

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 15, 2010	<b>NUMBER</b> 2410
<b>SUBJECT</b> Recording Arrest Information <span style="float: right;"><b>REVISED</b></span>		
<b>REFERENCE</b> SCLEA 14.10	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>Number of Pages:</b> 2

**A. PURPOSE**

The purpose of this general order is to establish procedures for recording arrest information.

**B. POLICY**

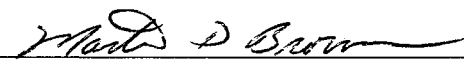
This general order specifies those offenses for which fingerprints and photographs are required. Additionally, it also provides guidance in keeping existing file information current for persons subsequently arrested, e.g., address, photograph.

**C. PROCEDURES**

1. An arrest record is made of all persons taken into custody and booked by the City of Anderson Police Department. (SCLEA 14.10A)
  - a. This record is maintained in the Records Unit after a disposition has been completed by the Anderson Municipal Court office. It can also be found in the booking module of the computer system.
  - b. For all arrest incidents wherein an incident report is required to be written, an incident report will be completed in accordance with general orders, rules and regulations, which reference that topic.
  
2. Arrest and Booking Reports
  - a. A booking report is to be completed for every custodial arrest, including traffic offenses. This report should contain all pertinent information on the suspect. The number cross-references the incident report for that particular incident.
    - (1) This report should be filled out as completely as possible.

- b. The booking officer is charged with this task along with the duty to take fingerprints and photographs of all persons booked into the jail by the City of Anderson Police Department. (SCLEA 14.10B&C)
3. For municipal court offenses, the record will consist of, at a minimum, an incident report and a booking report.
  - a. Some minor offenses may be written on a (SCUTT) as a courtesy summons, where as the white copy may be the only item on file.
4. For General Sessions offenses, the record will consist of an incident report, supplemental reports, copies of warrants, etc.
5. Fingerprinting is required. (SCLEA 14.10B)
  - a. All adult persons who are taken into custody are fingerprinted at the City of Anderson Police Department.
  - b. These print cards are forwarded to SLED where they are used to compile the individual's criminal history.
    - (1) The City of Anderson Police Department utilizes an electronic fingerprinting device and as a general rule, if this device is "up and running" it will be utilized for fingerprinting purposes.
  - c. The state assigns a State Identification Number for all persons whose fingerprint and disposition cards are received.
    - (1) This number is accessed by querying N.C.I.C. files using the individuals name, alias, date of birth and/or social security number.
6. Photographs (SCLEA 14.10C)
  - a. All arrestees are photographed during the booking process.
  - b. Photographs are maintained in the City of Anderson Police Department's booking module of the computer system.

By order of:

  
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Martin D. Brown, Chief of Police

3-12-2010  
Date