



COURT DISPOSITIONS, ARRESTS, SUMMONSES

- IF A CANDIDATE HAS EVER BEEN ARRESTED OR RECEIVED A NON-TRAFFIC SUMMONS, THEY MUST SUBMIT AN ORIGINAL COURT DISPOSITION, WITH A RAISED SEAL, OF THE CASE AND INSERTED IN FOLDER WITH COPIES;
- TWO PHOTO COPIES OF EACH ORIGINAL IS TO BE INSERTED IN CASE FOLDER AND STAMPED ORIGINAL SEEN BY: “*NAME OF INVESTIGATOR-SHIELD #*” DATE AND SIGNATURE;
- CANDIDATE HAS TO EXPLAIN THE CIRCUMSTANCES EVOLVING THE ARREST OR INCIDENT ON A GENERAL INFORMATION FOR (17-B) (CANDIDATE MUST LIST EVERY DETAIL –WHAT, WHEN, WHERE, WHY, WHO AND HOW);
- **WARRANTS: IF AN ACTIVE WARRANT IS REVEALED;**
 - THE INVESTIGATOR MUST INFORM THE TEAM LEADER
 - TEAM LEADER WILL INFORM UPPER MANAGEMENT
 - THE INVESTIGATOR WILL CALL AND VERIFY THE “WANTED PERSON” INFORMATION WITH THE RESPECTIVE LAW ENFORCEMENT AGENCY
 - IF CROSS REFERENCE IS A POSITIVE HIT AND ACTIVE WARRANT IS VERIFIED...
 - THE INVESTIGATOR, UPON THE DIRECTION OF THE INVESTIGATIVE CAPTAIN, WILL:
 - CALL THE WARRANT SQUAD OF THE ISSUING AGENCY TO ARRANGE CANDIDATE PICK UP
- IF IT’S A WANTED SYSTEM’S SEARCH RESULT, THESE ARE USUSALLY BASED ON COMPARISON; CONTACT THE ISSUING LAW ENFORCEMENT AGENCY AND VERIFY THE PERSON BY MEANS OF PHOTOGRAPH, AND OTHER RELATED INFORMATION; MAKE SURE YOU DOCUMENT WHO YOU SPOKE TO, TIME, DATE, AND DISPOSITION OR FINAL RESULT OF YOUR INVESTIGATION CONCERNING THIS MATTER; IF UNSURE ASK YOUR TEAM LEADER!
- INVESTIGATOR SHALL DOCUMENT ALL CALLS ON THE A.I.U. TELEPHONE INQUIRY FORM AND MAKE CHRONOLOGICAL INDICATIONS ON THE PROGRESS REPORT OF THE ACTIONS TAKEN;
- INVESTIGATIVE CASES CANNOT BE SUBMITTED WITHOUT ORIGINAL COURT DISPOSITIONS.

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