

**GENERAL ORDER**

April 2016

Immediately

**V.5:27**

Distribution: All Employees

Subject: **PROBABLE CAUSE PICKUP (BOLOs)**

Index as:	BOLO CAD BOLO File	Probable Cause Probable Cause Pickup	Stop and ID Wanted Person
-----------	-----------------------	---	------------------------------

Accreditation Standards:

Cross Reference: G. O. III-1 Field Interviews  
 I.O. V.6:3, Warrantless Felony Arrests  
 §901.15, F.S.S. Arrest Without Warrant  
 §901.151, F.S.S. Stop and Frisk

Replaces: I.O. V.5:27, Probable Cause Pickup (BOLOs), (October 25, 1993)

This Order consists of the following sections:

- I. Purpose
- II. Definitions
- III. The BOLO Form
- IV. Cancellation
- V. Unit Responsibility

**I. PURPOSE**

A. The purpose of this Order is to define procedures used to advise personnel of:

- 1. An authorized request for apprehension, based upon a probable cause, prior to the issuance of a warrant;
- 2. The existence of a warrant; or
- 3. To alert Officers of the need for their assistance in the identification of criminal suspects.

B. Within the context of this Order, the word "BOLO" specifically excludes other common uses related to missing persons, stolen autos, or other generic police information.

C. This Order establishes the procedures for preparing, distributing, and cancelling the St. Petersburg Police Department BOLO form.

**II. DEFINITIONS**

A. BOLO – An acronym for "Be on the Lookout."

B. CAD BOLO File – A file maintained in the Computer Aided Dispatch system for information relating to wanted/missing persons, stolen vehicles, and other information of which Officers should aware and "be on the lookout."

C. Probable Cause – The knowledge or information that would lead a reasonable person to believe that a crime has been, is about to be, or is being committed, and that the person to be arrested has committed, is about to commit or is committing the crime in question.

D. Probable Cause Pickup – The apprehension of a criminal felony or misdemeanor domestic violence suspect, based upon the existence of a properly completed *Complaint/Arrest Affidavit* prior to the issuance of a warrant by the Court.

E. Stop and ID – An authorized request for assistance to obtain information on an offender(s) or vehicle, when the identity is unknown or there is insufficient probable cause for arrest.

F. Wanted Person – The special status of a person, based upon the existence of a court-issued warrant, ordering the arrest of an individual for a specific offense.

### III. THE BOLO FORM

A. The St. Petersburg Police Department BOLO form may be used as an advisory notice in the following circumstances:

1. As a request for Probable Cause Pickup when, in the interest of public safety, an apprehension should be made prior to formal action by the State Attorney's Office and the issuance of an arrest warrant.

a. The BOLO form must be accompanied by the properly completed *Complaint/Arrest Affidavit*.

b. In any questionable matter, the investigating Officer and the responsible supervisor shall contact the State Attorney's Office prior to the issuance of the BOLO form.

c. The investigating Officer shall arrange a State Attorney's investigation as soon as practical.

2. As a notice of a Wanted Person, to alert members of the Department of the existence of an Arrest Warrant for a specific person.

3. As a request for assistance by an Officer or investigator to Stop and ID an individual or vehicle when only limited information is available pertaining to the identity of a suspect(s) or vehicle, during the investigation of a specific offense or series of offenses.

B. The BOLO form is an electronic, writable template, which shall be maintained for the fourteen (14)-day active period, unless cancelled or if the originating Officer reissues the original BOLO.

1. The BOLO form shall be attached to the RMS report and a link to the report shall be routed by the originator to the appropriate supervisor for approval.

2. Once the BOLO has been approved by a supervisor, the supervisor will send a link of the RMS report to two separate functions:

a. "Equip Room/Read Off" and

b. "PC BOLO."

C. Informational photocopies of the BOLO are authorized for distribution within the Department. However, no action shall be taken on the basis of a photocopy, without first contacting Foxtrot Channel and confirming the actual BOLO remains active.

D. The Officer/Investigator issuing a BOLO form shall ensure all of the known information is properly presented on the BOLO form. N/A (not applicable) or UNK (unknown) shall be used as needed. The Officer/Investigator issuing the form shall document in the offense report they have issued a BOLO form.

E. Only one person may be named on the BOLO form, if used as a request for probable cause pickup or to alert personnel to the existence of a warrant.

F. Active investigative information on the BOLO form is exempt from routine release to the public and media. BOLO information may be released to the media and public, when appropriate, in accord with <J:\Research\GeneralOrders\II\Administrative General Orders\II-03 Release Of Information To The Public and News Media.pdf>.

G. No arrest shall be made on BOLO information, unless the arresting Officer has taken reasonable steps to verify the existence of the required *Complaint/Arrest Affidavit* or current arrest warrant.

#### IV. CANCELLATION

A. In **ALL** cases, the BOLO form shall expire fourteen (14) days after the date of issue.

1. The date of issue shall be considered the first day.
2. The expiration date shall be indicated on the BOLO form by the originator at the time of issue.

B. Any Officer making an apprehension, based upon a probable cause pickup or notice of wanted person shall be responsible for cancelling the BOLO form to prevent its reuse.

C. The Officer/Investigator who, prior to the fourteen (14)-day expiration of the BOLO, obtains a warrant for the arrest of the suspect or who, in consultation with the State Attorney's Office, determines prosecution will be declined shall be responsible for cancelling the BOLO.

D. If the cancellation is due to the issuance of a warrant for the arrest, the Officer/Investigator shall then issue an entirely new BOLO form with the new status for arrest.

E. When used as a request to Stop and ID, the Officer making the stop of a person or vehicle shall follow all procedures defined in <J:\Research\GeneralOrders\III Operational General Orders\III-01 Field Contacts.pdf>.

1. If the original request for information is general in nature, the BOLO may need to remain active for the full fourteen days while suspect information is being sought.

2. If the original request is so specific so as to preclude the necessity of the BOLO remaining in effect after suspect contact is made, the Officer acting upon the BOLO request will be responsible for cancelling the BOLO.

F. It shall be the responsibility of Foxtrot Channel to cancel any BOLO on the expiration date which has not been previously cancelled.

G. The person cancelling the BOLO shall:

1. Notify Foxtrot Channel of the cancellation or send a link of the RMS report to the "PC BOLO" function with a note that the BOLO is cancelled.

2. Foxtrot Channel will notify the Equipment Room in writing that the BOLO has been cancelled. The BOLO is then removed from CARS and the hard copy in the Read Off book is marked as cancelled.

#### V. UNIT RESPONSIBILITIES

A. Emergency Communications Center (Foxtrot Channel)

1. Shall monitor the "PC BOLOs" folder in RMS for entries.
2. Complete a Broadcast BOLO for all new entries and disseminate the Broadcast to all mobile data terminals.
3. Foxtrot Channel will be notified of all cancellations by radio, phone or via link in RMS. Once the operator is advised of the cancelled BOLO, the BOLO will be cancelled in CAD. The Equipment Room will be notified, via a link in RMS or by email, of all cancellations so the BOLO can be removed from CARS and the Read-Off book.
4. Foxtrot Channel shall conduct daily searches for expired BOLOs. Any expired BOLO will be cancelled. There is no need to contact the Equipment Room reference expired BOLOs.

B. Equipment Room

1. Shall print the BOLO upon receiving it and place a hard copy in the Read Off book.
2. Shall enter the BOLO information into CARS.
3. Shall, upon notification by an Officer or Foxtrot Channel Operator of the apprehension or cancellation, mark "cancelled" on the BOLO hard copy form, along with the date and employee's initials, and post as cancelled for Read Off information. The Equipment Room is also responsible for removing cancelled the BOLOs from CARS.

C. Investigative Service Bureau

1. Shall print a copy of the BOLO and place it with case file, if the Investigative Services Bureau is conducting a follow-up investigation.

---

Anthony Holloway  
Chief of Police