

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:	New Field Arrest Citation (PD 61D) Books
Number	17-001
Effective Date	January 19, 2017
Related to:	GO-PER-308.02 [Nuisances, Incidentals, Defects and PD Form 61D (Violation Citation)] SOP-05-02 [PD Form 61D (Violation Citation)] SOPC-14-01 [PD Form 61D (Violation Citation)]

I. BACKGROUND

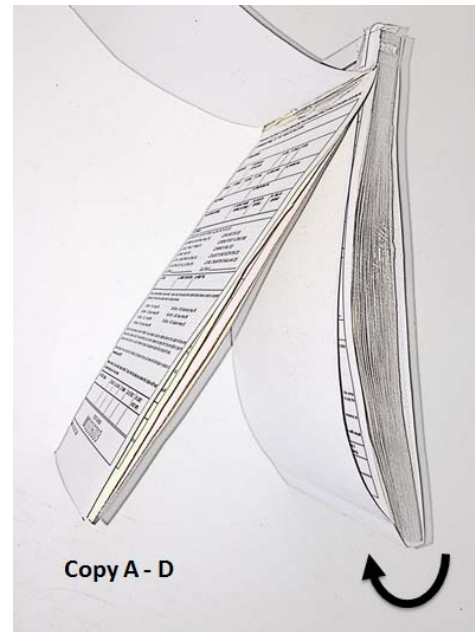
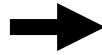
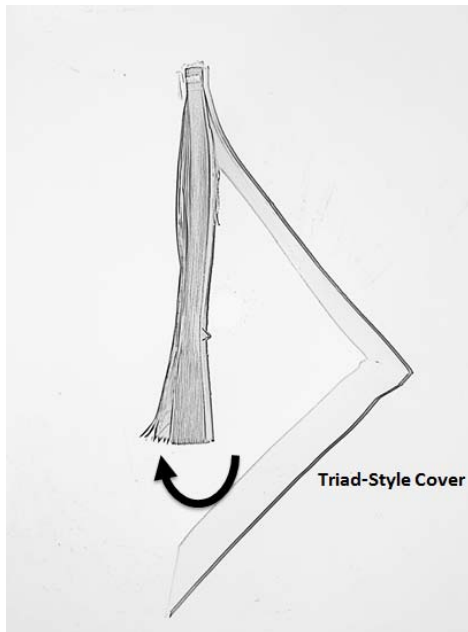
The purpose of this executive order is to announce the new Field Arrest Citation Book (PD 61D) (ver. 09/16) and to provide updated instructions for completing the PD 61D. The new form for effecting non-custodial arrests includes updated district station addresses and language related to notice to arrestees from the *2015 Post-Arrest Process Clarification Amendment Act*. Moreover, unused fields (e.g. Collateral/Bond Receipt No.) from the prior form have been removed and existing field names have been updated to match the field names in the current Record Management System (i.e., Cobalt). The charge list on the form has also been updated with the eleven most frequently-used PD 61D eligible charges.

II. REGULATIONS

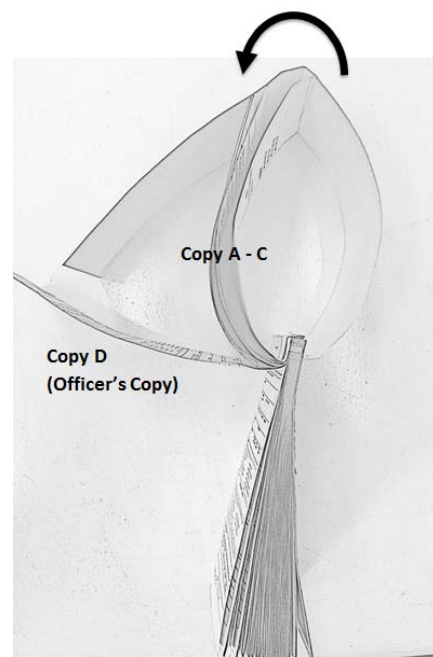
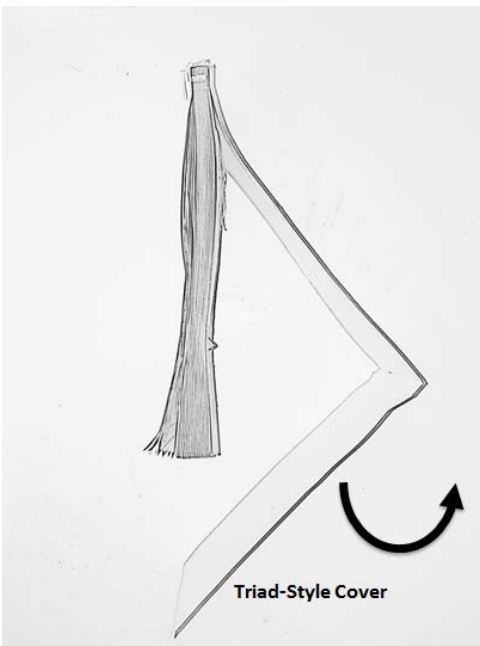
- A. Members **shall not** use the old PD 61D ticket books once they have been issued the new ticket book, or any time after February 1, 2017.
- B. Members shall refer to SOP 05-02 [PD Form 61D (Violation Citation)], Attachment A, for the current list of charges that are eligible for the issuance of a PD 61D (i.e., non-custodial arrest).

III. PROCEDURES

- A. Instructions for Completing the New PD 61D
 - 1. **The method of completing the PD 61D has changed to accommodate the new carbon paper used with the updated form.**
 - a. **Front of the PD 61D Form:** When filling out a PD 61D, members shall put the white triad-style cover located at the end of the ticket book behind the Officer's Copy (Copy D) to prevent write-through onto unused forms within the book.



- b. **Back of the Form:** Members may use the back side of the Officer's Copy (Copy D) to record the facts and circumstances of the case, evidence, location, and other relevant information. **Members shall not use the back side of Copies A – C.** To prevent write-through onto Copies A – C (i.e., the first three pages) within the ticket book, members shall flip the white triad-style cover located at the end of the ticket book between Copy C (District Station Copy) and Copy D (Officer's Copy).



2. In case of an error in completing the form, members shall void all copies of the form and retain the voided form for their records.

B. Distribution of the New PD 61D (Field Arrest Citation)

1. In accordance with SOP-05-02 [PD Form 61D (Violation Citation)], the issuing officer shall distribute completed PD 61Ds as follows:
 - a. (Copy A - White) - provided at the end of the shift to the check off official for distribution to district station personnel;
 - b. (Copy B - Yellow) - issued to the violator;

NOTE: A PD Form 61D is issued in lieu of an immediate custodial arrest. Therefore the issuing officer must personally hand Copy B (i.e., the yellow copy) to the violator. It cannot be left on property, premises, in a door, on a windshield, etc.

- c. (Copy C - Pink) - provided at the end of the shift to the check off official for distribution to district station personnel; and
- d. (Copy D - Goldenrod) - retained by the issuing officer for his or her records.



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Interim Chief of Police

PN:KDO:MOC:RHP