




City of Manassas Police Department General Duty Manual



Effective Date: 07-26-2011	GENERAL ORDER	Number: 06-11
Subject: Booking Prisoners		
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General Order # Dated: 12-20-2007		
Accreditation Standards: 1.2.5/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

To provide for the orderly booking or processing of prisoners prior to incarceration at the Adult Detention Center (ADC) or other secure facility.

POLICY:

Prisoner transports should be conducted in a manner that provides adequately for the safety and security of the prisoner, the transporting officer(s), the public, and is in accordance with rules and regulations and procedures. All custodial arrests requiring fingerprinting and photographs will be processed at the ADC or other secure location.

Prisoners are processed pursuant to the Code of Virginia Section 19.2-390 (see Attachment "A") and this General Order.

DISCUSSION:

All Arrestees are taken to the Adult Detention Center for processing. Officers/Detectives that want to interview the arrestee prior to processing may transport the arrestee to our ISD area for the purpose of using the interview room.

Prisoners to be transported from one facility to another or from a field arrest to a secure facility must be positively identified as the person who is to be transported. Booking records and numbers assigned to the prisoner in the detention facility must be verified and the person concerned confirmed as the person described in the records. Officers must reconfirm the identity of the transported prisoner upon return to the facility. Whenever possible, documentation of the prisoner's identity or a court transportation order is carried during the transport. See General Order 6-10.

PROCEDURE:

I. Who to Process

- A. The Code of Virginia Section 19.2-390 (see Attachment "A") requires reports be made to the Central Criminal Records Exchange (CCRE), on forms provided by it, of any arrest on a charge of treason or any felony or of any offense punishable as a misdemeanor under Title 54, or Class 1 and Class 2 misdemeanors under Title 18.2, except:
 1. Disorderly conduct.
 2. Trespassing.
 3. Parole and probation violations.
 4. Emergency Custody Order (ECO) and Temporary Detention Order (TDO) mental commitments.
- B. CCRE reporting is completed pursuant to the provisions of the Instructions for the Preparation of Central Criminal Records Exchange Arrest Form SP-180, issued by the Virginia State Police.
- C. Juveniles are fingerprinted and photographed pursuant to the Code of Virginia Section 16.1-299. Juvenile records and fingerprint files remain separate from adult files. See General Order 7-16.

II. Security of Prisoners during Processing

- A. Adult prisoners should be taken to the ADC or other secure facility for processing. See General Order 6-10.
- B. Officers transporting a prisoner to the ADC or other secure facility for processing enter the ADC through the Sally Port entrance, and secure their service weapons, batons and utility knives in the weapons locker,

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or locked in the trunk of the police vehicle, prior to removing the prisoner from the vehicle. See General Order 6-10.

- C. Prisoners are not allowed to communicate with others, including attorneys, during the administrative process of fingerprinting and photographing, as well as during any transport phase. All requests for communication with prisoners during processing are referred to the ADC or other secure facility as appropriate, unless the prisoner is also being held in HQ for questioning.
- D. Officers holding a prisoner for questioning in addition to processing at ADC take the prisoner directly to a magistrate after processing, returning to the HQ interviewing room or use an appropriate area at the ADC.
- E. Any secondary officer assisting with the processing of a prisoner removes his service weapon, securing it in the weapons locker or the trunk of his vehicle as noted above prior to entering ADC.

III. How to Process, Generally

- A. Processing consists of the completion of all required federal and state forms, **photographs**, fingerprints, palm prints, and any other required forms subsequent to arrest. For persons arrested and released on a summons pursuant to the Code of Virginia Section 19.2-74, the CCRE arrest form (SP-180) is not required until after a conviction is entered and no appeal is noted, the conviction is upheld upon appeal, or the person convicted withdraws the appeal. Upon such conviction the court remands the individual to the custody of the office of the chief law enforcement officer or his designee to complete the CCRE report form immediately following conviction.
 - 1. Persons arrested, and released on a summons must **not** be held in custody after the issuance of the summons for the purpose of completing the CCRE reports. Refer to Code of Virginia Section 19.2-74 and 19.2-340.
- B. On all scheduled court dates, the Commonwealth's Attorney is responsible for developing a list of defendants scheduled for trial that require processing subsequent to conviction.
 - 1. Subsequent to conviction, the Commonwealth's Attorney notifies the court that the prisoner requires processing.
 - 2. In addition to any sentence, the court remands custody of the prisoner to any officer present so that processing may be completed.
 - 3. Processing takes place in the Processing Room adjacent to General District Court.
 - 4. Officers that release defendants on a summons (see General Order 6-6) in lieu of a custodial arrest, and subsequently convict the defendant in court, are responsible for ensuring that the appropriate paperwork is available for the processing of the prisoner.
- C. Supervisors may periodically provide roll call training on the subject of prisoner processing.

Attachments: "A" Code of Virginia Section 19.2-390.

Index as: Booking Prisoners.
Fingerprinting.
CCRE.