

**GENERAL ORDER**SERIES  
502NUMBER  
1EFFECTIVE DATE  
April 13, 1979

SUBJECT  Processing Prisoners	DISTRIBUTION A
	ORIGINATING UNIT PDD

The purpose of this order is to establish the policy and procedures for centralizing prisoner confinement and for processing prisoners through the Central Cell Block, Identification and Records Division, and district stations. This order consists of the following parts:

**PART I Responsibilities and Procedures for Members of the Department**

- A. General.
- B. Conducting Searches at Police Facilities.
- C. Use of Handcuffs.
- D. Suicidal Tendency Information.
- E. Fingerprinting and Photographing Prisoners.
- F. Fingerprinting and Photographing Procedures.
- G. Prisoner Processing Procedures.
- H. Detention of Adult Females at the D.C. Detention Center.
- I. Violations of Parole, Bond, or Conditional Release.
- J. Processing of Prisoners in Correctional Custody.
- K. Detention of Prisoners for Other Law Enforcement Agencies.

**PART II Responsibilities and Procedures for Special Assignment Personnel**

- A. Officer in Charge of the Central Cell Block.
- B. Court Cell Block.
- C. Station Clerks.

**PART III Responsibilities and Procedures for Supervisory and Command Personnel**

- A. Commanding Officers.
- B. Director, Identification and Records Division.
- C. Field Operations Officer.
- D. Official in Charge of the Department.

**PART I****A. General.**

1. It is the policy of this department to centralize the detention of all prisoners as soon as practicable after arrest so that they are quickly available for lineup at the Criminal Investigations Division, for arraignment in court if so authorized, and for such other action as may be deemed necessary or advisable.

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2. The Central Cell Block, located in the basement of the Municipal Center, has been designated for receiving and holding all male adult prisoners who are to be detained whether charged with a felony or misdemeanor, except those arrested from 0500 hours until the close of the court business day. In the latter case prisoners shall not be detained at the Central Cell Block but shall be processed and returned to the transporting officers to be taken to court.

3. The D.C. Detention Center has been designated for receiving and holding all female adult prisoners who are to be detained whether charged with a felony or misdemeanor, except those arrested from 0500 hours until the close of the court business day. In the latter case, female prisoners shall be processed and sent directly to court.

4. Juvenile prisoners shall be processed in accordance with General Order No. 305.1

5. The policy of feeding prisoners in the cell blocks located in the district stations or substations has been discontinued except when such detention areas are activated during periods of emergency. All prisoners in the Central Cell Block will be fed their morning meal at 0615 hours and those in the Court Cell Block will be fed at 0645 hours. Members processing prisoners during the morning meal schedule shall arrange for the prisoners' feeding at one of the aforementioned locations.

**B. Conducting Searches at Police Facilities.**

1. Regardless of any frisk or search of an arrestee conducted in the field, every person arrested by members of this department shall be searched immediately upon arrival at a police facility, and again prior to booking. The purpose of such searches is to ensure the safety of all persons within the police facility and to seize weapons, contraband and evidence.

2. Arrestees shall be thoroughly searched employing a "full-field" type search. This includes the removal of outer garments such as overcoats, sport coats, jackets, sweaters, vests and the like; grabbing, crushing and squeezing of garments such as coats, pants, shirts, hats, blouses, and skirts; inspection of ties, shoes, handbags or other parcels, socks or stockings, waistbands, belts and collars. It does not include a "strip" search.

3. A "strip" search shall be conducted only when the member has reason to suspect that weapons, contraband or evidence are concealed on the person or in the clothing in such a manner that they may not be discovered by employing a full-field search technique. Suspicion may be formed on the facts surrounding the crime or arrest, on the basis of information received about the arrestee, or as a result of discoveries during the full-field search.

4. Strip searches shall be conducted in police facilities only under secure conditions affording privacy to the arrestee, by a member of the same sex as the arrestee, with another member posted outside the search area.

5. Under no conditions shall a body cavity search be performed by members of this department. Should such an examination be required, the arrestee shall be transported to D.C. General Hospital, where the examination shall be performed by a physician. A member of the same sex as the arrestee shall be present in the examination room at all times and shall take custody of all articles discovered as a result of the examination.

**C. Use of Handcuffs.**

1. The decision to use handcuffs is in many cases left to the discretion of the arresting member, and members are expected to exercise good judgement. Generally, handcuffs should be used any time a member makes an arrest and deems it necessary to protect himself, the public, the prisoner, or to prevent the escape of the prisoner. It is not necessary that the prisoner exhibit some form of aggressive behavior to justify the use of handcuffs. The mere belief in the arresting member's mind that the prisoner may need restraint is sufficient justification for their use. Members should realize that even though a prisoner is cooperative at the time of arrest, there is no guarantee that he will not attempt to escape or assault an officer should the opportunity present itself. If the arresting officer believes either of these situations may occur, the prisoner shall be handcuffed.

2. While it is not practical to try to specify all the various arrest situations in which handcuffs shall be used, certain incidents are considered serious enough to require their use each time. Therefore, in the following situations members of the force shall use handcuffs, regardless of the prisoner's sex, unless the age or infirmity of the prisoner dictates otherwise:

- a. When prisoners are charged with a felony or crime of violence.
- b. When prisoners are resistive, belligerent, violent, or exhibit other definite irrational behavior, regardless of the offense for which arrested.
- c. When prisoners have or are suspected of having a weapon or evidence concealed on their person.
- d. When prisoners are being transported from one location to another, except when within a prisoner holding facility or when the number of prisoners would make this impractical.

3. The age and sex of the prisoner shall in no way deter the use of handcuffs.
4. When handcuffs are used on an individual prisoner, the arresting officer shall:
  - a. Restrain the prisoner's arms by handcuffing them behind his back. (The only exception to this would be if the prisoner is suffering from a deformity or other disability.)
  - b. Apply the handcuffs with the prisoner's palms facing outward. (The handcuffs shall be applied firmly but not so tightly as to cause unnecessary discomfort to the prisoner.)
  - c. Double lock the handcuffs by placing the small tip of the key into the hole of the double lock and depressing the locking mechanism.
  - d. Not remove the handcuffs until the prisoner is within a secure area (e.g., police facility, D.C. Detention Center).

**D. Suicidal Tendency Information.**

1. When making a WALES inquiry on an arrested person, station clerks shall note the "ID COMMENTS" line appearing on the printout.
  - a. Should the prisoner have a history of attempting suicide, "SUICIDAL CAUTION REQ" will appear on this line, in which case, the prisoner shall be kept under close observation until he is removed to a centralized confinement facility.
  - b. Whenever the prisoner is transferred to the custody of another person, the person taking custody shall be fully apprised of the prisoner's suicidal tendencies.
  - c. The WALES hard-copy printout, indicating that the prisoner has suicidal tendencies, shall then be attached and retained with the element's copy of PD Form 163.
  - d. Additionally, when the name of the prisoner is entered on PD Form 145 (Van Sheet), he shall be identified as having suicidal tendencies by entering alongside his name "SUICIDAL." This will alert Central Cell Block, D.C. Detention Center, and court personnel to take the necessary precautions with the prisoner.

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2. During those periods in which WALES is not in operation, station clerks shall contact the Central Cell Block, and request that a check be made of the manual suicidal tendency file maintained by that element. Should it be determined that the prisoner has suicidal tendencies, this fact shall be noted on all copies of PD Form 163.

3. In all cases where a prisoner attempts to commit suicide while in police custody, a report describing the facts and circumstances surrounding the incident shall be submitted, through channels, to the Director, Identification and Records Division. In addition to the name and address of the prisoner, this report shall contain the prisoner's social security number, name of mother/father, date of birth, and police identification number, if any.

**E. Fingerprinting and Photographing Prisoners.**

All persons charged with any of the offenses enumerated in paragraphs 1 and 2 below shall be fingerprinted and photographed prior to their release.

1. Criminal offenses.

a. All felonies.

b. All misdemeanors prosecuted by the U.S. Attorney.

c. The following misdemeanors prosecuted by the Corporation Counsel:

(1) Violation of the firearms regulations.

(2) Sex offenses, to include those encompassed by the disorderly conduct statutes.

(3) Jostling or peeping tom.

(4) All other forms of disorderly conduct; except that, those persons charged with any offense under the disorderly conduct statutes (except jostling or peeping tom) who reside in the District of Columbia, and who have acceptable documentary identification sufficient to show residency in the District of Columbia, shall not be fingerprinted and photographed. Examples of acceptable identification are given in part IE3.

**2. Traffic Offenses.**

- a. **Persons summarily arrested for traffic offenses shall only be fingerprinted and photographed when:**
  - (1) **The operator of a motor vehicle may be charged with manslaughter or negligent homicide.**
  - (2) **The operator does not have sufficient documentary identification.**
- b. **In those cases where no fingerprints or photographs are taken, the original PD Form 163 or 163A with the thumbprint of the arrestee shall be forwarded directly to the Administrative Branch, Identification and Records Division, with the morning papers. The original copy shall be retained by the Identification and Records Division in the general complaint number file.**

**3. Acceptable Identification.**

- a. **For purposes of this order, examples of acceptable documentary identification shall include the following:**
  - (1) **A valid operator's permit showing residency.**
  - (2) **Any personal card or document showing residency and including a photograph which has been issued by a Federal, State, or local governmental agency as identification or evidence of entitlement to benefits or status.**
  - (3) **Any personal card showing residency and including a photograph which has been issued by a recognized commercial firm as identification or evidence of entitlement to enter a place of employment.**
  - (4) **Any recognized commercial credit card which includes a photograph and residency.**
  - (5) **Any combination of identification and documentation, which in the discretion of the official in charge, sufficiently demonstrates personal identity and residency.**
- b. **All examples of documentary evidence for identification and residency shall be noted on the PD Form 163 or 163A.**

**F. Fingerprinting and Photographing Procedures.**

1. All adults in the categories listed in part IE of this order shall be fingerprinted and photographed at the district station where they are being processed following arrest, except that arrestees transported to CID units for investigation and processing shall be fingerprinted and photographed at the Central Cell Block.

2. All juvenile prisoners shall be fingerprinted and photographed at the district station where they are being processed in accordance with General Order No. 305.1, except that juveniles charged with homicide, forcible rape, robbery while armed, burglary I and II, UUV, larceny from auto, or assault with intent to commit any such offense, shall be transported with the identification package to the Central Cell Block for additional specialized processing.

3. An identification package, containing the following documents, shall be prepared by the arresting officer and/or district processing officer for each arrestee who is fingerprinted and photographed:

- a. PD Form 163 (Prosecution Report) original and two copies; or PD Form 163A (Prosecution Report for Driving Under the Influence of Alcohol or Drugs), original and one copy.
- b. PD Form 255 (Arrest Report), original.
- c. PD Form 63 (Physical Description Form), three-part manifold.
- d. PD Form 9 (Criminal Fingerprint Card).
- e. PD Form 9A (Fingerprint Retrieval Card).
- f. PD Form 710 (Identification Package Review Record).
- g. FBI Form 249 (FBI Fingerprint Card).
- h. FBI Form R-84 (Disposition Report), original.

4. Completed identification packages shall be delivered to the Central Cell Block no later than 1000 hours daily, except in instances involving bond release, in which case identification packages shall be delivered prior to 0700 hours.

5. Arrestees to be released on citation, bond, or collateral, and who are required to be fingerprinted and photographed shall be released from the station at which they are being processed.

6. The Identification Branch shall notify the district station clerk when examination of the identification package reveals the use of an alias or other erroneous information.

7. In exceptional circumstances such as mechanical failure of equipment or unavailability of trained personnel, prisoners required to be processed in the districts may be processed by the Central Cell Block. In such instances, before a prisoner may be sent to the Central Cell Block, the approval of the district watch commander must be obtained.

**G. Prisoner Processing Procedures.**

1. All prisoners arrested, who are required to be fingerprinted and photographed, shall be transported to the arresting officer's organizational element of assignment or to the nearest district station for booking, processing, and preparation of the necessary reports.

2. All prisoners transported to the organizational elements (as well as those prisoners required to be processed through the Central Cell Block) shall be afforded the opportunity to make necessary phone calls while at the organizational elements to arrange for bond, collateral, counsel, and to notify families or employers. This information shall be noted in the statement of facts on PD Form 163, or, when applicable, PD Form 163A.

3. Upon completion of the necessary reports and/or processing, the prisoner shall then be delivered to the officer in charge of the Central Cell Block, unless the prisoner:

- a. Is going directly to court and is not required to be processed through the Central Cell Block.
- b. Has deposited collateral and can be released.
- c. Is a female. Female prisoners not going directly to court shall be transported to the D.C. Detention Facility (southeast sally port).
- d. Eligible for release under the Citation Release Program.

4. Those prisoners who are eligible for release under the Citation Release Program shall also be booked at the nearest district station or the arresting officer's organizational element.



5. When transporting officers have delivered prisoners to any facility as required by this order, they shall, unless directed otherwise by an official of this department, return at once to their organizational element.

6. All personal property, except that which can be maintained in a property envelope or on the prisoner's person, shall be retained at the booking element.

7. Districts shall not transport prisoners to the Central Cell Block or the D.C. Detention Center for detention purposes between 0500 hours and the close of the court business day, with the exception of Sunday. (To verify the termination of the court business day, contact the Police Liaison Officer located at the D.C. Superior Court who will, in turn, query the U.S. Marshall on duty.)

8. Prisoners who cannot be transported to the Central Cell Block or the D.C. Detention Center prior to 0500 hours each day shall be held at the districts until 0700 hours, at which time they shall be transported to the Central Cell Block for processing and then taken to court.

9. Prisoners arrested between 0500 hours and the close of the court business day, excluding Sundays, shall be booked and processed at the organizational element and then transported directly to the D.C. Superior Court Cell Block, unless:

- a. They are required by this order to be processed at the Central Cell Block.
- b. It is necessary for them to appear at lineup.
- c. The charge is one for which collateral may be posted and is readily available.

In these cases the prisoner will be processed accordingly and then transported directly to court, unless he has posted collateral.

10. Prisoners will not be accepted at the morning lineup after 0645 hours. Transporting officers shall take these prisoners directly to court, if court is in session, after they have been processed.

11. If possible, all prisoners sent to the Central Cell Block and to lineup shall be clothed as when arrested, including ties, belts, and hats.

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12. The following procedures shall be complied with in handling prisoners within the Municipal Center and when transporting prisoners between the courts and the Municipal Center:

- a. Officers who have prisoners in custody shall not use the Indiana Avenue entrance. Unless impracticable to do so, they shall enter through the basement and use either the cell block elevator or an express public elevator. Prisoners who must be transported between the Municipal Center and the various courts shall be moved in transport vehicles which shall enter and leave by way of the basement.
- b. Building elevators shall be used to transport prisoners in the order of preference listed below.
  - (1) Cell block elevator.
  - (2) Regular building elevators on the east and west ends of the building may be used when it is impracticable to utilize the cell block elevator between 0800 and 1700 hours, Monday through Friday.
  - (3) Indiana Avenue elevators may be used between 1700 and 0800 hours, Monday through Friday, and on weekends when it is impracticable to use the cell block elevator.
  - (4) Stairways may be used as a last resort if no elevator is available. The stairway selected for use shall offer the least possible exposure to the public.
- c. In all instances where an elevator other than the cell block elevator is used, the operator shall be requested to operate the car express from the floor of origin to the desired destination, and to allow only police passengers when so engaged.
- d. Prisoners being moved about the headquarters building shall be handcuffed at all times, and each prisoner shall be under the actual physical control of at least one officer.
- e. Each prisoner being detained within the building at locations other than the Central Cell Block shall be under the continuous control and observation of at least one officer who shall at all times remain within such proximity to the prisoner so as to preclude the possibility of escape, even though the prisoner may be handcuffed to a fixed object.

H. Detention of Adult Females at the D.C. Detention Center.

1. Members transporting adult females to the D.C. Detention Center shall respond to the southeast sally port and contact the Receiving and Discharge Control Section by means of the communications system located at the entry door.

2. Upon entry, the prisoner shall be escorted to the Receiving and Discharge Control Section where the prisoner and a xeroxed copy of PD Form 255 shall be turned over to the custody of a Department of Corrections officer.

3. Members shall remain until such time as the prisoner has been thoroughly searched.

4. The Department of Corrections officer receiving custody of the prisoner will be responsible for all personal property removed from her person. Upon this department again assuming custody of the prisoner, all personal property shall be returned.

5. Should a member of this department need a specimen such as blood or urine from a female prisoner in custody of the Detention Center, or wish to conduct an interview, the corrections officer in charge shall be contacted prior to responding to the Detention Center.

6. It shall be the responsibility of the arresting officer to notify the corrections officer in charge whenever a prisoner is required at the Identification Branch, a lineup, or hearing, and to arrange for the necessary transportation.

7. The D. C. Detention Center will have control and responsibility for all prisoners placed in its custody until such time as the prisoners are returned to the custody of this department, or are released on collateral or bond.

a. A prisoner who becomes sick or injured while in the custody of the D.C. Detention Center shall be that agency's responsibility.

(1) If such a prisoner is unable to appear in court, an officer of the Detention Center shall notify the station clerk of the arresting officer's element prior to the opening of court.

(2) When a prisoner is injured while confined at the Detention Center, the arresting officer will be informed of the circumstances surrounding the injury prior to the prisoner's appearance in court.

b. This department shall be responsible for transporting to the first session of court after arrest and detention all female prisoners unable to obtain their release on bond or collateral.

8. In cooperation with the D.C. Department of Corrections, the following arrangements for housing female prisoners arrested in connection with demonstrations have been adopted.

- a. The Detention Center will accept and house female prisoners arrested in connection with demonstrations during those times when Prisoner Control has not been activated for that purpose.
- b. The department will activate cell block facilities at the request of the Department of Corrections when there is insufficient space to house them within the Detention Center.
- c. The department will provide the necessary guard force and will continue the confinement of female prisoners until they are transported to the next session of court.
- d. This understanding between the department and the D.C. Department of Corrections is not intended to preclude taking female demonstration prisoners to district stations for the purpose of processing them for release.

I. Violations of Parole, Bond, or Conditional Release.

1. The Board of Parole of the District of Columbia will furnish this department with the names of the persons who have been released on parole or for good time. These names will be sent to the Major Violators Section, Criminal Investigations Division, and a list of same placed in the Identification and Records Division.

2. When a member of this department arrests any individual who is on bond of any type, parole, probation, housed in a community center, involved in a work release program or on furlough from prison, he shall notify the Major Violators Section, by telephone prior to having the papers filed in court and furnish the following information:

- a. Name and element of notifying officer.
- b. Name of arrestee, date of birth, and address.
- c. Metropolitan Police identification number.
- d. Time and date of arrest.
- e. Charges.
- f. Type of release the arrestee is under.

The above notification shall be made daily between 0730 and 1600 hours.

3. Inquiries shall be made into the "Offender Status File" of WALES and "Wanted Persons File" of NCIC for each arrest made by this department.

- a. The arresting officer shall obtain a printout of the WALES and NCIC inquiries and attach same to the second copy of PD Form 163, or 163A.
- b. If the information cannot be retrieved by hard-copy, the arresting officer shall copy the results of the inquiries on a 3x5 card and attach it to the prosecution report.
- c. Arresting officers shall ensure that this process has been completed prior to any release under the Citation Release Program, bond, or collateral, or before the prisoner is transferred to the Central Cell Block.

4. The Major Violators Section shall then be responsible for notifying the appropriate agency affected by the arrest and shall maintain records of such notification.

J. Processing of Prisoners in Correctional Custody.

1. When members of the department find it necessary to process a prisoner already in correctional custody through the Central Cell Block they shall contact an Assistant United States Attorney in the District of Columbia Superior Court to initiate a request for the necessary court order.

2. The member initiating the request for such a court order shall be responsible for processing the prisoner through the Central Cell Block when custody is gained from the United States Marshal or the Department of Corrections and for return of the prisoner to the custody of the United States Marshal or the Department of Corrections upon completion of the necessary processing.

K. Detention of Prisoners for Other Law Enforcement Agencies.

1. No prisoner shall be detained in the Central Cell Block for any law enforcement agency during the hours that court is in session or the U.S. Magistrate is available, unless authorized by the official in charge of the Identification and Records Division.

2. A specific charge must be cited by the requesting agency prior to the acceptance of the prisoner by the Central Cell Block personnel. Entries such as "Hold for U.S. Marshal, FBI, or Immigration" are not acceptable.

3. The requesting agency must document on PD Form 709 all required information prior to the acceptance of the prisoner at the Central Cell Block.

4. All such prisoners shall be checked through the WAFES "Wanted Persons File." If a "HIT" is made, charges and prosecution shall be coordinated with the arresting agency. "HITS" for traffic violations shall be processed by personnel assigned to the Central Cell Block and coordinated with the arresting agency.

5. If the prisoner is charged with a felony, committed within the metropolitan area, a full set of fingerprints and photographs shall be taken and made a part of the identification files of this department.

6. When the prisoner is released, the completed PD Form 709 shall be forwarded to the Supervisor, Fingerprint Examination Section, Identification and Records Division.

L. Transporting Prisoners to and from the D.C. Courthouse

1. Members who must remove a prisoner from the D.C. Courthouse shall first obtain the proper court order and present it to the U.S. Marshal's Office, Room C-240).

2. Members shall take custody of the prisoner at the U.S. Marshal's Prisoner Loading Dock only.

3. Once custody of the prisoner has been effected, removal from the premises shall be by departmental vehicle only. In no case shall a member walk a prisoner from the courthouse.

4. Members shall return the prisoner immediately upon completion of the business for which he was removed, in the same manner prescribed in sections 2 and 3 above.

5. Members shall immediately notify the U.S. Marshal's Office should a prisoner become sick or injured while in his custody. However, should a member have reason to retain a prisoner after 2000 hrs he shall then make notification to the Duty Officer of the U.S. Marshals Office."

(NOTE: Vehicle entrance to the D.C. Courthouse is located on the north side of C Street, just east of 6th Street, N.W.).

PART II

A. Officer in Charge of the Central Cell Block.

1. The officer in charge of the Central Cell Block shall be accountable for ensuring that prisoners sent to the lineup are dressed as indicated in part III, and that the prisoners held in the Central Cell Block for court are transported directly to court in the police van immediately following the morning lineup.

2. When a prisoner, who is required to be processed at the Central Cell Block is delivered to the Cell Block officer, he shall have the prisoner processed and then assigned to a cell. In the event of a "backup", the Cell Block officer shall designate one or more cells for the purpose of temporarily confining prisoners who are waiting to be processed.

3. Prisoners awaiting release on bond shall be confined in the Central Cell Block except where cash bond is posted and available at the time of arrest.

B. Court Cell Block.

Prisoners transported to the Court Cell Block by organizational elements must be accompanied by a properly prepared PD Form 145 of which five copies shall be made. Four copies of the PD Form 145 will be turned over to the U.S. Marshal in charge of the Court Cell Block, and the original will be delivered to the Police Liaison Office.

C. Station Clerks.

1. Upon receiving bond or collateral to effect the release of a female prisoner being detained at the D.C. Detention Center, station clerks shall instruct the person posting same that the bond piece or collateral receipt must be presented to the Receiving and Discharge Section at the Detention Center.

2. Additionally, station clerks shall enter the element's phone number on the bond piece or collateral receipt to facilitate verification by the D.C. Detention Center.

PART III

A. Commanding Officers.

It shall be the responsibility of the commanding officers of each element to select and maintain on each tour of duty a sufficient number of trained officers to successfully carry out the provisions of this order.

B. Director, Identification and Records Division.

It shall be the responsibility of the Director, Identification and Records Division, to:

1. Train the officers selected by each commanding officer to participate in the program and supply necessary photographic and fingerprinting equipment.

2. Ensure that the appropriate entry is made into WALES regarding all suicide attempts.

C. Field Operations Officer.

During the day tour of duty on every day except Saturdays, Sundays, and holidays, the Field Operations Officer shall be responsible for activating departmental cell block facilities to house female prisoners arrested in connection with demonstrations.

D. Official in Charge of the Department.

On Saturdays, Sundays, and holidays, and during the evening and mid-night tours of duty Monday through Friday, the official in charge of the department shall be responsible for activating departmental cell block facilities to house female prisoners arrested in connection with demonstrations.

  
Burtell M. Jefferson  
Chief of Police

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