



Policy 1117

Subject	
ADULT BOOKING PROCEDURES	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to ensure the safety of adults taken into custody, and when appropriate, to process them in accordance with federal, state, and local laws, as well as the rules and regulations of the BPD.

GENERAL

1. When sworn members make an adult arrest, they must ensure the arrestee is seen by a Court Commissioner within 24 hours of the arrest. This includes all processing times at the Baltimore Central Booking and Intake Center (BCBIC), also known as Central Booking and Intake Facility (CBIF).
2. An arrestee not seen by a Court Commissioner within 24 hours of arrest can be Released Without Charges (RWOC), unless there are documented medical issues or a signed Waiver of Prompt Presentment is obtained.

REQUIRED ACTION

Member

1. Subsequent to making an on-view adult arrest, the arresting officer will fill out a Charge Information Form and place a BCBIC band on the arrestee. Ensure the band number is written correctly on the Charge Information Form.
 - 1.1. The arrestee must immediately be transported to the district for debriefing.
2. The arresting officer must immediately process the adult arrestee. While it is understood there might be inherent delays, such as executing a search and seizure warrant or processing a crime scene, as soon as these events are completed the arresting officer must process the arrest. There can be no unnecessary delays in processing.
 - 2.1. For a traffic related arrest, the arresting officer must accompany the arrestee to BCBIC and process the arrest at BCBIC.
 - 2.2. For a warrant arrest, the arresting officer or designee must immediately pick up the warrant at the Hot Desk and take it to BCBIC with the arrestee. Out of jurisdiction warrants may be faxed to BCBIC.

- 2.3. All other on-view arrests will be processed at the district. If district processing is down, process at BCBIC.
 - 2.4. If the arrestee requires hospital care or is taken to another facility that will cause a lengthy delay before going to BCBIC, the arresting officer will process the arrestee and notify the CBIF Liaison of the delay.
 3. After completing the Statement of Probable Cause (SPC) and Statement of Charges (SOC), but before locking the documents, the arresting officer must call the CBIF Police Liaison and advise that processing is completed. The States Attorney's Office (SAO) will review the documents. After review and approval from the SAO, the arresting officer will lock the SPC. The SAO will lock the SOC.
 4. The arrestee will not remain at the district or any other unit for any extended time. Immediately transport the arrestee to BCBIC as soon as the debriefing is complete.
 - 4.1. Upon entering BCBIC, the transporting officer will notify dispatch of the arrival at BCBIC. The dispatcher will give the transporting officer the time and the transporting officer will write the time on the Charge Information Form.
 - 4.2. If the debriefing is anticipated to last for an extended period of time, the detective/officer will ask the arrestee to sign a Waiver of Prompt Presentment (See Appendix B). A copy of this waiver must accompany the arrestee to BCBIC.
 5. If the arrestee is medically rejected by staff at BCBIC, the BPD Liaison will ensure the transporting officer has the proper paperwork from the medical staff at BCBIC before the arrestee is removed from the facility for medical treatment.
 - 5.1. For all medical rejections, when the Police Liaison calls for a rejection pick-up, the unit/district must immediately respond and transport the arrestee to the hospital for treatment.
- NOTE:** Delays in processing caused by medical treatment may affect an arrestee's ability to be seen by a Court Commissioner within 24 hours of arrest.
- 5.2. For minor charges, the officer can issue a criminal citation at the hospital or seek a criminal summons from the Court Commissioner at 500 N. Calvert Street.
 - 5.3. If the arrestee is admitted to the hospital, a Bed Side Commitment should be sought (See Appendix A).
 - 5.4. Upon returning with the arrestee from the hospital, the transporting officer will contact the Police Liaison, to help process the arrestee.
 6. If there are lengthy delays at BCBIC, the Police Liaison Shift Commander will contact the BCBIC Shift Commander to determine the reason for the delay. If the delay cannot be resolved, the Commander of Adult/Juvenile Booking or the Duty Officer must be contacted to help resolve the delay.

Police Liaison

Assist Officers with their booking process needs.

Supervisors

Review subordinates' SOPC to ensure they accurately reflect the reasons for the arrest, the elements of the crime, and adherence to the procedures herein.

APPENDICES

- A. Requirements for Hospital (Bedside) Commitments
- B. Notice Waiver Of Rights To Prompt Presentment
- C. Sample Bedside Commitment Letter

ASSOCIATED POLICIES

Policy 1106, *Warrantless Arrest Procedures and Probable Cause Standard*
Policy 1108, *DUI/DWI Arrest Procedures*

RESCISSION

Remove and destroy/recycle Policy 1117, *Adult Booking Procedures*, dated 14 January 2015.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Requirements for Hospital (Bedside) Commitments**

1. A copy of the State's arrest record.
2. Two photographs of the defendant at the hospital.
3. Fingerprints of the arrestee shall be obtained by the Crime Scene Unit. Two print cards for the State of Maryland and one for the City of Baltimore shall be taken.
4. In order to make a definite identification and to update the criminal history, the fingerprints must be certified by personnel of Maryland Identification located at 6500 Reisterstown Road in the State building, North side of the plaza.
5. Apply for an arrest warrant for the defendant and notify the Police Liaison to migrate the on-view arrest out of the Offender's Case Management System (OCMS).
6. Prepare a letter, requesting a Court Commissioner be assigned for a Bedside Commitment. Fax the letter to the Administrative Judge; Judge John Hargrove, Jr. Building, c/o Administrative Commissioner, located at Wabash Court. See Annex C for a sample.
7. Contact the Administrative Commissioner or Managing Commissioner.
8. After hours, contact the Court Commissioner's Office at 500 N. Calvert Street and ask for the Managing Commissioner.
9. Re-contact the Managing Commissioner, notify him/her that the packet is ready and get the name and contact information of the Commissioner to be transported to the medical facility. Complete the transport of the Court Commissioner to the hospital or medical facility, when the packet is ready. Document activity in a supplemental report.
10. Transport the Court Commissioner to his/her designated location when his/her task is complete. Document activity in a supplemental report.
11. If the defendant receives a bail, the member must ensure the packet is delivered to the BCBIC Lieutenant. Ensure the BPD Police Liaison is aware of the commitment and assists if necessary. Document activity in a supplemental report.
12. Obtain the name of the BCBIC Lieutenant who received the commitment papers and the time delivered. Document this information in a supplemental report. The State has eight hours to assume the hospital detail.
13. If the defendant is released on his/her own recognizance, that is the end of the process for the commitment. The commitment may be terminated as long as there are no other issues pending.

APPENDIX B

Notice and Waiver of Right to Prompt Presentment Form 10705

**POLICE DEPARTMENT
BALTIMORE, MARYLAND**

**NOTICE AND WAIVER OF RIGHT TO
PROMPT PRESENTMENT**

CC# _____

NAME _____

DATE/TIME _____

LOCATION _____

1. You will be taken before a District Court Commissioner within twenty-four (24) hours of arrest.
2. You have the right to be taken promptly before the District Court Commissioner.
3. A District Court Commissioner is a judicial officer not connected with the police.
4. A District Court Commissioner will do the following:
 - Inform you of each offense you are charged with and the penalties for each offense including any mandatory penalties if any;
 - Provide you with a written copy of the charges against you;
 - Advise you of your right to counsel;
 - Make a pre-trial release determination; and
 - Advise you whether you have a right to a preliminary hearing before a judge at a later time.

I have been advised of and understand my right to be taken promptly before a District Court Commissioner. I freely and voluntarily waive this right. I understand that I can demand to be taken before a District Court Commissioner at any time.

Signature

Officer's Printed Name Officer's Signature Rank Unit Seq. #

APPENDIX C**Sample Bedside Commitment Letter**

STEPHANIE RAWLINGS-BLAKE
Mayor

BALTIMORE POLICE DEPARTMENT

ANTHONY W. BATTS
Police Commissioner

District Administrative Judge Jane Doe
Edward F. Borgerding Court Building
5800 Wabash Avenue
Baltimore, Maryland 21215

Honorable Judge Doe:

At the present time the below named prisoner is in police custody at Siani Hospital

Prisoner: Mr. John E. Man
Black Male, D.O.B. 1/1/1957, Height 5'10", Weight 210 lbs.
1234 North Holiday Street
Baltimore, Maryland 21200

Central Complaint # 151A0000

Charges: Robbery, Armed
Commercial Armed Robbery
Conspire to Commit Robbery
Assault, 2nd Degree
Deadly Weapon with Intent to Injure

Mr. Man is in custody at Siani Hospital, room 311. The charge nurse is Ms. Jane Lee and the nurse's station may be reached at 410-301-1234. Mr. Man is being treated for a stab wound to the chest that he suffered during the robbery inflicted by the victim. Mr. Man is currently recovering after surgery. Mr. Man has not been seen by a court commissioner. No other charges other than those listed on the pending arrest warrant and above are currently pending. We are requesting the appropriate personnel to respond to Siani Hospital for the Commissioners initial appearance and bail review. If this request can be accommodated, transportation will be provided to and from Siani Hospital. Please contact the Central District shift commander at 410-396-2411 upon approval of the bedside commitment, so transportation can be arranged.

Your consideration in this matter is sincerely appreciated. Thank you in advance.

Lt. James Police

Lt. James Police
Central District
410-396-2411

c/o 242 W. 29th Street • Baltimore, Maryland 21211