



Wilmington Police Department

Directive: 5.10 Prisoner Processing

CALEA Standards: 1.2.5; 71.3.1; & 82.1.2



I. **Purpose:**

The purpose of this directive is to describe procedures for Officers when processing prisoners.

II. **Procedures:**

- A. Prisoner Processing - All prisoners shall be photographed and fingerprinted when processed for crimes which authorize such identification procedures.

The CSI Unit is charged with the responsibility of overseeing the processing of persons pursuant to NCGS 15A-502 – Photographs and Fingerprints. In the absence of CSI personnel, any qualified personnel may process persons as required.

1. Adult Offenders

It is the policy of the Wilmington Police Department, pursuant to NCGS 15A-502, to fully process (fingerprint and photograph) all persons 16 years of age or older who are arrested for a felony. Any person 16 years of age or older, arrested for a misdemeanor, may be fully processed (fingerprint and photograph) with the following exceptions:

- a) Criminal service - summons, order/warrant for arrest for FTA or FTC, and citation.
- b) Violation of a Class 2 or Class 3 misdemeanor as dictated under Chapter 20 of the General Statutes, "Motor Vehicles".

2. Juvenile Offenders

It is the policy of the Wilmington Police Department, pursuant to NCGS 7B-2102, to fingerprint and photograph juveniles who are 10 years of age or older at the time the juvenile allegedly committed any of the following non-divertible offenses when a complaint has been prepared for filing as a petition and the juvenile is in physical custody of law enforcement.

- a) Murder;
- b) First-degree rape or second degree rape;
- c) First-degree sexual offense or second degree sexual offense;
- d) Arson;
- e) Any violation of Article 5, Chapter 90 of the General Statutes that would constitute a felony if committed by an adult;
- f) First degree burglary;

- g) Crime against nature; or
 - h) Any felony which involves the willful infliction of serious bodily injury upon another or which was committed by use of a deadly weapon.
3. The department will assist any other law enforcement agency, which may not have facilities for processing persons (State Highway Patrol, Alcohol Law Enforcement, State Bureau of Investigation, etc.).
 4. An arrest report is required for each person arrested by department personnel. The RMS system will automatically generate a unique identification number for each person's initial entry into the system. All subsequent involvement and information concerning that person will be referenced to that identification number. The criminal involvement file is an electronic database. The criminal involvement file (identification file) will contain:
 - a) Fingerprint Classification
 - b) Criminal Involvement
 - c) Photograph
 - d) Copy of arrest report(s)
 5. Out of County Warrants

When WPD serves a felony warrant on an individual for a felony or other offense, when that offense occurred in another county, our agency will:

 - a) Fingerprint the subject on the SBI and FBI fingerprint cards bearing the issuing agency's ORI number and address.
 - b) Complete the left-hand portion of the final disposition report bearing the ORI number and address for the agency of origin for the warrant.
 - c) The charge should be recorded on the fingerprint card and final disposition report with the statement "out of county warrant," the name of the county issuing the warrant and the charge.
(Example: Out of County Warrant from Wake County for breaking, entering and larceny.)
 - d) The fingerprint cards are electronically submitted to the SBI via Livescan.
 - e) Attach the final disposition report to the original process charging the individual, allowing it to flow back to the originating county and clerk of court.
 - f) If WPD arrests a felon for another county, and our agency is also charging this subject with a felony, our agency is responsible for fingerprinting on two (2) separate sets of SBI and FBI fingerprint cards and disposition reports. The steps listed above should be followed on the out of county charge. The normal procedures should be followed on our agency's charge.

6. Prisoner Debriefing and Interviewing

- a) Officers shall attempt to notify the appropriate complainant (law enforcement Officer) for prisoners arrested during the service of a warrant. This affords the law enforcement Officer an opportunity to interview the prisoner about the criminal charges prior to their presentation to the magistrate for a bond hearing.
- b) All Officers are expected to seek information pertaining to victims, criminal activity or criminal enterprises that their prisoner has been involved in or has knowledge of.
- c) Any relevant information gathered shall be recorded on the proper WPD Form(s) and forwarded to the appropriate unit, section or division.