



Rochester Police Department General Order



EFFECTIVE DATE: April 20, 2015	SUBJECT: PRISONER TRANSPORTING & PROCESSING	ORDER# 520
RESCINDS: G.O. 520 (07/06/12) G.O. 521 (02/26/99)	REFERENCE STANDARD(S): NYS: 8.1,.5,.8; 42.3; 47.1,.5; 50.4,.8; 64.1	PAGE 1 of 23
ATTACHMENT(S): (A) RMS Prisoner Data Report		
Chief's Signature: <i>Michael L. Ciminelli</i>		

I. DEFINITIONS

- A. **Gender Expression:** Is a person's external representation or expression of gender identity to others, often through behavior, clothing, hairstyle, voice or body characteristics.
- B. **Gender Identity:** Is an individual's internal sense of being male, female, both, or neither. Individuals determine their own gender identity.
- C. **Sex:** The biological status of a person as male or female (physical attributes).

NOTE: **Intersex Individuals** are individuals born with chromosomes, external genitalia, and/or internal reproductive system that varies from what is considered "standard" for either males or females.

- D. **Transgender:** A broad term that refers to persons who do not conform or identify with traditional gender expectations associated with the sex they were assigned at birth. This term includes transsexual persons, androgynous individuals, individuals whose dress is typically associated with the opposite sex, and others whose appearance or characteristics are perceived to be gender atypical.

II. POLICY

- A. It is the duty of all members involved in the chain of custody to ensure the safety of arrested persons and their property, as well as the safety of other members and the public.

B. A RMS Prisoner Data Report (PDR) (Attachment A) will be completed by Rochester Police Department (RPD) members, and by all other persons empowered to make arrests within the City of Rochester that are returnable to Rochester City Court, for arrests of all:

1. Adults, and
2. Juveniles, only when charged as a "Juvenile Offender".

NOTE: For those agencies and members that do not have access to RMS, the Prisoner Data Report, RPD 1216 may be used.

C. Suspects will not be taken into the Monroe County Sheriff's Office (MCSO) Central Booking Office without being charged with an offense, or without the proper documentation.

D. Juveniles will not be brought into the Booking Office.

III. PROCEDURES FOR TRANSPORTING PRISONERS

A. Vehicle and Prisoner Searches

1. Members will search their police vehicles for weapons and other contraband prior to the start of, and at the end of each tour of duty, and following the removal of any person from the rear seat of the patrol vehicle.
2. Every prisoner will be searched for weapons and contraband prior to being placed in the rear of the patrol vehicle.
3. Members should search prisoners of the same sex.
4. If it is determined that a prisoner is a transgender person, members will search consistent with the gender expression of the prisoner, unless otherwise requested by the prisoner. If the gender expression is unclear, the member will respectfully ask how the person would like to be referred to, and by which gender officer the person would prefer to be searched.

5. Members will not conduct any type of search or touch a person in any way solely to determining a person's sex.
6. Prisoners will not be left unattended while awaiting the arrival of another member to conduct a search.
7. If a member of the same sex as the prisoner, or requested sex by a transgender prisoner, is unavailable, or exigent circumstances exist whereby awaiting arrival of another member would pose a risk to officer or public safety, the member that is present will conduct the search.
8. This search will include, but is not limited to:
 - a) A pat-down of all body and clothing surfaces.
 - b) A search of all clothing pockets, shoes, purse, etc., where a weapon or contraband could be readily accessible or concealed. Prisoners or any person being transported will not be permitted to carry on their person, or in any way have access to, any article of clothing (e.g., jacket, sweater, cap) where a weapon or contraband could be concealed, unless it has been thoroughly searched for same. Non-clothing items that could be used for such concealment (e.g., purses) will be kept in the front compartment or trunk of the police vehicle during transport. Members will appropriately transfer or secure the property upon completion of the transport.
 - c) Any weapon, dangerous article, or contraband found will be immediately and safely disarmed, secured, and turned in to the Property Clerk's Office for safekeeping or as evidence, per G.O. 450, Property Evidence/Property Control. Property taken into custody for safekeeping will accompany the prisoner to Booking unless it is too large for the Booking Office to accommodate (e.g., a bicycle). In this case, it will be turned over to the Property Clerk's Office for safekeeping. All other property, including money, will accompany the prisoner to the Booking Office, unless held as evidence. When securing a weapon, members will use the guidelines outlined in G.O. 455, Firearms Evidence & Confiscated.

- d) Unless injuries or physical deformities interfere, all prisoners, including juveniles, will be handcuffed before being placed in the police vehicle. Handcuffs will be applied behind the prisoner's back, with palms of hands placed outward, and the handcuffs will be double locked. Note: If, due to prisoner resistance or other compelling circumstances, handcuffs cannot be double locked when they are first applied, members will double lock the handcuffs once it is safe and feasible to do so.
 - e) Handcuffs and/or restraining devices will only be removed from the prisoner prior to placement in the MCSO Central Booking cell upon custodial transfer to Booking Office personnel.
 - f) When practical, prisoners will be transported wearing clothing appropriate for decency and weather (temperature) conditions. Otherwise, members will, whenever feasible, obtain clothing that can be given to the prisoner at a later time (e.g., a violent, combative prisoner wearing only undergarments arrested at or near home).
9. Scanning of prisoners for weapons with hand-held metal detectors as described in this order is only a supplement to a hand-search, not a replacement for a hand-search. These instruments are not designed to detect every possible type of weapon. Members must thoroughly hand-search all prisoners for weapons and contraband using the aforementioned procedures.

B. Transporting Procedures

- 1. Prisoners may be transported by a Prisoner Transport Vehicle (PTV), unless one is unavailable.
- 2. PTV personnel will:
 - a) When taking custody of prisoners, scan the prisoner for weapons using a hand-held metal detector. The arresting member will assist as needed. All prisoners will be scanned prior to entering the PTV.

- b) When placing prisoners in the PTV, separate prisoners by gender by placing them in separate compartments in the rear of the vehicle. A transgender prisoner will be the only prisoner in the compartment, and cannot be placed with any other prisoner.
 - c) Notify the Emergency Communications Department (ECD) when they are enroute to Booking, upon arrival, and when they are clear.
 3. Prisoners may be transported by alternate means of transportation, such as a police vehicle with a screen, or an ambulance, if the prisoner is:
 - a) To be interviewed at the Central Investigations Section (CIS), the Section office located at 630 N. Clinton Ave., or approved offices of other police jurisdictions, if appropriate.
 - b) A non-violent juvenile.
 - c) Physically disabled. The prisoner's wheelchair, crutches, prosthetic devices, etc. will be secured and transported along with the prisoner.
 - d) To receive medical attention at a hospital, or;
 - e) Other justifiable circumstances, such as an outstanding warrant, make it more appropriate to transport by patrol vehicle.
 4. When claiming prisoners in custody for RPD by other jurisdictions, members will, prior to transporting:
 - a) Positively identify the prisoner, either by personal documents, RPD records information/photograph, fingerprints, or other reliable means.
 - b) Verify the existence of any warrant or RPD wanted package.
 - c) Ascertain information relating to the prisoner's escape or suicide potential, or other personal traits of a security nature.

- d) Complete a PDR, including any information relative to III.B.4.c.
- 5. When a prisoner is being transported in a police patrol vehicle, the handcuffed prisoner will be placed in the rear seat compartment with the seat belt securely fastened.
- 6. Prisoners are not to be left unattended, and will be transported directly to Booking, unless the PTV will be picking up additional prisoners.
- 7. Transporting members should monitor the prisoner's physical well being before, during, and after transport, whenever possible. Members should look for signs which may indicate the prisoner is suffering from a medical condition or emergency, such as a possible heart attack, breathing difficulties due to the prisoner's position (e.g., placement in vehicle of handcuffed, obese person), possible over-ingestion of drugs and/or alcohol, or anxiety caused by the arrest. When such signs present themselves, medical attention must be rendered immediately.

NOTE: Never place or allow a handcuffed prisoner to remain in a prone position during transport.

- 8. Smoking by prisoners being transported is prohibited.
- 9. Communication between prisoners and other persons after arrest and during transport is at the transporting member's discretion.
- 10. While transporting a prisoner, members:
 - a) Will not engage in any type of pursuit or emergency driving.
 - b) Will not respond to other calls for service, unless there is a clear risk of grave injury to another person.
- 11. Members transporting prisoners will be seated in the transporting vehicles as follows:
 - a) PTV - both members to sit in the front of the vehicle.

- b) Police vehicle with a screen - member(s) will sit in front.
- c) Police vehicle without a screen - one member (the driver) in the front seat, with one member in the rear seat with the prisoner, gun side away from prisoner, when possible.

C. Prisoners That Are Opposite Gender or Transgender

1. Members transporting prisoners that are opposite gender or who are transgender will:

- a) Document the transport via Mobile Data Computer (MDC). The "Transport" function will be used when beginning, with destination and starting mileage entered. Beginning location must also be entered if not currently logged out there. Upon arrival, the "Transport Complete" function will be used and mileage entered.
- b) If not equipped with a MDC, notify the dispatcher of their location, destination, and starting mileage. Dispatchers will acknowledge the exact time the message is received. Upon arrival, the dispatcher will be notified of the exact location and mileage. Again, the dispatcher will acknowledge with the exact time.

NOTE: When using the police radio, members will refer to a transgender prisoner in a manner consistent with the prisoner's gender expression. If the prisoner's gender expression is unclear, the member will respectfully ask how the prisoner would like to be referred to.

- c) Proceed without delay and by the most direct route to their destination. The dispatcher will be notified immediately if any delay is encountered while en route.

D. Ill, Injured, and Mentally Disturbed Prisoners

1. Members will wear the PESH mandated particulate respirator when transporting suspects/prisoners with suspected or confirmed infectious Tuberculosis.
2. Members who do not have the PESH particulate respirators will not transport suspects/prisoners who are suspected or confirmed to be infected with Tuberculosis.
3. Any prisoner will be transported to a hospital for medical treatment before being transported to the Booking Office if the prisoner:
 - a) Has apparent injuries or complaints of injury that require medical attention.
 - b) Is unconscious or semi-conscious due to alcohol or drug consumption.
4. Depending upon the nature of the prisoner's condition, he will be transported by either ambulance or a police vehicle. Members will:
 - a) Ensure that handcuffed prisoners will not be transported in an ambulance in a prone position, but rather a supine or lateral position.
 - b) Ensure that the prisoner is properly and safely secured during transport in such a manner that will prevent escape by the prisoner, but will not aggravate any possible medical condition.
 - c) In cases of ambulance transport, follow directly behind the ambulance to the hospital.
 - d) Unless injuries and conditions prohibit, upon arrival at the hospital and to the best extent possible, prior to exposure to hospital personnel (except security), scan the prisoner for weapons using a hand-held metal detector as provided by the hospital. The scanning is to be witnessed by hospital security staff, whose name(s) will be noted by the member in their report.
 - e) Remain with the prisoner at all times while at the hospital.

NOTE: Individuals under a prisoner guard will not be allowed visitors.

- f) Step outside of the privacy curtain and remain there during the examination of a prisoner of the opposite gender or a transgender prisoner, unless hospital staff requests the member's assistance.
 - g) Ensure that photos are taken of the prisoner's injuries.
5. If the prisoner must be admitted to the hospital:
- a) Members should notify their supervisor immediately so that arrangements can be made to have the prisoner arraigned as soon as possible.
 - b) The Section in which the original offense occurred will be responsible for posting a prisoner guard until the prisoner is treated and released, or is arraigned at the hospital.
 - c) Individuals admitted to hospital under a prisoner guard will not be allowed visitors.
 - d) Members assigned to a prisoner guard will create a new event indicating "Prisoner Guard" in the CAD system through ECD, or by utilizing a MDC.
 - e) Members will complete a report (e.g., Incident or Investigative Action Report) documenting the information about the prisoner guard.
 - f) A custody log will be maintained to keep a record of members guarding the prisoner.
 - g) An appearance ticket may be issued if the original offense meets the criteria set forth in G.O. 523, Appearance Tickets.
6. Prisoners arrested under the Mental Hygiene Law will:
- a) Be transported by ambulance or a patrol vehicle (with permission from a supervisor).

- b) Be handcuffed during transport and, if necessary, at the hospital. In cases of violent mentally ill persons, if requested to do so by the ambulance crew, members will ride in the ambulance patient compartment. If not, members will follow directly behind the ambulance to the hospital.
 - c) Be restrained in the ambulance if handcuffs alone are not sufficient. Members should request the use of additional restraining devices supplied by ambulance personnel.
 - d) Unless injuries and conditions prohibit, upon arrival at the hospital and to the best extent possible, prior to exposure to hospital personnel (except security), be scanned by a member for weapons using a hand-held metal detector as provided by the hospital. The scanning is to be witnessed by hospital security staff, whose name(s) will be noted by the member in their report.
7. Only after the hospital certifies release of the prisoner or the prisoner refuses treatment for non-life threatening injuries, will the prisoner be transported to the Booking Office. Any information concerning treatment received or refused should be noted on the PDR before it is given to the Booking Office staff.
8. If an unarraigned prisoner brought to the Booking Office exhibits behavior or characteristics that meet the criteria for a Mental Hygiene arrested under Section 9.41 of the Mental Hygiene Law, members may affect a mental hygiene arrest, citing Section 9.41 of the Mental Hygiene Law. The prisoner will be transported to a hospital according to Section III.D.6 of this Order.
- E. Violent Prisoners Requiring Medical Treatment
- 1. Violent prisoners will be held in restraints during all medical and mental health evaluations. If a medical supervisor or treating physician requires the removal of restraints, members will do so only after advising the requesting person of the potential for injury to others, and after securing adequate assisting members.

- F. Scanning of Prisoners/Suspects at the Public Safety Building (PSB)
1. Members will scan all prisoners or suspects transported to the PSB for weapons using a hand-held metal detector, as follows:
 - a) When transporting directly to the Booking Office, immediately upon entry to Booking, a search of the prisoner will be completed.
 - b) Prisoners arrested or transported to the PSB, (e.g., CIS or SIS), will be scanned upon arrival with either the metal detectors maintained in CIS, SIS, or the Headquarters Desk.
 2. The time and place a prisoner has been scanned will be entered on the Custody Log (RPD 1187), as applicable.

IV. BOOKING/DETENTION AREA PROCEDURES

- A. Entrance will be achieved through the main street level entrance.
- B. All prisoners will be scanned prior to entry, pursuant to Section III.F.
- C. Members will remove and secure all weapons (firearm, chemical agents, baton, etc.) and ammunition before entering the Booking area.
- D. In the Booking Office and detention area, transporting members will:
 1. Stand by while a search of the prisoner is completed.
 2. Ensure Booking personnel have a copy of a completed PDR.
 3. Advise Booking personnel of any known or suspected medical or mental problems of the prisoner. These should also be noted on the PDR.

NOTE: In the event that contraband is found during the prisoner search, booking personnel will notify the arresting member. The member will return to the Booking Office to take custody of the property and file any additional charges.

E. Prisoner Identification

1. If, after placing an individual under arrest, the arresting member:
 - a) Is unable to ascertain the individual's identity; or
 - b) Reasonably suspects that the identification given by the individual is not accurate; or
 - c) Reasonably suspects that the individual is being sought by law enforcement officials for the commission of some other offense;

The individual should be brought to the Booking Office for fingerprinting. If the offense is for a NON-PRINTABLE offense, such as Disorderly Conduct, Harassment, etc., as pursuant to Section 160.10, Sub.2 of the NYS Criminal Procedure Law, fingerprints will be taken using the Live Scan fingerprint inquiry system. Paper Inquiry Cards or Live Scan will be made available at TSS.

2. The fingerprint card or Live Scan results will be delivered immediately by Booking Office personnel to the Headquarters Sergeant or in his absence, the Desk Officer in charge.
3. The Headquarters Sergeant or in his absence, the Desk Officer in charge, will contact DCJS to arrange for file searches by fingerprints if a paper Inquiry Card is used.
4. Bail will not be set until proof of identification is presented to the Headquarters Sergeant or in his absence, the Desk Officer in charge. Proof may consist of a photo identification document issued by a governmental entity (e.g., driver license, DSS card), or by fingerprint identification, RPD record information, or DCJS file search results.
5. It is the arresting member's responsibility to make certain that Booking Office personnel and the Headquarters Sergeant or in his absence, the Desk Officer in charge are promptly notified of any arrest in which the prisoner's identity is in question. The Headquarters Sergeant or Desk

Officer in charge will be responsible for making appropriate contact with DCJS and following proper identification processes.

F. Medical Treatment of Unarraigned Prisoners Released to RPD Members

1. Prisoners will be released from the Booking Office back to the custody of members of the Section from which the original offense occurred for emergency (hospital) medical attention.
2. A prisoner who requires emergency medical care for a non-life threatening injury or illness will be handcuffed and may be transported by a PTV or a patrol vehicle with a screen.
3. A prisoner who requires emergency medical care for a life threatening or incapacitating illness or injury will be transported to a hospital by ambulance, handcuffed to the gurney. Members will follow directly behind the ambulance. If, due to the prisoner's physical condition, he or she cannot be handcuffed, escorting members will ride in the ambulance.
4. At the hospital, the staff will be advised that the patient is a prisoner and will be provided with any medical information concerning the prisoner to expedite treatment.
5. The escorting member will remain with the prisoner and will follow the guidelines outlined in Section III.D.5 a-f of this Order, if the prisoner is to be admitted.
6. Following medical evaluation, and upon returning to the Booking Office, the escorting member will notify their supervisor and the Booking Office of the nature of the prisoner's illness/injury.

G. Juvenile Prisoners

1. Juvenile suspects may be interviewed in their home if they are cooperative and non-violent. Otherwise, in-custody interviews will only be conducted in the Family and Victim Services Section designated/approved area(s). No juvenile prisoner will be left unattended in the juvenile interview rooms. Members will refer to the directives set forth in G.O.

435, Juvenile Procedures. Custody location of the juvenile, after interviewing, will be determined by the charges lodged.

2. If the Booking Office finds that a prisoner has lied about his age and is actually a juvenile, Booking personnel will:
 - a) Immediately contact the arresting member or a supervisor in the Section in which the arrest was made. The arresting member or other members assigned by the supervisor will immediately return to the Booking Office to remove the juvenile from the area.
 - b) Hold the juvenile apart from adult detainees until he can be taken into custody by RPD members and transferred to the Family and Victim Services Section juvenile interview area, where he will be properly guarded by RPD members.
3. When the arresting member is advised that the prisoner is actually a juvenile, he will:
 - a) Follow the procedures for juvenile arrests, as outlined in G.O. 435.
 - b) Submit new paperwork as required.
4. Any juvenile delinquent held in the Monroe County Children's Center who is in need of medical attention will be escorted by a member of the staff of the Center. If the juvenile is a Juvenile Offender, a member of the MCSO will escort him. In an emergency only, when a MCSO unit is not able to respond immediately, a member of the RPD will escort the juvenile and provide a prisoner guard during all medical procedures until that member can be relieved by a member of the MCSO or a member of the juvenile's arresting agency. When mutually agreeable, a Center employee may accompany the escorting law enforcement agency when transporting a juvenile offender.

H. Transport of Juvenile Offenders to City Court

1. Juvenile Offenders who are to be arraigned in City Court will not be brought to City Court through public areas on

the plaza level of the Civic Center Plaza. This includes the common access points, such as:

- a) Past or through the metal detectors on the plaza level;
 - b) The exit door to the plaza near the metal detectors.
2. Members will instead access City Court through the Monroe County Sheriff's Dept. as follows:
- a) Prior to transporting the defendant to the Civic Center Plaza, members will contact the MCSO Prisoner Transport Unit (after 0700 hours Monday - Friday) at 753-4146. If that number is busy, call 753-4145 or 4144. The Transport Corporal or supervisor will arrange for a Transport Deputy to meet the member and the juvenile offender for transport to City Court.

NOTE: On weekends, call 753-4021 and ask for the on duty Sergeant or Lieutenant.

- b) A Transport Deputy will escort the member and the juvenile offender to the City court holding area, which will be cleared prior to arrival of the juvenile offender. Entry to the building will be gained via the glass doors of the Sheriff's Headquarters Building adjacent to the main street level entrance to jail intake.
 - c) Following the arraignment, the Transport Deputy will escort the member and juvenile offender back.
3. If time allows, the member may apply for a Securing Order as an option to the above procedure. A Securing Order would transfer custody of the juvenile offender to the MCSO, who would then become responsible for the transport. MCSO would not become responsible until they receive the Securing Order, however; granted reasonable time to affect same.

V. PROCEDURES FOR THE ESCAPE OF PRISONERS

- A. Transporting members will:

1. Immediately notify the dispatcher and provide a description of the escapee and any other pertinent information that will aid in their recapture.
 2. Immediately notify their supervisor.
 3. Assist in the search for the prisoner.
 4. Conduct a preliminary investigation of the appropriate additional criminal charges and document same. Members will adhere to the directives set forth in G.O. 560, Psychiatric Crisis Intervention, when a Mental Hygiene prisoner escapes.
- B. Supervisors will:
1. Coordinate a thorough search in proximity of the escape.
 2. Notify their Section/Unit Platoon Commanding Officer.
 3. Request additional assistance from other sections, units, or agencies as required.
 4. Conduct an administrative investigation into the circumstances surrounding the escape.
- C. If the escape occurs in another jurisdiction, the transporting member will:
1. Notify the responsible law enforcement agency in that jurisdiction.
 2. Immediately notify their supervisor.
 3. Assist in all efforts to recapture the escaped prisoner.
 4. Document the incident and forward it through the chain of command to the Deputy Chief of Operations.

VI. BAIL AND RELEASE OF PRISONERS

- A. The Headquarters Sergeant or in his absence, the Desk Officer in charge, will set bail for prisoners in accordance with the provisions set forth in the New York State Criminal Procedure Law, Section 150.30, Sub.1 and 2.

- B. A bail slip (if applicable) and appearance ticket will be issued before the release of any unarraigned prisoner from custody.
- C. Bail will be accepted only at Headquarters. Current directives outlining acceptance, retention, and transfer of bail money to City Court will be followed.

VII. PRISONER PROPERTY

- A. Property taken into custody and taken to the Property Clerk as evidence or for safekeeping will be listed on a Property Custody Sheet under the same CR# as the arrest.
- B. Property taken into custody for safekeeping will accompany the prisoner to Booking unless it is too large for the Booking Office to accommodate (e.g., a bicycle). In this case, it will be turned over to the Property Clerk's Office for safekeeping.
- C. The prisoner's cash, if not held as evidence, will accompany the prisoner to the Booking Office.
- D. The prisoner will be given ply three of the Property Custody Report as a receipt.
- E. Any prescription or over-the-counter medications found on the prisoner will be turned over directly to Booking personnel by the transporting member with a notation on the PDR.
- F. Any contraband, illegal drugs, and drug paraphernalia found on the prisoner will be taken into custody and delivered to the Property Clerk as evidence or for destruction and documented pursuant to G.O. 450.

VIII. DISTRIBUTION OF THE PDR

- A. Adults
 - 1. Physical Arrests
 - a) When a physical arrest is made, members will ensure copies of the PDR (whether RMS or paper) are presented to the Booking Office with the arrestee.
 - b) Records will print three (3) copies.

- (1) One (1) to place in the defendant's criminal history folder.
- (2) Two (2) copies will be forwarded to City Court.

2. Appearance Ticket Arrests

- a) When the arrestee is issued an appearance ticket in lieu of a physical arrest, members will forward three (3) copies of the PDR, attached to the appearance ticket(s), directly to the Headquarters and Records Unit via the Police Service Counter, 48 hours prior to the date of the court appearance.
- b) Headquarters and Records personnel will retain and scan one (1) copy, and forward two (2) copies to City Court.

B. Juvenile Offenders

When a physical arrest is made, four (4) copies of the PDR will be delivered to Headquarters and Records via the Police Service Counter *prior* to the date of the court appearance for City Court Docket entry. Headquarters/Records will retain and scan one (1) copy, and forward one (1) copy to the Family and Victim Services Section and two (2) copies to City Court.

RMS PRISONER DATA REPORT FORM COMPLETION

Arresting members will complete Blocks 1-73 for all arrests. If a MoRIS number exists prior to this arrest, enter it on the top line after "MoRIS#". If a MoRIS number does not exist, but an RPD number exists prior to this arrest, enter in the 'MoRIS#' box and indicate it is an RPD number. If neither a MoRIS or RPD number exist, leave both lines blank. MCSO Booking will assign the MoRIS number at MCSO Booking.

Prisoner Name: Enter the full name of the arrestee, including middle and suffix (e.g., Jr.), in the applicable RMS fields.

Original CR#: Enter the *original* CR number of the incident. If the arrest results from a continued investigation, enter the CR# of the original incident. For warrant arrests, the original CR# will usually appear on the warrant.

Alias/Maiden Name: Select the alias type (AKA or maiden name) and enter in the appropriate fields.

Nickname: Enter nickname or street name (e.g., Sunny, Angel).

Social Security #: Enter the arrestee's Social Security number.

Arrest CR#: *Arrest CR # - Every arrest must have an arrest CR#.* If the arrest occurred at the same time as the original incident, enter the original CR#. If the arrest results from a warrant or continued investigation, enter the working CR#, generated at the time of the arrest.

Address: Enter the address of the arrestee's residence in the appropriate fields.

Phone #: Select the primary phone type and enter the arrestee's phone number.

Date of Birth: Enter the arrestee's date of birth.

Age: Enter the arrestee's age.

Sex: Select the arrestee's sex. For a transgender prisoner, enter their sex as indicated in legal identification (e.g., Driver's License) and note in the Remarks field "transgender".

Race: Select the arrestee's race.

Height: Enter the arrestee's approximate height in feet and inches.

Weight: Enter the arrestee's approximate weight in pounds.

Hair Color: Select the appropriate hair color of the arrestee.

Hair Length: Select the appropriate descriptive length of the arrestee's hair.

Eye Color: Select the descriptive eye color of the arrestee.

Complexion: Select the appropriate complexion description of the arrestee.

Build: Select the appropriate build description of the arrestee.

Facial Hair: Select the appropriate facial hair description of the arrestee.

Ethnicity: Select the ethnicity of the arrestee.

Residence Status: Select the residence status of the arrestee.

Citizen: Select whether or not the arrestee is a United States citizen.

Place of Birth: Enter the arrestee's place of birth.

Court Supervision: Make the appropriate selection if the arrestee is currently either on probation or parole.

Glasses: Select whether or not the arrestee wears eyewear.

Gang Affiliation: Make the appropriate selection if the arrestee is affiliated with a gang or not.

Religion: Select the juvenile's religious affiliation by denomination.

Education Level: Enter the highest level of education completed by the arrestee.

Dominant Hand: Select which is the arrestee's dominant hand.

Military Service: Select whether or not the arrestee has served in the military.

Marital Status: Select the arrestee's marital status.

of Children: Enter the number of children that the arrestee has.

Scars, Marks or Tattoos: Enter any scars, marks, tattoos, or distinguishing features that the juvenile has in the SMT code, type, location and description fields. List the three most prominent SMTs (i.e., most visible). If there are more than three, list the additional in the Remarks field.

Address of Crime: Enter the address of the offense in the applicable fields.

Date of Crime: Enter the date of the offense.

Address of Arrest: Enter the address where the person was arrested in the applicable fields.

Date of Arrest: Enter the date of the arrest.

Time of Arrest: Enter the time of the arrest.

SUBJECT: PRISONER TRANSPORTING & PROCESSING	ORDER# 520	PAGE# - 21 -
--	-----------------------------	-------------------------------

- PSA: Enter the patrol beat in which the arrest occurred.
- Arrest Type: Select the appropriate Arrest Type (Arrest Warrant, Bench Warrant, Crime in Progress, Investigation, Order of Protection, Other, Turnover Arrest).
NOTE: When selecting Bench Warrant, do not enter any information in the Statute Description, Attempt/Commit, Counts, and Larceny Type fields. Instead, this information must be documented in the Remarks field.
- App Ticket #: Enter the appearance ticket number if one is issued.
- Arresting Officer #1: Select the member's name that completed the report.
- IBM #: The member's IBM # that completed the report will appear here.
- Arresting Officer #2: Select the officer's name that assisted with the arrest.
- IBM #: The officer's IBM # that assisted with the arrest will appear here.
- Statute Description, Attempt/Commit, Counts, Larceny Type: Select the appropriate offense(s) that was/were committed, select whether it was attempted or completed, enter how many counts, and select the larceny code if applicable.
- Arrestee Weapon Information: Select what type of weapon the arrestee was armed with when arrested.
- Search Completed By: Select the member's name that completed the search of the arrestee.
- IBM #: The member's IBM # that completed the search will appear here.
- Fingerprintable?: Select whether or not fingerprints may be taken of the arrestee, based upon the offense.
- Positive ID?: Select whether or not the arrestee's identity has been positively established. This is done through verification of a photographic identification document issued by a governmental entity; e.g., driver's license, DMV non-driver identification, DSS identification card, etc.
- Wanted by Other Jurisdiction?: Select whether or not you have reason to believe that the arrestee is being sought by any other law enforcement agency for a separate offense. If "yes" is selected, explain in the narrative.
- Remarks: The arresting officer's notes will be entered here and include:
- a. Any information relating to the prisoner's escape or suicide potential or other personal traits of a security nature;

- b. Any physical injury observed or complained of and any other physical or mental problem of the defendant;
- c. Any medication being taken/used (prescription or non-prescription);
- d. Names of any co-defendants;
- e. Any appropriate note to the court or that will assist in appropriate bail setting; and
- f. Damaged police and/or personal equipment.

Occupation: Enter the occupation of the arrestee.

Employer: Enter the name of the arrestee's employer.

Address: Enter the address of the arrestee's employer in the applicable fields.

Phone #: Enter the phone number of the arrestee's employer.

Mother's Name: Enter the name of the arrestee's mother in the appropriate fields.

Address: Enter the address of the arrestee's mother.

Phone #: Enter the phone number of the arrestee's mother.

Father's Name: Enter the name of the arrestee's father in the appropriate fields.

Address: Enter the address of the arrestee's father.

Phone #: Enter the phone number of the arrestee's father.

Spouse/Boyfriend/
Girlfriend Name: Enter the name of the arrestee's spouse/girlfriend/boyfriend in the appropriate fields.

Address: Enter the address of the arrestee's spouse/girlfriend/boyfriend.

Phone #: Enter the phone number of the arrestee's spouse/girlfriend/boyfriend.

Jail Info Boxes: FOR MONROE COUNTY SHERIFF'S OFFICE USE ONLY.



ROCHESTER POLICE DEPARTMENT PRISONER DATA REPORT

MoRIS #

Page of

ARRESTEE INFORMATION

Prisoner Name (Last, First, Middle Suffix)										Original CR#	
Alias and/or Maiden Name (Last, First, Middle, Suffix)					Nickname			Social Security #		Arrest CR#	
Address							Phone #				
Date of Birth	Age	Sex	Race	Height	Weight	Hair Color	Hair Length		Eye Color	Complexion	Build
Facial Hair			Ethnicity		Residence Status			Citizen	Place of Birth (City, State or Country)		Court Supervision
Glasses		Gang Affiliation		Religion			Education Level		Scars, Marks or Tattoos		
Dominant Hand		Military Service?		Marital Status			# of Children				

ARREST INFORMATION

Address of Crime			Date of Crime	Address of Arrest			Date of Arrest	Time of Arrest	PSA
Arrest Type		App Ticket #	Arresting Officer #1			IBM #	Arresting Officer #2		IBM #
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Statute -		Attempt/Commit -		Counts -		Larceny Type -			
Description -									
Arrestee Weapon Information			Searched Completed By			IBM#	Fingerprintable?	Positive ID?	Wanted by Other Jurisdiction?

REMARKS

CONTACT INFO

Occupation		Employer	Address		Phone #
Mother's Name			Address		Phone #
Father's Name			Address		Phone #
Spouse/Girlfriend/Boyfriend Name			Address		Phone #

JAIL INFO

Searched by Jail		Amount of Money	Released to Custody of		Date	Time
Released on Bail		Bail Amount	Released By			
Booking Deputy's Remarks / Signature & ID# (Include Medical Notes, Injuries, Etc.)						