

STOP AND HOLD

Checklist

836 PC

Attach to report and place in stop and hold basket in Dispatch

Valid for 72 hours only

Report finished & approved by Supervisor _____

Booking paperwork *PC FORM* attached _____

BOL sent NCIC _____

EPO obtained and attached for service (if required) _____

Photo of suspect in RIMS _____

Action to be taken if suspect contacted/further follow up to be completed:

OFFICER: _____

CASE#: _____

DATE OF OFFENSE: _____

DATE 836 PC EXPIRES: _____ BOL cancelled by Dispatch _____

DATE TO DA FOR WARRANT _____ Approving Sup _____

SPD General Order #1

(07/11/2019)

PROCEDURES FOR STOP AND HOLDS

1. Officers to complete report prior to end of shift. Booking paperwork to include PC form **shall** be completed. Checklist sheet for Stop and Hold to be completed and all paperwork shall be placed in Stop and Hold basket in dispatch, above the case hold cabinet.
2. Supervisor to review report prior to Officer going OD. **If no supervisor is on duty, the officer shall contact an off-duty supervisor and make arrangements to review the report. (e.g.: email review, remote access, or at the PD.)** Supervisor shall send an email to patrol and dispatchers, briefing the Stop and Hold and notifying all that the report is present in the Stop and Hold basket. Oncoming supervisors shall brief Stop and Hold to oncoming officers.
3. **No 836 shall be transmitted to any other agencies or internally until the report AND the 836 broadcasts are both approved by the supervisor.**
4. Graveyard dispatcher shall check Stop and Hold status nightly until Stop and Hold expires or until suspect is taken into custody and make appropriate cancellations or updates.
5. If Stop and Hold expires, dispatch shall send out BOL cancellation via CLETS.
6. If suspect is arrested, dispatch shall send out BOL cancellation via CLETS.
7. Felony Stop and Holds will remain active until date determined by supervisor (**maximum 72 hours**), or until the case is submitted to the DA, **which ever one happens first**. BOL to be cancelled after expiration date, report to be submitted to DA upon complete, along with a 964 dec.
8. Misdemeanor Stop and Holds will remain active for maximum of 72 hours, or until case is submitted to DA, **which ever one happens first**. BOL to be cancelled after 72 hours. Report submitted to DA upon completion, along with a 964 dec.
9. Stop and Hold form to remain in the basket for continuous briefing until expiration. Suspect to be searched for until expiration or until taken into custody. Supplemental reports are to be added to the report documenting due diligence of the Stop and Hold. After Stop and Hold expires or suspect arrested, graveyard dispatcher will attach cancellation BOL to report and discard/shred Stop and Hold form.
10. Graveyard dispatcher will then send an email to all supervisors and dispatchers notifying all that the Stop and Hold has expired or been cancelled due to an arrest.
11. Supervisors to check Stop and Holds prior to daily briefing to monitor due diligence and expiration dates.