

# STANDARD OPERATING PROCEDURES



Title	<b>Booking Team Procedures</b>	
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		<b>A</b>
Related to	GO-PCA-502.7 (Transportation of Prisoners) and Standard Operating Procedures (Holding Facilities)	

DISTRICT OF COLUMBIA

I. Background.....	Page 1
II. Definitions.....	Page 2

III. Procedural Guidelines.....	Page 5
IV. Cross References.....	Page 27

## I. BACKGROUND

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures for the Metropolitan Police Department (MPD) facilities that receive, book, and livescan **adult** prisoners. This SOP does not apply to prisoner processing procedures for mass arrest situations or the processing of juveniles.

The procedures in this SOP describe the booking process at the District Booking Facility. District booking facilities will book and livescan only arrestees who are eligible to be released from the district station (citation release, post and forfeit, collateral, and bond).

Arrestees who are lockup cases will be transported to the Central Cellblock (CCB) to be livescanned and processed for court appearances.

There will be circumstances in which a district may be required to book, livescan, and transport lockup cases to CCB or the U.S. Marshal's Service cellblock. In those instances, the District Booking Facility will comply with the applicable procedures in this SOP.

## II. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Arrest Name – the name given by the arrestee at the time of arrest.
2. Arrest Number – the unique number generated from the Criminal Justice Information System (CJIS) during quick booking to identify the particular arrest and associated information.
3. Automated Evidence Generating Inventory System (AEGIS) – the MPD property system database. DEA lab numbers and other property

control numbers are generated and automatically assigned through AEGIS. (This database replaces the Property Evidence Inventory Control System).

4. Automated Fingerprint Identification System (AFIS) - fingerprint database used to compare the fingerprints of an arrestee to an existing fingerprint file and Police Department Identification Number (PDID) for positive identification. If no record exists, AFIS assigns a new PDID number to the arrestee. The response will be described as:

Hit – term used to describe the point at which the AFIS section is able to associate an arrestee’s set of fingerprints to an existing PDID number and related fingerprints.

No Hit – term used to describe the point at which the AFIS section is not able to associate an arrestee’s set of fingerprints to an existing PDID number and related fingerprints. In this instance, the “first-timer” is assigned a new PDID number that is always associated with his/her set of fingerprints.

Once the AFIS section returns a “hit” or “no hit” on the arrestee’s fingerprints, the arrest number, PDID number, and arrest name are associated with the arrestee’s record in the livescan machine by the cellblock technician, who electronically returns this edited information to the AFIS section. (CALEA 82.3.6)

5. Central Cellblock (CCB) – the prisoner processing facility at Police Headquarters, that processes lockup cases and prepares arrestees for presentation at court.
6. Criminal Justice Information System (CJIS) – the computerized booking system that contains District of Columbia arrest information. It is an automated information application that creates and maintains criminal history information.

In addition, CJIS interfaces, integrates, and retrieves information from other Criminal Justice agencies. CJIS is accessed by multiple agencies within the District of Columbia Criminal Justice System, including the D.C. Superior Court, Office of the Corporation Counsel, United States Attorney’s Office, the D.C. Department of Corrections, and Pretrial Services. Federal agencies, primarily the United States Park Police, United States Capitol Police, and the United States Secret Service access CJIS as well.

7. CJIS Booking – There are three major components to CJIS booking:
  - a. Quick booking – Process through which the initial CJIS booking screen is completed and an arrest number is generated. The livescan process cannot be initiated without the arrest number that is generated from quick booking.
  - b. Supplemental booking – the process by which the remaining CJIS screens are completed with arrest information from the PD Form 163 (Prosecution Report).
  - c. CJIS Linking – process by which an arrest record is systematically associated with a PDID number, based on the AFIS positive identification and the “true name” of the arrestee. Once the PDID number is linked in CJIS, it is added to the Washington Area Law Enforcement System (WALES) Master Name File by the Data Conversion Section on the following day.

Other CJIS screens, such as the Add Charges, Disposition Update, Timestamp CCB Transport, Distributed ID Prisoner Process Menu, and the Citation Release Processing are completed as applicable.

8. CJIS Distributed Identification, Booking and Prisoner Processing Procedures Manual – a technical manual, used by the Identification and Records Division, to train and certify booking officers.
9. District Booking Facility – the booking sites, located at each of the MPD’s seven police districts, which book in CJIS and use livescan to process an arrestee.
10. Identification/Positive Identification – Identification is the process through which an arrestee is identified by name, sex, date of birth, etc., as shown on a document that can be altered or counterfeited, such as a birth certificate, social security card, or driver’s license.

Positive identification of an arrestee uses biometric characteristics (e.g., fingerprints) that are unique and unlike a document, not subject to alteration or counterfeit. The AFIS provides positive identification based on fingerprints.
11. Livescan System (LSS) 2000 – Workstation used to capture and retrieve fingerprints, mug shots and descriptors of the offender.

12. Livescan Tracking Number – Each arrestee’s fingerprints, mug shot and arrest name is associated with a unique tracking number that is automatically assigned by the LSS 200 at the beginning of the livescan process. It is technically referred to as the Booking ID Number and allows the cellblock technician to keep track of the files sent to and returned from the AFIS section.
13. National Crime Information Center (NCIC) – a nationwide data network of FBI data that, in part, provides information on whether an outstanding warrant exists against people who have been arrested in the United States.
14. Police Department Identification Number (PDID) – a unique, six-digit number assigned to the arrestee at the time of a first arrest. Persons arrested on felony charges, and most misdemeanor charges will be assigned a PDID number. The PDID number is associated with the arrestee’s “true name” and fingerprints, and is generated in AFIS.
15. Superior Court of the District of Columbia – the courthouse, located on Indiana Avenue, NW, that processes civil and criminal cases brought in the District of Columbia, except where federal charges and jurisdiction is exclusively vested in the federal court. Criminal cases include felonies prosecuted by the United States Attorney’s Office (USAO), misdemeanors prosecuted by the USAO and the Office of the Corporation Counsel (OCC) and traffic cases prosecuted by the OCC.
16. True Name – The arrestee’s name, given at the time of the initial arrest, which is then associated with his/her set of fingerprints and PDID number.
17. United States District Court, District of Columbia – the courthouse, located on Constitution Avenue, NW, that processes all federal cases not eligible to be prosecuted by a U.S. Attorney in the D.C. Superior Court.
18. The Washington Area Law Enforcement System – the MPD regional police information system that verifies outstanding warrants issued in D.C., and provides access to the NCIC. It also provides information such as PDID numbers, aliases, and other identifying information.

Information contained in WALES is based on incident and offense information gathered from the PD Form 251 (Offense/Incident Report), PD Form 252 (Supplemental Report) as well as information gathered from the PD Form 163 (Prosecution Report).

**III. PROCEDURAL GUIDELINES (CALEA 82.3.7)****A. Responsibilities at the District Station**

1. The District Station/Cellblock Manager shall have overall responsibility for the management and administration of station/holding facility operations on all three watches.
2. The Station Supervisor shall be responsible for the daily operations of the station, holding facility and supervision of prisoners on his/her watch.
3. District Booking Team is comprised of station personnel cross-trained in one or more of the five functional positions, to include the booking supervisor, booking officer, cellblock technician, cellblock officer, and transport officer.
  - a. The Booking Supervisor is responsible for the District Booking Facility during his/her tour of duty. He/she shall:
    - (1) Where appropriate, report to the station supervisor.
    - (2) Supervise the booking functions and ensure that booking team members perform in accordance with the procedures outlined in this standard operating procedure.
    - (3) Schedule appropriate training for the booking team members to ensure proper certification is maintained and each member is cross-trained on all booking functions.
    - (4) Ensure the proper scheduling of the booking staff for his/her tour of duty. (Review annual/sick/compensatory time leave requests against manpower needs).
    - (5) Ensure all log books assigned to the booking functions are maintained.
    - (6) Attend regular staff meetings.
    - (7) Make recommendations and communicate issues relative to booking functions.
    - (8) Assist the station manager and/or supervisor.

- b. The Booking Officer shall:
- (1) Conduct WALES/NCIC and CJIS record checks for each arrestee and when necessary, district patrol units.
  - (2) Enter CJIS booking information:
    - (a) Link WALES/NCIC and CJIS information, and
    - (b) Link CJIS arrest number to the PDID number.
  - (3) Process all early release option cases (e.g., citation release, post and forfeit, bond).
  - (4) Ensure that prisoners are transported to the CCB or the U.S. Marshall's cellblock as soon as possible.
  - (5) Generate and print the Van Sheet for prisoner transport.
  - (6) Assemble all arrest paperwork for transport to CCB or the U.S. Marshall's Service cellblock.
  - (7) Notify the transport officer, through the communications dispatcher, of pending transports.
  - (8) For prisoner transports to CCB, timestamp the prisoner(s) departure time.
  - (9) Notify the station supervisor when there is a lengthy delay in prisoner transports.
  - (10) Ensure that any arrestee claiming injury or illness is promptly transported to the appropriate medical facility (See, GO-PCA- 502.1 [Medical Treatment and Hospitalization for Prisoners]): (CALEA 72.6.3)
    - (a) Notify the station supervisor, and
    - (b) Ensure that a copy of the PD Form 313 (Sick or Injured Prisoners Transported to Hospital) is included in prisoner paperwork.
  - (11) Assist other booking team members when necessary or directed by the booking supervisor.

- c. The Cellblock Officer shall:
- (1) Maintain the cellblock keys at ALL times.
  - (2) Receive custody of arrestees in the District Booking Facility.
  - (3) Conduct searches and assist in handling arrestees. (CALEA 72.5.1-a)
  - (4) Take custody of personal property:
    - (a) Prepare the PD Form 14 (Prisoner's Property Bag), and
    - (b) Transfer prisoner's property to the arresting officer upon arrival.
- NOTE: Weapons or contraband discovered shall be processed as outlined in GO-SPT-601.1 (Recording, Handling and Disposition of Property Coming into Custody of the Department)
- (5) Prepare and assemble wristband when cellblock technician is busy or unavailable.
  - (6) Perform a physical inspection of all cellblock areas at frequent intervals, but not more than thirty minutes apart, and log the results. (CALEA 72.8.1)
  - (7) Coordinate with CCB to pick up food and ensure that arrestees are fed as required. (CALEA 72.7.1-f)
  - (8) Assist the booking team members as necessary or directed by the booking supervisor.
- d. The Cellblock Technician shall:
- (1) Execute all processes and procedures related to the livescan machine (e.g. take mug shots, collect fingerprints, and enter general descriptors).
  - (2) Upon receipt of a PDID number from AFIS, edit information associated with the fingerprints and PDID number.

- (3) Send final, edited information to the AFIS section.
  - (4) Liaison with the AFIS section to resolve PDID number discrepancies.
  - (5) When processing lockup cases, prepare and assemble the arrestee's wristband.
  - (6) Record arrestee thumbprints on the PD 9A, PD Form 163, and if applicable, the CD 2063 (Citation to Appear in Court).
- e. The Transport Officer shall: (See, GO-PCA-502. 01 Transportation of Prisoners)
- (1) On an hourly basis, contact the booking supervisor when transporting prisoners.
  - (2) When transporting arrestees to CCB and/or the U.S. Marshall's Service cellblock, ensure that he/she is accompanied by another sworn member for additional security.
  - (3) Pick up food from CCB to feed arrestees at the District Booking Facility, as necessary. (CALEA 72.7.1-f)
  - (4) Assist other booking team members as necessary or directed by the booking supervisor.
- B. Quick Booking and Transport to the District
1. The PD Form 256 (Quick Booking Form) shall always accompany the arrestee to the District Booking Facility.
  2. The Arresting Officer shall:
    - a. Prior to transporting an arrestee to the District Booking Facility in which the arrest occurred, complete the PD Form 256 (Quick Booking Form) to be delivered with the arrestee to the District Booking Facility.
    - b. When he/she is not actually conducting the transport, give the PD Form 256 to the transport officer.



3. The Transport Officer shall:
  - a. When parking, ensure that his/her vehicle is not obstructing other vehicles from entry into the van port.
  - b. Before removing the arrestee(s), **ensure the van port doors are secured.**

Note: If the van port doors are not functioning properly, two officers shall be utilized when transporting an arrestee from the van port.
  - c. Transfer custody of the arrestee(s) to the cellblock officer.
  - d. Provide the PD Form 256 to the booking officer.
  - e. Prior to leaving the van port, visually and physically check the transport vehicle for contraband, weapons or evidence left behind by the prisoner(s). (CALEA 71.1.2)
4. The Cellblock Officer shall:
  - a. Upon taking custody from the transport officer, search the arrestee. (CALEA 72.5.1-a)
  - b. Remove all money and personal property from the arrestee. (CALEA 72.5.1-a)
    - (1) Count the money in front of the arrestee.
    - (2) Note the value of the money on the PD Form 14 (Property Bag);
    - (3) Place all property, including all money, inside one property bag; and
    - (4) Turn over the property bag to the booking officer for safekeeping.
  - c. Ask the arrestee if he/she is sick or injured and needs to go to the hospital.
    - (1) Note responses on the PD Form 256, and document any medications the arrestee states he/she is taking. (Body deformities and other

markings [e.g., bruises, scars, trauma markings, bruises, lesions, etc.] are documented with additional mugshots during the Livesan process as described in Section III.D.c(5)-(6) herein, or with Polaroid Camera photographs, if injuries are associated with the offense. (CALEA 72.6.3)

- (2) For arrestees that are to be transported to the hospital, complete the PD Form 313 and request a district transport.
  - d. Place the arrestee in a holding cell until the cellblock technician is ready to complete the fingerprinting and mug shot processes.
5. The Arresting Officer shall:
- a. Request the cellblock officer to remove the arrestee from the cell.
  - b. Retrieve the property bag from the booking officer.
  - c. Inventory the personal property in front of the arrestee and complete PD Form 14 and PD Form 58 (Prisoner Property Receipt). (CALEA 72.5.1-b)
  - d. Have the arrestee review the completed PD Form 58 and initial at the top of the form to indicate agreement that the inventory is correct.
  - e. Request the cellblock officer to return the arrestee to the cell.
  - f. Note the prisoner property removed from the arrestee in the PD 82 (Prisoner's Property Log).
  - g. Turn over the prisoner property to the district property officer or designated station personnel.

## C. WALES/NCIC and CJIS Checks (CALEA 1.2.5)

The Booking Officer shall:

- a. Use the information contained on the PD Form 256 to conduct a WALES/NCIC and CJIS arrest information check on the arrest name.
- b. Print the results of the WALES/NCIC and CJIS checks.
- c. When there is no arrest information in CJIS associated with the arrestee name, note this on the bottom of the WALES/NCIC printout.
- d. Note the type of warrant listed on the WALES/NCIC and CJIS checks.
  - (1) Bench Warrants - The D.C. Superior Court issues all bench warrants for failure to appear. WALES/NCIC bench warrant numbers begin with one of the of the following prefixes:
    - (a) Warrants with M or F prefixes are criminal bench warrants issued by the D.C. Superior Court's Criminal Division.
      - (1) M – (Misdemeanor), and
      - (2) F – (Felony),
    - (b) Warrants with DV, DPS or CPO prefixes are criminal bench warrants issued by the D.C. Superior Court Family Division.
      - (1) DV - (Domestic Violence),
      - (2) DPS - (Delinquent Paternity Support or Failure to Appear for Hearings in Child Support), and
      - (3) CPO - (Failure to Appear in Civil Protection Order).
  - (2) Original warrants (arrest warrants) begin with one of the following prefixes:

- (a) US - (United States misdemeanor), or
- (b) USW - (United States Warrant for felonies).

These warrants are issued by both the D.C. Superior Court and the U.S. District Court for felonies, misdemeanors, and traffic charges.

- (3) Traffic warrants begin with the prefix "TR" and can be either a bench warrant or an original warrant.
- e. Inform the arresting officer of an outstanding bench warrant(s) to be added to the PD Form 163.

NOTE: When a bench warrant is identified, the arrestee shall be processed at the district booking facility.

- f. When an original warrant is identified, immediately notify the appropriate District/Unit to inform them that the arrestee is in custody.
- (1) The arrestee shall be transported to the originating District/Unit for processing at that district's booking facility.
  - (2) The member whose name appears on the warrant shall be responsible to process the warrant.
  - (3) The arresting officer shall process the arrest at the originating district.

- g. If the WALES/NCIC record check produces an existing PDID number based on the arrest name, the booking officer shall NOT record that number in the space for "PDID number" on either the PD Form 256 or PD Form 163.

NOTE: Positive identification cannot be obtained until the arrestee is livescanned and a "true name" and PDID number is associated with his/her fingerprints.

- h. Quick book the arrestee using the information provided on side one of the PD Form 256.

NOTE: The CJIS arrest number generated from quick booking consists of a nine-digit number (e.g. 06-03-00001):

- (1) The first two digits (06) indicate the arrest occurred within the sixth district.
- (2) The second two digits (03) are the last two digits of the current year.
- (3) The remaining digits identify the arrest number and are sequentially assigned. Thus 0001 indicates this arrest is the first arrest for 6D in 2003, 0002 indicates this arrest is the second arrest, etc.
- (4) Each arrestee will be assigned a unique arrest number each time they are arrested. That arrest number can have up to 10 charges associated to it.

- i. Write the arrest number on the PD Form 256 and provide this form to the cellblock technician.

D. Livescan

1. When issues/problems are encountered during arrestee processing at the livescan station, contact the AFIS section at 202-727-4081.

Note: AFIS personnel are available 24 hour a day.

2. An AFIS delay shall not be grounds for a delay in the processing of other arrestees at the District Booking Facility. The cellblock technician shall livescan other arrestees if they are ready to be processed.

3. The Cell Block Officer shall:

- a. Remove the arrestee from the cell.
- b. Search the arrestee.
- c. Deliver the arrestee to be processed at the livescan station.
- d. Remain with the arrestee to provide security.

- e. When required, return the arrestee to the cell.
4. The Cellblock Technician shall:
- a. Using a PD Form 256, enter the arrest number and the arrestee's general descriptor information into the first of two livescan screens.
    - (1) The first livescan screen is descriptor information for the District of Columbia AFIS database.
    - (2) The second livescan screen is information that is sent to the FBI by the AFIS section.
    - (3) There are four types of data entry fields in the two livescan screens:
      - (a) Yellow box – These are mandatory data entry fields in which information must be typed before the second screen can be accessed. In instances when the social security number is not recorded on the PD Form 256 (e.g., the arrestee does not have one, refuses to provide one), enter "000-00-0000."
      - (b) Yellow box with blue outline – These are mandatory data entry fields that include drop-down lists from which a selection must be made before the second screen can be accessed. If the arrestee's charge is not among the charges on the drop-down list, type in the appropriate charge.
      - (c) Blue box – Although these fields are not mandatory, complete as many fields as possible, choosing from the drop-down lists and/or typing in the information.
      - (d) Gray box with blue outline – Although these fields are not mandatory, complete as many fields as possible, choosing from the drop-down lists and/or typing in the information. The arrestee's address **MUST** be entered as part of the descriptor information.

- b. Take the height and weight of the arrestee; enter the information into the first screen and record it onto the PD Form 256.
- c. Take mug shots of the arrestee. The livescan machine allows up to seven mug shots to be taken. The first three mug shots are mandatory; the remaining mug shots shall be taken as applicable.
  - (1) Mug shot #1 – arrestee’s body and head shall face straight towards the camera. No accessories (e.g., glasses, hats).
  - (2) Mug shot #2 – Right facial profile: arrestee’s body shall face straight towards the camera and the arrestee’s head shall face the arrestee’s left side.
  - (3) Mug shot #3 – Left facial profile; arrestee’s body shall face straight towards the camera and the arrestee’s head shall face the arrestee’s right side.
  - (4) Mug shot #4 – If applicable, front view of arrestee wearing reading or prescription glasses. (This shot is mandatory if the arrestee is wearing glasses).
  - (5) Mug shot #5 – If applicable, close-up shot of the most prominent identifying tattoo, scar, or other body mark on arrestee. (This shot is mandatory if the arrestee has prominent identifying tattoos, scars, or other body marks).
  - (6) Mug shot #6 – If applicable, additional mug shots of other prominent marks, scars, tattoos, or any other physically descriptive shots that may assist in identifying an individual. (This shot is mandatory if the arrestee has another prominent physical characteristic).
  - (7) Mug shot #7 – (same criteria as mug shot #6)
- d. Take electronic prints of the arrestee.
  - (1) Make every effort to ensure that all prints are legible.
  - (2) Take all prints in the sequence listed in the livescan machine.
  - (3) Roll all prints from nail fold to nail fold.

- e. Ensure that all descriptor information is accurate.
- f. Electronically submit the fingerprint file and mug shots to the AFIS section.

NOTE: Descriptor information must be accurate because the AFIS section files its records by race and sex, and uses a manual verification process that is based on livescan descriptor data (e.g., if members of the booking team enter the arrestee's sex incorrectly, AFIS personnel will search the wrong records causing a "missed identification" and delay the response from AFIS.

- g. Using the PD Form 9A, record the livescan tracking number and manually take the thumbprint (ink-print) of the arrestee. (The rest of the information on the card is entered upon return of a PDID number from AFIS.)
- h. Request the cellblock officer to return the arrestee to the cell.
- i. When a response is not received from AFIS within thirty minutes of submission, contact the AFIS section to report the time delay using the livescan tracking number to request information.

E. Processing the PDID Number (CALEA 82.3.6)

- 1. The response sent from AFIS to the District Booking Facility will include the livescan tracking number and associated Hit Search ID or a No Hit Search ID. There will also be a Hit/No Hit ID, which is a 12-digit number that contains the PDID number.
  - a. The first 3 digits designate whether the arrestee is an adult or juvenile. "311" indicates the arrestee is an adult and "312" indicates the arrestee is a juvenile. (The designation is based on whether the offender was an adult or juvenile when first arrested).

NOTE: AFIS section personnel will update this designation with the adult prefix "311" if the offender is subsequently arrested as an adult.
  - b. The next three digits are "place holders" (for future use if/when the PDID exceeds 6 digits).



- c. The last six digits are the PDID number.
2. Upon receipt of the PDID number from AFIS, the cellblock technician shall crosscheck the PDID number against the arrestee's initial WALES/NCIC record check. There are three possible outcomes related to this crosschecking process:
  - a. The initial WALES/NCIC record check may indicate that the arrestee has never been assigned a PDID number;
  - b. The AFIS PDID number assigned to the arrestee's prints may match the PDID number on the initial WALES/NCIC record check for that arrestee; or
  - c. The AFIS PDID number assigned to the arrestee's prints may not match the PDID number on the initial WALES/NCIC record check for that arrestee.
3. If the PDID number received from AFIS is not an identical match to the PDID number listed on the initial WALES/NCIC check, the cellblock technician shall request that the booking officer run a second WALES/NCIC record arrest information report.
4. The Booking Officer shall:
  - a. Run a second WALES/NCIC record check and CJIS arrest information report using the PDID number returned from AFIS. Enter the query format below to run a second WALES/NCIC check:  
  
QNUM.PDID/123456.ID/1266.  
  
NOTE: The query format will retrieve information by PDID number returned from AFIS.
  - b. Run the CJIS Arrest Information Report using the true name associated with the PDID number and return the arrestee's true name.
  - c. Record on the PD Form 256 the PDID number (in the appropriate space) and the true name (at the top of the form).

NOTE: This information is used to complete the PD Form 163 (Prosecution Report).

- d. Attach both sets of checks to the PD Form 256 before returning the paperwork to the cellblock technician.

F. Editing in Live Scan

The Cellblock Technician shall:

- a. Ensure the arrestee's name and descriptor information in livescan matches the name and information associated with the PDID number on the related WALES/NCIC report.
  - (1) If a discrepancy exists, correct the arrestee's name and any other information (e.g., birth date, social security number) in livescan using the information associated with the PDID number on the related WALES/NCIC report.
  - (2) Verify that the record in livescan matches the information associated with the PDID number on the related WALES/NCIC report.
  - (3) Send the corrected/final livescan information to the AFIS section.

NOTE: This will permit AFIS to generate the wristband for printing.

- b. Complete the PD Form 9A and enter the arrestee's:
  - (1) True name,
  - (2) Race,
  - (3) Sex,
  - (4) PDID number (under I.D. Number),
  - (5) Arrest number (under Dist. Control No.),
  - (6) Date of birth, and
  - (7) Date fingerprinted.

- c. Complete the R-84 (Final Disposition Report and enter the arrestee's:
  - (1) True name (under Name on Fingerprint Card Submitted to FBI),
  - (2) Date of birth,
  - (3) Sex,
  - (4) PDID number (under State Bureau No. SID),
  - (5) Social Security Number,
  - (6) Arrest number (under Arrest No. [OCA]),
  - (7) Date of arrest, (under Date Arrested or Received) and
  - (8) Offense(s).
- d. Attach to the PD Form 256, the R-84, the PD 9A, the WALES/NCIC record check(s) and the CJIS arrest information report(s), and return this paperwork to the booking officer.

#### G. Supplemental Booking

- 1. Upon receiving the PD Form 163 from the arresting officer, the booking officer shall complete the supplemental booking screen in CJIS:
  - (a) Enter onto the PD Form 163 the PDID number, true name, and height and weight exactly as recorded on the PD Form 256.
  - (b) Attach the R-84, the PD 9A, the WALES/NCIC record check(s), and the CJIS arrest information report(s) to the PD Form 163 as part of the arrest paperwork that will accompany the arrestee to CCB.
- 2. The PD Form 256 shall be filed by date so that it can be retrieved in the future, if requested.

#### H. Linking in CJIS

- 1. The Booking Officer shall link the PDID number to the CJIS arrest number.

- a. At the CJIS linking screen, compare the CJIS information to the information on the WALES/NCIC record check (containing the arrestee's true name/PDID number).

NOTE: In order to link in CJIS, the arrestee's date of birth, name, race and sex must match the same information in WALES/NCIC.

- b. If necessary, correct the CJIS descriptor information to match the descriptor information in WALES/NCIC.
- c. For first time offenders, create a new WALES/NCIC record. (See, CJIS manual)
- d. When finished using the PD Form 163, give it the cellblock technician.

2. The Cellblock Technician shall:

- a. Manually roll (ink) the arrestee's right thumbprint in Box 53 (Right Thumbprint) on the PD Form 163.
- b. Roll and imprint a right thumbprint on each copy of the PD Form 163. Ensure that each thumbprint is rolled properly, from nail fold to nail fold; and
- c. Return the arrest paperwork to the arresting officer.

I. Arrest Package Review

1. The Watch Commander shall review, and if appropriate, sign arrest paperwork.
  - a. Ensure the narrative portion of the PD Form 163 establishes probable cause for the arrest.
  - b. Verify that manual thumbprints have been provided on the PD Form 9A and on each copy of the PD Form 163.
  - c. Verify that the WALES/NCIC record check(s), the CJIS arrest information report(s), PD Form 9A, R-84, and any other applicable arrest paperwork, such as the PD Form 168 (Court Review Form) are attached to the PD Form 163.

- d. When leaving the station, delegate to an appropriate member the authority to review and sign paperwork.
  2. After a review by the Watch Commander, the arresting officer shall return the arrest paperwork to the booking officer.
  3. The Booking Officer shall be responsible for assembling all arrest paperwork for transport to CCB. He/she shall ensure the paper work is fastened using staples or paperclips, placed inside a manila envelope, and sealed for delivery: (CALEA 71.5.1-b)
    - a. All arrest paperwork is delivered directly to CCB.
    - b. Arrest paperwork for Citation Release and Post and Forfeit cases (with the exception of Papering Reform charges) shall be included with the lockup paperwork for delivery to CCB.
    - c. For each hospital case that is transported to CCB, a PD Form 313 shall be included in the arrest paperwork.
  4. The Papering Reform Coordinator for each District shall deliver arrest paperwork for Papering Reform charges directly to the Court Liaison Division.
- J. Assembling the Wristband (CALEA 71.5.1-a)
  1. All lockup arrestees who are booked and livescanned at the District Booking Facility, and transported from the District Booking Facility to CCB or the U.S. Marshall's Service, shall have a wristband attached immediately prior to transport.
  2. Under no circumstances shall an arrestee's transport to court be delayed due to the unavailability of a wristband generated in AFIS. (CALEA 72.7.1-a)
  3. After the wristband is generated in AFIS, the cellblock technician shall ensure that it provides:
    - a. The arrestee's true name,
    - b. PDID number,
    - c. Date of birth,
    - d. Sex,

- e. Race,
  - f. The title, Metropolitan Police Department (MPD), is entered as the arresting agency, and
  - g. Photo (as captured in the mug shot).
4. The wristband shall be manually generated when:
  - a. The wristband generated in AFIS does not print, within 30 minutes, after the District Booking Facility submits the corrected/final livescan information to the AFIS section.
  - b. A transport is ready to take the arrestee to court but the cellblock technician is still waiting for the wristband to be generated in AFIS.
5. Upon deciding to proceed with the manual process, the cellblock technician shall handwrite on the wristband:
  - a. The arrestee's true name,
  - b. PDID number,
  - c. Race,
  - d. Sex,
  - e. Date of birth, and
  - f. The phrase "MPD" (to ensure the arrestee can be identified as an MPD prisoner by the U.S. Marshal's Service cellblock personnel).
6. Take a Polaroid photograph; write on it the true name, PDID number, race, sex, and date of birth of the arrestee and attach it to the Van Sheet.
7. Immediately prior to transporting the arrestee, the cellblock officer shall assemble the wristband, affix and securely fasten it to the right wrist of the arrestee.

## K. Generating the CJIS Van Sheet (CALEA 71.1.6-d)

1. When a van sheet is generated in CJIS, lockup numbers are automatically assigned in a sequential fashion to each arrestee. This comprises the lockup list of arrestees who will appear in court that day:

a. The U.S. Marshal's Service uses the lockup list to account for each prisoner received at their cellblock.

NOTE: This agency generates their lockup list three times a day: At 6:00 a.m., 11:00 a.m., and 1:00 p.m.

When receiving the van sheet from the MPD transport officer, the U.S. Marshal's Service deputy matches the name of the arrestee on the van sheet with the same name on the most recent printout of their agency's lockup list.

To reconcile their agency's list at court cutoff time, the U.S. Marshal's Service deputy will call the district stations and/or CCB to account for arrestees who were listed on their agency's lockup list, but who were not transported to their agency's cellblock.

b. Pretrial Services uses the lockup list to determine arraignments for court that day in order to produce the corresponding bail reports.

c. The United States Attorneys Office (USAO) and Office of Corporation Counsel (OCC) use the lockup list to identify defendants, ensure they have all of the appropriate paperwork, for each defendant and determine charging decisions before Court begins that day.

2. The District Booking Facility shall not generate and print a van sheet for lockups that are transported to CCB. (CCB generates and prints the van sheet for arrestees transported to court by CCB personnel)

3. When court is in session, the booking officer shall generate and print a van sheet for all lockups that are transported from the district to the U.S. Marshal's Service Cellblock. He/she shall:

a. Enter an "S" beside the name of each arrestee to be assigned; and





4. When transporting an arrestee, the transport officer shall:
  - a. Search the vehicle prior to loading the arrestees.
  - b. Search the arrestee before he/she is placed in the transport vehicle.
  - c. Verify that a wristband, with photo, is affixed to the arrestee's wrist. If the wristband has been manually generated, there must be a Polaroid photo for each arrestee listed on the van sheet.

M. The Transport Schedule

1. In instances when the districts must process lockup cases, the district shall transport the cases directly to the U.S. Marshal's Service cellblock, when court is in session. Reasonable efforts shall be made to process the arrestee within the four-hour Lively Standard. When the arrestee's processing time extends beyond the four-hour lively standard, the watch commander shall document the reason(s) on the back of the PD Form 256.
2. If lockup cases are housed overnight at the District Booking Facility, they shall be fed three times in a 24-hour period.
  - a. Lockup cases processed on the midnight tour of duty (first watch), and housed at the district, must be fed by the midnight tour's booking team prior to their transport to the U.S. Marshal's Service cellblock in the morning.
  - b. District booking team members shall coordinate with CCB to deliver arrest paperwork and pick up the food. (If possible, the food pick-up from CCB shall coincide with the transport of arrestees and paperwork to CCB.)

N. Processing Lockup Cases at CCB

1. When district booking facilities send lockup cases to CCB to be livescanned, CCB personnel shall:
  - a. Complete the livescan procedure.
  - b. Assemble the wristband.
  - c. Generate and print the van sheet.
  - d. Ensure that the appropriate paperwork has been provided for the arrestee:

- (1) The PD Form 163, with a Polaroid photograph of the arrestee attached;
  - (2) The PD Form 168, as applicable;
  - (3) The initial NCIC/WALES record check on the arrest name;
  - (4) The initial CJIS arrest information report on the arrest name;
  - (5) The PD Form 9-A for citation release cases receive a final lockup disposition; and
  - (6) A PD Form 313 for any arrestees that were hospitalized.
2. When district booking teams experience problems with CJIS (e.g., time stamping, linking, etc.) they shall contact the Records Division at 202-727-8583, Monday through Friday between 0700 and 1530 hours. After 1730 hours he/she shall contact the Office of the Chief Technology Officer's OCTO/Share help desk at 202-727-5284. Call takers shall page the manager of the MPD ID and Records Division, for problem resolution.
- O. Command Level Responsibilities
1. The District Commander shall:
    - a. Ensure the District Booking Facility is appropriately staffed for each tour of duty.
    - b. When necessary, meet with the booking supervisor(s) for each tour of duty to review booking operations and address areas of concern.
  2. The Senior Executive Director, Office of Quality Assurance, shall facilitate the inspection of booking facilities and operations. The Office of Quality Assurance shall:
    - a. Ensure compliance to these standard operating procedures and other related directives.
    - b. Conduct scheduled quarterly audits of the booking facilities and document findings (e.g., the period of time taken to complete procedures, staffing issues relative to operations, proper

treatment and handling of prisoners, safety concerns relative to personnel, prisoners, or equipment).

- c. Conduct unannounced, random audits of the booking facilities and document findings.
- d. Report audit findings to the Chief of Police through the Executive Assistant Chief of Police.

IV. CROSS REFERENCES

GO-PCA-502.01 (Transportation of Prisoners)

GO-PCA- 502.06 (Citation Release Program)

GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners)

GO-PCA-503.04 (Procedures and Responsibilities for the Acceptance of Collateral and Cash Bond)

GO-SPT-302.6 (The Washington Area Law Enforcement System [WALEs])

GO-SPT-601.01 (Recording, Handling and Disposition of Property Coming Into the Custody of the Department)

Standard Operating Procedures (Holding Facilities)

// SIGNED //  
Charles H. Ramsey  
Chief of Police