



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *General Sessions Court Cases*

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403 General Session Court Cases – Uniform Division

01-01-2001

Approved By:

I. PURPOSE

This purpose of this procedure is to identify the procedures to be followed when completing and transmitting a General Sessions Court case file.

II. DEFINITIONS

- A. General Sessions Case- Any high court misdemeanor or felony as defined by the South Carolina Code of Laws.
- B. Primary Officer – For the purposes of this procedure, the Primary Officer is any officer who is responsible for the initial response and preliminary investigation of a General Sessions Case.

III. PROCEDURE

- A. When the following charges are filed against a defendant, case file paperwork must be completed and transmitted to the Solicitor's Office:
 - 1. All traffic related offenses classified as General Sessions cases,
 - 2. Petit Larceny (3rd) and subsequent offenses,
 - 3. Simple Possession of Marijuana (2nd) and subsequent offenses,
 - 4. Domestic Violence (2nd degree and higher), and
 - 5. Any General Sessions (high court) charges.

B. The officer applying for a warrant will:

1. Prepare an arrest warrant and affidavit,
2. Obtain and attach the offender's criminal history,
3. Submit the file to the Clerk of Court for review,
4. Swear to the probable cause,
5. Sign the warrant, and
6. If the offender is not in custody, then submit the proper paperwork to Dispatch for entry into NCIC and storage in the Warrant Room.
7. Once the offender is in custody, the warrant will be served as directed in MBPD Procedure 405.

C. The primary officer will complete the UCR before the end of the shift. Requests for extensions must be authorized by a supervisor. Once approved, the Supervisor will forward the UCR to the Investigative Division Supervisor for assignment to an Investigator.

D. The following paperwork, if applicable, will be uploaded into the case file in Evidence.com:

1. Arrest Warrants/Blue Tickets
2. Booking Report
3. Bond Paperwork
4. CAD Report
5. Incident Report
6. Supplemental Incident Report
7. NCIC Reports on Defendants
8. NCIC Reports on Victims
9. Detective Follow-up
10. Crime Scene Reports and Supplemental Reports

11. Property and Evidence Reports
12. Photographs
13. Video (In-Car, BWC, Crime Scene, Surveillance, or otherwise)
14. Miranda Forms for Each Defendant
15. Photo Line-up Copies
16. Search Warrants or Consent to Search Forms
17. Defendant Statements (written/recorded)
18. Victim Statements (written/recorded)
19. Witness Statements (written/recorded)
20. 911 Tapes (required on all violent crimes, if exists)
21. Certified Driving Records (traffic related cases only)
22. SLED Best Drug Packet
23. DataMaster Report
24. K9 Deployment Report
25. Any other associated paperwork (i.e. DSS paperwork, CRC reports, medical records, outside agency reports, etc.)

- A. Unless approved by an Investigative Division Supervisor, all pieces of evidence will be uploaded individually in Evidence.com. Exceptions may include large files such as phone extractions, videos, interviews, etc.
- B. All General Sessions cases will be assigned to an Investigator who is responsible for transmitting the case file to the Solicitor's Office within 30 days of the arrest date.
 1. When the primary officer applies for an arrest warrant, then they are responsible for completing a case file. All paperwork will be submitted to the Shift Supervisor for review within 10 days of the arrest date. If there is a delay in obtaining items necessary for the case file, the primary officer may request an extension through their supervisor and notify the assigned Investigator. It is the Shift

Supervisor's responsibility to review the case file for accuracy and completeness before forwarding the case to the assigned Investigator.

2. When an Investigator is assigned a case to investigate and thereafter applies for an arrest warrant, then the Investigator will be responsible for completing the case file.
 3. The assigned Investigator is responsible for completing a review of the case and ensuring all applicable items are uploaded to Evidence.com before transmitting.
- C. The information contained in this document does not preclude the Investigative Division, the Uniform Division or any other Division within the Myrtle Beach Police Department from working together on any type of joint investigation.