



# PATROL GUIDE

Section: Arrests		Procedure No: 208-02	
<b>ARRESTS - REMOVAL TO DEPARTMENT FACILITY FOR PROCESSING</b>			
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## PURPOSE

To process arrests.

## SCOPE

Uniformed members of the service who have effected an arrest will have the arrest verified by their supervisor, if available, prior to removing the prisoner to the appropriate authorized command/designated arrest facility which has jurisdiction over the arrest. The desk officer will be requested to verify any arrests which were not verified at the scene of arrest.

## DEFINITIONS

ARREST - Taking a person into custody to answer for an offense.

PICK-UP ARREST - An arrest for an offense or juvenile delinquency not previously reported.

PREFERRED NAME - The name an arrestee prefers to be called based on their gender identity. This name may be different from the name on identification documents in the arrestee's possession.

## PROCEDURE

When a uniformed member of the service effects an arrest:

### ARRESTING OFFICER

1. Inform prisoner of authority and cause, unless physical resistance, flight, or other factors render such procedure impractical.
2. Handcuff prisoner with hands behind back.
3. Remove prisoner to precinct of arrest/designated arrest facility and inform desk officer of charge(s).
  - a. Juvenile delinquents/juvenile offenders will be taken to the location in the stationhouse SPECIFICALLY DESIGNATED as suitable for the interrogation of juveniles.
  - b. Refer to the Command Reference Library for a list of locations approved for the interrogation of juveniles.
4. Notify desk officer if force was used to effect the arrest.
5. Immediately complete all captions on **PRISONER PEDIGREE CARD (PD244-092)** upon arrival at command and present to desk officer.
  - a. Consistent with *P.G. 203-10, "Public Contact – Prohibited Conduct,"* subdivision "a" following step "1", indicate Preferred Name, if any, on the **PRISONER PEDIGREE CARD**.
6. Remain with prisoner at all times unless relieved by arrest processing officer.

### DESK OFFICER

7. Have arresting officer complete all captions on **PRISONER PEDIGREE CARD** and immediately transpose the information from the **CARD** into the Command Log to initiate arrest process.
  - a. File each **CARD** for EVERY prisoner by date and time of arrival at command.
8. Enter in Command Log, Interrupted Patrol Log, and on **ROLL CALL (PD406-144)**, if appropriate, the rank, name, shield number, and command of the arresting officer, assisting officer, if any, and the time of arrival at the stationhouse.

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- DESK OFFICER (continued)**
9. Determine validity of the arrest.
    - a. Comply with the provisions of *P.G. 210-13, "Release of Prisoners"* if arrest is NOT valid.
  10. Direct arresting officer to make a thorough search of the prisoner in your presence.
  11. Verify prisoner's identity by satisfactory documentary proof, preferably government issued identification.
  12. Count prisoner's funds, record the amount in the Command Log, and return funds to prisoner.
    - a. Direct arresting officer to voucher currency in excess of \$100 for safekeeping if prisoner is not eligible for a **DESK APPEARANCE TICKET**.
    - b. Enter amount retained by prisoner and the **PROPERTY CLERK INVOICE (PD521-141)** number in Command Log.
  13. Direct arresting officer to remove prisoner to arrest processing area, or location in the stationhouse SPECIFICALLY DESIGNATED as suitable for the interrogation of juveniles.
  14. Direct arrest processing officer to assist arresting officer.

- ARRESTING OFFICER**
15. Comply with the provisions of *P.G. 208-15, "Arrest Report Preparation at Stationhouse."*
- DESK OFFICER**
16. Direct arresting officer to remain with prisoner at all times unless relieved by arrest processing officer.
  17. Ensure that arresting officer signs affidavit/supporting deposition, as appropriate, before resuming assignment or completing tour.

**ADDITIONAL DATA**

PRISONER SUPERVISION

*Desk officers will be held STRICTLY ACCOUNTABLE for prisoners while in the command and will ensure that the prisoner is guarded AT ALL TIMES by a uniformed member of the service.*

*If a prisoner is placed in a cell alone because he/she threatens or fights with another prisoner(s), is causing disruption, or for any other reason, ensure that a member of the service will continue to monitor that prisoner closely.*

IRRATIONAL/VIOLENT ARRESTEE

*Whenever a person who is about to be arrested is acting irrationally or violently resists arrest, AND poses no immediate physical threat to himself or others, AND is in a confined area (e.g., detention cell, automobile, etc.), the uniformed member of the service on the scene will immediately request the response of the patrol supervisor and the Emergency Service Unit. The member will attempt to isolate and contain the suspect and will institute emotionally disturbed person procedures contained in *P.G. 221-13, "Mentally Ill Or Emotionally Disturbed Persons."* If the confined area is an automobile, it will be rendered immobile by blocking it in with one or more RMPs. Once in police custody, the subject will be removed to a hospital for examination. This procedure will not apply in situations where the uniformed members of the service on the scene believe the subject to be armed.*

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**ADDITIONAL  
DATA  
(continued)**

**PRISONER SUSPECTED OF INGESTING A NARCOTIC OR OTHER DANGEROUS  
SUBSTANCE**

*When a uniformed member of the service observes or suspects that a prisoner has ingested a narcotic or other dangerous substance, the prisoner will be transported from the place of arrest **DIRECTLY** to the nearest hospital facility. The uniformed member of the service **WILL PROMPTLY** notify the communications section dispatcher and the patrol supervisor upon determination of possible ingestion, when transport to hospital is initiated, and upon arrival at the hospital. Emergency Medical Service (EMS) and hospital personnel will be informed of the quantity and type of substance ingested, if known. **UNDER NO CIRCUMSTANCES** will a prisoner who has ingested a narcotic or other dangerous substance be transported to the command for arrest processing prior to receiving medical treatment.*

**FALSE PERSONATION**

*When attempting to ascertain a prisoner's identity, the uniformed member of the service concerned should inform the prisoner that knowingly misrepresenting his or her actual name, date of birth, or address to a police officer, with intent to prevent a police officer from ascertaining such information, is punishable as a crime. Prisoners who knowingly misrepresent their pedigree information should be charged under Penal Law section 190.23 (False Personation, B Misdemeanor).*

**ARREST REPORT PEDIGREE**

*For booking purposes, a member of the service shall write an arrestee's name and gender at it appears on a driver's license, permit, or non-driver photo identification. If the arrestee uses a Preferred Name, that name shall be listed in the:*

- a. "Preferred name" section of the **PRISONER PEDIGREE CARD**
- b. Defendant's name section of the Prisoner Movement Slip, prefaced by "Preferred Name:"
- c. "Nickname/Alias/Maiden Name" section of the **ON-LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)**, prefaced by "P-".

*Consistent with P.G. 203-10, "Public Contact – Prohibited Conduct," subdivision "a" following step "1", regardless of whether the name on the arrestee's identification coincides with the arrestee's gender identity, the member of the service shall refer to the arrestee by the preferred name, if any, as requested. The member shall use the pronouns consistent with that name in addressing or referring to the arrestee.*

**RELATED  
PROCEDURES**

*Public Contact - Prohibited Conduct (P.G. 203-10)  
Arrests - General Processing (P.G. 208-03)  
Arrest Report Preparation at Stationhouse (P.G. 208-15)  
Hospitalized Prisoners - Arrests by Members of Other Police Agencies (P.G. 210-03)  
Mentally Ill or Emotionally Disturbed Persons (P.G. 221-13)  
Release of Prisoners (P.G. 210-13)*

**FORMS AND  
REPORTS**

**DESK APPEARANCE TICKET (COMPUTER FORM)  
ON-LINE BOOKING SYSTEM ARREST WORKSHEET (PD244-159)  
PROPERTY CLERK INVOICE (PD521-141)  
PRISONER PEDIGREE CARD (PD244-092)  
ROLL CALL (PD406-144)**