



SPECIAL ORDER



	SERIES	NUMBER	EFFECTIVE DATE
SUBJECT:  PD Form 26 (Record of Warrant/Custody Order on File at Identification and Records Division)	81	65	November 5, 1981
	DISTRIBUTION D		
	ORIGINATING UNIT PDD		
EXPIRATION DATE			

PD Form 26 (Record of Warrant/Custody Order on File at Identification and Records Division Requiring Service) has been revised to update the telephone numbers for address checks and to provide additional space for investigation and review information.

Individual members applying for warrants/custody orders shall execute an original copy of PD Form 26 to accompany the application form (Form W-1). Members are responsible for returning unserved warrants/custody orders to the Identification and Records Division after 10 days, and for complying with the review and disposition requirements of General Order 702.1 and 702.2.

Bench warrants and criminal custody orders referred to this department by the courts for service will be received in the Identification and Records Division and referred to the appropriate district for service. The Identification and Records Division shall affix a copy of PD Form 26 to the warrant/custody order.

Upon receipt of a bench warrant/criminal custody order, the element's warrant clerk shall make one copy of PD Form 26 which shall be filed alphabetically, by name, in the element's suspense file. The original copy of PD Form 26 and the warrant/custody order shall be given to the member who has been assigned to handle service.

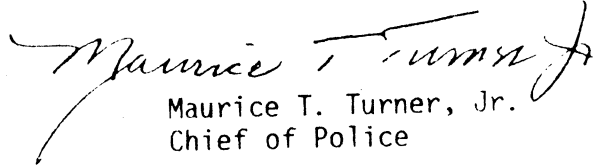
Members who receive warrants/custody orders for service shall:

1. Acknowledge receipt by signing his/her name in Item 32 of PD Form 26.
2. Record each attempt at service and all other relevant information in Item 40 of PD Form 26. (If additional space is needed, use Item 51 on the reverse side of the form.)
3. If service is accomplished, complete the applicable sections in Item 41 of PD Form 26 and return the completed PD Form 26 to the element's warrant clerk.
4. If service is not accomplished within ten (10) days, complete the applicable sections in Item 41 of PD Form 26 and return the warrant/custody order and completed PD Form 26 to the element's warrant clerk.

Upon receipt of the completed PD Form 26, the element's warrant clerk shall remove the copy of PD Form 26 retained in the element's suspense file. The original copy of PD Form 26 shall be forwarded to the Identification and Records Division. A copy of the completed PD Form 26 shall be filed in the element's Warrant/Custody Order File (alphabetically, by month and date of service). The completed PD Forms 26 shall be retained at the element for 90 days after service, then destroyed.

PD Form 26 (dated Revised 9/81) is in stock and available through normal supply channels. All other versions of PD Form 26 (not dated Revised 9/81) shall be removed from stock and destroyed.

\*This special order shall remain in effect until revised or rescinded.

  
Maurice T. Turner, Jr.  
Chief of Police

MTT:VA:sas