

BOOKING – GENERAL PROCEDURE

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

- D. 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.

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

- G. 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.

- H. 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.
- I. 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.
- J. 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.
 1. 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.
 2. If an officer transported an arrestee to a hospital for medical clearance prior to booking at DCDC, officers shall communicate this information to the OPD Information Channel.
- 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.
- C. After DCDC staff 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 staff.
 - (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.” See the

OPD "[Fingerprinting and Identification Checks – Adults](#)" policy for more information.

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 shall 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 (and DCAO, if applicable) excluding holidays and weekends.
 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, DCAO, and the OPD Records Squad by the appropriate officer.
 - N. Officers do NOT need to send the OPD Records Squad any copies of booking reports or other related reports that were completed in the electronic reporting system (i.e., FATPOT or PortalOne).
 1. Reports done in the electronic reporting system shall be completed and submitted to an officer's supervisor NO LATER than the end of an officer's shift.
- NOTE:** This is crucial so that reports can be reviewed and approved promptly, and so that attorneys, judges, etc. are able to view and retrieve reports from the Records Management System (RMS) in a timely manner.
- O. Booking-related reports that were not completed in the electronic reporting system shall be promptly placed in the OPD Data Review Squad mail tray at Central Headquarters OR emailed to the Data Review Squad so they may be reviewed and uploaded to RMS in a timely manner (See [Appendix A](#) for email address).

III. Reports/Paperwork for Misdemeanor Warrantless Arrests

- A. Officers shall complete a Misdemeanor Warrantless Arrest Packet per the City Prosecutor's Office.
 - 1. The following reports shall be included in the Misdemeanor Warrantless Arrest Packet:
 - a. The Booking/Arrest Report.
 - b. The Incident Report (if the victim is listed as a person or business).
 - (1) For misdemeanor crimes where the victim is listed as "Society," the Booking/Arrest Report serves as the Record of Arrest and an Incident Report is not needed.
 - (2) For misdemeanor crimes involving victims that are listed as a person/business AND victims listed as "Society," officers shall complete both a Booking/Arrest Report and an Incident Report, and split the narratives accordingly.
 - c. Copies of any citations that were issued.
 - d. Copies of any other pertinent reports, as applicable.
- B. Officers shall provide the Arrest Packet to DCDC staff.
 - 1. If officers complete the Arrest Packet at DCDC, they shall provide the originals to DCDC staff. DCDC staff will make a copy for their records and a copy for the City Prosecutor's Office.
 - 2. If an officer is physically booking an arrestee at DCDC and another officer completes the Arrest Packet at another location (i.e., "paper booking"), the officer who completes the Arrest Packet shall scan/email or fax a copy to DCDC staff (See [Appendix A](#) for email address and fax number).
 - a. If an officer completes the Arrest Packet PRIOR to another officer transporting and physically booking the arrestee at DCDC, the officer who completed the Arrest Packet may give the packet to the officer who is transporting/physically booking the arrestee. The officer who completed the transport and physical booking shall provide the Arrest Packet to DCDC staff.
- C. The Court Liaison Squad will pick up the Arrest Packets from DCDC and deliver them to the City Prosecutor's Office.
 - 1. If officers arrest and book a suspect for a misdemeanor Domestic Violence (DV) crime, the case will be handled by the DCAO rather than the City Prosecutor's Office and the Court Liaison Squad will deliver the Arrest Packet to the DCAO.
 - 2. If an arrest includes DV-related misdemeanor crimes AND non-DV misdemeanor crimes, the Court Liaison Squad will deliver the Arrest Packet to the DCAO and City Prosecutor.

NOTE: See the OPD "[Booking – Domestic Violence](#)" policy for additional procedures related to booking arrestees on DV charges.

- D. If officers later completed reports that need to be included in the Misdemeanor Warrantless Arrest Packet that were not completed at the time of booking, they shall promptly fax or email the reports to DCDC staff and ask them to add the reports to the packet.
1. If the Arrest Packet has already been forwarded to the City Prosecutor's Office (or DCAO, if applicable), officers shall instead forward these additional reports to the City Prosecutor's Office and/or DCAO directly.

IV. Reports/Paperwork for Felony Warrantless Arrests

- A. For all Felony Warrantless Arrests, officers shall complete a Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) and any other pertinent reports related to the incident/arrest.
1. When completing a Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)), officers shall follow the below procedures:
 - a. Put a synopsis on the Affidavit, outlining the incident and Probable Cause for arrest.
 - (1) Since the Affidavit must stand alone as a report when submitted to the assigned Duty Judge for review, ensure all elements of the crime(s) for which the arrestee is being booked is included. Officers will also be certain to include facts that could be considered exculpatory.
 - (a) Since the Affidavit will become public information, officers will document only the minimal amount of information/facts needed to establish Probable Cause.
 - (b) The synopsis must have a level of confidentiality. There shall be no victim or witness names listed. Instead, all victims and witnesses shall be referred to by numbers (for example, Victim #1 and Witness #1).
 - b. On the Warrantless Arrest Order page, enter the Defendant's name in the space provided at the top of the page. Leave the rest of the Order page blank for the Duty Judge to fill out.
 - c. Sign the Affidavit page and have it notarized. The Duty Judge and DCDC staff will not accept the Affidavit if it is not signed and notarized.
 2. After officers complete/sign the Felony Warrantless Arrest Affidavit/Order ([OPD Form 156A](#)) and have it notarized, they shall IMMEDIATELY:
 - a. Provide a copy to DCDC Admissions staff.
 - (1) If officers complete the Affidavit/Order and reports at DCDC, they shall provide the original Affidavit/Order to DCDC staff.
 - (a) Officers shall also provide DCDC staff with copies of the reports, when requested/required by DCDC.
 - (2) If an officer is physically booking the arrestee at DCDC and another officer is completing the Affidavit/Order and reports at another location (i.e., "paper booking"), the officer who completes the Affidavit/Order and reports shall fax or email a copy to DCDC staff (See [Appendix A](#) for the email address and fax number).

- (a) Officers will also forward the original Affidavit/Order to DCDC via Inter-Office mail.
 - (3) If an officer “paper books” an arrestee PRIOR to another officer transporting and physically booking the arrestee at DCDC, the officer who completes the Affidavit/Order and reports may give the paperwork to the officer who is transporting/physically booking the arrestee. The officer who completes the transport and physical booking shall provide the paperwork to DCDC staff.
 - (4) The OPD Customer Services Unit/Court Liaison Squad shall collect the original Affidavits/Orders and deliver the originals to the Douglas County Court Administration Office during regular business hours.
- 3. The officer who completes the Affidavit/Order shall then IMMEDIATELY email/scan a copy of the Affidavit/Order to the Duty Judge and DCAO – Adult/Criminal Division (See [Appendix A](#) for the email addresses) after providing a copy to DCDC staff.
 - a. Per the DCAO, officers DO NOT need to send any reports to the DCAO or Duty Judge when they make a Warrantless Felony Arrest, but only need to email/scan a copy of the Affidavit/Order to them.
 - b. The DCAO, Duty Judge, and others with access to RMS are able to retrieve reports and other documents from the RMS that were historically included in Felony Warrantless Packets.

NOTE: Under certain circumstances, the Duty Judge or the DCAO may request officers to send them copies of reports. Officers shall promptly comply with such requests.
- 4. Officers shall also email/scan a copy of the Affidavit/Order to the OPD Records Squad at records.unit@cityofomaha.org.
 - a. The OPD Records Squad shall upload all Warrantless Arrest Affidavits/Orders ([OPD Form 156A](#)) to the RMS. Affidavits/Orders sent overnight, on weekends, or holidays shall be scanned and uploaded promptly the next business day.
 - b. Officers DO NOT need to submit any copies of reports to the OPD Records Squad IF the reports were completed in the electronic reporting system, but only need to send a copy of the completed Affidavit/Order.

NOTE: Any reports not completed in the electronic reporting system will be forwarded to the OPD Records Squad to be scanned into RMS.
- 5. If officers use DCDC’s scanner to email/scan the Affidavit/Order, the scanner will automatically convert the document to PDF.
 - a. The DCDC scanner does not have an option to customize the subject line of the email/scan.
- 6. If officers use a scanner at OPD Central Headquarters or an OPD precinct, officers shall send a copy of the Arrest Affidavit/Order in PDF Format and title the subject line of the email appropriately (i.e., title the email “Warrantless Arrest Affidavit” or something similar), when possible.

7. Officers shall ensure all pages of the Affidavit/Order are scanned and visible in the document when it is forwarded to the Duty Judge, DCAO, and OPD Records Squad.

EXAMPLE: If the Affidavit/Order was printed two-sided, officers shall ensure both sides of the pages are scanned/emailed or faxed.

8. If scanning/emailing is not available, the Affidavit/Order must still be provided to the Duty Judge within 24 hours. Officers shall consult with their supervisor, the OPD CSU Lieutenant and/or the OPD Court Liaison Squad Sergeant for guidance.
 - a. If scanning/emailing is not available, officers shall promptly forward a paper copy of the Affidavit/Order to the OPD Records Squad so a copy can be uploaded to the RMS.
9. If an arrest includes felony DV charges, officers shall follow the same procedures as with other Felony Warrantless Arrests, EXCEPT that the Affidavit/Order shall instead be scanned/emailed to the DCAO's Domestic Violence Office.

V. Booking of Unruly/Combative Arrestees

- A. Situations occur where arrestees are uncooperative, disruptive, and/or 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).

VI. Booking – Special Procedures

- A. Warrant arrests/booking shall be handled as described in the OPD "Warrants – Arrest Warrants" 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. See the OPD "[Weapons Charges – Booking and Charging](#)" policy for more information.
 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. Domestic Violence (DV).
 - 1. Officers who arrest suspects for misdemeanor and/or felony DV charges shall also refer to the OPD "[Booking – Domestic Violence](#)" policy.
- F. Juveniles.
 - 1. See the OPD "[Juvenile – Authorization for Temporary Custody, Booking, and/or Detention](#)" policy for procedures related to booking juveniles.
- G. Special Agreement Arrests
 - 1. OPD task force officers who arrest suspects on a Special Agreement charge shall refer to the OPD "[Arrests – Special Agreements with Federal Agencies](#)" policy for more information.

REFERENCES:

I. Laws

- A. Relevant Nebraska Revised Statutes (NRS): [§29-742](#).

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 with Supplements #1-2, 8-26 and 8-26 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.