

BATON ROUGE POLICE DEPARTMENT

General Order
No.203

Effective Date
06-01-1997

Revised Date
09-02-2014

Subject: Booking Procedures

Reviewed 9/1/16

POLICY

It is the policy of this department to cooperate with all other agencies to further the interest of criminal prosecution in East Baton Rouge Parish. The members of this department will conform to all rules and procedures established by Baton Rouge City Court, the Nineteenth Judicial District Court and East Baton Rouge Sheriff's Office relative to booking prisoners arrested by this department. The following procedure has been developed to minimize confusion and standardize the booking process.

PROCEDURES

I. Complete Arrestee Information Form and Probable Cause Affidavit

- A. The Arrestee Information Form shall be completed. The Shift Commander or designated notary shall sign the Probable Cause Affidavit **prior** to the prisoner being processed by the Fingerprint Technician (F/T). Once the information is entered into AFIS, it can only be changed by a letter to the District Attorney's Office, through the chain of command, detailing the reason for the change.
 1. The prisoner must receive medical attention prior to being processed.
 2. The arresting officer will search the arrestee, remove all items considered dangerous or contraband and turn the arrestee over to the officer assigned to prisoner processing and transportation (PPB).
 - a. Once the information from the Arrestee Information Form is entered into AFIS by the F/T, the prisoner will be brought to the Live Scan, fingerprinted and photographed.
 - b. The arrestee must sign the front of the AFIS fingerprint cards.
 3. Combative or uncooperative prisoners will not be processed until a later time.
- B. Arresting officers must verbally notify the PPB officer if the prisoner is believed to have a communicable disease (*refer G.O. 267.IV.D.*).
- C. Arresting officers shall time stamp the Arrestee Information Form.

II. Fingerprint Prisoner

- A. Live Scan will process all felonies and specifically designated misdemeanors.
- B. For felony arrests, one inked palm print card will have to be completed by the PPB officer as well as the inked thumb print on the back of the arrestee information sheet.

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III. Check for Possible Warrants (local and NCIC)

- A. If none, note and initial Information Form.
- B. If the arrestee has an outstanding warrant, confirm as per normal procedure and note the additional charges prior to being processed by AFIS.
- C. If the arrestee has an out of state fugitive warrant, confirm as per normal procedure. The arresting officer must complete Arrestee Information Form, Probable Cause Affidavit, and have the NCIC hit confirmation.

IV. Distribution of Documents

- A. Copies of each of the following documents will be made by PPB officers as required by Parish Prison before a prisoner will be accepted:
 - 1. The first page of the information form. The original will be retained by the F/T, except for the last page (gold).
 - 2. The Probable Cause Affidavit and or warrant(s). The originals will be retained by the F/T.
- B. The East Baton Rouge Sheriff's Office shall determine the number of copies of each document needed based on their distribution system.
- C. The following documents, printed from Live Scan:
 - 1. Suspect Mug Rap Sheet.
 - 2. Suspect Mug Ad Sheet.
 - 3. Fingerprint card.
 - 4. Gold copy of the Arrestee Information Form.

V. Transport Arrestee to Parish Prison

- A. The arresting officer will transport the arrestee to the Parish Prison.
- B. If the Parish Prison is over capacity and an arrestee must be released, the PPB officer shall handle the release. For each arrestee who is released, a standardized form will be completed stating the reason(s) for release and the name of the Deputy making the notification.