

	POLICY & PROCEDURE	SERIES # 551	PAGE 1 OF 2
	SUBJECT MOST WANTED PROGRAM		EFFECTIVE DATE 05/24/06
			OVERSIGHT Operations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

The purpose of this policy is to establish a protocol for creating and distributing the posting of Hampton Police Division Most Wanted.

II. POLICY:

It is the policy of the Hampton Police Division to post “Most Wanted” subjects on the internet for public viewing.

III. PROCEDURE:

A. Development of the List:

1. The Crime Analysis Unit (CAU) will meet with the Investigative Commanders on a monthly basis to determine which individuals will be posted on the Most Wanted list. The Most Wanted Request Form (located on the Intranet) will be utilized for each subject.
2. The officer will complete the request form for individuals posted on the Most Wanted list.
3. The Investigative Commander will verify that warrants are active. Crime Analysis will verify the warrant information through the records management system.
4. All subjects listed should be at least considered candidates for extradition.
5. Subjects wanted for crimes committed against a person will be listed first.

B. Dissemination of Information

1. The CAU will distribute the completed Most Wanted list. The list will be e-mailed to a designated Systems Administrator to be posted on the Division Internet. Distribution will also be made to Chief of Police, Majors, Captains, Unit Commanders, Special Projects Sergeant,

APPROVED:
CHIEF OF POLICE



Community Relations, PIO, Public Safety Communications (PSC), all Investigative personnel and Accreditation.

2. Warrants personnel will designate “Most Wanted” on the respective warrants of each listed subject.

C. Post Arrest Procedures

1. When another agency notifies HPD that an individual has been arrested in their jurisdiction, PSC will notify warrants, the charging officer (by phone call), and “601” (by phone call if this occurs during the evening, midnight or weekend hours).
2. When a “Most Wanted” warrant is served, the arresting officer will notify PSC. PSC will make phone mail notification of the arrest to the distribution list as stated in paragraph III B #1 of this policy.
3. The Unit Commanders will review the information and determine if the charging officer is under their command. If the officer is under his command, the Unit Commander will verify that the charging officer was notified to verify that the charging officer conducted an interview on the wanted subject.
4. Any officer who becomes aware that a subject on the Most Wanted list is incarcerated anywhere shall immediately notify warrants via phone call, e-mail or phone mail.
5. Subjects will be removed from the list once their location is known (if they are secured) even if Hampton warrants are still outstanding.
6. Subjects may be removed from the Most Wanted List at the discretion of the Investigative Commander and Crime Analysis.

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