

HONOLULU POLICE DEPARTMENT
POLICY
PRISONER AND COURT-RELATED ACTIVITIES

August 12, 2019

Policy Number 7.06

ARREST REPORT

POLICY

Officers shall prepare and distribute the arrest report as specified in this directive.

PROCEDURE

I. **GENERAL INFORMATION**

- A. The arrest report shall be prepared whenever an adult is arrested for any state statute or county ordinance or taken into custody for reasons other than a criminal violation (e.g., MH-1, MH-2, federal holds, and state holds).
- B. When an offender is booked on warrant arrests, a separate arrest report shall be prepared for each warrant.
- C. When an offender is booked for an Outside Assist offense, a separate arrest report shall be prepared from local charges for each county that confirms they will pick up the offender. For example, Maui County is one report while Maui and Hawaii Counties will require two separate report numbers. For each arrest report and Offender Tracking Number (OTN) generated, the offender shall be photographed and fingerprinted.
- D. When an offender is booked for an extradition, a separate arrest report number shall be prepared and completed. The offender shall also be photographed and fingerprinted under this separate OTN.
- E. The arrest report shall be prepared utilizing the computerized booking system. The exception would be when the system is not available. Refer to subsections III B and IV B.

II. PROCEDURES FOR BOOKING

- A. Arrest information shall be entered into the computerized booking system prior to taking the subject's booking photograph and fingerprints.

For specific instructions on entering data into the computerized booking system, refer to the training manual assigned to each receiving desk.

- B. Each booking location shall establish procedures to address periods when the computerized booking system is not available (e.g., scheduled maintenance, system down, etc.).

III. PROCEDURES FOR BOOKING PHOTOGRAPHS

- A. A booking photograph of the arrestee shall be taken utilizing the computerized mugshot system. The system will link the booking photograph with the arrest report.

- B. The following procedures shall be completed in the event that the computerized mugshot system is not available (e.g., scheduled maintenance, system down etc.):

1. The arrestee shall be photographed using a department-authorized digital camera; and
2. Once the computerized mugshot system is operational, the photographs shall be downloaded from the digital camera to the system as soon as practicable.

IV. PROCEDURES FOR BOOKING FINGERPRINTS

- A. Booking fingerprints of arrestees shall be obtained utilizing the computerized Livescan System. The system will link the booking fingerprints with the arrest report using the offender tracking number with the arrest report.

- B. The following shall be completed in the event that the computerized fingerprint system is not available (e.g., scheduled maintenance, system down, etc.):
1. The arrestee shall be fingerprinted using the fingerprint card with the fingerprint sheet and ink method;
 2. Two fingerprint cards shall be completed for the arrestee. A fingerprint sheet shall be used to obtain finger and palm prints from the arrestee; and
 3. The completed fingerprint cards shall be submitted to the Identification Unit, Records and Identification Division.

V. DISTRIBUTION OF FORMS

After the computerized booking process has been completed, photocopies of the arrest report shall be made and stamped with the following designations and distributed as such:

A. Intake Service Center/Corrections

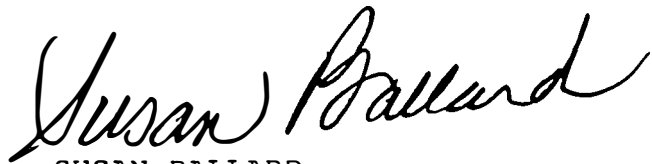
1. Districts 1, 5, 6, and 7: A copy shall be placed in the designated bin at the Central Receiving Division by 0430 hours; and
2. Districts 2, 3, 4, and 8: A copy shall accompany the arrestee to court and be retained by the correctional facility, if appropriate.

B. Prosecutor

1. Districts 1, 5, 6, and 7: A copy shall be forwarded to the prosecuting attorney's office via the court officer; and
2. Districts 2, 3, 4, and 8: The prosecutor's copy shall be forwarded to the appropriate regional district court.

C. Court

1. Districts 1, 5, 6, and 7: A copy shall accompany the arrestee to court; and
2. Districts 2, 3, 4, and 8: The court copy shall be forwarded to the appropriate regional district court.

A handwritten signature in black ink that reads "Susan Ballard". The signature is written in a cursive, flowing style.

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002