

GENERAL ORDER



Title		
Booking and Temporary Detention		
Topic	Series	Number
PCA	502	08
Effective Date		
September 28, 2026		
Rescinds:		
Listed in Part V. Rescission		

DISTRICT OF COLUMBIA

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I. PURPOSE

It is the policy of the Metropolitan Police Department (MPD) to provide temporary holding facilities for custodial arrestees held for interrogation, processing, transfer to another facility, or pursuant to other legal proceedings. The purpose of this order is to establish procedures for the security, control, and care of arrestees housed within MPD holding facilities. This general order does not include procedures for high-volume arrests which can be found in [GO-HSC-801.01 \(Crowd Management and Civil Unrest\)](#).

II. PROCEDURES

A. General

- Each of the seven police districts operate a district holding facility where arrestees are processed and held temporarily pending release, arraignment, adjudication, or transfer to another facility.
- Members shall activate their body-worn cameras in accordance with [GO-SPT-302.13 \(Body Worn Cameras\)](#) when processing and managing arrestees. This includes cellblock technicians conducting cell checks.

B. Timely Processing

- Members shall comply with the four-hour timeliness requirement for

processing arrestees (i.e., “Lively standard”). Members shall complete processing, beginning at the time of arrest and ending at the time the arrestee is ready for transport or released from custody according to this requirement. This includes processing lockup cases for transport to the Central Cellblock (CCB) or US Marshal’s Service (USMS) for court and processing arrestees eligible for early release through citation release or post and forfeit.

2. Members who do not meet the four-hour time requirement shall notify the district watch commander and document the contributing factors that led to the delay (e.g., arrestee was transported to the hospital, debriefed, or interviewed by a detective) in a supplement to the applicable records management system (RMS) report.
3. Watch commanders shall ensure that the delay is investigated. A PD Form 256-B (Prisoner Lively Report) documenting the reason for the delay shall be completed and attached to the PD Form 150 (Watch Commander Report), forwarded to CCB or USMS with the arrest paperwork, and maintained in patrol district administrative files.

C. Transfer of Custody and Intake

1. Prior to transporting arrestees to the district holding facility in which the arrest occurred, arresting members shall complete a PD Form 256 (Quick Booking Form). Arresting members not transporting their arrestees shall provide PD Forms 256 and any related property to transporting members.
2. Transporting members shall search and transport arrestees in accordance with [GO-PCA-502.01 \(Transporting Custodial Arrestees\)](#).
3. Prior to entering the cellblock or holding area, transporting members shall secure their service weapon in the designated space, and relinquish custody of arrestees to cellblock technicians (with completed PD Forms 256).
4. Cellblock technicians shall meet transporting members as they exit the van port and enter the district booking facility. Prior to taking custody, cellblock technicians shall ask arrestees if they are sick or injured and need to go to the hospital.
 - a. Cellblock technicians shall record arrestees’ response on the PD Form 256, document any necessary medications as well as physical markings (e.g., bruises, scars, trauma markings, bruises, lesions), and collect any photographs of injuries associated with the offense taken using department-issued cell phones.
 - b. When arrestees require medical attention, transporting members shall complete the PD Form 313 (Arrestee Injury/Illness Report) and transport the arrestee to the hospital pursuant to [GO-PCA-501.07 \(Medical Treatment of Custodial Arrestees\)](#). Upon

clearance from the hospital, arrestees shall be returned to the district for processing.

- c. When arrestees do not need medical treatment, and upon taking custody from transporting members at the van port door, cellblock technicians shall escort arrestees to be searched prior to booking.

5. At-Risk Arrestees

- a. At-risk arrestees shall be detained in a separate cell, when possible, and monitored every 10 minutes on a continuous basis.
- b. At-risk arrestees exhibiting signs of suicidal inclinations shall receive a psychiatric screening pursuant to [GO-OPS-304.14 \(Assisting Individuals with Physical and Mental Disabilities\)](#). When arrestees are admitted for emergency psychiatric hospitalization, transporting members shall complete a PD Form 313, FD-12 (Application for Emergency Hospitalization by a Physician, Officer or Agent of the DC Department of Human Services or an Officer Authorized to Make Arrests), and/or PD Form 311 (Hospital Discharge and Psychiatric Review Notice), as applicable. When arrestees are not admitted, they shall continue to be treated as at-risk for the duration of detention.

- 6. Arresting members shall inventory property pursuant to [GO-SPT-601.01 \(Property and Evidence\)](#).
- 7. Prior to leaving the van port, transporting members shall search the transport vehicle for contraband, weapons, or evidence left behind by the arrestee.
- 8. When accepting custody of arrestees, cellblock technicians shall conduct a search (to include looking for weapons and contraband), take custody of any personal property not taken by the arresting member, and remove all articles of clothing that could be used to cause harm (e.g., neckties, belts, and shoestrings) prior to entry to the holding cell. Global positioning system (GPS) devices shall not be removed from arrestees during processing.
- 9. In general, arrestees wearing religious head coverings or other articles of faith shall be permitted to continue wearing them except when removal or confiscation is reasonably required for reasons of safety or security. Members shall handle searches of arrestees wearing religious head coverings or other articles of faith in accordance with [GO-PCA-502.01](#).
 - a. Cellblock technicians shall confiscate any articles of faith from arrestees that could potentially be used to harm the arrestee or another person. In all cases, jewelry and weapons shall be confiscated. If the arrestee objects to the confiscation of an article other than jewelry or a weapon, cellblock technicians shall contact

the watch commander who shall determine on a case-by-case basis if arrestees can be accommodated taking into account any potential safety concerns.

- b. When arrestees are not permitted to wear their personal head covering, they shall be provided a temporary head covering. District commanding officials shall ensure that sufficient supplies of temporary head coverings are maintained at their facilities.

D. Full Custody Searches

1. When members take control of arrestees, whether for processing at a district station or other holding facility, they shall conduct a thorough full custody search.
2. Members shall wand subjects with a magnetometer, when available, and perform a field search.
3. Members shall ensure that arrestees run their fingers through their hair and shake vigorously in order to dislodge any contraband. If arrestees do not adequately clear their hair to the satisfaction of members conducting the search, members shall safely conduct hair searches by using their hands or an item such as a pen or pencil.
4. Members shall visually inspect behind each ear and look inside arrestees' ear canals, nostrils, and mouth to include checking under the tongue, roof of mouth, and between the lips and gums.
5. Members shall escort arrestees to the body orifice security scanner (BOSS) chair for scanning. Arrestees who refuse a BOSS search shall be informed that refusal may result in a higher-level search.
 - a. BOSS searches shall be conducted as part of the custodial search process. The BOSS search shall not be used as a substitute for a full custody search and shall not be used to scan clothing or any other item as an alternative to manual searches.
 - b. When BOSS searches indicate contraband, members shall request authorization of a higher-level search from the watch commander.
 - c. If the BOSS chair malfunctions or is not working properly, members shall notify the watch commander who shall document the issue on the PD Form 150. Members shall notify CCB that the arrestee has not undergone a BOSS search.
6. Strip and Squat Searches
 - a. Members with reasonable articulable suspicion that an arrestee is concealing weapons, contraband, or evidence under the clothing or in a body orifice shall request approval from the watch

commander to conduct a strip or squat search.

- b. Reasonable articulable suspicion to conduct a strip or squat search may be formed based on BOSS alarms, suspicious body movements (e.g., squirming, clenching), and/or other facts and circumstances surrounding the crime or arrest.
- c. A sworn member of the same sex as the arrestee shall conduct the strip or squat search in a private and secure area. Members shall be guided by [GO-PCA-501.02 \(Handling Interactions with Transgender Individuals\)](#) when searching transgender arrestees.
- d. Justification for conducting a strip or squat search shall be clearly articulated to the watch commander prior to obtaining permission for the search.

7. Body Cavity Searches

- a. Members with probable cause that an arrestee has weapons, contraband, or evidence concealed in a body cavity, shall request the watch commander to authorize a body cavity search. Justification for conducting a body cavity search shall be clearly articulated prior to authorization.
- b. Body cavity searches shall be conducted by a physician at the nearest available hospital in a secure and private area. Under no circumstances shall members perform body cavity searches. If the doctor or hospital refuses to conduct the body cavity search, members shall apply for a search warrant in accordance with [GO-PCA-702.03 \(Search Warrants\)](#) and continue the arrest and booking process.
- c. A sworn member of the same sex as the arrestee shall be present during the search to seize any evidence obtained. Members shall be guided by [GO-PCA-501.02](#) when searching transgender arrestees.
- d. In cases of drug ingestion where no medical treatment is recommended by the hospital and arrestees are medically cleared, they shall be considered at-risk when placed in a holding cell and observed no less than every 10 minutes.

- 8. Arresting members shall document the following details of strip, squat, and body cavity searches in a log that shall be maintained in the station. Watch commanders shall review log entries for accuracy and report all strip, squat, and body cavity searches on the PD Form 150.

Documenting Strip, Squat, and Body Cavity Searches	
a.	Arrestee's name;
b.	Type of search (e.g., strip, squat, body cavity);
c.	Legal justification for the search;

d. Authorizing official;
e. Physician and medical facility who conducted the search, if applicable;
f. Date and time of search;
g. Complete inventory of items found or notation of nothing found;
h. Members involved in or witnessing the search; and
i. Any other notified officials.

9. After searching arrestees and prior to placing them in an unoccupied cell, cellblock technicians shall conduct a search of the holding cell for weapons and contraband.
10. After arrestees are placed their cell, cellblock technicians shall perform and log physical inspections of all cellblock areas at frequent intervals no more than 30 minutes apart. More frequent inspections (every 10 minutes) are required with at-risk arrestees.

E. Records Checks, Photographs, and Fingerprinting

1. Cellblock technicians shall use the information contained on the PD Form 256 to conduct a Washington Area Law Enforcement System (WALES)/National Crime Information Center (NCIC) and RMS search for arrest information on arrestees.
2. When searches yield arrest results, cellblock technicians shall print the results and record the type of warrant(s) listed in WALES/NCIC and RMS.
 - a. If there is no RMS arrest information associated with an arrestee's name, cellblock technicians shall print the results indicating that no records were found.
 - b. If outstanding bench warrants exist, cellblock technicians shall inform arresting members who shall add "Failure to Appear" charges to the arrest report.
 - c. When cellblock technicians identify original warrants, they shall immediately report the arrest to the appropriate element and be guided by their direction. When arrestees are not transported to an originating element, arresting members shall add the additional charges and complete the arrest report in RMS using the original CCNs with the prior offense to link the charges.
3. All arrestees shall be fingerprinted. Positive identification of all arrestees shall be obtained by awaiting the return of the Automated Fingerprint Identification System (AFIS) results and establishing a police department identification (PDID) number. All arrestees shall be assigned a unique PDID number based on the person's true name and fingerprints.
4. Cellblock technicians shall remove arrestees from the cell and conduct a search before entering RMS arrest numbers and general descriptor information into the fingerprinting system.

5. Cellblock technicians shall record arrestees' height and weight on the PD Form 256 before taking mug shots using the digital fingerprinting machine.
 - a. The first three mug shots (i.e., front, left profile, right profile) are mandatory and any remaining mug shots (e.g., front with glasses, close up of tattoos) shall be taken when applicable. In each instance, cellblock technicians shall capture the first three mandatory photos with no clothing covering the arrestees' neckline.
 - b. To ensure that the photos are captured properly, cellblock technicians shall instruct arrestees to remove any bulky clothing (e.g., coats, jackets, sweaters, hoods). When applicable, photos with bulky clothing shall be captured in the remaining photos.
 - c. If a religious head covering obscures arrestees' identifying characteristics (e.g., head shape, hair color), arrestees shall be photographed twice; once wearing their religious head covering and once with it removed.
6. Cellblock technicians shall take digital fingerprints in the sequence listed in the digital fingerprinting machine, making every effort to ensure that prints are legible by rolling fingers from nail fold to nail fold.
7. Cellblock technicians shall ensure that all descriptor information is accurate before electronically submitting fingerprint files and mug shots. Descriptor information must be accurate due to the manual verification process based on descriptor data.
8. If AFIS is not operational, cellblock technicians shall generate manual arrest numbers, record the fingerprint tracking number, and take an ink print of arrestees' thumbs.
9. When cellblock technicians do not receive a response within 30 minutes of submission, they shall contact the AFIS Section to report the delay using the tracking number to request follow up.
10. AFIS delays shall not cause delay in the processing of arrestees at the booking facility. Cellblock technicians shall fingerprint other arrestees when they are ready to be processed.
11. When appropriate and when a telephone call would not jeopardize security or the integrity of an investigation, arresting members shall give arrestees the opportunity to make a call to notify family members or employers and/or arrange collateral or counsel. Calls shall be documented in the arrest report.
12. Cellblock technicians shall return arrestees to their cell when these steps are complete.

13. AFIS Response

- a. The response sent from AFIS to the booking facility includes the tracking number and associated hit search ID or no-hit search ID. There will also be a hit/no hit ID, which is a 12-digit number containing:

AFIS Response	
(1)	Last six digits are the PDID. The rest of the information on the card shall be entered upon return of the PDID. The AFIS-generated PDID is associated with the arrestees' name and fingerprints.
(2)	Three digits before the PDID are placeholders for future use if the PDID ever exceeds six digits.
(3)	First three digits designate whether the arrestee is an adult (311) or juvenile (312), based on whether the offender was an adult or juvenile when first arrested. AFIS Section personnel shall update designations with the adult prefix (311) when arrestees become adults.

- b. Upon receipt, cellblock technicians shall crosscheck the PDID against the arrestees' initial WALES/NCIC checks. The three outcomes resulting from the crosscheck are the:

PDID and WALES/NCIC Crosscheck	
(1)	Initial WALES/NCIC records checks may indicate no assigned PDID;
(2)	AFIS PDID assigned to arrestees' fingerprints may match the PDID on initial WALES/NCIC checks; or
(3)	AFIS PDID assigned to arrestees' fingerprints may not match the PDID on initial WALES/NCIC checks.

- c. If the PDID received from AFIS is not an identical match to the PDID listed on the initial WALES/NCIC check, cellblock technicians shall run a second WALES/NCIC arrest information report. Cellblock technicians shall:

Second WALES/NCIC Check	
(1)	Run a second WALES/NCIC check: to retrieve information by PDID returned from AFIS.
(2)	Run the WALES/NCIC check using the true name associated with the PDID and return arrestees' true name.
(3)	Record the PDID on the PD Form 256 in the appropriate space and the true name at the top of the form to complete the RMS arrest report.
(4)	Attach records to the PD Form 256.

- d. Cellblock technicians shall match arrestees' names and descriptor information with the PDID name and information on related WALES/NCIC reports by:

PDID Information and Related WALES/NCIC Check	
(1)	If a discrepancy exists, correcting arrestees' names and any other information (e.g., birth date, social security number) in the fingerprinting system using the information associated with the PDID on related WALES/NCIC reports.

(2) Ensuring the record matches information associated with the PDID on related WALES/NCIC reports and sending corrected information to the AFIS Section to generate the wristband for printing.

F. Outside Agency Arrestees

1. Prior to accepting arrestees from outside agency law enforcement officers, a specific charge must be cited by the member of the requesting agency so that the arrestee can be booked properly.
2. Members shall not accept injured arrestees who have not received medical treatment. In these cases, outside agency officers shall be directed to take arrestees to a hospital.
3. When arrestees are released to other agencies, members shall provide documentation that lists the names of each arrestee being released to them and inform receiving agencies of any pertinent information (e.g., at-risk arrestees).

G. Interviews

1. Once arrestees are booked, arresting members are authorized to use designated processing areas to continue their investigation. Interviews of arrestees by MPD members shall be conducted in accordance with [GO-SPT-304.16 \(Electronic Recording of Custodial Interrogations\)](#). Members shall handcuff arrestees to fixed objects designed to restrain arrestees and remain in the same room maintaining continuous control of arrestees, except during confidential attorney-client meetings.
2. Interview rooms located within detectives' offices shall be used for arrestees who need to meet confidentially with attorneys. When such a meeting occurs, arresting members shall:
 - a. Require attorneys to produce a valid photo identification and bar membership card and conduct a protective pat down prior to their meeting.
 - b. Inform attorneys that the room will be guarded during meetings and arrestees will be visually observed approximately every 15 minutes for safety and security precautions.
 - c. Handcuff, shackle, and search arrestees before leaving the holding area and return any arrestees to their cell who cannot be kept under control.
 - d. Allow no other visitors to meet with arrestees while they are in police custody or accept any package receipt on behalf of arrestees (with the exception money used for forfeiting charges).
3. Cellblock technicians shall search arrestees prior to returning them to their

cell.

H. Release

1. Watch commanders shall determine whether arrestees can be released pursuant to [GO-PCA-502.06 \(Citation Release Program\)](#).
2. Prior to release, station personnel shall positively identify all arrestees in accordance with this order, enter dispositions for every charge, and update the associated arrest report with a disposition for each charge (i.e., citation release, lock up, post and forfeit).

I. Lockup Cases

1. Prior to transport, cellblock technicians shall assemble documentation for arrestees transferring to CCB or USMS custody including the following:

Arrest Paperwork	
a.	Arrest paperwork with dispositions updated for every charge and information regarding any security precautions recorded in red at the top (e.g., at-risk arrestees, information relating to mental or behavioral instability);
b.	PD Forms 313 (one for each hospital transport), when applicable; and
c.	Property release forms.

2. After AFIS generates wristbands, cellblock technicians shall verify arrestees' true name, PDID, date of birth, sex, race, arresting agency, and mug shot photo. All locked up arrestees booked and fingerprinted at the district booking facility and transported to CCB or the USMS cellblock shall have a wristband securely fastened to their right wrist prior to transport. If wristbands do not print within 30 minutes, cellblock technicians shall manually generate wristbands by hand, including all identifying information required by this order. Under no circumstances shall transport be delayed due to unprinted AFIS wristbands.
3. Cellblock technicians shall generate and submit van sheets to CCB for each district. CCB will generate a lockup list of arrestees who are scheduled to appear in court that day.
 - a. When court is in session, cellblock technicians shall generate and print van sheets with WALES/NCIC checks attached for all lockups that are transported from the district to the USMS cellblock.
 - b. If unable to print van sheets, cellblock technicians shall manually complete the van sheet using the PD Form 145 (Transmittal List of Prisoners Sent to Court).
4. Transports to CCB or USMS Custody
 - a. Cellblock technicians shall request transports through the Office of Unified Communications (OUC).

- b. For transports to another detention facility, cellblock technicians shall:

Transport to Another Detention Facility
(1) Ensure arrestees are restrained prior to loading the transport vehicle;
(2) Escort arrestees to the van port door;
(3) Stand by until arrestees are secured in the transport vehicle;
(4) Log the time of departure; and
(5) Visually inspect holding cells for weapons or contraband.

- c. When transporting lockup cases, transporting members shall:

Arrestee Transport
(1) Be accompanied by another sworn member for additional security, when practical;
(2) Search the vehicle prior to loading arrestees;
(3) Search arrestees before placing them in the transport vehicle;
(4) Verify that the arrestee has a wristband. If the wristband has been manually generated, there must be a digital photo for each arrestee listed on the van sheet;
(5) Secure arrestees in the transport vehicle pursuant to GO-PCA-502.01 ; and
(6) Retrieve service weapons before leaving the van port.

- d. Cellblock technicians shall notify station officials and watch commanders when there is a delay in arrestee transports.
- e. When CCB reaches maximum capacity, district holding facilities shall assist with housing arrestees.

J. Booking Orders

- Subjects who appear to the station be processed under a booking order are not under arrest and are free to leave at any time. Members shall discreetly process them to protect their privacy. Members shall request their identification and booking order and/or charging documents. Members can search JUSTIS if the subject does not have them.
- Upon positive identification, members shall fingerprint and conduct a WALES/NCIC check to determine if the subject has any outstanding warrants. When the subject has any outstanding local or extraditable arrest warrants, the member shall book the subject for the outstanding warrants.
- Members shall update the corresponding offense report to generate the arrest number needed to book the subject. If the booking order does not have a corresponding offense report, members shall obtain a CCN (if one has not already been generated), complete an offense report, enter "Booking Order" in the arrest disposition field, enter the next court date for each charge related to the booking order, and attach the booking order/charging documents to the report.

4. After the booking process is complete, members shall provide the subject with a copy of the public report.

K. Facility Supervision and Control Measures

1. District watch commanders shall manage station and holding facility operations on all three shifts. In addition to arrestee processing and record keeping, district watch commanders shall ensure a safe, secure, and sanitary station and holding facility with a sufficient number of trained personnel on each shift, including enough male and female members assigned to each shift to conduct searches.
2. Cellblock facilities shall be staffed with no fewer than two members whenever an arrestee is being held within the facility.
3. Cellblock personnel shall provide direct supervision and control of detained arrestees and access of non-essential persons. Only individuals authorized by station supervisors shall be permitted to enter an occupied holding area. Personnel assigned to holding facilities shall ensure that all doors, including doors to vacant units, storage rooms, and unoccupied cells are secured at all times. Members assigned to the station and cellblock shall be familiar with emergency evacuation procedures.
4. At no time shall station or cellblock personnel enter an occupied cell, unless they are being monitored by visual or audio surveillance equipment or are in possession of a distress alarm. Members shall secure their weapon before entering the holding cell area, except in cases of emergency.
5. At risk arrestees or those under the influence of alcohol or other drugs shall be placed in a separate observation holding cell, when possible.
6. Adult and juvenile arrestees shall not be held together. Male and female arrestees shall be separated by sight and sound (e.g., the noise level of normal or loud conversation).
7. Members shall not enter occupied cells, except to perform police duties. All contact with arrestees of the opposite sex shall be handled with caution and monitored by another member.
8. Under no circumstances are any type of culinary utensils that could be used as a weapon allowed in the cellblock area. Maintenance personnel using tools shall only be permitted in unoccupied cells. A strict accounting of tools used for maintenance jobs shall be conducted and work areas shall be inspected before and after completion to ensure tools are removed from the facility.
9. Members holding arrestees in interview rooms or processing areas shall remain with arrestees (except during attorney meetings) and maintain

continuous control. Even when arrestees are handcuffed to a fixed object designed and intended to be used as a restraint, members shall keep them under continuous control and observation to preclude the possibility of security breaches.

10. Members shall notify watch commanders of any incidents involving threats to facilities or persons to include injuries or escape attempts that occur at holding facilities.

L. Emergencies

1. Written emergency evacuation plans for holding facilities shall be maintained and posted. Emergency exit signs shall be designated and posted, directing evacuation to hazard-free areas.
2. Watch commanders shall document any incidents occurring in holding facilities that may threaten the facility or any person therein on the PD Form 150 prior to the end of the shift.

M. Escapes

1. In the event of an escape from police custody, station personnel shall immediately notify the district watch commander, broadcast a flash lookout in accordance with [GO-SPT-302.02 \(Radio Broadcasts and Look-Outs\)](#), provide all available descriptive information about the escapee, including pictures, to members patrolling the district and adjacent jurisdiction, and conduct a canvass of the immediate area.
2. The notified watch commander shall notify the RTCC watch commander, respond to the facility to supervise the search, obtain incident summary (IS) numbers, and ensure a command post is established, when required.
3. Station personnel shall immediately conduct a count of all arrestees in the facility and coordinate a search for the escapee.
4. When arrestees are apprehended, watch commanders shall notify RTCC and ensure they are transported to the holding facility where station personnel shall prepare an RMS report for the escape. Arrest reports shall include an escape charge.
5. When arrestees are not apprehended, watch commanders shall coordinate with OUC to initiate a citywide broadcast and ensure the escape charge is added to the arrest report and an arrest warrant is prepared prior to the end of the shift.
6. District watch commanders shall document escapes on the PD Form 150.

N. Routine Maintenance and Inspections

1. Station supervisors shall conduct thorough inspections of the holding

areas and equipment. This includes positioning and control of security cameras to maximize security and reduce privacy invasions.

2. Cellblock technicians shall notify station supervisors when cleanliness and pest control issues arise. Supervisors shall forward cleaning and pest control requests to Facilities Management. Infestations shall be handled in accordance with [GO-OPS-803.01 \(Infectious Disease Prevention\)](#).
3. Cellblock technicians assigned to each shift shall document findings of the following inspections in inspection logs. All discrepancies shall be noted and the appropriate supervisor shall be notified, when appropriate.

Inspections	
a.	Arrestee count;
b.	Inspection of unoccupied cells and other areas where arrestees have access;
c.	Physical observation of arrestees in holding cells;
d.	Inspection of automatic fire detection devices, alarm systems, and equipment to ensure that the devices are present, appear to be in normal condition, and are accessible and not blocked; and
e.	Sanitary checks to ensure cells are clean and pest-free.

4. The Risk Management Division (RMD) shall conduct scheduled quarterly audits and unannounced random audits of the holding facilities. RMD shall document the results, with deficiencies noted, and submit formal reports, through channels, to the Executive Office of the Chief of Police.

III. DEFINITIONS

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

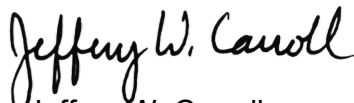
	Term	Description
1.	Arrest number	The unique number generated during quick booking to identify the particular arrest and associated information.
2.	At-risk	Subject requiring special precautions and enhanced observation. At-risk subjects may be vulnerable, have unique needs, and/or pose a threat to themselves or others through physical harm or escape. Subjects with a physical or mental disability, medical condition, physical threat or escape risk, and/or history of hostility or other negative behavior from others shall be considered at-risk. Additional at-risk factors for juveniles include: 12 years of age and under, unusually small in size or stature, visibly pregnant or reporting that they are six or more months pregnant, and/or report of actual or perceived sexual orientation or gender identity or expression causing them to feel vulnerable or unsafe.
3.	Field search	Removal and search of coats, jackets, shoes, and all extraneous layers of clothing down to a single layer of outer clothing (e.g., jeans, pants, shirt, dress) and the manipulation of clothing (e.g., running fingers under waistbands, including underwear, pulling them away from the body, pulling bra elastic away from the body) to facilitate the search of the suspect and the garments he or she is wearing.
4.	Full custody search	Comprehensive search conducted in the processing area at the holding cell.

5.	Protective pat down	Limited protective search for concealed weapons or dangerous instruments. A pat down, also known as a frisk, consists of patting an individual's outer clothing to determine the presence of weapons and other dangerous objects. Pursuant to Terry v. Ohio, 392 U.S. 1 (1968) , members have authority to conduct a limited search of a person for weapons during some stops. Reasonable suspicion for a stop does not automatically provide the basis for a pat down. For such a pat down to be reasonable and constitutional under the Fourth Amendment, the preceding stop of the individual's person must be lawful and the police must have an objectively reasonable basis to believe that the individual is armed and dangerous.
6.	Restraint	Equipment used to restrain the movement of a subject (e.g., handcuffs, flex-cuffs, leg restraints, restraint straps).
7.	Search	Examination of a person's body, property or other area which would reasonably be considered private for the purpose of finding evidence of a crime. Under the Fourth Amendment of the United States Constitution , any search of a person or premises (including a vehicle), and any seizure of tangible property, must be reasonable. Generally, members must obtain a search warrant when conducting a search, though exceptions to the search warrant requirement exist (e.g., search incident to arrest).
8.	Transport vehicle	Vehicle equipped with a barrier or specially designed for transporting persons in police custody (e.g., wagon, bus, van).
9.	True name	The arrestee's name, given at the time of the initial arrest, which is associated with fingerprints and PDID number.

IV. RESCISSION

Rescinds:

EO-17-004 (Cobalt Booking Team Procedures), Effective Date February 27, 2017
EO-17-011 [Removal of Global Positioning System (GPS) Devices], Effective Date April 3, 2017
EO-22-011 (Judicial Summonses and Booking Orders), Effective Date July 14, 2022
GO-PCA-501.07 (Arrest Procedures by Members of Departments Other than the Metropolitan Police Department), Effective Date December 1, 1971
SO-15-03 (The "Lively Standard"), Effective Date January 29, 2015
SOP-03-02 (Holding Facilities), Effective Date May 30, 2003
SOP-03-04 (Booking Team Procedures), Effective Date September 26, 2003
TT-06-091-06 (Required Forms for Conducting Daily and Weekly Holding Facilities Inspections), Issued May 30, 2006
TT-04-075-08 (Policy for Obtaining Palm Prints and Major Case Prints from Arrestees), Issued April 17, 2008
TT-04-075-09 (Policy for Capturing Livescan Photos of Arrestees Wearing Clothing Covering the Neckline), Issued April 17, 2009


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