

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	Arrest Books
Number	SO-11-09
Effective Date	May 25, 2011
Related to:	GO-PER-201.23 (Station Clerk Duties)

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I. POLICY

The policy of the Metropolitan Police Department (MPD) is to maintain arrest books consistent with D.C. Official Code § 5-113.01(4) and to have arrest books available for public inspection in each of the seven (7) police districts consistent with D.C. Official Code § 5-113.06 (Records Open to Public Inspection).

II. REGULATIONS

Arrest books shall contain:


- A. The case number, date of arrest, and time of the arrest;
- B. The name, block-level address, date of birth, race, birthplace, occupation, and marital status of the arrestee;
- C. The lead offense with which the arrestee was charged and the block-level location of the arrest;
- D. The name and block-level address of the complainant;
- E. The name of the arresting officer; and
- F. The disposition of the case (i.e., release status).

III. ROLES AND RESPONSIBILITIES

- A. The Director, Crime Data Quality Branch, Strategic Services Bureau, shall ensure:
 1. An arrest book report is generated daily, Monday through Friday, reporting the arrest data for the previous day as described in Part II of this order.

NOTE: The arrest book report generated on Monday shall include the required arrest data for the previous Friday, Saturday, and Sunday.

2. The arrest book report is forwarded daily to each police district's administrative email box.
- B. District administrative staff shall:
1. Retrieve daily, Monday through Friday, the previous day's arrest book report from the police district's administrative email box.
 2. Filter the report to remove information on arrests that occurred in other police districts.
 3. Print and insert the latest arrest book report in the arrest book binder and remove and destroy all reports older than thirty (30) days.
- C. The District Watch Commander for the evening shift shall inspect the arrest book binder and ensure the binder is up-to-date.
- D. District Commanders shall ensure:
1. Arrest book reports are maintained in a binder that is kept near the front counter of the station area.
 2. The arrest book binders are clearly marked and available for public inspection upon request.
 3. The arrest book binders are updated on a daily basis during the day-work shift consistent with the requirements of this order.
- E. The Field Commander for the midnight shift shall inspect the arrest book binder in each police district and ensure the binder is up-to-date.



Cathy L. Lanier
Chief of Police