

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Cobalt Reminders: Closing Cases in the Case Management System, Warrant-related Arrests, and Reviewing Field Reports
Number 16-004
Effective Date July 18, 2016
Related To: GO-SPT-401.01 (Field Reporting System) GO-PCA-501.06 (Fugitives from Justice) GO-PCA-702.01 (Arrests and Bench Warrants) GO-PCA-702.02 (Juvenile Custody Orders)

I. PURPOSE

The purpose of this Executive Order is to provide a reminder to members of the Metropolitan Police Department (MPD) regarding the proper usage of the Cobalt Case Management System and Records Management System (RMS); specifically closing cases, processing warrant-related arrests, and reviewing field reports.

II. PROCEDURES

Closing Cases in Cobalt

To ensure MPD reports accurate monthly clearance rate figures on crime, it is imperative that each Central Complaint Number's (CCN's) case status be properly reflected in Cobalt. As a reminder, patrol officers do not have the capability to update their CCN's case status in Cobalt; therefore, detectives and investigators are responsible for completing this task. Detectives and investigators shall follow the instructions below for all closed cases that were not closed by arrest.

When closing a case, detectives and investigators shall edit its status in the Case Management System to simultaneously clear all associated offenses. To close a case in the Case Management System, the lead detective shall select "Edit Case" from the "Options Menu" (Attachment A) in the Case Management System. On the Case Status Card (Attachment B), the lead detective shall select "Closed" and provide a reason for the status change. The lead detective shall then select a status (e.g., cleared by arrest) for each of the associated Cobalt RMS Offense Reports (listed by CCN) and select "OK". The detective or investigator's supervisor shall review these updates and approve accordingly.

Closing the case in this manner will prevent instances of "open" offenses in the Case Management System that are associated with a case that has already been closed by a detective or a patrol officer. For more information, members shall consult the

Cobalt User Guide. The Cobalt User Guide is available for viewing on the MPD Inside web page.

Processing Warrant-related Arrests

The two most common warrant-related arrests are those involving active arrest warrants issued by the D.C. Superior Court and “Fugitives from Justice”. Depending upon the circumstances of the arrest and the warrant type, members shall process warrant-related arrests in accordance with the procedures outlined below:

1. Active Arrest Warrants from the D.C. Superior Court or District Court of the District of Columbia

Members encountering a subject with an active arrest warrant or custody order issued by the D.C. Superior Court or District Court of the District of Columbia shall arrest the wanted subject but refrain from requesting additional CCNs, unless the subject will be charged with additional crimes not already stated in the arrest warrant.

Example 1: A member conducts a traffic stop on Mr. John Smith after observing him failing to yield to an emergency vehicle. Utilizing WALES, the member confirms Mr. Smith possesses a valid driver’s license; however, in the process of doing so, the member discovers Mr. Smith has an active arrest warrant related to a Burglary One (CCN 16000123) charge. In this case, the member should arrest Mr. Smith but should **not** request CCNs for Burglary One. New CCNs are not necessary because Mr. Smith is being arrested for a crime which has already been reported, documented with CCNs (16000123), and investigated. The arresting member should inform the dispatcher he or she is arresting Mr. Smith in reference to CCN 16000123.

At the arresting member’s district or element, he or she shall process the arrest in accordance with the following procedures:

- a. Search for the Offense Report associated with CCN 16000123;
- b. Add an Arrest Card and select “Add Prior Offense (+ PRIOR OFFENSE)” (Attachment C)
- c. Select the checkbox in the “Charges and Warrants Section” associated with the arrest warrant;
- d. Complete the remaining fields on the arrest card, including a description of how the defendant was encountered in the “Statement of Facts” field;

- e. Notify the MPD detective or investigator that applied for the warrant; and
- f. Add the following information to the "Internal Narrative":
 - (1) A description of how the defendant was encountered; and
 - (2) The name and badge number of the detective or investigator notified.

Example 2: A member arrests Mr. John Smith for "Destruction of Property" after observing him intentionally strike and shatter his neighbor's window with a brick. During the course of the arrest, a member discovers John Smith has an open D.C. Superior Court arrest warrant for a Burglary One charge (CCN 17081122). In this case, the member should request CCNs for "Destruction of Property" only.

At the arresting officer's district or element, the arresting member would process the arrest in the same manner as any other arrest for "Destruction of Property", taking the following additional steps:

- a. On the Arrest Card, select "Add Prior Offense (+ PRIOR OFFENSE)";
- b. Input the CCN associated with the warrant (17081122) and select "Search" (Attachment D);
- c. Select the checkbox that matches the crime in the arrest warrant (e.g., "Burglary One") and click "ADD OFFENSES" (Attachment E);
- d. Complete the remaining fields in the arrest card, including a description of how the defendant was encountered in the "Statement of Facts" field;
- e. Notify the MPD detective or investigator that applied for the warrant; and
- f. Add the following information to the "Internal Narrative":
 - (1) A description of how the defendant was encountered; and
 - (2) The name and badge number of the detective or investigator notified.

2. Fugitive from Justice

Members encountering a subject with an active, extraditable arrest warrant or custody order issued by judge or magistrate from an outside jurisdiction (e.g., Prince George's County, MD) shall arrest the subject and request CCNs for "Fugitive from Justice" and any other applicable charges that led to the arrest, except the specific crimes outlined in the arrest warrant.

Example: In the process of arresting Mr. John Smith for "Simple Assault", the arresting member discovers that Mr. Smith has an active, extraditable arrest warrant issued by a magistrate in Richmond, VA, for "Burglary One". In this situation, the arresting member would request CCNs for "Simple Assault" and "Fugitive from Justice". The member should **not** request CCNs for "Burglary One".

At the arresting officer's district or element, the he or she would process the arrest in the same manner as any other arrest for "Simple Assault", taking the following additional steps:

- a. Add an "Offense Card (+ Offense)" for the charge of "Fugitive from Justice".
- b. On the "Charges & Warrants" section of the Arrest Card, enter:
 - (1) Warrant number (this is located in the arrest warrant);
 - (2) Description of the warrant (e.g., Burglary One Warrant – Richmond) (Attachment F); and
 - (3) Select the checkbox labeled "External Jurisdiction".
- c. Follow the procedures outlined in GO-PCA-501.06 (Fugitives from Justice).

Members shall note, in all of the aforementioned situations, the arresting member did not add a "Burglary One" charge because the crime had already taken place and has pre-existing CCNs or there is an extraditable arrest warrant from another jurisdiction. Members with questions regarding arrest warrants or custody orders shall consult GO-PCA-702.01 (Arrest and Bench Warrants) and GO-PCA-702.02 (Juvenile Custody Orders).

Reviewing Field Reports

Until further notice, Staff Review will no longer review the quality of field reports; therefore, officials are reminded to thoroughly review all field reports (e.g., Arrest

Reports, Incident Reports) for accuracy, completeness, and legibility in accordance with GO-SPT-401.01 (Field Reporting System). Officials shall not approve field reports containing errors. Examples of errors include, but are not limited to, typographical errors, incorrect charges and dispositions, missing fields, insufficient narratives, and reporting times occurring before the event time.

III. POINT OF CONTACT

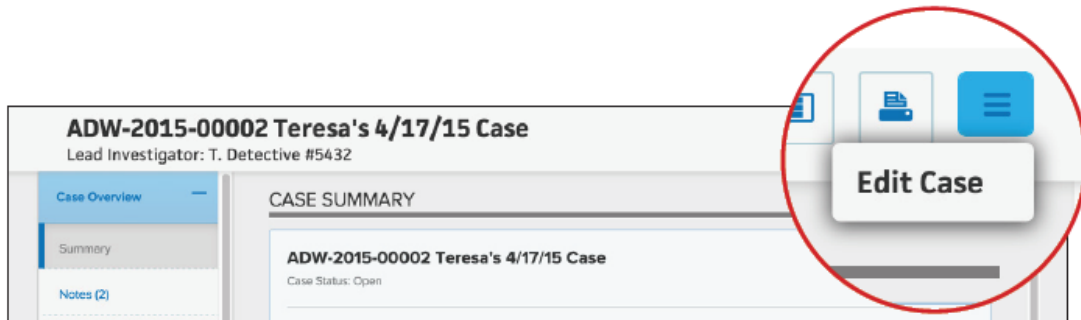
Members may direct questions to the Policy Development Branch at mpd.policy@dc.gov.



Cathy L. Lanier
Chief of Police

CLL:MBH:MOC:DMH

Attachment A: Selecting "Edit Cases" from the Option Menu



Attachment B: Editing the Case Status Card

Edit Case Status

AGG-2016-000090

CLOSED

Reason for Status Change
Closed by arrest on 5/23/2016.

Closed by Division: 1D
Closed by Unit: 1D Detectives Section

CCN 16053968

1 - Destruction Of Property Less Than \$1000

OK CANCEL

Edit Case Status

Closed by Division: 1D
Closed by Unit: 1D Detectives Section

CCN 16053968

1 - Destruction Of Property Less Than \$1000
Cleared By Arrest 05/23/2016 09:37

2 - Theft Second Degree (theft From Motor Vehicle)
Cleared By Arrest 05/23/2016 09:38

May 2016
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5 6 7

OK CANCEL

Attachment C: Selecting Prior Offenses

CHARGES (0) & WARRANTS (0)

Destruction Of Property Less Than \$1000 (22DC303M)

[+ PRIOR OFFENSE](#)

Arrest Type

NOI Number(s)

Attachment D: Adding Previous Offenses by CCN

Look Up Previous Offenses

Find an offense from a previous report:

CCN

17081122

Agencies

MPD ×

SEARCH

OR

Between

MM/DD/YYYY 📅

HH:MM

And

MM/DD/YYYY 📅

HH:MM

Responding Officers

Agencies

MPD ×

SEARCH

Attachment E: Adding Previous Offenses

Look Up Previous Offenses

[< BACK](#)

CCN 17081122

1805 BLADENSBURG RD NE, WASHINGTON, DC 20002

May 23, 2016 09:08 | By DAVID HAMPTON #8107








Burglary One (22DC801A)

Suspect Unknown

ADD OFFENSES

Attachment F: Entering Warrant Information for "Fugitive from Justice" Arrests

CHARGES (↑) & WARRANTS (↑)

 **Fugitive From Justice (Requires Warrant)**  |  |  | 

(23DC701)
CCN 16115453
May 23, 2016 09:56

Warrant Number	Warrant Description
<input type="text"/>	<input type="text"/>

External Jurisdiction

[+ PRIOR OFFENSE](#)

Arrest Type

NOI Number(s)