



POLICE SCIENCE

Arrest Processing



DEBRIEFING A PRISONER

All prisoners in custody of this Department and all new arrestees must be debriefed by a member of the service. The debriefing member of the service may be an investigator from the Detective Bureau, Intelligence Bureau, a Field Intelligence Officer (FIO), Anti-Crime/Street Narcotics Enforcement Unit (SNEU) supervisor, desk officer, etc. Police officers will not normally conduct debriefings. Detective Bureau investigators will conduct all debriefings for “firearms arrests,” regardless of arresting officer’s command. This debriefing will be documented in the Enterprise Case Management (ECMS) on a “Positive Debriefing” entry.

All prisoner debriefings, and especially all firearm related debriefings, should be documented in ECMS. The desk officer, precinct of arrest, should ensure that the debriefing is conducted by a member of the Detective Bureau or Intelligence Bureau, as appropriate.

DESK APPEARANCE TICKET (“D.A.T.”)

A Desk Appearance Ticket (D.A.T.) is defined as an appearance ticket issued in lieu of detention, at the direction of a desk officer, for misdemeanors, violations and certain Class “E” Felonies for hospitalized prisoners to appear in court on a future date.

The desk officer determines who is eligible for a D.A.T. by considering, validity of identification, likelihood to appear in court, warrants, etc. D.A.T.’s are becoming increasingly harder for a defendant to qualify for (e.g., a person who has failed to appear for one (1) traffic summons will not be issued a D.A.T.).

Patrol Guide procedure 208-28 “Identification Standards for Desk Appearance Tickets” describes a sequential five (5) step process to be followed during arrest processing in order to determine a defendant’s eligibility for a D.A.T. and involves the following components:

- Stricter Identification Standards
- New York State Probation/Parole Status Inquiry
- ADW Warrant Check/OCA Designations
- Department of Motor Vehicles Name Check
- Beta System Inquiry

FINGERPRINTING AND PALMPRINTING

One of the functions you will be performing quite often as a police officer is that



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of fingerprinting and palmprinting. Prisoners will be fingerprinted and palmprinted as part of the arrest process. Fingerprints and palmprints allow law enforcement officers to verify the identity of arrested persons, who quite often use aliases. In addition, by becoming part of a data bank network, fingerprints and palmprints can be used to identify people wanted on warrants, or whose prints match those found at a crime scene.

To maintain the quality of fingerprints forwarded to the Identification Section and the Division of Criminal Justice Services in Albany and the production of a prisoner's arrest history (RAP sheet) in an expeditious manner, the NYPD uses a fingerprinting system known as *Livescan*. Livescan is an inkless computerized fingerprinting and palmprinting system and is operational in all patrol commands. Training in the utilization of Livescan is provided by the Police Academy, Computer Training Unit during your Academy training.

FINGERPRINT AND PALMPRINTING SAFETY PRECAUTIONS

- Never take prints when alone with the prisoner
- Weapons (guns, pepper spray, and batons) should be secured with the desk officer or in a locker
- Check fingerprinting area for potential weapons prior to taking prints
- Never leave the prisoner alone or unattended before, during, or after taking prints
- Never cuff the prisoner to portable objects (such as chairs)
- Never attempt to force prints if the prisoner resists or is intoxicated
- Never leave items such as keys, pens, etc. within prisoner's grasp

MEDICAL TREATMENT OF PRISONER PROCEDURES

There are times when prisoners in police custody require medical/psychiatric treatment. It is important for you to understand and be able to apply these procedures because the prisoner's safety and well-being is your direct responsibility. You must also understand that while a prisoner is in your custody, you will care for their immediate medical needs whether they are arrest related or not.

A **Medical Treatment of Prisoner** form (PD244-150) will be prepared for a prisoner who requires medical aid or psychiatric treatment. This form is prepared for every prisoner who:



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- Receives medical or psychiatric treatment
- Refuses treatment after claiming injury or illness
- Is in apparent need of treatment
- May require prescribed medication
- Volunteers their positive status regarding a communicable disease, if not documented on Prisoner Movement Slip
- Already has previously treated injuries

To monitor and document the medical treatment of prisoners while in the Department's custody, this form is comprised of two sections. Section I is completed by the MOS and then reviewed and signed by a supervisor. Indicate the ACR or PCR number in this section. Enter in the remarks section any specific instructions from EMS staff regarding the care of prisoner, and/or if EMS staff brought the prisoner to a hospital emergency room for further treatment. Also use this section if prisoner refused medical aid. In the event that a prisoner has prescription medications in their possession, such medication will be invoiced, as required in Patrol Guide 208-03. In addition, with respect to any such medications, ensure that all appropriate captions on the Medical Treatment of Prisoner form are properly filled out.

The attending physician or member of a hospital staff completes Section II of the form. It addresses any medical screening or treatment a prisoner receives in the hospital, including psychiatric care. If a prisoner, attending physician, or hospital staff member refuses to complete or sign the form, you will note such fact on both the form itself and in your Activity Log. Make sure to include the full title and name of the person refusing and all details involved. The Health and Hospitals Corporation is entitled to a copy of the form.

The most ***common errors or omissions*** are as follows:

- No escorting officer information provided
- No nature of illness/injury information provided
- No EMS at Court Section information provided
- No NYPD Court Section Supervisor information provided
- No check boxes (located immediately above EMS Required information) filled out
- No Prescription Medication Processed check boxes filled out

Upon completion of the treatment of the prisoner, the uniformed member of the



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service concerned will allow hospital personnel to photocopy this form. A copy of the Medical Treatment of Prisoner form must accompany the prisoner until their custody is no longer the responsibility of this Department.

Do not overlook the importance of this form. The prisoner will not be accepted at Central Booking, Court, etc. if the prisoner has an apparent injury and the Medical Treatment of Prisoner form has not been prepared.