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)].

III. 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

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, 300 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
Attachment C – Selecting “Arrest Disposition”

**Book**

**Defendant**

**Doe John**  
Arrest #: 051515152  
1 charge

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

**Arrest Disposition**

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<thead>
<tr>
<th>Citation Release</th>
<th>Clear Selection</th>
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<tbody>
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</table>

**Disposition Date**

- MM/DD/YYYY
- HH:MM

**Court Room Number**

- Court Room Number
- Court Room Number

**COURT DATE**

- COURT DATE

**SAVE**  
**CANCEL**
Attachment D – Entering Disposition Date and Time

Booking

Doe John
Arrest #:051615152
1 charge

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

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Court Date / Time  Court Room Number

10/28/2016 13:50  100

+ COURT DATE
Attachment E – Saving Booking Information

**Booking**

**Doe John**  
Arrest #051615152  
1 charge

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

<table>
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<tr>
<th>Arrest Disposition</th>
<th>Disposition Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation Release</td>
<td>10/02/2016 18:00</td>
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</table>

<table>
<thead>
<tr>
<th>Court Date / Time</th>
<th>Court Room Number</th>
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<tbody>
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<td>10/28/2016 13:50</td>
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</table>

[SAVE]