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).

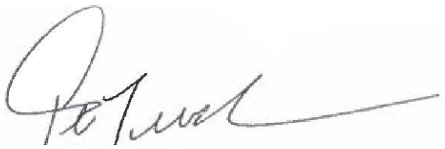
NOTE: The handcuffs icon will not appear until an offense is selected in the “Charges & Warrants” section on the Arrest Card.

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.

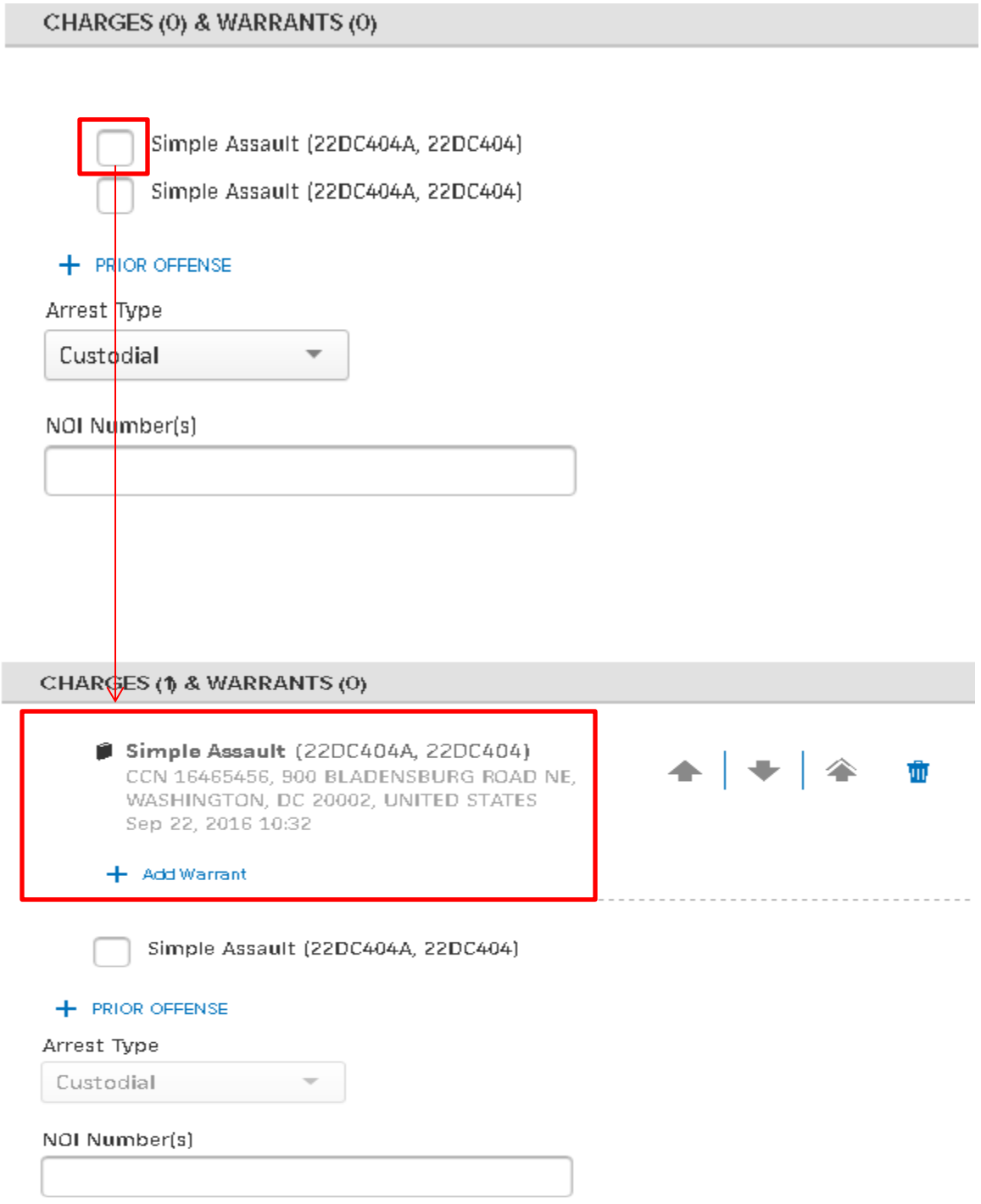
e. Select “Save” to record the booking information (Attachment E).



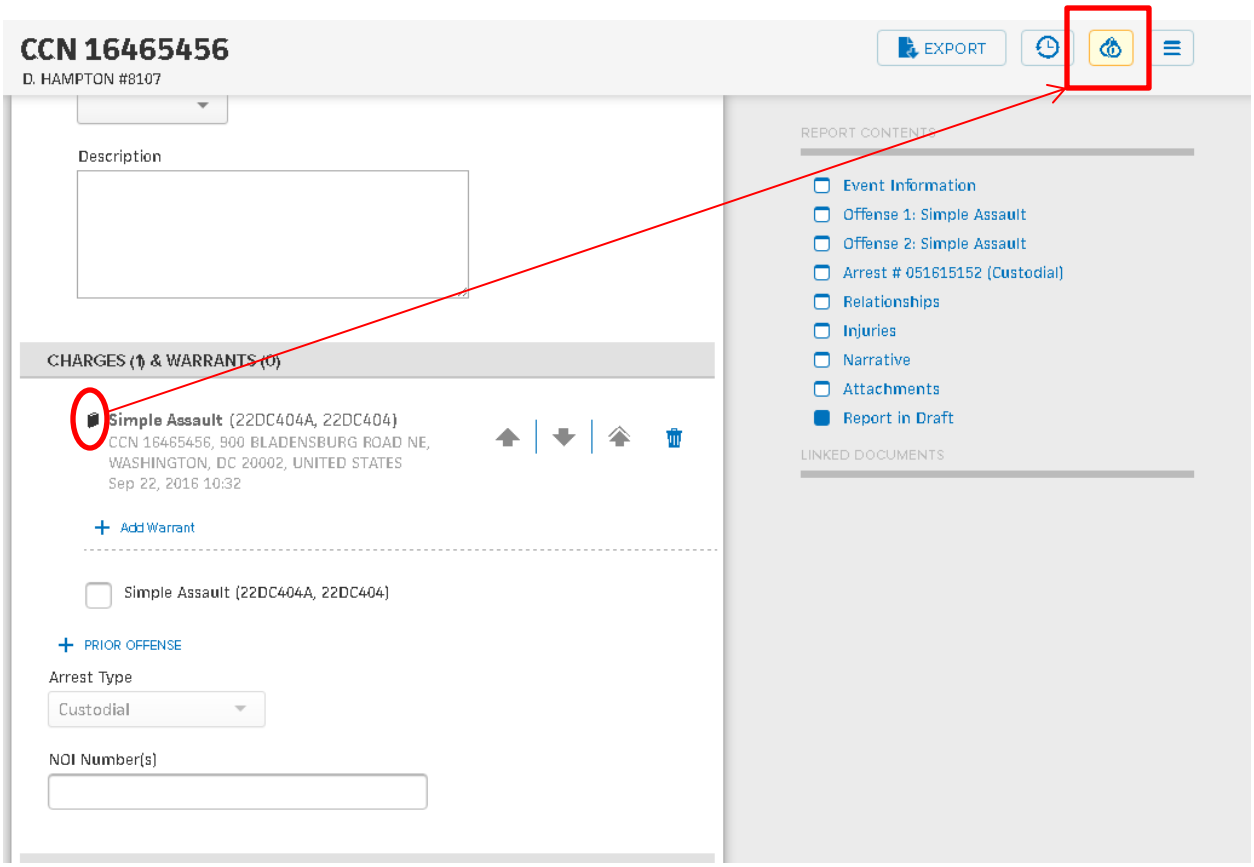
Peter Newsham
Acting Chief of Police

PN:KDO:MOC:DMH:BK:JC

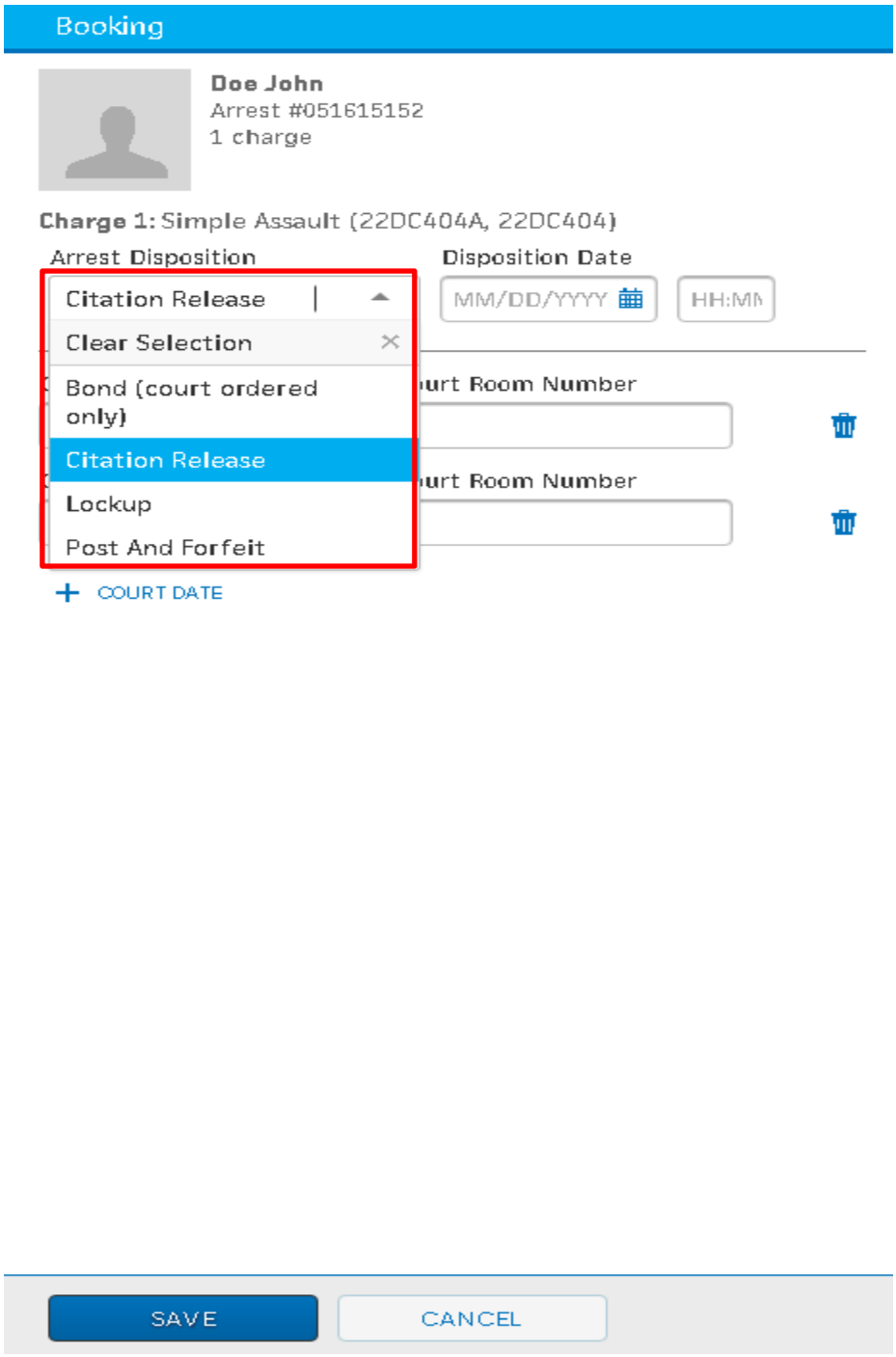
Attachment A – Selecting the Charge



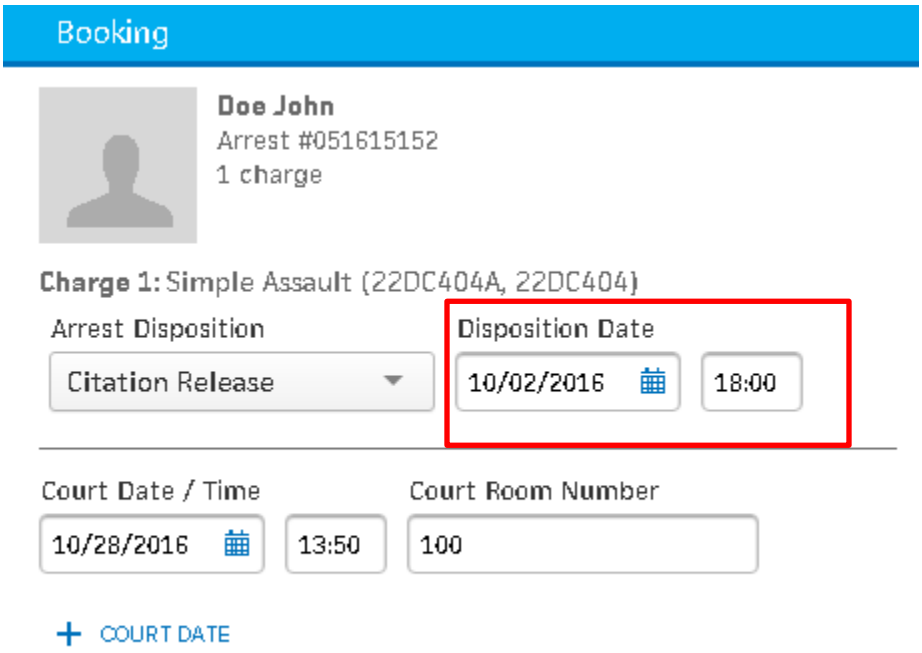
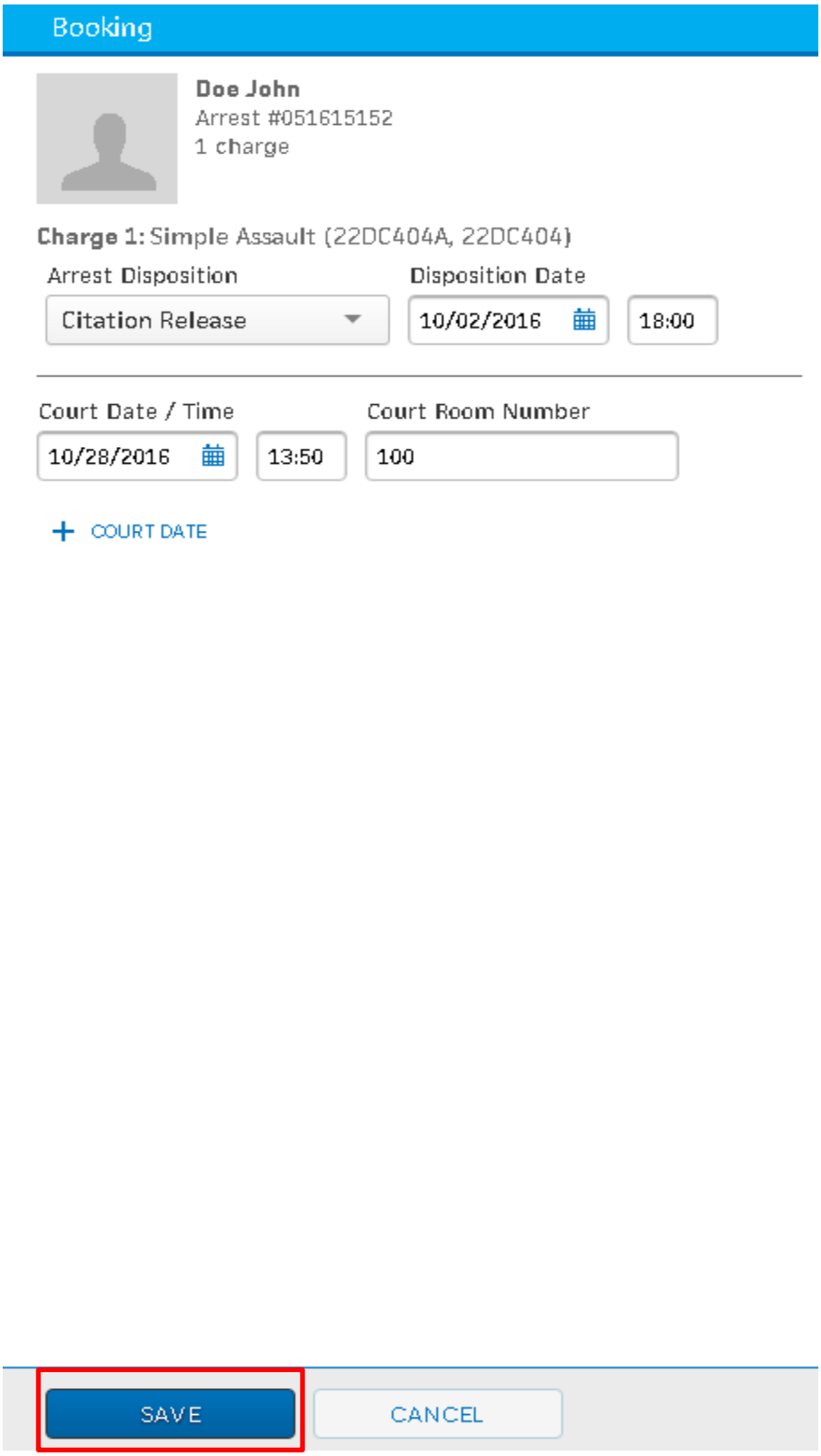
Attachment B – Selecting the Handcuffs Icon



Attachment C – Selecting “Arrest Disposition”



Attachment D – Entering Disposition Date and Time



Attachment E – Saving Booking Information