

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:	Cobalt: Booking Team Procedures
Number	EO-17-004
Effective Date	February 27, 2017
Related To:	GO-SPT-401.01 (Field Reporting System) GO-PCA-502.06 (Citation Release Program) SO-10-10 (Processing Arrestees Eligible for Bond, Citation Release, and "Elect to Forfeit") SOP-03-04 (Booking Team Procedures) SOP-05-02 [PD Form 61D (Violation Citation)]

I. PURPOSE

The purpose of this executive order is to inform members of the procedures for providing arrest dispositions (i.e., bond, citation release, lock up, post and forfeit) in the Cobalt Records Management System.

II. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Arrestee – individual charged with a criminal offense resulting in a custodial arrest (i.e., he or she is transported to a district or element station for processing) or a non-custodial arrest [i.e., he or she is issued a PD Form 61D (Field Arrest Citation)].

II. REGULATIONS

- A. District or element station clerks shall be responsible for entering dispositions for **every** charge for arrested persons prior to prisoner transfer to Central Cellblock (CCB) **or** release from the district or element station.
- B. Prior to releasing an arrestee, station clerks shall update the associated Arrest Report with a disposition (i.e., bond, citation release, lock up, post and forfeit) for each offense listed in the Arrest Report.

III. PROCEDURES

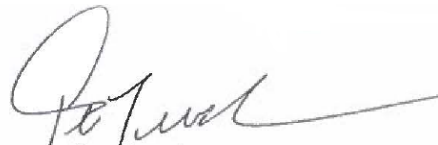
- A. Updating Offense Dispositions
 1. To update offense dispositions, station clerks shall:
 - a. Check the box next to each offense in the "Charges & Warrants" section on the Arrest Card (Attachment A).
 - b. Select the Handcuffs Icon (Attachment B).

NOTE: The handcuffs icon will not appear until an offense is selected in the “Charges & Warrants” section on the Arrest Card.

- c. Select the relevant disposition (i.e., bond, citation release, lock up, post and forfeit) from the “Arrest Disposition” dropdown box for each charge (Attachment C) and complete the required fields (e.g., court date, court room number).
- d. Enter the “Disposition Date” and time (Attachment D).

NOTE: This is the time the disposition is selected.

- e. Select “Save” to record the booking information (Attachment E).



Peter Newsham
Acting Chief of Police

PN:KDO:MOC:DMH:BK:JC

Attachment A – Selecting the Charge

CHARGES (0) & WARRANTS (0)

- Simple Assault (22DC404A, 22DC404)
- Simple Assault (22DC404A, 22DC404)

+ PRIOR OFFENSE

Arrest Type

Custodial

NOI Number(s)

CHARGES (1) & WARRANTS (0)

Simple Assault (22DC404A, 22DC404)
CCN 16465456, 900 BLADENSBURG ROAD NE,
WASHINGTON, DC 20002, UNITED STATES
Sep 22, 2016 10:32



+ Add Warrant

- Simple Assault (22DC404A, 22DC404)

+ PRIOR OFFENSE

Arrest Type

Custodial

NOI Number(s)

Attachment B – Selecting the Handcuffs Icon

CCN 16465456
D. HAMPTON #8107

EXPORT [Clock Icon] [Handcuffs Icon] [Menu Icon]

Description

CHARGES (1) & WARRANTS (0)

Simple Assault (22DC404A, 22DC404)
CCN 16465456, 900 BLADENSBURG ROAD NE,
WASHINGTON, DC 20002, UNITED STATES
Sep 22, 2016 10:32

+ Add Warrant

Simple Assault (22DC404A, 22DC404)

+ PRIOR OFFENSE

Arrest Type
Custodial

NOI Number(s)


REPORT CONTENTS

- Event Information
- Offense 1: Simple Assault
- Offense 2: Simple Assault
- Arrest # 051615152 (Custodial)
- Relationships
- Injuries
- Narrative
- Attachments
- Report in Draft

LINKED DOCUMENTS

Attachment C – Selecting “Arrest Disposition”

Booking

 **Doe John**
Arrest #051615152
1 charge

Charge 1: Simple Assault (22DC404A, 22DC404)

Arrest Disposition | Disposition Date

Citation Release | MM/DD/YYYY | HH:MM

Clear Selection | X

Bond (court ordered only)

Citation Release

Lockup

Post And Forfeit

+ COURT DATE

Court Room Number

Court Room Number

SAVE CANCEL

Attachment D – Entering Disposition Date and Time

Booking



Doe John
Arrest #051615152
1 charge

Charge 1: Simple Assault (22DC404A, 22DC404)

Arrest Disposition

Citation Release ▼

Disposition Date

10/02/2016 📅 18:00

Court Date / Time

10/28/2016 📅

13:50

Court Room Number

100

+ COURT DATE

Attachment E – Saving Booking Information

Booking



Doe John
Arrest #051615152
1 charge

Charge 1: Simple Assault (22DC404A, 22DC404)

Arrest Disposition

Disposition Date

Citation Release ▼

10/02/2016 📅

18:00

Court Date / Time

Court Room Number

10/28/2016 📅

13:50

100

+ COURT DATE

SAVE

CANCEL