

PALM BEACH GARDENS POLICE DEPARTMENT		
RECORDING ARREST INFORMATION		
POLICY AND PROCEDURE 4.2.1.12		
Effective Date : 10/01/2013	Accreditation Standards: CALEA 1.2.5, 44.2.1, 82.3.6 CFA 2.04, 18.04H, 19.01B	Review Date: 07/01/2015

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PURPOSE: To establish guidelines for recording arrest information, including preparing reports, fingerprinting, photographing and court required documents.

SCOPE: Operations and Support Services Members

REVIEW RESPONSIBILITY: Operations and Investigations Supervisors, Records Manager

POLICY: Officers of this department in the process of arresting any person on a felony offense and/or certain misdemeanors shall record the arrest information by completing a notice to appear and probable cause affidavit. Persons arrested for some misdemeanors and/or ordinance violations may be released upon issuance of a notice to appear.

1. PROCEDURE

- a. Felony charges -All persons arrested and charged with a felony shall have an arrest report and probable cause (PC) affidavit completed. Palm Beach County Sheriff's Office (PBSO) Detention Center personnel will perform booking procedures as well as the fingerprinting and photographing for our agency. Copies of the arrest documents will be brought back to the police department by the arresting officer and submitted with the rest of his/her paperwork. Fingerprint cards and photos may be retrieved through a system established by PBSO.
- b. Misdemeanor arrest (Physical arrest) -All persons arrested and charged with a misdemeanor will be subject to a physical arrest.
- c. Misdemeanor arrest (release own recognizance) -All persons released O.R. shall be issued an NTA (gold copy). The officer will complete a PC affidavit and attach the completed NTA/PC to the offense report.
- d. Non-serious offenses -Violations of city ordinances and regulations shall be handled the same as misdemeanor arrests, depending upon whether the arrested subject will be physically arrested or released O.R.
- e. PUFOD/Warrants -Shall be processed the same as a felony arrest. A copy of the warrant/capias must accompany the arrest documents and offense report.
- f. Juvenile arrests -Shall be processed by issuing a juvenile referral to the guardian or adult parent and released O.R. to the guardian/parent in lieu of transporting to the Division of Youth Services depending on seriousness of crime.

2. IDENTIFICATION NUMBERS:

- a. An identification number shall be issued to each person upon arrest and shall be consistent for all subsequent arrests concerning that specific person.
- b. Each person will have only one identification number regardless of the number of arrests incurred by that person during his/her lifetime.
- c. These numbers shall not be duplicated and shall consist of an offender-based tracking system (OBTS) number and/or federal (FBI) identification number. An OBTS number will be issued for each arrest as applicable.

3. CRIMINAL HISTORY RECORDS

- a. Each time a person is arrested, the arrest reports/documents will be forwarded to data entry for computerized filing.
- b. After computerized entry, the person's criminal history record with this department can be retrieved by fingerprint classification, name, case number and/or federal and state identification numbers.
- c. State and federal criminal history records are available through the department's NCIC/FCIC terminals.

INDEX AS:

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RESPONSIBILITY INDEX

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- POLICE SERVICE SPECIALIST

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APPROVED:

Stephen J. Stepp
Chief of Police

10/01/13
Date