

§ 5–113.01. Records required to be maintained; budget and staffing transparency.

(a) The Mayor of the District of Columbia shall cause the Metropolitan Police force to keep the following records:

(1) General complaint files, in which shall be entered every complaint preferred upon personal knowledge of the circumstances thereof, with the name and residence of the complainant;

(2) Records of lost, missing, or stolen property;

(3) A personnel record of each member of the Metropolitan Police force, which shall contain his name and residence; the date and place of his birth; his marital status; the date he became a citizen, if foreign born; his age; his former occupation; and the dates of his appointment and separation from office, together with the cause of the latter;

(4) Arrest books, which shall contain the following information:

(A) Case number, date of arrest, and time of recording arrest in arrest book;

(B) Name, address, date of birth, color, birthplace, occupation, and marital status of person arrested;

(C) Offense with which person arrested was charged and place where person was arrested;

(D) Name and address of complainant;

(E) Name of arresting officer; and

(F) Disposition of case;

(4A) The Metropolitan Police force shall maintain a computerized record of a civil protection order or bench warrant issued as a result of an intrafamily offense;

(4B) Records of stops, including:

(A) The date, location, and time of the stop;

(A-i) The bureau, division, unit, and if applicable, police service area, of the officer who conducted the stop, at the time it was conducted;

(B) The approximate duration of the stop;

(C) The traffic violation or violations alleged to have been committed that led to the stop;

- (D) Whether a search was conducted as a result of the stop;
- (E) If a search was conducted:
 - (i) The reason for the search;
 - (ii) Whether the search was consensual or nonconsensual;
 - (iii) Whether a person was searched, and whether a person's property was searched; and
 - (iv) Whether any contraband or other property was seized in the course of the search;
- (F) Whether a warning, safety equipment repair order, or citation was issued as a result of a stop and the basis for issuing such warning, order, or citation;
- (G) Whether an arrest was made as a result of either the stop or the search;
- (H) If an arrest was made, the crime charged;
- (I) The perceived gender of the person stopped;
- (J) The perceived race or ethnicity of the person stopped; and
- (K) The date of birth of the person stopped;
- (4C) Use of force incidents, including:
 - (A) The total number of use of force incidents and the type of force used;
 - (B) The total number of officers involved in each use of force incident;
 - (C) The total number of persons involved in each use of force incident;
 - (D) The number of civilian complaints filed with the Metropolitan Police Department for excessive use of force, by police district, and the outcome of each complaint, including disciplinary actions;
 - (E) If an arrest was made, the crime charged;
 - (F) The gender, race, age, and ethnicity of each person involved in a use of force incident; and
 - (G) The gender, race, age, and ethnicity of any officer involved in a use force incident;
- (4D) For the purposes of this section, the terms "contact", "frisk", and "stop" shall have the meanings ascribed in Metropolitan Police Department General Order 304.10;

(4E) The following information, disaggregated by school, except in cases where disaggregation could reveal a student's identity:

(A) The number of times a law enforcement officer was dispatched to, or requested by, a school;

(B) The incident or arrest classification;

(C) The number of school-related arrests, as that term is defined in [§ 38-236.01\(17\)](#), involving an officer;

(D) The type and count of weapons or controlled substances recovered from any school-related event, whether or not an arrest occurred; and

(E) Demographic data for any student and law enforcement officer involved in a stop or school-based arrest, including:

(i) Race and ethnicity;

(ii) Gender; and

(iii) Age; and

(5) Such other records as the Council of the District of Columbia considers necessary for the efficient operation of the Metropolitan Police force.

(a-1) The records maintained pursuant to subsection (a)(4B) and (4C) of this section shall be published on the Metropolitan Police Department's website biannually.

(b) The Metropolitan Police force shall cooperate with the Criminal Justice Coordinating Council by sharing records to the extent otherwise permissible under the law for the purpose of preparing the report described in [§ 22-4234\(b-3\)](#).

(c) The Metropolitan Police Department ("MPD") shall publish the following information on its website:

(1) Monthly, for the prior 5 fiscal years and the current fiscal year, to date, by month:

(A) A staffing report of the number of sworn officers and civilian employees employed by MPD, by bureau, division, unit, and, if applicable, police service area and rank, with a crosswalk to compare actual staffing to funded and unfunded full-time equivalents in that bureau, division, unit, and if applicable, police service area and rank;

(B) The number of employees that:

(i) Separated from MPD, by type of separation, broken down by civilian employees, cadets, cadet conversion recruits, non-cadet conversion recruits, officers, and senior police officers; and

(ii) Were hired by MPD, broken down by civilian employees, cadets, cadet conversion recruits, non-cadet conversion recruits, officers, and senior police officers; and

(C) Copies of the overtime pay spending reports submitted to the Council as described in subsection (d) of this section.

(1A) Biannually, aggregated data collected in accordance with subsection (a)(4E) of this section;

(1B) Quarterly, the case closure rates for:

(A) Violent crimes, by offense, committed with or without the use of a weapon; and

(B) Non-fatal shootings.

(2) Annually:

(A) A listing of all full-time equivalents at MPD, in spreadsheet format, that includes the following fields for each full-time equivalent:

(i) Position number;

(ii) Position title;

(iii) Whether the position is funded or unfunded;

(iv) Whether the position is filled or vacant;

(v) Program;

(vi) Activity;

(vii) Salary; and

(viii) Fringe benefits; and

(B) A report on MPD's overtime spending, which shall include the amount spent fiscal year-to-date, by month, on overtime pay and a description of the staffing plan and conditions justifying the overtime pay; and

(3) Annually, by the date the annual MPD budget is proposed by the Mayor and transmitted to the Council:

(A) The approved, revised, and actual MPD budgets for the prior 5 fiscal years and the current fiscal year, the expenditures for those years, and the proposed MPD budget for the next fiscal year, in spread-sheet format, broken down, at a minimum, by program, activity, comptroller source group, fund source, and service level; and

(B) For the proposed MPD budget for the next fiscal year:

(i) The total proposed budget for hiring personnel;

(ii) The gross and net number of personnel MPD anticipates the proposed budget will allow it to hire, broken down by civilian employees, cadets, cadet conversion recruits, non-cadet conversion recruits, officers, and senior police officers; and

(iii) A crosswalk identifying any proposed actual or paper changes to MPD's internal organization, including its various bureaus, and a narrative rationale for the change.

(d) MPD shall provide a written report every 2 pay periods on MPD's overtime pay spending to the Council that describes the amount spent year-to-date on overtime pay and the staffing plan and conditions justifying the overtime pay.

§ 5–113.02. Records — Criminal offenses.

(a) In addition to the records kept under [§ 5-113.01](#), the Metropolitan Police force shall keep a record of each case in which an individual in the custody of any police force or of the United States Marshal is charged with having committed a criminal offense in the District (except those traffic violations and other petty offenses to which the Council of the District of Columbia determines this section should not apply). The record shall show:

(1) The circumstances under which the individual came into the custody of the police or the United States Marshal;

(2) The charge originally placed against him, and any subsequent changes in the charge (if he is charged with murder, manslaughter, or causing the death of another by the operation of a vehicle at an immoderate speed or in a careless, reckless, or negligent manner, the charge shall be recorded as “homicide”);

(3) If he is released (except on bail) without having his guilt or innocence of the charge determined by a court, the circumstances under which he is released;

(4) If his guilt or innocence is so determined, the judgment of the court;

(5) If he is convicted, the sentence imposed; and

(6) If, after being confined in a correctional institution, he is released therefrom, the circumstances of his release.

(b) The Attorney General, the Corporation Counsel, the United States Magistrate for the District, the Clerk of the District Court, the Clerk of the Superior Court of the District of Columbia, and the Director of the Department of Corrections shall furnish the Chief of Police with such information as the Mayor of the District of Columbia considers necessary to enable the Metropolitan Police force to carry out this section.

§ 5–113.03. Reports by other police.

Reports shall be made to the Chief of Police, in accordance with regulations prescribed by the Mayor of the District of Columbia, of each offense reported to, and each arrest made by, any other police force operating in the District.

§ 5–113.06. Records open to public inspection.

(a) Except as provided in subsection (c) of this section, the records to be kept by paragraphs (1), (2), and (4) of [§ 5-113.01](#) shall be open to public inspection when not in actual use, and this requirement shall be enforceable by mandatory injunction issued by the Superior Court of the District of Columbia on the application of any person.

(b) The name, address, date of birth, occupation, and photograph of any person convicted of a violation of [Chapter 27 of Title 22](#), shall be made available to the public upon written request, in exchange for a reasonable fee established by the Mayor or his or her designee.

(c) Repealed.

(d) Notwithstanding subsections (a) and (b) of this section, the actual addresses of participants in the Address Confidentiality Program established by [§ 4-555.02](#), shall be withheld from public inspection.

§ 5–115.02. Duty to make known; return notice.

Every case of arrest shall be made known within 6 hours thereafter to the lieutenant of police on duty in the precinct in which the arrest is made, by the person making the same; and it shall be the duty of the lieutenant within 12 hours after such notice, to make written return thereof, according to the rules and regulations of the Council of the District of Columbia, together with the name of the party arrested, the offense, the place of arrest, and the place of detention.

SPECIAL ORDER



DISTRICT OF COLUMBIA

Title	Arrest Books
Number	SO-11-09
Effective Date	May 25, 2011
Related to:	GO-PER-201.23 (Station Clerk Duties)

I.	Policy	Page	1
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I. POLICY

The policy of the Metropolitan Police Department (MPD) is to maintain arrest books consistent with D.C. Official Code § 5-113.01(4) and to have arrest books available for public inspection in each of the seven (7) police districts consistent with D.C. Official Code § 5-113.06 (Records Open to Public Inspection).

II. REGULATIONS

Arrest books shall contain:

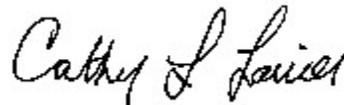
- A. The case number, date of arrest, and time of the arrest;
- B. The name, block-level address, date of birth, race, birthplace, occupation, and marital status of the arrestee;
- C. The lead offense with which the arrestee was charged and the block-level location of the arrest;
- D. The name and block-level address of the complainant;
- E. The name of the arresting officer; and
- F. The disposition of the case (i.e., release status).

III. ROLES AND RESPONSIBILITIES

- A. The Director, Crime Data Quality Branch, Strategic Services Bureau, shall ensure:
 1. An arrest book report is generated daily, Monday through Friday, reporting the arrest data for the previous day as described in Part II of this order.

NOTE: The arrest book report generated on Monday shall include the required arrest data for the previous Friday, Saturday, and Sunday.

2. The arrest book report is forwarded daily to each police district's administrative email box.
- B. District administrative staff shall:
1. Retrieve daily, Monday through Friday, the previous day's arrest book report from the police district's administrative email box.
 2. Filter the report to remove information on arrests that occurred in other police districts.
 3. Print and insert the latest arrest book report in the arrest book binder and remove and destroy all reports older than thirty (30) days.
- C. The District Watch Commander for the evening shift shall inspect the arrest book binder and ensure the binder is up-to-date.
- D. District Commanders shall ensure:
1. Arrest book reports are maintained in a binder that is kept near the front counter of the station area.
 2. The arrest book binders are clearly marked and available for public inspection upon request.
 3. The arrest book binders are updated on a daily basis during the day-work shift consistent with the requirements of this order.
- E. The Field Commander for the midnight shift shall inspect the arrest book binder in each police district and ensure the binder is up-to-date.



Cathy L. Lanier
Chief of Police



GENERAL ORDER



SERIES	NUMBER	EFFECTIVE DATE
501	7	December 1, 1971

SUBJECT

**Arrest Procedures by Members of Departments
Other Than the Metropolitan Police
Department**

DISTRIBUTION

A

ORIGINATING UNIT

PDD

The purpose of this order is to establish the procedures for handling and booking arrests made by the United States Park Police, National Zoological Park Police, United States Capitol Police, special police officers, building guards, and other persons having lawful authority to make arrests in the District of Columbia. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

PART II Responsibilities and Procedures for Supervisory and Command Personnel

PART I

A. Booking Arrests.

When persons arrested by building guards, special police officers, or other persons having lawful authority to make arrest in the District of Columbia (except as provided by this order for other police departments) are booked at a district station house, they shall be booked on the inside arrest book. The name of the person making the arrest shall be entered on the arrest book as the complainant in the case and a Metropolitan Police Department officer shall be entered on the arrest book as the arresting officer.

B. Presenting Cases.

1. The person listed on the arrest book as the complainant shall be responsible for presenting cases to the court of persons arrested for disorderly conduct, violations of Police Regulations, or comparable offenses. The Metropolitan Police Department officer assigned to the above case shall not be required to appear in court, unless, because of extenuating circumstances, the official in charge of the district deems it necessary.

2. In arrests for offenses other than the above, the Metropolitan Police Department officer assigned to the case shall be responsible for preparing the case and for presenting the case to the court. He shall process the prisoner in the same manner as if he had made

the initial arrest. The Metropolitan Police Department officer shall appear in court and shall be responsible for notifying all witnesses in the case to be present, including persons who made the initial arrest.

C. Releases.

1. When members of the force are called to a business establishment to assist in a case where a subject is being held for a crime, they shall inform the person in charge of the business establishment that, prior to any participation in the case by members of this department, they must decide on the following:

- a. If the management wishes to prosecute the case in court.
- b. If the management wishes to have the subject sign a release prepared by the management.
- c. If the subject is taken into custody by members of this department, the suspect shall be charged and officials of the business establishment shall be subpoenaed to court.

2. If the suspect is taken into custody by members of this department, they shall take charge of all evidence in the case and shall be responsible for the proper handling of the evidence according to existing orders.

D. Special Police Officers Assigned to Stores Participating in the Shoplifting Project.

1. Special police officers assigned to stores which are participating in the pilot project on shoplifting shall adhere to the following procedure, when the evidence seized from the suspect does not exceed \$250.00.

2. Special officers shall, as soon as practical, inform the accused of his rights in the manner prescribed below:

"You are under arrest. Before we ask you any question, you must understand what your rights are.

"You have the right to remain silent. You are not required to say anything to us at any time or to answer any questions. Anything you say can be used against you in court.

"You have a right to talk to a lawyer for advice before we question you and to have him with you during questioning.

"If you cannot afford a lawyer and want one, a lawyer will be provided for you.

"If you want to answer questions now without a lawyer present you will still have the right to stop answering at any time. You

also have the right to stop answering at any time until you talk to a lawyer."

3. The special officer effecting the arrest shall prepare PD Form 163 (Statement of Facts). This shall be concise, intelligent, and comprehensive. It shall include background information concerning the accused offender, the names of the witnesses, a description of all evidence (including all items taken from the accused), and a narrative summary of the facts surrounding the arrest. The manner of identification of all articles seized from the accused shall be stated PD Form 163 (e.g., 1 dress - value \$38.50, initials A.B., and date marked on price tag). The statement shall also contain, in detail, any admission, denial, or alibi of the defendant. The exact words of the defendant shall be noted. For example, if a defendant says, "I took the items because I was hungry and needed something to pawn," these exact words shall be written into the report rather than merely including a statement that the defendant admitted the crime. Similarly, the exact words of any denial or alibi shall be included in the Statement of Facts.

4. Prior to the completion of PD form 163 by the special officer, he shall contact the Metropolitan Police Department dispatcher by telephone and request a transport. This procedure will prevent any unnecessary delay at the store by the transporting officers.

5. The Metropolitan Police Department officer arriving at the security office of the store shall call the Communications Division and obtain a complaint number which will be typed on PD Form 163, along with the names of the transporting Metropolitan Police Department officers. One Metropolitan Police Department officer, prior to leaving the security office, shall examine the PD Form 163 for completeness; and, if it is defective in any material way, he shall request the special officer to immediately execute a proper one. Minor defects shall be brought to the attention of the special police officer's superior for correcting in future reports. The officer checking the PD Form 163 shall briefly question the accused offender in accordance with the usual police department procedures and this shall be in the presence of the arresting special police officer.

6. The Metropolitan Police Department officer shall examine and mark the evidence in the possession of the special police officer and shall verify that all items of tangible evidence then available are listed on the PD Form 163. The special police officer shall maintain custody of and preserve in proper fashion all evidence seized from the accused offender. This evidence shall be kept under lock and key in a secure place separate from all other property until final disposition by court or a release is obtained from the United States Attorney's Office.

7. The special police officer shall retain the fourth copy of PD Form 163 (officer's copy) and give the original and other three copies to the Metropolitan Police Department officer, who shall then transport the accused to the district station house. The special police officer shall not make any changes on the PD Form 163 after it has been given to the Metropolitan Police Department officer unless all copies conform. A designated Metropolitan Police Department officer shall execute

PD Form 251 (Offense Report) and request that the criminal record of the defendant be transmitted to the Superior Court. If the accused tells the transporting Metropolitan Police Department officer a different story than the one given to the special police officer, he shall note same on PD Form 163 and telephone the special police officer, who shall note same on his copy of PD Form 163, listing the Metropolitan Police Department officer as a witness.

8. Upon termination of the case by trial, dismissal, or otherwise, the special police officer shall telephone the station clerk in the district in which the offense occurred and inform him of the specific disposition, referring to the case by case number.

9. All arrests by special police officers for grand larceny, false pretenses or forgery of either money or merchandise, or both, where the aggregate is in excess of \$250.00, shall be processed by the Metropolitan Police Department in accordance with prescribed procedures.

10. Larcenies involving further investigation shall be handled in their entirety by the Metropolitan Police Department officer responding. An example of this type of case is where the arrested suspect is accused of stealing a suit of clothes and insists he purchased the suit legitimately in another store; also, cases where an alibi cannot be immediately checked. Doubtful cases shall be discussed with a district official before the suspect arrested by the special officer is taken into custody. In these exceptional cases, where the special officer executes the PD Form 163 and the Metropolitan Police Department officer decides to handle the case, he shall take all copies of the executed PD Form 163 for his use in presenting the case. All evidence taken from suspects in these situations shall be turned over to the Metropolitan Police Department officer handling the case and processed in accordance with department orders.

11. All juveniles (those under 18 years of age) taken into custody shall be processed in normal fashion by the Youth Division.

12. All unusual cases such as assaults on special police officers, civilian clerks, etc., shall be handled by a Metropolitan Police Department officer in their entirety. This will include cases where an accused is searched and is found to be carrying concealed weapons, drugs, narcotic paraphernalia, or under any other extraordinary circumstances.

13. In instances where members of the Metropolitan Police Department assume responsibility for handling the case or pursue further investigation of the arrested person, the Metropolitan Police Department officer shall, after taking custody of the prisoner, remove him to the district station and then, independently of the warning of rights already given by the special police officer, again advise the prisoner of his rights.

E. United States Capitol Police.

1. The United States Capitol Police cases booked by this department shall be booked on the inside arrest book, and the United States Capitol policeman shall be listed as the arresting officer. These cases shall be transmitted to the office of the United States Capitol Police. On the arrest book under the heading "Case Transferred," a notation shall be made of the exact time the case is transferred, the name of the officer receiving the information, and the initial of the officer transmitting same.

2. In all cases other than traffic, the United States Capitol Police officer making the arrest shall be responsible for submitting the appropriate reports and processing the case in court; and, in addition, he shall notify the booking element of all continuances and dispositions.

3. In traffic cases, the following procedures shall be followed:

- a. In those cases where the individual elects to forfeit collateral, one PD Form 255 shall be submitted by the booking officer and forwarded to the Central Records Division.
- b. In cases where the individual sets a court a date, two PD Forms 255 shall be submitted by the booking officer. One form shall be forwarded to the Central Records Division and the other form shall be forwarded to the Traffic Division.
- c. In the event of a traffic case being set for court, the booking officer shall obtain the court date of the officer by calling the office of the United States Capitol Police.

F. United States Park Police.

1. United States Park Police cases shall be entered on the outside arrest book and the information transmitted to the United States Park Collateral Office for entry on their inside arrest book. On the arrest book, under the heading "Case Transferred," a notation shall be made of the exact time and date the case is transferred and the name of the officer receiving the information along with the initials of the officer transmitting the case.

2. In lock-up cases other than traffic, the United States Park Police officer effecting the arrest shall be responsible for submitting the appropriate forms of his department that must accompany the prisoner when being processed through the Identification Branch and Central Cell Block.

3. Traffic cases booked on the outside arrest book for United States Park Police shall be transmitted as required in part I, paragraph F1.

G. National Zoological Park Police.

The National Zoological Park Police maintain their own collateral office and assume responsibility for processing their own cases. Any cases booked by this department for the National Zoological Park Police shall be handled by the same procedures as outlined for handling cases booked by this department for the United States Park Police, except that these cases shall be transmitted to the National Zoological Park Police Collateral Office, and that office shall submit the necessary forms to the Central Records Division.

H. Executive Protective Service.

1. Executive Protective Service arrests shall be booked on the outside arrest book at the district stations and later transferred via landline to the Executive Protective Service desk sergeant, who shall enter the case into that agency's arrest book.

2. Personnel booking cases for the Executive Protective Service shall comply with the provisions of General Order 310.3 (Executive Protective Service).

I. Police Under Military Jurisdiction.

Persons arrested by military police for violations which are committed on District of Columbia military installations and for which bail is required (See General Order 503.1, Attachment B), shall be processed through the Central Cell Block, Central Records Division. The desk lieutenant, Criminal Investigations Division, is authorized to release these offenders after the appropriate bail has been deposited. All bail money received in connection with the foregoing shall be forwarded to the Financial Clerk's office, D.C. Superior Court, in accordance with existing procedures.

PART II

Supervisory Officials.

Metropolitan Police officials of districts involved in the shoplifting project shall be responsible for checking PD Form 163 for completeness and accuracy.

// SIGNED//
Jerry V. Wilson
Chief of Police

JVW:KLH:elh

General Order No. 501.7
(Revised)