

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

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REJIS, Teletype Wanted

Teletype Wanted

TELETYPE WANTED ARRESTS

424.00 PURPOSE:

The purpose of this General Order is to establish procedures for placing a Teletype "arrest wanted" into the REJIS system.

424.01 PROCEDURE:

- A. All Teletype wanted entries will be based on probable cause.
Any officer wishing to place a "wanted" into the computer for a suspect, a missing person, or a vehicle will first get the approval of their supervisor. NOTE: Before a wanted entry can be placed in the computer, probable cause for arrest must exist to justify placing the wanted. To submit a wanted for a missing person or a wanted on a person the officer will submit an "arrest registration card", completed to the dispatcher. The dispatcher will make the entry into the computer, and place the Teletype printout into the (NCIC/MULES/REJIS) tracking system file. A copy will be given to the officer for his report. The "arrest registration card" will then be placed in the "wanted card file" To submit a wanted for a vehicle an officer will need to complete the vehicle entry report page from I.T.I. describing the vehicle and the reason for entry into the system. After entry the dispatcher will submit the teletype to the (NCIC/MULES/REJIS) tracking system file and place the vehicle report page in "wanted/stolen vehicle" folder file.
- B. All "wanted" teletypes will be entered initially into the REJIS system by the communications section. Depending on the charge, they may also be entered into MULES and NCIC.
- C. If a warrant(s) were obtained through the St. Louis County Prosecuting Attorney's office, the warrant information will be entered into the REJIS system by the St. Louis County Police Department. All warrants will be then be handled by St. Louis County.
- D. If a wanted is placed on a subject for a Municipal Ordinance Violation(s), the officer will complete the "arrest registration card" and indicate on the back of the card that the complaint(s) are in the "Wanted File" located in the Communications Office. When the subject is arrested the correction officer has access to the complaint(s) regarding the charges against the defendant.

- E. All warrants from the Municipal Court system are entered into the REJIS system by the Municipal Court Clerks/Police Records Clerks.
- F. When entries are to be cancelled from the computer, the officer will advise the on duty dispatcher to cancel either the person or the vehicle. The dispatcher will indicate in the cancellation which officer authorized the cancellation and the reason. The dispatcher will remove the "arrest registration card" from the active file to the inactive file. The cancelled "arrest registration card" may be destroyed once the entry has been purged from the system by REJIS. Once a vehicle is cancelled from the system the dispatcher will advise the officer so that it can be supplemented into the report. The cancelation will be retained as required by REJIS protocol.

By order of:

Distribution
All Department Personnel

COLONEL THOMAS JACKSON
Chief of Police