

POLICY:

It is the policy of the Omaha Police Department (OPD) to book all adult arrests that require booking at the Douglas County Department of Corrections (DCDC). OPD officers will obtain all necessary information from arrestees at the time of booking. Officers will book a suspect for all charges when any one charge requires booking. Officers shall complete Booking/Arrest Reports in the electronic reporting system. Paper Booking/Arrest Reports ([OPD Form 277](#)) shall only be used when electronic reporting is not available (i.e., the system is down).

Inventory Searches shall be completed prior to allowing any arrestee into the DCDC. In situations where continued proximity with arrestees may lead to disruption of booking operations, antagonism on the part of arrestees, or the arrestee is physically unruly, officers shall request additional OPD officers respond to DCDC to assist. If officer availability/staffing is a concern, an on-duty OPD Lieutenant shall be contacted to work with DCDC to help resolve the situation.

PROCEDURE:

I. Arrival at DCDC and Pre-Booking Procedures

- A. Officers shall pull up to the intercom outside the secured parking area at DCDC and announce they are an OPD officer with an arrest.

- B. Officers will pull into the secure sally-port (garage) at DCDC.

NOTE: If the sally-port is full, officers may park their vehicles in the secure parking area and walk their arrestees inside. Officers will take into consideration the demeanor and flight risk of the arrestee when deciding whether to wait for a parking spot inside the sally-port.

- C. Officers shall secure ALL WEAPONS inside the lockboxes in the sally-port prior to removing the arrestee from the vehicle.

NOTE: DCDC requires officers to remove all weapons (including batons, spray, firearms, knives, and so forth) prior to entering the Admissions/Pre-Booking area.

- D. Officers shall secure their arrestee from the vehicle and bring them into the Admissions/Pre-Booking area of DCDC.

- E. Upon entering the Pre-Booking area, officers shall immediately place the arrestee in the “red box” area and conduct a pat-down search.

- 1. The pat-down search can be conducted by an officer of the same gender as the arrestee or an officer of the opposite gender, but must be done on ALL arrestees regardless of any searches that were conducted prior to arriving at DCDC.

- a. Other types of searches may require an officer of the same gender as the arrestee to conduct the search. For more information, see the OPD [“Searches – Persons”](#) policy.

- F. Officers shall conduct an Inventory Search of ALL arrestees.

- 1. Officers shall use a metal detection wand on all arrestees and their belongings as part of the Inventory Search prior to an arrestee’s handcuffs being removed and prior to booking them into DCDC.

- a. Officers may use a metal detection wand on an arrestee in the field prior to transporting to DCDC if Reasonable Suspicion exists that the arrestee has hidden metal weapons or objects on their person.
- b. Metal detection wands are available at DCDC in the Pre-Booking area. Metal detection wands are also available in Uniform Patrol Bureau (UPB) sergeant cars and at OPD Headquarters.

NOTE: See the OPD "[Searches – Persons](#)" policy for more details on Inventory Search procedures.

- G. When the Inventory Search is complete, officers shall take the arrestee through the DCDC body scanner. The arresting officer shall maintain visual observation of the arrestee during the body scan.
- H. Officers shall assess the need to continue face-to-face contact with arrestees. Where it is necessary to obtain additional information and the arrestee is cooperative and not disruptive, officers may continue the interview process in identified rooms in the Admissions/Pre-Booking area of DCDC.
 1. Officers are NOT permitted to remove restraints in the Admissions/Pre-Booking area.
 2. Officers shall exercise due regard for officer safety as well as the safety of DCDC staff and inmates.
- I. Officers SHALL NOT leave arrestees unattended in the Admissions/Pre-Booking area.

II. General Booking Procedures at DCDC

- A. Officers shall advise DCDC staff of any potential medical or security risks posed by the arrestee.

NOTE: If an OPD officer or Omaha Fire Department (OFD) employee has administered Narcan to an arrestee, the arrestee shall first be transported to a hospital for medical clearance prior to booking at DCDC. Clearance by an OFD Squad/others is not sufficient.

- B. Prior to entering the secured booking area, DCDC personnel shall complete an Inventory Search of the arrestee. They shall remove any remaining personal property and items from the arrestee.
 1. Any item(s) in the arrestee's possession considered evidence of criminal activity shall be set aside and provided to the arresting OPD officer to be booked as evidence per OPD policy.
 2. If the arrestee is female, the arresting OPD officer shall, upon request, provide DCDC with the name and serial number of the female OPD officer who conducted the arrestee's Custodial Search in the field, if applicable.

NOTE: Arrestees are the arresting officer's responsibility until the booking process is complete and the arrestee is placed in the DCDC interlock area and turned over to DCDC personnel.

- C. After DCDC personnel conduct their Inventory Search they shall remove the arrestee's handcuffs and restraints and return them to the arresting officer.
- D. Officers shall complete the booking paperwork/forms, including the Booking/Arrest Report. This report, when printed, will replicate the DCDC Form 150 ([Off-Street Booking Arrest Info and Medical Questionnaire](#)).

1. When booking on new charges, officers shall select the Nebraska Revised Statute or City Ordinance that corresponds with the charge selected on the report.
 - a. The electronic reporting system will automatically select the conversion code for the selected statute/ordinance.
 - b. If the appropriate charge/offense is not in the electronic reporting system, the officer shall:
 - (1) Print out the completed Booking/Arrest Report and write the charge and conversion code by hand on the report prior to giving the form to DCDC.
 - (2) Email the OPD Information Technology Unit (See [Appendix A](#) for the email address) to notify them that the charge/offense should be added to the electronic reporting system.
2. When booking for warrant(s) only, the warrant number(s) shall be listed in the "Warrant #" field of the electronic reporting system's Booking/Arrest Report or the "Charges and Court Information" section of the paper Booking/Arrest Report.
3. Officers shall include the serial number of the command officer authorizing the booking on the report. If officers are booking an arrestee on a warrant only, it is sufficient to simply list their supervisor's serial number.
4. Officers shall print the Booking/Arrest Report.

NOTE: Officers shall not submit the form electronically until they have received the "Booking Number" from the DCDC staff at the booking window.

E. Officers shall complete DCDC Form 150 ([Off-Street Booking Arrest Info and Medical Questionnaire](#)).

1. If an arrestee refuses medical treatment at a hospital, the officer must provide DCDC staff with the refusal paperwork from the hospital along with DCDC Form 150.

F. Officers shall utilize the Mobile Automated Fingerprint Identification System (AFIS) machine in the DCDC booking area to verify the identity of ALL subjects who are newly/freshly booked into DCDC, per their OPD training and procedures.

NOTE: An AFIS scan is not required when arrestees are being transferred into DCDC from another correctional facility where the identity of the arrestee has already been confirmed.

1. If the arrestee is non-compliant, officers shall notify them that failure to submit to fingerprints during booking will result in them being held by DCDC until their identity is confirmed, and that court appearances may be delayed until they comply.
 - a. If the arrestee continues to refuse to comply officers shall notify DCDC of their refusal so that an appropriate Hold may be placed on the arrestee.
 - b. Arrestees who refuse to be fingerprinted and cannot otherwise be identified will still be booked. They may be booked as a "John Doe" or "Jane Doe" per the OPD ["Fingerprinting and Identification Checks – Adults"](#) policy.

NOTE: Officers shall refer to OPD ["Fingerprinting and Identification Checks – Adults"](#) policy.

2. For ALL arrestees booked at DCDC, officers shall print the Mobile AFIS summary report and provide the report to DCDC Intake/Admissions staff, and also make a copy to be submitted with other booking paperwork and reports as described in this policy.
- G. Officers shall present the completed [DCDC Form 150](#), Booking/Arrest Report, and the Mobile AFIS summary report to DCDC staff at the booking window.
 - H. Officers shall remain at the booking window to confirm information for the booking.
 - I. Officers shall receive copies of the Record of Arrest (i.e., “booking sheet”) and shall obtain the “Booking Number” from the DCDC staff at the booking window.
 - J. Officers shall enter the “Booking Number” into the Booking/Arrest Report and shall then submit the report electronically.
 - K. After officers receive copies of the Record of Arrest and place the handcuffed/restrained and secured arrestee into the interlock area, the booking process is complete.
 - L. Prior to leaving DCDC, officers will make certain DCDC staff receive all required reports/paperwork based on the type of charges (i.e., felony, misdemeanor, DV/non-DV, warrants, etc.). Officers will also make certain that the Incident Reports, Booking/Arrest Report, and copies of the Record of Arrest (i.e., “booking sheet”) are submitted and distributed according to OPD policy. Officers shall turn in all original reports to the proper command for review, unless otherwise directed.
 - M. An employee of the Customer Services Unit (CSU)/Court Liaison Squad shall deliver paperwork from DCDC to the Douglas County Attorney’s Office (DCAO) and/or City Prosecutor’s Office.
 1. The CSU shall deliver Misdemeanor Arrest Packets to the City Prosecutor’s Office before 0745 hours, excluding holidays and weekends. On weekends, attorneys will pick up the packets.
 2. The CSU shall deliver the original signed and notarized Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) from DCDC to the Douglas County Court Administration Office.
 - a. Copies of the Affidavit/Order shall also be emailed to the Duty Judge and the OPD Records Squad by the arresting officer.
 - b. See the procedures in the sections below and the OPD “[Arrest Affidavit-Order \(Warrantless\)](#)” policy for more information.

III. Misdemeanor Only Arrest (Non-Warrant) Packets

- A. If the arrest is for misdemeanor charges only, officers shall remain at DCDC to complete misdemeanor reports so DCDC staff may obtain their copy as soon as possible. Officers shall complete all misdemeanor reports before leaving DCDC and present these reports to DCDC staff. DCDC staff will make copies of the misdemeanor packets that will be forwarded to the City Prosecutor’s Office.
 1. The Booking/Arrest Report serves as the Record of Arrest for society crimes. A copy of the Record of Arrest shall be included in the Misdemeanor Packet, along with copies of all other reports.
 2. Victim crimes require an Incident Report to be completed.

- a. When booking an arrestee for a victim crime, both the Incident Report and the Booking/Arrest Report will be completed and presented to the DCDC staff.

IV. OPD Felony and OPD Felony/Misdemeanor Arrest (Non-Warrant) Paperwork

- A. If the arrest includes felony charges only (no misdemeanor or traffic offenses), officers may complete reports or the Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) at DCDC, OPD Central Headquarters or an alternate location (i.e., paper booking).

NOTE: Reports that must be completed in the electronic reporting system (i.e., FATPOT or PortalOne) shall be completed and submitted NO LATER than the end of an officer's shift so that command and the OPD Data Review Squad can review/approve the reports, and so others with access to the Records Management System (RMS), including the DCAO and judges, can retrieve reports in a timely manner.

1. After officers complete the Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) and have it notarized, they shall immediately email a copy to the Duty Judge (See [Appendix A](#) for the email address).
2. Officers shall then email a copy of the Affidavit/Order to the OPD Records Squad at records.unit@cityofomaha.org.
 - a. Officers shall send a copy in PDF Format.
 - (1) If officers are at DCDC, the scanner/printer will automatically convert the document to PDF when officers email it to the Records Squad.
 - b. Officers shall title the subject line of the email "Warrantless Arrest Affidavit."
 - (1) If the officer is using the scanner/printer at DCDC, there is no option to customize the subject line of the email. The Records Squad is aware of the automated subject line that will appear when they receive the email.
3. If the Affidavit/Order was completed at DCDC, officers shall then provide the original to DCDC.
4. If the Affidavit/Order was completed at Central Headquarters or an alternate location (i.e., paper booking), officers shall then provide a copy to DCDC immediately via either fax or email. (See [Appendix A](#) for the email address and fax number).
 - a. Since DCDC wants to review the originals even if they receive a copy, officers must also forward the original Affidavit/Order to DCDC via Inter-Department Delivery mail.
5. Per the DCAO, Felony Warrantless Arrest Packets are no longer required. Officers do not need to send any reports to the DCAO or Duty Judge. The DCAO and Duty Judge will access the RMS for reports, when needed. However, officers must still provide copies of reports to DCDC for their records.
 - a. If officers have other documents or reports that are not completed in the electronic reporting system, but need to be uploaded to RMS, officers shall place the documents in the OPD Data Review Squad mail tray at OPD Central Headquarters.
 - (1) Officers may also email the documents to the OPD Data Review Squad (See [Appendix A](#) for the email address).

- (2) After the OPD Data Review Squad reviews the information, the OPD Records Squad shall upload the documents to RMS in a timely manner.

B. If the arrest includes felony AND misdemeanor charges, officers must complete reports for the misdemeanor charges and the Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) at DCDC.

NOTE: Reports that must be completed in the electronic reporting system (i.e., FATPOT or PortalOne) shall be completed and submitted NO LATER than the end of an officer's shift so that command and the OPD Data Review Squad can review/approve the reports, and so others with access to the Records Management System (RMS), including the DCAO and judges, can retrieve reports in a timely manner.

1. Misdemeanor Arrest Packets are still required per the City Prosecutor, therefore DCDC staff will make copies of the misdemeanor reports and a copy of the Record of Arrest that will be forwarded to the City Prosecutor's Office.

- a. Officers do not need to submit copies of misdemeanor reports to the OPD Records Squad.

NOTE: If officers later have reports that need to be included in the misdemeanor arrest paperwork that were not completed at the time of booking, the arresting officer shall promptly fax the report(s) to the DCDC Admissions Office and ask them to add the report(s) to the City Prosecutor's packet.

2. Officers shall leave the original Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) with DCDC staff and immediately email a copy to the Duty Judge (See [Appendix A](#) for the email address). Officers shall then email a copy of the Affidavit/Order to the Records Squad at records.unit@cityofomaha.org.

- a. See Section "IV.A.2" above for more steps on sending a copy of the Affidavit/Order to the Records Squad.

3. Per the DCAO, Felony Warrantless Arrest Packets are no longer required. Officers do not need to send any felony reports to the DCAO or Duty Judge. The DCAO and Duty Judge will access RMS for reports, when needed. However, officers must still provide copies of reports to DCDC for their records.

- a. If officers have other documents or reports that are not completed in the electronic reporting system, but need to be uploaded to RMS, officers shall place the documents in the OPD Data Review Squad mail tray at OPD Central Headquarters.

- (1) Officers may also email the documents to the OPD Data Review Squad (See [Appendix A](#) for the email address).

- (2) After the OPD Data Review Squad reviews the information, the OPD Records Squad shall upload the documents to RMS in a timely manner.

C. If the arrest includes felony domestic violence charges, officers shall follow the same procedures listed in this section for other felonies. Officers are no longer required to submit separate Domestic Violence Packets to the DCAO's Domestic Violence Office.

- D. The OPD Records Squad shall retrieve copies of all Felony Warrantless Arrest Affidavits/Orders ([OPD Form 156A](#)) sent to them via email and upload them in the RMS. All Affidavits/Orders from the day prior, the weekend, or holiday shall be scanned by 0800 the next business day.
- E. See the OPD "[Arrest Affidavit-Order \(Warrantless\)](#)" policy for more information on completing Felony Warrantless Arrest Affidavits/Orders ([OPD Form 156A](#)).

V. OPD Warrant Arrests

- A. Officers shall utilize the DCDC computer or OPD Mobile Data Computer (MDC) to verify the warrant is active via the Mainframe.
 - 1. Officers may obtain warrant information for warrants issued by jurisdictions within the State of Nebraska using NCJIS. Officers shall NOT arrest or book a party based solely on warrant information in NCJIS and shall confirm the warrant via the DCDC computer or MDC.
 - 2. If for some reason a misdemeanor warrant cannot be confirmed via computer or MDC by the arresting officer(s), OPD Information Operators shall retrieve the warrant from the file cabinet and/or the JUSTICE System, sign it out in the logbook, and fax it to DCDC.
 - 3. If for some reason a felony warrant cannot be confirmed by the arresting officer(s), the officer may ask the OPD Information Operators to retrieve the warrant from the file cabinet and/or from JUSTICE. The Information Operators shall then fax a copy to DCDC. The arresting officer is required to sign out the warrant themselves from the logbook at OPD Central Headquarters since it is a felony.
- B. Officers shall inform the arrestee of the listed charges and date of the warrant. If officers have any questions related to charge(s), they will look up the warrant information on DCDC computers and review the information.

NOTE: Officers SHALL NEVER read the Affidavit to the subject.

- C. Officers shall make certain they conduct an ID check to verify the arrestee in custody is the party named on the warrant using the Mobile AFIS device at DCDC or per the OPD "[Fingerprinting and Identification Checks – Adults](#)" policy.
- D. Officers shall complete a data check to make certain the subject does not have any other active warrants.
- E. Reports/Paperwork procedures include the following:
 - 1. Officers shall complete the Booking/Arrest Report and DCDC Form 150 ([Off-Street Booking Arrest Info and Medical Questionnaire](#)) as outlined in this policy.

NOTE: The Nebraska Supreme Court rules state officers are no longer required to provide an original signature for a warrant arrest because warrants are now returned to the court electronically. The officer's electronic signature on the Booking/Arrest Report will serve as the officer's signature.

- 2. Officers shall print the Booking/Arrest Report and give a copy of it, along with DCDC Form 150 and Mobile AFIS summary report, to DCDC staff.
- 3. When booking on a warrant for a Protection Order (DV or non-DV), a copy of the Protection Order shall be placed in the OPD Data Review Squad mail tray and/or OPD

Records Squad mail tray to be scanned in to the RMS by the OPD Records Squad for the DCAO.

- a. Officers may also email a copy to the OPD Data Review Squad (See [Appendix A](#) for the email address).
 4. If the officer has new charges on the arrestee, reports and paperwork shall be completed and distributed per current OPD policies and procedures for Misdemeanor charges only (non-warrant), Felony charges only, or for Felony/Misdemeanor charges as outlined in this policy.
 5. If the offense is a Domestic Violence offense, see the OPD "[Booking – Domestic Violence](#)" policy for additional paperwork required.
- F. In addition to the procedures described, for felony warrants the following procedures also apply:
1. In cases of felony arrest warrants, OPD officers shall make certain proper reports and paperwork are given to DCDC to be forwarded to the DCAO or City Prosecutor's Office for prosecution and to CIB for follow-up investigation.
 - a. If officers have documents or reports that are not completed in the electronic reporting system, but need to be uploaded to RMS, officers shall place the documents in the OPD Data Review Squad mail tray at OPD Central Headquarters.
 - (1) Officers may also email the documents to the OPD Data Review Squad (See [Appendix A](#) for the email address).
 - (2) After the OPD Data Review Squad reviews the information, the OPD Records Squad shall upload the documents to RMS in a timely manner.
 2. Officers shall complete the Felony Warrant Folder at OPD Central Headquarters. Officers shall:
 - a. Pick up the Felony Warrant Folder from the OPD Data Unit (Information Operators' area).
 - b. Sign out the warrant.
 - c. Complete the Felony Wanted Cancellation ([OPD Form 208](#)) form included in the Felony Warrant Folder.
 - (1) Officers shall deliver the original [OPD Form 208](#) to the Data Unit NCIC Operator(s) for processing. The Data Unit shall give a copy to the OPD Records Squad to be uploaded to RMS.
 - (2) Officers shall place a copy of the [OPD Form 208](#) in the Felony Warrant Folder.
 - d. Complete and follow the instructions on the Felony Warrant Arrest Check-Off Sheet ([OPD Form 210](#)).
 - e. Follow the instructions on the OPD "Wanted" form for notifying the Criminal Investigations Bureau (CIB) Investigator/Unit that issued the felony arrest warrant of the arrest.

3. The Felony Warrant Folder will include the following:
 - a. A copy of the warrant and the Affidavit.
 - b. A copy of the Felony Wanted Cancellation ([OPD Form 208](#)).
 - c. A copy of the Wanted Bulletin.
 - d. Copies of all pertinent police reports, including a copy of the Protection Order, if applicable.
 - e. The completed Felony Warrant Arrest Check-off List form ([OPD Form 210](#)).
4. If the officers who booked the person and completed the Felony Wanted Folder are not Fugitive Squad officers, then the Felony Warrant Folder shall be delivered to the Fugitive Squad.
 - a. Officers shall place the Felony Wanted Folder in one of the Fugitive Squad mail trays.
 - (1) There is a mail tray located on the 4th floor next to the CIB console, on the 3rd floor next to all the other unit mail trays, and one next to the Fugitive Squad door.
 - b. The Fugitive Squad will review the Felony Wanted Folder to confirm all steps were completed by the officers who booked the person.
5. Officers shall turn in all original reports to the proper command for review (unless otherwise directed by a CIB command officer).

VI. Booking of Unruly/Combative Arrestees

- A. Situations occur where arrestees are uncooperative, disruptive, and oftentimes physically combative.
 1. In such cases, officers shall request additional OPD officers to respond to DCDC to assist as may be needed. DCDC staff will generally not assist.
 2. Arresting officers may call ahead to DCDC to request a restraint chair if needed.
 3. Officers shall complete the Booking/Arrest Report as soon as practical after the arrestee has been secured inside a temporary holding cell.
 4. Inventory Search procedures shall be followed regarding the arrestee's personal property and any evidence/contraband (See the OPD "[Searches – Persons](#)" policy).

VII. Booking – Special Procedures

- A. Warrant arrests for and by other law enforcement agencies shall be handled as described in the OPD "[Warrants – Warrant Arrests By/For Other Jurisdictions](#)" policy.
- B. Subjects who are identified as escapees from a Nebraska Department of Corrections or Douglas County Work Release Center program shall be handled as described in the OPD "[Fugitives from Justice – Escapees from Work Release](#)" policy.
- C. Weapons Charges.

1. A suspect who is booked on any felony weapons charges shall also be booked for all misdemeanor weapons charges when probable cause exists.
 2. The DCAO and City Prosecutor shall file the appropriate felony or misdemeanor weapons charge(s).
- D. Homicide.
1. Homicide suspects shall be booked on a specific charge of Murder 1st Degree, Murder 2nd Degree, or Manslaughter, unless otherwise instructed by the DCAO. The open charge of "Criminal Homicide" shall only be used when requested by the DCAO.
- E. Juveniles
1. See the OPD "[Juvenile – Authorization to Detain](#)" policy for procedures related to booking juveniles.

REFERENCES:

I. Laws

- A. Nebraska Revised Statute [§29-742](#) is relevant to this policy.
- B. Supreme Court Rule [§6-409](#) is relevant to this policy.

II. Previous OPD Orders

- A. Previous General Orders: #135-88, 70-90, 58-93, 91-02, 5-09, 3-10, 39-11, 23-13, 6-14, 32-15, 45-15, 71-15, 20-16, 110-16, 120-17, 47-20, 46-21, 66-22, 48-23, 14-24, 14-24 Supplement #1, 3-25 and 3-25 Supplement #1.

III. Accreditation Standards

- A. Relevant CALEA Accreditation Standards: 1.2.5, 71.5.1, 74.1.3, 74.3.1, 74.3.2 and Chapter 70.

IV. Other

- A. PPM Monthly Updates: #01-2018 and 04-2024.