Kidnapping (not to include parental kidnapping) and attempted abductions; **and**
- 7) A serious incident not listed above at the request of the Watch Commander.

- b. Child Abuse Unit

The Child Abuse Unit shall be notified when a child 17 years of age or younger is a victim of:

- 1) Sexual abuse when the **likely** perpetrator is a family member or has care, custody, or control of the victim; **or**
- 2) Physical abuse when the **likely** perpetrator has care, custody, or control of the victim and the victim has sustained serious physical injuries (e.g., fracture, severe burns); **or**

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- 3) There is a history of prior abuse as documented in prior police reports or through the State of Missouri Children's Division.

c. Domestic Violence Unit

- 1) The Domestic Violence Unit shall be notified in accordance with General Order 65, *Adult Abuse Procedures*. Unless otherwise noted, the Domestic Violence Unit **shall** investigate the following incidents:
 - (a) All First and Second-Degree domestic assault incidents and those Third-Degree domestic assault incidents in which the victim displays visible signs of injury; **and**
 - (1) In those cases in which visible signs of injury are observed, the officer shall request a Crime Scene Detective respond to photograph the injuries.
 - (2) In those cases in which the initial investigation does not reveal visible injuries, or the visible injuries were caused recklessly, the original reporting officer will present the case to the County Counselor's Office **or applicable municipal prosecutor** for review. See General Order 065, *Adult Abuse Procedures*, for definitions.
 - (b) All violations of orders of protection; **and**
 - (c) Missing persons (adults and juveniles) and runaway juveniles; **and**
 - (d) Abuse of elderly perpetrated by any caretaker of the victim.
- 2) While the Domestic Violence Unit **shall** be notified of all felony matters, case responsibility will remain with the originating officer in incidents that involve;
 - (a) Use of force; or
 - (b) An additional charge of Interfering with the Duties of a Police Officer; or
 - (c) An additional charge involving drugs; or
 - (d) Any additional charge involving an alcohol or drug related driving offense; or
 - (e) Adults related by blood or marriage where there is no intimate relationship; or
 - (f) Adults who are presently residing together or who have resided together in the past and where there is not intimate relationship.

E. Bureau of Crimes Against Property

The Bureau of Crimes Against Property **shall** be notified and be responsible for the investigation of the following types of incidents.

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1. Burglary Unit

The Burglary Unit **shall** be notified of all burglaries and any related offenses.

2. Bomb and Arson Unit

a. The Bomb and Arson Unit **shall** be notified on all suspicious fires and fires in which a fatality has occurred or is most likely to occur, explosive devices, suspicious packages, "post-blast" scenes, and hate crimes where a fire or explosive was used.

b. The Bureau of Communications **shall** also make notification to the unit supervisor in the event of a tactical situation.

3. Auto Crime Unit

a. The Auto Crime Unit **shall** investigate thefts of motor vehicle components over \$750 (i.e. catalytic converter, wheels), examination of suspicious vehicles **with missing** vehicle identification numbers (V.I.N.) or **that have been** tampered with, title and history searches, stolen and/or recovered vehicles which require further investigation, and bait vehicle activations.

b. The Auto Crime Unit **shall** also perform MO 551 vehicle exams, **and** inspection of dealerships, salvage lots and towing facilities.

4. General Assignment Unit

a. The General Assignment Unit **shall** investigate larcenies over \$750, property damage over \$5,000.00, felony check cases (i.e. account closed, insufficient funds over \$750, no account, and forgeries), theft of a credit device, fraudulent use of a credit device over \$750, identity theft over \$750, and all related computer crimes other than misdemeanor larcenies.

b. The General Assignment Unit **shall** also investigate hate crimes where there is property damage not caused by fire or explosion.

F. Bureau of Criminal Identification

1. The Bureau of Criminal Identification **shall** conduct and support any necessary crime scene processing requested **for serious offenses**.

2. All requests for the Crime Scene Unit **shall** be made through the Bureau of Communications and on-duty Crime Scene detectives **shall** respond as directed. The Bureau of Communications shall notify the on-duty or on-call supervisor of the Crime Scene Unit of all homicides, suspicious death investigations, rapes, sodomies, felony sexual assaults, **and** serious injury First Degree assaults.

3. Requests for Police Crime Laboratory **or Fingerprint Unit** personnel to assist the Crime Scene Unit or to conduct an immediate evaluation of evidence **at a scene shall** be determined by an **on-scene Crime Scene Supervisor. The request must be evaluated by the Laboratory Commander or Bureau Commander to determine the responsibility of those responding.**

G. Bureau of Drug Enforcement

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1. The Bureau of Drug Enforcement **shall** conduct investigations of drug traffickers on all levels as well as file asset seizure cases against drug traffickers.
2. Case responsibility **shall**, in most cases, remain with the officer who originated the investigation. Any case involving illegal drugs may be referred to the Bureau of Drug Enforcement at the discretion of the Commander, Bureau of Drug Enforcement. Either the on-duty supervisor or the on-call supervisor of the Bureau of Drug Enforcement **shall** determine if it is necessary for a Drug Enforcement detective to respond to any scene.
3. When an officer seizes money or assets (including vehicles) believed to be illegal proceeds, the officer shall immediately contact an on-duty Bureau of Drug Enforcement supervisor through the Bureau of Communications, or the on-call supervisor if a **Bureau of Drug Enforcement supervisor** is not on-duty.
 - a. The Bureau of Drug Enforcement supervisor **shall** determine if the money/assets seized meet the guidelines for forfeiture proceedings and, if so, the Bureau of Drug Enforcement **shall** be responsible for the initiation of those proceedings.
 - b. Refer to General Order **010**, *Evidence and Property, Collection and Seizure* for policy concerning the seizure of all assets.

H. Chain of **Case** Responsibility

1. The chain of case responsibility **shall be** maintained from the time of the report to complete case closure, to include warrant/summons application and evidence disposition.
2. An officer who creates an original criminal report is responsible for the investigation of the crime unless the officer requests that the case be assigned to another officer, bureau, or unit for follow-up. Requests that a crime be remanded to another **work element** for follow-up are subject to the restrictions noted in Section **III**.
3. Whenever a case is to be assigned to another officer, bureau or unit, the Officer will note who will have the follow-up responsibility in the report narrative. Every effort should be made to document the name and DSN of the person who is to assume case responsibility, **if known**. At a minimum, the appropriate **work element** is to be cited in the narrative as assuming case responsibility.
4. The officer preparing the report **shall** ensure that the case has been appropriately assigned in the Computerized Case Management System (see section IV). This will most commonly be done through the CARE Operator. However, case assignment may be done through a supervisor.
5. Whenever an officer assumes responsibility for a case for follow-up investigation, a check of the CARE report as well as the Computerized Case Management System **shall** be conducted to ensure that the case correctly defines the name and DSN of the officer who is responsible for the investigation.
 - a. If the narrative indicates that the case is to be investigated by a bureau, then a narrative **shall** be prepared indicating the name and DSN of the officer who has assumed case responsibility, **if known**.

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- b. If the Computerized Case Management System does not accurately reflect the case status and assignment, then the officer is to contact **their** supervisor so that corrective action can be taken.
6. It is the responsibility of the officer to whom the case is assigned to ensure that all appropriate follow-up procedures are completed and that supplemental reports are written regarding follow-ups, arrests, and warrant applications.
7. Commanders **shall** ensure that an audit of every officer under their command, and the cases for which they are responsible, is conducted at a minimum of every thirty calendar days. Commanders have the option of retaining this responsibility or assigning this responsibility to a supervisor under their command.
8. Commanders, or their **designees**, **shall** conduct an immediate audit of any officer under their command when the officer is either separated from their commands or who will not be able to report for full duty for an extended period of time. Commanders **shall** determine if the case should be reassigned.
9. A supplemental narrative **shall** be prepared whenever there is a change in case responsibility. The narrative will document the name and DSN of the officer who had assumed case responsibility.
 - a. When an officer is separated from the Department for any reason, (i.e. retirement, resignation, termination) the cases assigned to that officer **shall** be reassigned.
 - b. When an officer is transferred to another command, an evaluation **shall** be conducted of the cases that are assigned to that officer **at the time of transfer**. This evaluation **shall** be completed by the current commander, working in conjunction with the new commander. The **commanders shall** determine which cases the officer should retain and those that require a change in case responsibility.
 - c. When an officer is unable to report for duty for an extended period of time, (e.g. sick time, limited duty) an evaluation **shall be conducted by the officer's immediate supervisor** to determine if the officer should retain case responsibility. If the extended period of time that an officer is unable to report for full duty is to exceed thirty **calendar** days, then the case responsibility **shall** be reassigned to another officer.

IV. COMPUTERIZED CASE MANAGEMENT SYSTEM

- A. Commanders, or **their** designee, **shall** ensure that every case for **all employees who** fall within the scope of **the supervisor's** supervision is tracked through the Computerized Case Management System.
- B. Supervisors **shall check** the cases of **employees** under their supervision **on a daily basis** to ensure that each case correctly reflects the status of the investigation and that it is appropriately assigned. This includes warrant application and evidence disposition within the time limits identified in **Department policy**.
- C. **Employees shall** utilize the **Computerized** Case Management System to provide the necessary information and accurately document the specific actions associated with **each** case. **Employees** shall check it **at least once every duty day**.

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V. WARNING AND WAIVER FORM (F-162)

A. Reading of the Warning and Waiver Form

- 1. Reference shall be made to the St. Louis County Family Court Police Procedures Manual for procedures involving juvenile suspects.**
- 2. At the beginning of any custodial **interrogation**, the person to be **interrogated** must be read the Miranda warning **preferably** as printed on the Warning and Waiver Form (F-162). **The Warning and Waiver Form is attached to this Order and is located in PowerDMS.****
- 3. The **employee** should place the form directly in front of the **suspect** to be interviewed and read each warning aloud, asking the person to initial next to each line as the **employee** completes it.**
- 4. To the extent that the employee knows the answer and the answer provides fact not opinion, the employee shall answer any questions the suspect has relating to the Warning and Waiver Form. However, the officer cannot give legal advice to the suspect.**
- 5. The **employee** shall ask the **suspect** to sign the form in the appropriate space, as an indication of agreement to waive rights.**
- 6. The waiving of Miranda rights must be done voluntarily, knowingly, and intelligently. The waiver must not be as a result of threats, false promises, or coercion by the employee.**
- 7. If the suspect is Deaf or Hard of Hearing or has Limited English Proficiency, the employee shall notify the employee's supervisor and make arrangements to have an interpreter present during reading of the rights, the signing of the waiver and the questioning.**
- 8. If the suspect waives his/her rights verbally but refuses to initial and/or sign the Miranda Warning form, the employee shall attempt to obtain a witness to the verbal waiver. The employee shall write "Refused to Sign", on the form and have the witness sign the form on the designated "Witness" signature line.**

The employee shall then verify with the suspect that the refusal to sign the Miranda Warning signifies that the suspect is or is not willing to speak with the officer about the investigation.
- 9. If any witnesses are present at the time the warning and waiver **was** read, the **witness(es)** should sign the form in the appropriate space.**
- 10. The **employee** who reads the warning and waiver will then sign the form **in the appropriate space** and seize it as evidence following General Order **010, Evidence and Property-Collection and Seizure.****

B. Exceptions

- 1. Employees are not obligated to stop a suspect who spontaneously offers information or a confession. Miranda warnings are required prior to the**

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employee asking follow up questions of the suspect who volunteered the information.

2. Only the suspect being interrogated has the power to invoke the suspect's rights.
3. An attorney or family member cannot mandate that the attorney or family member be present for the interrogation without a request from the suspect.
4. Employees have no obligation to notify the suspect of the presence of the attorney or family member, relay any messages, or grant access to the suspect. (Refer to Family Court Manual for cases involving Juveniles).
5. If an incarcerated suspect has invoked their right to remain silent under Miranda, and later voluntarily initiates further conversation, the employee shall contact the appropriate Prosecuting Attorney or County Counselor's Office for advice.

VI. WARRANT APPLICATION PROCEDURES

- A. When confronted with a situation where a suspect exists but there is no potential danger to the public or loss of evidence would not occur by delaying the arrest, **employees** are permitted and encouraged to apply for an arrest warrant or summons prior to effecting a full custody arrest.
 1. Utilization of this procedure will permit an investigation in the normal manner, including an interview of the suspect(s), collection and packaging of evidence, laboratory analysis (if appropriate), and completed **CARE** report.
 2. Details of the investigation shall be fully documented in the **CARE** report. Every effort should be made to interview/interrogate the suspect(s) and any statements, admissions, or alibis provided shall be documented in the report.
- B. In all cases where warrants have been sought in the Office of the Prosecuting Attorney, an **Electronic** Warrant Application packet shall be prepared **and submitted through the Computerized Case Management System. For further refer to Section VI. E. 3. of this Order.**

C. Warrant Refusal Requests

Officers **shall** follow the same guidelines as used in other warrant application procedures **and shall write "Refusal Request", in the "Comments" section of the Warrant Application Packet or in the remarks section for an electronic submission.**

D. Prosecution Refusal

1. When confronted with a situation where a suspect exists, and the victim refuses to prosecute, warrant/summons application on the suspect **shall** not be required, except in adult abuse cases.
 - a. An investigation of the incident shall be conducted, including determining that the victim is capable of knowingly and intelligently waiving **the victim's** right to prosecution.

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- b. All victims **who want to inform the prosecutor, be it the Prosecuting Attorney's Office or the County Counselor's Office, that they do not want the matter prosecuted**, must sign a Prosecution Refusal Form (F-64) which shall be forwarded to the Property Control Unit through Department mail. **The Prosecution Refusal Form is attached to this Order and is also located in PowerDMS.**
 2. When confronted with a situation where a suspect exists but there is insufficient evidence to seek prosecution, warrant/summons application on the suspect **is** not required. However, a complete and thorough investigation of the incident shall be conducted, and the police report shall include all details of the investigation, including all suspect(s) statements and an explanation why prosecution efforts are not justified.
 3. Should an **employee** choose a course of action described in VI.D, the police report **must contain a clear explanation for the course of action, and the decision must be** approved by the reporting **employee's** supervisor.
- E. Arrest Warrant Application Procedures (Prosecuting Attorney's Office)
1. The Office of the Prosecuting Attorney will entertain applications for warrants for all felony and **misdemeanor** charges occurring within St. Louis County.
 2. **If the suspect's only charge is a misdemeanor and St. Louis County or the contract municipality where the offense occurred has an ordinance code for that same offense, the employee shall charge the suspect with the ordinance code violation. If appropriate, the employee shall issue a summons in lieu or refer the case to the St. Louis County Counselor or contract municipality for consideration through the Computerized Case Management System.**
 3. **Electronic Warrant Application**
 - a. **Precincts that have been authorized to use the Electronic Warrant Application procedures through the Case Management System shall use that process for submitting Warrant Applications to the Office of the Prosecuting Attorney.**
 - b. **The officer shall attach all reports and relevant documentation to the CARE report as listed in Section VI.E.4. The officer shall then electronically submit the information to the Office of the Prosecuting Attorney, except all media (e.g. DVD's, CD's, Tapes, Digital Storage).**
 - c. **The employee shall submit all copies of media to the Office of Prosecuting Attorney in an Electronic Warrant Application Packet (the half size packet).**
 - 1) **The officer shall circle "Prosecuting Attorney's Office," located on the top of the Electronic Warrant Application Packet, to indicate the office where the media is to be sent. The employee shall complete the remaining fields on the packet.**

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- 2) In the "Comments" section, the employee shall write "Submitted Electronic Warrant Application," to include the date it was submitted to the Office of Prosecuting Attorney.
 - d. The employee shall download the video from all of the in-car cameras and/or body-worn cameras that pertain to the case, into links produced through the available web computer system.
 - 1) One link shall be produced for the Prosecuting Attorney's Office and shall be labeled "Prosecuting Attorney."
 - 2) One link shall be produced for the Defense Attorney and shall be labeled "Defense Attorney."
 - 3) The officer shall complete a supplemental report and include both links in the report.
 - e. Supervisors shall complete the following steps in Case Management to submit cases to the Office of Prosecuting Attorney:
 - 1) Click "Update;"
 - 2) Work element – "St. Louis County Prosecuting Attorney;"
 - 3) Assignment Status – "Active;"
 - 4) Assignment Type – "Warrant Application Prosecuting Attorney;"
 - 5) Additional Information – (if necessary);
 - 6) Click "Save."
 - f. Once the case is sent to the Office of the Prosecuting Attorney for review, the employee shall complete a CARE warrant screen indicating that the case was submitted to the Office of the Prosecuting Attorney as well as the date it was submitted.
 - g. Once there is a disposition, the Office of the Prosecuting Attorney will send the case back to the case investigator's supervisor through Case Management.
 - h. The supervisor shall send the case back to the case investigator through Case Management, notifying the case investigator of the disposition and the need to update the CARE Warrant screen.
 - i. The employee shall complete a CARE Warrant screen within 24 hours of learning of the disposition, or the next duty day.
 - j. For further information, refer to the Paperless Warrant Application Guide attached to this Order and located in PowerDMS.
4. Warrant Application Packet
- a. The Warrant Application **Packet**, if not using the electronic warrant application procedure, shall include two copies of the following, per suspect:

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- 1) Approved **CARE** reports **must contain the following mandatory information on the suspect screen:**
 - a) **Missouri SID number without the MO prefix; and**
 - b) **FBI number; and**
 - c) **OCN number, if one was issued. If an OCN number was not issued, the reason why a number was not issued must be included.**
- 2) Current suspect photos;
- b. The Warrant Application **Packet** shall also include, but is not limited to, two copies per suspect of the following, if available:
 - 1) Evidence Receipts;
 - 2) Laboratory Reports;
 - 3) Arrest Reports;
 - 4) Warning and Waiver forms;
 - 5) Media (e.g. DVD's, CD's, Tapes, Digital Storage);
 - 6) Suspect/Victim/Witness written statements;
 - 7) Medical Records;
 - 8) Medical Release forms;
 - 9) Crime Scene photographs;
 - 10) Video in any format;
 - 11) Search Warrant and Return;
 - 12) Copies of Citations;**
 - 13) Any other item necessary for the establishment of probable cause and for the presentation of a case to the Office of the Prosecuting Attorney.
- c. Investigating Officers must also include all contact information, including an email address and cell phone number for the prosecutor **to utilize**.
- d. **The Triple "I" shall be completed by the Office of the Prosecuting Attorney.**
5. In Custody Warrant Application Procedures and 24-hour hold cases
 - a. **When a 24-hour hold is placed on an individual, an application for a warrant must be made as soon as possible.**
 - b. If a **suspect** is in custody, **employees** must appear in person at the Office of the Prosecuting Attorney when applying for warrant **consideration**.

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- c. When the officer appears in the Office of the Prosecuting Attorney to apply for a warrant, the **employee** will present as much **documentation** as is available **at the time. Incomplete CARE reports shall not be provided to the Prosecuting Attorney at the time of warrant application.**
- d. Regardless of whether prosecution is desired or insufficient evidence exists to seek prosecution, if one of the following situations exists and a suspect has been arrested and is in custody, warrant application must be made while the suspect is in custody:
 - 1) The suspect fails to provide satisfactory evidence of identity; **and/or**
 - 2) The suspect makes any statements that lead the **employee** to believe the **suspect** may flee **the region** upon release; **and/or**
 - 3) The crime charged at the time of the arrest is a crime of violence (excluding minor assaults); **and/or**
 - 4) The suspect poses a danger or threat to the public.
- e. If possible, the **employee** should apply while the suspect is in custody during regular Warrant Office hours (7:30 am – 4:00 pm). The **employee** must notify the Warrant Office as soon after the arrest as possible in order to allow the Assistant Prosecuting Attorney time to properly prepare.
- f. The Warrant Office will be staffed on weekends and holidays for 24-hour **hold** cases. The on-call homicide prosecutor will review all murder cases. Detective(s) from the Division of Criminal Investigation shall notify the on-call homicide prosecutor as soon as possible. The 24-hour prosecutor telephone number is (314) 503-1044.
- g. The officer shall provide two copies of **all reports and relevant documentation** for each suspect to the Warrant Office for consideration.
- h. **If any new information has been obtained after the employee has obtained the warrant, all documentation shall be submitted to the Prosecuting Attorney's Office in a Warrant Application Packet. The officer shall write on the outside of the packet "Additional relevant documentation in reference to an issued warrant."**
- i. When a warrant is issued, and the suspect is in custody, the **employee who applied for the warrant shall serve it** on the suspect. After the warrant is served, the **employee shall** take one copy of the warrant to the Fugitive Affairs Unit and the other copy **shall** be given to the Department of Justice Services. **The applying employee shall complete a Warrant screen in the CARE report indicating the result of the warrant application before the end of their shift.**
- j. **When a suspect with a 24-hour hold is arrested, per Section 544.170RsMo., the 24 hours begins at the time of the arrest. If another agency arrests the suspect, it is the responsibility of the employee of this Department who was notified of the arrest to confirm the exact time of arrest and inform the investigating employee of the time.**

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- k. If eyewitness identification is a major contributing factor, the officer shall, where practical, convey the witness to the Warrant Office **or arrange for the witness to go to the Warrant Office.**

6. Release Pending Application of Warrants

- a. In all cases where a suspect has been "Released Pending Application of Warrant" (RPAW), the Warrant Application **Packet shall** be prepared and **submitted or electronically referred** to the Prosecuting Attorney's Office within thirty **calendar** days from the date of the arrest of the suspect, unless accompanied by a written good cause statement approved by the **employee's supervisor, or designee.**
- b. The case officer need not appear for RPAW cases. The Warrant Application **Packet shall** be **submitted** in accordance with the procedures of the division/bureau to which the **employee** is assigned.
- c. **Employees** are not to wait for the results of laboratory analysis on any item of evidence to make warrant application. Upon **completion of any laboratory analysis, the lab shall** forward a copy of the analysis to the **investigator and the Office of the Prosecuting Attorney.** The receipt of the analysis **shall** be recorded in a supplemental report.
- d. The Office of the Prosecuting Attorney recognizes that occasionally some investigations (e.g. some homicide, child pornography, or extensive financial crimes) may require the arrest of a suspect before the case is ready to be presented to the prosecutor. In these situations, thirty days may not be sufficient time to prepare an extensive report. In such cases the **employee** must keep the appropriate prosecutor informed of the general status of the investigation.

7. Disposition of Warrants

- a. If a warrant is issued:
 - 1) When a warrant is issued, the suspect is not in custody, and **there is** no pending laboratory analysis, the **employee will obtain a request to sign the Probable Cause (P.C.) Statement, from the Office of the Prosecuting Attorney through the Computerized Case Management System.**
 - 2) **The employee shall print the form, sign it, attach the form in the Case Management System, and submit the P.C. Statement back to the Office of the Prosecuting Attorney through the officer's Chain of Command. This shall be completed within ten calendar days of receipt, and/or** take any other necessary action to complete the process.
- b. If a warrant is issued contingent upon laboratory analysis:

The prosecuting attorney will notify the **employee**, supervisor, and laboratory when a warrant may be issued contingent upon the results of an analysis of evidence. The laboratory will conduct the appropriate analysis and forward the report directly to the Warrant Office. When the analysis is received **by the Warrant Office** and the warrant **is** issued, the **employee** must appear **in the**

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Warrant Office within ten **calendar** days to sign the probable cause statement and/or take any other action necessary to complete the process.

- c. If the warrant is taken under advisement:

The **employee** will be informed of any additional information/work needed to complete the case, and the timeline for completion.

- d. If the warrant is refused:

The **employee** will be informed of the reason(s) for refusal. If additional information/evidence is developed, the **employee** should contact the Assistant Prosecuting Attorney as soon as possible.

F. Release of Suspect on a 24-Hour Hold

1. For cases involving a 24-hour hold, when a warrant is refused or taken under advisement the employee making the warrant application, or designee, must immediately inform St. Louis County Intake of the result and that the suspect can no longer be held on the pending charge(s).
2. The name and DSN of the Intake employee notified and the date and time of notification must be obtained and recorded in the "Additional Information" section on the warrant application supplemental report screen in CARE.
3. If, during a St. Louis County Ordinance violation investigation, it is discovered that the suspect has taken part in a more serious crime, (one requiring an in-custody warrant application), then the employee should follow the procedures in Section VI.E.5.

VII. ORDINANCE VIOLATION PROCEDURES

This section covers when an employee is applying on charges through the St. Louis County Counselor's Office after the arrest. For further on Arrest Notification Summons Procedures refer to GO 097, *Arrest Reports and Booking of Prisoners*.

A. Summons Application Procedures

When a suspect has violated a St. Louis County ordinance, **employees shall** employ the following summons application procedures with the St. Louis County Counselor's Office:

1. **Employees conducting** summons application through the County Counselor's Office shall submit their cases to their supervisors through **the** Case Management **application**.
2. Supervisors shall complete the following steps in Case Management to submit cases to the County Counselor's Office:
 - a. Click "Update;"
 - b. Work element – "County Counselor;"
 - c. Assignment Status – "Active;"

Departmental General Order 20-037, "Case Management and Warrant Application"

- d. Assignment Type – "Warrant Application County Counselor" or **"CIT Warrant Application County Counselor,"** for referrals to Mental Health Court.
 - e. Additional information – (if necessary);
 - f. Click "Save."
- 3. Once the case is **submitted** to the County Counselor's Office for review, the **employee shall** complete a CARE Warrant screen indicating **the case was submitted** to the County Counselor's Office and **shall include the date it was submitted**.
 - 4. Once there is a disposition, the County Counselor's Office **will** send the case back **to the employee's supervisor** through Case Management.
 - 5. **The supervisor shall send the case back to the employee through Case Management, notifying the employee of the disposition and the need to update the CARE Warrant screen.**
 - 6. The **employee shall complete a CARE Warrant** screen within 24 hours of learning the disposition, or the next duty day.
 - 7. **Summons applications regarding Mental Health Court shall be conducted in the same manner as above. Refer to General Order 086, *Crisis Intervention Team* for more information.**

VIII. ARREST RECORDS

The Bureau of Central Police Records shall be responsible for maintenance, expungement, dissemination of arrest records, **and the handling of all "Sunshine Law" requests and inquires. Questions regarding the Bureau's primary responsibilities shall be directed to the Commander, or designee, of the Bureau of Central Police Records.**

Departmental General Order 20-037, "Case Management and Warrant Application"

Attachments: [Paperless Warrant Application Guide](#)
[Prosecution Refusal Form \(F-64\)](#)
[Summons Application Request \(F-42\)](#)
[Victim's Authorization to Release Medical Records \(F-326\)](#)
[Warning and Waiver Form \(F-162\)](#)
[PBK Procedures](#)
[Officer Instruction Video](#)
[Supervisor Instruction Video](#)

Adopted by Command Staff

By order of:

COLONEL JON M. BELMAR
Chief of Police

JB:km

Approved at the regular meeting of the Board of Police Commissioners on March 19, 2020.

COMMISSIONER
Chairman

COMMISSIONER
Secretary

Distribution
All Department Personnel

CALEA Reference

1.2.6; 1.2.7; 41.2.4; 42.1.2; 42.1.3; 42.1.4; 42.1.5; 74.3.1; 74.3.2; 82.1.1; 82.1.5; 82.2.1; 82.2.2, 82.2.4