



STATEMENT OF CHARGES - INSTRUCTIONS FOR COMPLETING FORMS DC/CR/002; DC/CR/002A; DC/CR 4; AND DC/CR 4A

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I. PURPOSE OF FORMS DC/CR/002; DC/CR/002A; DC/CR 4; and DC/CR 4A

The Statement of Charges (form DC/CR002) is a charging document, other than a citation, filed in District Court by a law enforcement officer or by a judicial officer.

The Statement of Charges (Continued) (form DC/CR002A) is a continuation for the Statement of Charges (form DC/CR002). Its purpose is to enable an officer to charge a defendant with multiple offenses.

The Statement of Probable Cause (form DC/CR 4) is a document used by the arresting officer to write a concise statement that articulates the probable cause related to the arrest of the defendant, including articulating the elements of each crime charged on forms DC/CR002 and DC/CR002A.

The Statement of Probable Cause (Continued) (form DC/CR 4A) is a continuation for the Statement of Probable Cause (form DC/CR 4). Its purpose is to enable an officer to continue their statement that supports the probable cause related to the arrest of the defendant.

Forms DC/CR/002; DC/CR/002A; DC/CR 4; and DC/CR 4A are available in Maryland District Court supplied 5-copy (carbonless copy) versions, as well as electronic versions accessible through the Statement of Charges Portal ("the Portal"). The Portal can be used by all law enforcement agencies whose prisoners are being processed and booked at the Anne Arundel County Central Holding and Processing Center (CHPC). The Portal is accessible anywhere by Anne Arundel County Police Department officers when they are using a computer properly logged onto the county network. The Portal is accessible to allied agencies only on certain computers at the CHPC.

II. INSTRUCTIONS FOR COMPLETION

The following fields appear on the Statement of Charges and Statement of Probable Cause Forms. Not all fields are on each form, but where the field exists, the information should to be entered as described below. When using the Portal, the information will be populated on the multiple forms after it is entered one time on the Portal template:

A. Heading

District Court of Maryland For – Insert "Anne Arundel County"

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

251 Rowe Blvd, Annapolis, Maryland 21401; or

7500 Ritchie Highway, Glen Burnie, Maryland 21061

Related cases - Enter the tracking numbers from the charging documents of codefendants, if any; and/or Traffic, Criminal or Civil Citations related to the defendant. This allows the court to schedule the defendants involved in the same case; and/or citations related to the defendant on the same date.

Tracking number - The unique number assigned to each individual statement of charges for use by the court. Tracking Numbers are pre-printed on the hardcopy version of form DC/CR/002. When using the Portal, the Tracking Number will be assigned via the CHPC Inmate Management System. The officer will enter the Tracking Number on the Portal template. The Tracking Number will then be printed on the Statement of Charges and Statement of Probable Cause forms (and continuations).

B. Complainant Information

Name (last, first, MI) – Enter the charging officer’s Last Name, First Name (or initial) (Middle Name Initial is optional). When using the Portal, this field is automatically populated based on the officer’s Portal Profile.

Title – Enter the charging officer’s rank. When using the Portal, this field is automatically populated based on the officer’s Portal Profile.

Agency – Enter the charging officer's law enforcement agency code. The code for the Anne Arundel County Police Department is "AC". When using the Portal, this field is automatically populated based on the law enforcement agency identified on the officer’s Portal Profile.

Sub-Agency - Enter the charging officer's assigned duty station. The following codes will be used by Anne Arundel County Police Department officers:

0001	Headquarters/S.O.D.
0002	Northern District
0003	Eastern District
0004	Southern District
0005	Western District
0006	Criminal Investigation Division Narcotics and Special Investigations Section
0007	Criminal Investigation Division Major Crimes, <i>Homeland Security</i> and Economic Crimes Sections

I.D. No. (Police) - Enter the charging officer's police department identification number, in four digits; e.g., 0418. When using the Portal, this field is automatically populated based on the officer’s Portal Profile.

Address, telephone number information – Anne Arundel County Police Department officers will enter the Police Department Headquarters address (8495 Veterans Highway, Millersville, MD 21108). Officers may optionally enter their assigned “222” phone number in the Work Telephone field. Officers should not enter their home or cell phone number. When using the Portal, the Address field is automatically populated based on the law enforcement agency identified on the officer’s Portal Profile. The Work Telephone Number is automatically populated based on what is entered in the officer’s Portal Profile.

C. Defendant Information

Defendant's name (Last, First, MI) – Enter the defendant's full name – Last (Surname), First, Middle Initial, Suffix (Jr., Sr., I, II, III, etc.)

I.D. No. – Enter State Identification Number (SID) (optional).

Race – Enter defendant's race code, as follows:

- Asian (Code = “A”)
- Black (Code = “B”)

- American Indian (Code = "I")
- Unknown (Code = "U")
- White (Code = "W")

Sex - Enter the Defendant's Gender code, as follows:

- Male (Code = "M")
- Female (Code = "F")
- Unknown (Code = "U")

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

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

D.O.B. - Enter the defendant's date of birth, in 2 digit month/2 digit day/4 digit year (10/20/1967)

CC/OCA - Enter Police Case Number

Hair - Enter the defendant's hair color code, as follows:

- Orange (Code = "ONG")
- Black (Code = "BLK")
- Blonde or Strawberry (Code = "BLN")
- Blue (Code = "BLU")
- Brown (Code = "BRO")
- Green (Code = "GRN")
- Gray or Partially Gray (Code = "GRY")
- Purple (Code = "PLE")
- Pink (Code = "PNK")
- Red or Auburn (Code = "RED")
- Sandy (Code = "SDY")
- White (Code = "WHI")
- Unknown or Completely Bald (Code = "XXX")

Eyes - Enter the defendant's eye color code, as follows:

- Black (Code = "BLK")
- Blue (Code = "BLU")
- Brown (Code = "BRO")
- Green (Code = "GRN")
- Gray (Code = "GRY")
- Hazel (Code = "HAZ")
- Maroon (Code = "MAR")
- Multicolored (Code = "MUL")
- Pink (Code = "PNK")
- Unknown (Code = "XXX")

Driver's License #, Address, telephone numbers - Enter as much information as is known about the defendant's driver's license #, address and telephone numbers.

D. Statement of Probable Cause (forms DC/CR 4 and DC/CR 4A)

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. How the defendant was identified also needs to be articulated. When a Search Warrant is part of the probable cause, officers must include the name of the Judge that signed the Search Warrant and the date that the judge signed it.

E. Statement of Charges (forms DC/CR/002 and DC/CR/002A)

Specific Crime Category – Check the appropriate box(es) if the charges relate to Domestic Violence; Vulnerable Adult Abuse; Hate Crime; or Child Abuse.

It is formally charged that the defendant -

CJIS Code – Enter the appropriate CJIS code number (if applicable) found in the Commissioner’s Manual for the crime charged. When using the Portal, this information is automatically entered on the Statement of Charges document when an offense is selected after entering the CJIS number into the “Search Charge” field.

NOTE: When entering the CJIS Code number into the “Search Charge” field of the Portal, enter the CJIS Code as it appears in the Commissioner’s Manual, excluding the underscore (e.g. “1_5212” should be entered into the “Search Charge” field as “15212”).

AR – Enter Annotated Code, COMAR, or Local Law number for appropriate charges. When using the Portal, this information is automatically entered on the Statement of Charges document based on the CJIS number entered into the “Search Charge” field.

On or about - Enter the approximate date and time the offense occurred.

At (Place) - Enter the location of the crime, as precisely as possible, including the words "Anne Arundel County, Maryland".

Charging Language- Enter the exact charging language found in the Commissioner’s Manual. When using the Portal, this information is automatically entered on the Statement of Charges document when an offense is selected after entering the CJIS number into the “Search Charge” field. For certain charges, officers may still have to edit the language automatically inserted to identify victims, property, and other text choices that appear in the charging language.

NOTE: When using the “Search Charge” field in the Portal, it is important to select the appropriate charge depending on if the defendant committed the offense; “attempted” (ATT) to commit the offense; was part of a “conspiracy” (CON) to commit the offense; or “solicited” (SOL) someone else to commit the offense.

It is also important to select the appropriate charge based on when the offense occurred. There are times when offenses have been reclassified and the version of the charging language and related code references used must be based on when (date) the offense occurred. When using the “Search Charge” field in the Portal, there is a reference if the charge is “current” as well as date ranges to previous versions of the same charge.

When using the “Search Charge” field in the Portal, officers may also select “Add Empty Charge”. This would be used when charging a suspect with a criminal violation of local law or code that does not appear with an associated CJIS Code in the Commissioner’s Manual.

In violation of - Check the appropriate box and insert the information requested. When using the Portal, this information is automatically entered on the Statement of Charges document based on the CJIS number entered into the “Search Charge” field.

Request for Reasonable Protection – Section 5-201 of the Criminal Procedure Article requires the District Court Commissioner to consider, as a condition of pretrial release for a defendant, reasonable protections for the safety of the alleged victim. If this is applicable, the appropriate box will be checked on the Statement of Charges (form DC/CR/002) and the officer will enter the victim and/or the victim’s family member(s) name(s) needing protection in the field provided. If the names and other personal information of the victim and/or witnesses need to be shielded from the defendant’s and/or public view/release the “Confidential Supplement” must also be completed (see Section I. below).

F. Affirmation –

“I solemnly affirm under the penalties of perjury that the matters and facts set forth in the foregoing document are true to the best of my knowledge, information and belief.”

On every page of the Statement of Charges (including continuations) and Statement of Probable Cause (including continuations) the charging officer will enter the date, sign their signature, and enter Agency code, Sub Agency code and I.D. Number. The charging officer may sign with an electronic signature using /S/ preceding their typed name (as required by the Courts) or with an ink pen.

When using the Portal, these fields will be automatically populated on each page of these documents based on the data entered in the Portal template and the officer’s Portal profile. Also, when using the Portal, the charging officer’s electronic signature will automatically populate with /S/ preceding the officer’s name.

G. Statement of Charges Return of Service

Hard copy (5 page carbon) version –

The defendant will be provided the yellow “Defendant” copy of the Statement of Charges (including continuations) and the Statement of Probable Cause (including continuations). The arresting officer will complete the Return of Service section on the back of the white “Court Copy” of the Statement of Charges (form DC/CR/002, including signing an original ink signature in the appropriate place.

Electronic Service/Portal version –

Upon completion of the Electronic/Portal version, officers will print 3 copies of each page of the Statement of the Charges (including continuations) and the Statement of Probable Cause (including continuations); and including the Return of Service document. A copy of the Statement of Charges (including continuations), the Statement of Probable Cause (including continuations), and the Return of Service will be provided to the defendant.

H. Request for Witness/Summons

Officers will use a “Request for Witness Summons” (DC/CR 92) to summons witnesses and victims for their cases, when applicable. There is a link to form DC/CR 92 in a fillable PDF format from the Portal dashboard.

I. Confidential Supplement (Request for Shielding of Information in Criminal Case)

If an officer believes that a victim or witness should have their name, address, telephone number, date of birth, email address and place of employment shielded from the defendant for “Threats to Safety Made by the Defendant or Person(s) on the Defendant’s Behalf”; “Acts of Violence by Defendant or Person(s) on Defendant’s Behalf”; or for any other reason, the officer must fill out and submit a “Confidential Supplement” (CC-DC-CR-001S) listing the victims and witnesses, in lieu of the Request for Witness Summons (DC/CR 92). There is a link to form CC-DC-CR-001S in a fillable PDF format from the Portal dashboard.

J. Document Handling

If the charging officer is at the CHPC, the officer will provide all completed charging documents to the CHPC Booking Officer.

If the charging officer is not at the CHPC, the officer may scan all documents (including Witness Summons and Confidential Supplement forms) into one PDF document and email all of the documents to booking personnel at the CHPC (aabookingwarrants@aacounty.org). The naming convention for the email "Subject" field will be: "SOC Last Name, First, M.I., Suffix" (e.g. "SOC Doe, John J. Sr.") Note: The District Court Commissioner will accept PDF scanned and emailed copies of these documents, however, the charging officer must immediately call the CHPC after emailing charging documents, to ensure that the CHPC has received all documents and that all documents are in order.

The officer will retain one copy of the Statement of Charges (including continuations); Statement of Probable Cause (including continuations); Return of Service Document; Witness Summons Request (if applicable); and Confidential Supplement-Request for Shielding of Information in Criminal Case (if applicable). These documents will be scanned into one PDF document and uploaded as an eFile/Attachment to the officer's Incident/Offense Report.

III. PROPONENT UNIT: Court Liaison Officer.

IV. CANCELLATION: This directive cancels Index Code 2180, dated **07-30-20**.