



## New Bedford Police General Order

Subject <b>CUSTODIAL PROCEDURES</b>	General Order Number <b>14-06</b>
Date of Issue	Effective Date
Re-evaluation Date	<input type="checkbox"/> New <input type="checkbox"/> Amends
C.A.L.E.A.	Cross references

Effective upon the issuance of this General Order. Adults arrested when court is not in session, and persons taken into Protective Custody who are not brought home or taken to a facility, shall be transferred to the custody of the Bristol County Sheriff's Office, at the Ash Street Jail in New Bedford. This General Order replaces General Order 96-72, and deletes General Orders 76-21 and 76-21B .

The purpose of this General Order is to provide guidelines regarding persons taken into the custody and control of the New Bedford Police Department. This General Order will explain the following:

- Procedures for the handling and transporting of prisoners
- Procedures for inventory and control of detainee property
- General Booking Procedures
- Screening of Detainees for Suicidal and Medical Conditions
- Identification Procedures
- Responsibilities for the care and custody of detainees after the booking process.

**I. INITIAL DETENTION .** Except in the case of a Warrant of Apprehension or detention of an individual under M.G.L. ch. 123 § 12 ("pink slip"), whenever an officer places someone under arrest, that arresting officer, or another officer under the direction of the street supervisor, shall transport the detainee to the Central Booking area. Arrests made by officers outside of uniform patrol (O.C.I.B., Neighborhood Police, Detectives, etc.) shall be taken to a station where their Commanding Officer can meet them to supervise the booking procedures.

In accordance with M.G.L. ch. 111B §8, a person taken into protective custody may be taken to his residence, to a facility or to a police station. Officers are encouraged to consider transporting to the residence of an incapacitated person when there is a responsible adult at that residence. In that event, officers shall complete the protective custody information form (blue card) on scene, and shall determine that there are no injuries to the person, no outstanding warrants, restraining orders or other

papers to be served before transporting to the residence. A detainee should not be taken to a residence where he/she is the defendant in a restraining order. Upon arrival at the residence the officer shall have the responsible adult sign the blue card, acknowledging responsibility for the care of the incapacitated person. Injuries existing prior to or as a result of police custody shall require that the person be brought to the police station and examined by the Commanding Officer.

In the context of this General Order, the Commanding Officer shall mean the highest ranking officer of a platoon or unit on duty at a given time, to which the arresting officer is assigned. In the event that such officer shall have a pre-existing duty that would not allow him/her to attend to an arrest by a subordinate, then delegation of that responsibility shall be pre-arranged, but only for the duration of that pre-existing duty. The delegation shall remain within the platoon or unit whenever possible, and shall only be to ranking officers.

The transporting officer will ensure that the police vehicle is searched for weapons or contraband prior to placing the detainee into the vehicle. Before an arrestee is placed into the vehicle he/she shall be searched incident to that arrest. Persons placed into protective custody shall be frisked when the officer has reasonable suspicion that a weapon is present. The transporting officer should never assume that a detainee has been searched by a previous officer. All detainees shall be handcuffed (hands to the rear, thumbs up and palms out, double locked) unless there are extenuating circumstances (such as when the detainee has a physical handicap, a physical injury that would be aggravated by the use of handcuffs or is in an obvious state of pregnancy). Detainees shall not be handcuffed to any part of the vehicle during transport. Refer to General Order #57 regarding handcuffing and non-lethal use of force. Whenever practicable, all detainees shall be seatbelted, not only to ensure their safe transport, but to restrain them from injuring officers or the transport vehicle.

Whenever the Prisoner Transport Vehicle (PTV) is readily available, and the circumstances at the scene of the arrest indicate that the detainee is likely to cause physical harm to himself, the officers present or to any police vehicles, then the detainee should be transported by the PTV from the scene of the arrest. The PTV operator should drive to the location of anticipated arrests, such as during the execution of drug search warrants, or at major disturbances, for example. If the PTV is not immediately available on scene, the Street Supervisor of the arresting officer should decide whether to await the arrival of the PTV for initial transport or to use conventional means. The actual vehicle to be used as the PTV shall be determined by the Fleet Supervisor when available, or by the Commanding Officer at Headquarters, Uniform Patrol.

Whenever a detainee is transported by conventional means (other than a PTV), the following procedures shall apply:

1. Where the vehicle has a security screen, but only one transporting officer, the detainee shall be placed in the back seat on the right hand side of the vehicle. When the vehicle is not equipped with a security screen and has only one transporting officer, the detainee shall be placed in the right front passenger seat.
2. When a detainee is being transported in a two-officer vehicle with or without a security screen, the detainee shall be placed in the right rear seat. When there is no security screen, the second officer shall sit in the left rear seat behind the driver.

3. One transporting officer should not attempt to transport more than one prisoner in a vehicle without a security barrier, but should request transport assistance.

The PTV should be utilized in the event of multiple defendants. However, mutual combatants should not be transported in the same vehicle, unless they can be properly segregated. In accordance with M.G.L. ch. 276 § 53, male and female detainees should not be transported together, especially domestic violence dual arrests. In every detainee transfer, the transporting officer shall announce to the dispatcher the times of his/her departure and arrival, as well as the odometer reading at both locations, especially when transporting a detainee of the opposite gender.

Detainees shall not be allowed to communicate with anyone other than a police officer once they have been placed into a police vehicle. Transporting officers should be sensitive to Miranda issues before engaging the detainee in any discussion, especially when the transporting officer is not the primary or arresting officer.

Detainees under Warrants of Apprehension are to be taken straight to court or to the facility named on the warrant if the court has so directed. Refer to Directive #55 for procedures applicable to persons taken into custody under M.G.L. ch. 123 §§ 12 or 35.

**II. THE PRISONER TRANSPORT VEHICLE OPERATOR.** The PTV operator shall be a uniformed patrol officer who shall be assigned to Headquarters on all shifts. This position is not gender specific. The position of the booking officer on the A and C shift shall become the PTV operator. The Headquarters B shift Commanding Officer shall assign the PTV operator from present staffing, and will borrow manpower from the other uniform divisions or hire from the overtime account, if necessary. Refer to General Orders #62A and #62B.

The PTV operator shall not be assigned as the primary officer to any incident. The duties of the PTV operator, in addition to the transport of detainees, shall include; assisting with arrest warrant execution, as backup to other units on domestic violence and major disturbance calls, service of summonses and 209A restraining orders, court runs, and general traffic enforcement. However, the PTV will not be used as a high speed pursuit vehicle. The PTV operator shall be responsible each shift for a safety inspection of the vehicle and shall notify the Fleet Supervisor or his Commanding Officer of necessary repairs. The PTV operator shall ensure that the vehicle is in proper operating order for the next relief.

To the extent that it is not inconsistent with this General Order, Rule 608 of the Rules and Regulations Manual is in effect as to the Prisoner Transport Vehicle Operator. However, the daily log under Rule 608.11 is not required.

**III. ARRIVAL AT STATION.** The transporting officer shall notify the Commanding Officer of the detention upon arrival at the station, before the detainee is removed from the vehicle. The Commanding Officer shall meet the transporting officer and the detainee at the entrance to the station, and shall supervise the initial intake and search of the detainee.

The Commanding Officer shall notify each detainee of his right to a telephone call, pursuant to M.G.L. ch. 276 § 33A. When department phone lines are used for local calls, the detainee should be informed that the outgoing calls are recorded. Refer to General Order #12B for procedures applicable particularly to persons held in protective custody under M.G.L. ch. 111B. Commanding Officers must release a person under age 18, who is taken into protective custody, upon the request and into the custody of a parent or legal guardian, in accordance with M.G.L. ch. 111B §10.

The Commanding Officer of the arresting officer is responsible for complying with the provisions of M.G.L. ch. 276 § 33, pertaining to the physical examination of and report on persons arrested. In addition to the reporting requirement, it shall be the responsibility of that Commanding Officer to cause a Polaroid photograph to be taken of the detainee in order to document the nature and extent of the injury. The photograph shall be marked on the rear with the incident report number and name of the detainee, then shall be attached to a copy of the completed report and forwarded to the Office of the Chief of Police. This requirement exists regardless of whether the situation involves an arrest or protective custody. An arrest by a detail officer shall be the responsibility of the Commanding Officer of the station where the detainee is brought.

In the event that the detainee is extremely violent or not ambulatory, the Commanding Officer shall determine whether the detainee should be booked directly from the PTV rather than be brought into the police station. The booking procedures outlined above shall still apply. At no time should the detainee be left unattended if this course of action is chosen. The circumstances which support this decision shall be articulated in the supervisor's narrative in the incident report.

In the event that a prisoner or detainee is injured, and circumstances do not allow for transport to the police station, the Commanding Officer shall cause a supervisor to proceed to the scene or the hospital, whichever is more practical. The supervisor shall then examine the prisoner or detainee and comply with the provisions of this order regarding injured prisoners or detainees as outlined above.

**IV. THE BOOKING OFFICER.** In most cases, the arresting officer will be responsible for the completion of the inventory search and necessary booking procedures.

A./ In any instance in which it is brought to the attention of the Commanding Officer that an arresting officer has been involved in a violent physical confrontation with a prisoner, or if in the judgment of the Commanding Officer a physical confrontation is likely to result from escalating antagonism between the officer and the prisoner, the Commanding Officer shall ensure that personnel other than the arresting officer shall be responsible for the completion of the booking process. The purpose of this policy is to remove arresting officers from situations which present opportunities for additional violent confrontation, as well as to shield officers and the department alike from incidents which may result in a greater likelihood of injury or increased liability.

B./ Commanding Officers shall utilize either the desk officer or an officer from another patrol unit to complete the documentation attendant to the arrest. The PTV operator may also assist. The arresting officer may be placed in the role of performing the duties of inside personnel for the time it takes to complete the booking process of this prisoner, or may be permitted to begin the arrest report. The objective is to separate the

officer and the detainee in order to avoid compounding the existing tension created by the arrest situation.

C./ Commanding Officers shall take all the available facts and circumstances into account when making this decision, including input from the arresting officer regarding the potential for further physical confrontation.

D./ In any instance in which an officer is removed from the booking process due to this type of situation, at no time shall he/she be allowed to transport the prisoner once the booking process is completed. Additionally, after being removed from the booking process an arresting officer should not be allowed contact with the prisoner unless it has been determined by the Commanding Officer that circumstances have changed to the level that a problem no longer exists. Naturally, in an emergency situation any officer should render assistance if necessary to aid another officer.

**V. INVENTORY SEARCH.** Prior to placing any person in a booking area, the Commanding Officer shall cause that area to be searched, so as to determine that no items are present that may pose a threat to police personnel or the detainee. Then, in addition to any field search conducted incident to the arrest, the detainee shall be searched in the station by a police officer designated by the Commanding Officer. The purpose of inventorying the detainee's property is to: (1) preserve his property while he/she is in custody; (2) prevent escape, (3) prevent self-injury or harm to others, (4) prevent damage to property, and (5) protect the police from disputes over lost or stolen property, or over whether property was returned.

A./ Refer to Directive #45 regarding search procedures. Full strip searches shall only be conducted when the Commanding Officer believes there is probable cause that the detainee is secreting a weapon, contraband or evidence. This should not deter the seizure of any clothing which has evidentiary value. Body cavity searches are not permitted without a judicial search warrant. The occurrence of a strip search or body cavity search, and the reasons therefore, shall be included in an incident report.

B./ As a result of this inventory search, the following property shall be placed in a clear plastic property container, and listed on a Prisoner's Property Receipt to be attached to that container:

Coins, belts, neckties, matches, lighters, jewelry (of the hanging style such as necklaces, etc., which could cause strangulation) and any weapon, tool, instrument or other article with which the prisoner may cause harm to himself/herself or others. If personal identification is retained to facilitate the booking, then it shall also be listed on the Property Receipt or returned to the detainee.

Tobacco products are contraband at the Ash Street Jail and will not be accepted by the staff when the detainee is transported. Therefore, all tobacco products must be kept separate from all other inventoried property. The arresting officer is encouraged to communicate this situation to the detainee at the initiation of custody, and make arrangements to dispose of the tobacco products at that time (for example, leave them at the home, hand them over to a companion, leave them in the car, etc.). Otherwise,

during the inventory search at the station the officer shall put the tobacco products in a separate property container, attach a separate property receipt, and transfer custody to the Commanding Officer.

The detainee's tobacco product property shall then be held at the station where the booking was conducted until the detainee is released from custody and returns to claim it. Any tobacco products not claimed within 24 hours of the detainee's release from custody will be deemed forfeited, and shall be disposed of by the Commanding Officer. If the detainee agrees to forfeit his tobacco product property at the time of inventory, the detainee shall be instructed to sign a property receipt accordingly, and the officer can then dispose of it.

C./ At the time of the inventory, the detainee will be asked to sign the property receipt, indicating his/her acknowledgment of those items taken. If the detainee should refuse (or be unable to sign), then the Commanding Officer will sign the receipt, and an explanation shall be included in the incident report.

D./ The searching officer shall seize any weapon, article, substance, material, or money which are the fruits, instruments or mere evidence of a crime, or which are contraband. The circumstances of the seizure will be documented in an incident report. Where appropriate, criminal charges may be instituted for such possession, and the articles shall be retained as evidence in connection therewith. Articles seized will be tagged and forwarded to the appropriate division or bureau. Money taken, suspected to be related to drug purchases or sales, will be turned into the O.C.I.B. for safekeeping, and a confiscation form attached. Seized money is not to be kept by the confiscating officer. Refer to General Orders #59 and #59A regarding the seizure of contraband or money.

E./ The following personal property will not be taken, except in unusual circumstances, and only under the direction of the Commanding Officer:

Paper money, watches, rings and other jewelry (other than that which poses any potential harm to the wearer), eyeglasses (depending upon circumstances), wallets (contents subject to inventory), personal papers, or other articles that do not come within the parameters of Paragraph B above.

F./ Any container (purse, gym bag, etc.) in the possession or under the control of the detainee will be taken and secured, and the contents shall be subjected to an inventory search. Locked containers shall not be forced open in order to effect an inventory of the contents. A separate prisoner property receipt should be attached to each container seized.

G./ The inventory search shall not become a cover or a pretext for an investigatory search.

H./ Whenever an officer finds contraband, weapons or other articles when inspecting a booking area or a PTV and the items are not seized as evidence or returned to the owner, an incident report shall be filed, and shall be disposed of in accordance with applicable law, and the policies and procedures of the New Bedford Police Department.

**VI. BOOKING PROCEDURES.** At the completion of the inventory search the booking officer shall, at a minimum, complete the following:

A./ The officer should contact the Criminal Record Bureau and examine the local computer files to check for outstanding warrants and restraining orders to be served, unless such a check was conducted in the field. Officers should avoid using the Communications Division for warrant checks once the decision has been made to take the detainee into a police station.

B./ When there are outstanding warrants against the detainee, the Commanding Officer of Headquarters shall cause the warrant to be brought to the arresting officer to be signed or shall have the return signed by an officer under his/her command.

C./ The booking officer shall be responsible for entering the arrest into the ARREST.LOG file in the PI account in the computer system, as well as producing an Application for Complaint. Two copies of the Arrest Information Form shall be printed and forwarded with the detainee. One copy shall be signed by the receiving officer (as explained below) and returned to the CRB by the transporting officer. The CRB is responsible for faxing a copy to the Probation Department at Third District Court. The second copy of the Arrest Information Form, along with the Suicide Questionnaire and the Application for Complaint will ultimately accompany the detainee to court.

D./ Refer to Directive #47 for booking procedures regarding Operating Under the Influence (OUI). Videotaping of the booking procedure, when the equipment is available, is encouraged for OUI and other arrests.

E./ The Commanding Officer will ensure that the detainee is constantly monitored during the booking process and until the detainee is transported from the station to court or the jail. Additionally, at no time will the detainee be permitted to enter a rest room with a window or other means of escape without an officer present.

F./ The Commanding Officer shall examine the police computer history of a detainee taken into protective custody or arrested on drug related charges, and, when appropriate, should petition the court for the involuntary commitment of that detainee under M.G.L. ch. 123 §35. After the booking process is complete, the Commanding Officer may also release detainees in protective custody from the station to responsible adult household members, in the same manner as if the detainee had been brought to his/her residence.

**VII. MEDICAL CONSIDERATIONS.** Any person in police custody who is in need, or who appears to be in need, of medical treatment shall be taken to the nearest hospital for such treatment. Under no circumstances shall a person be brought into a police station who is unconscious or in a semiconscious condition. Whenever practical, the New Bedford Emergency Medical Services (EMS) shall be utilized for the care and transport of detainees requiring medical attention. The EMS staff has suggested that the following be accomplished concerning ambulance requests:

A./ The nature of the medical emergency; i.e., attempted hanging, drug overdose, severe lacerations, etc., be given by police personnel at the time the request is made.

B./ The best means to respond to the medical emergency, i.e., to attend to detainee at the scene of the arrest or meet at the station, best location for placement and parking of the ambulance, need for paramedics, etc.

C./ That a police officer be ready to accompany the detainee to the hospital and, if conditions require, that the officer actually drive the ambulance in order that the medical staff be able to devote their full efforts to the detainee en route to the hospital.

D./ If possible, that any known medical and psychological history of the detainee be communicated to the medical staff; i.e., known heroin addict, drug allergies, previous suicide attempts, etc.

E./ If the detainee requires emergency or prolonged hospital treatment, the Commanding Officer of the arrest shall assign an officer to monitor the detainee. If the period of treatment shall extend beyond the tour of duty of that officer, then the Commanding officer shall then look to (1) officers on regular duty within that unit or platoon, (2) to the station wherein the arrest took place, (3) to the other station with the highest manpower over minimum, or (4) to the overtime account. If the platoon initiating the treatment is at minimum at the outset, and the detainee is not expected to be released within the hour, this same sequence should be followed to staff the hospital monitor.

F./ Medical problems which become apparent and require treatment only after the detainee has been transferred to the Ash Street Jail shall become the responsibility of the Bristol County Sheriff's Department.

**VIII. SCREENING DETAINEES FOR SUICIDAL PREDISPOSITION.** As an integral part of every booking process, the detainee shall be evaluated for his/her predisposition to commit suicide in a lockup facility.

A./ The booking procedure of this department shall include the completion of the "Suicidal Questionnaire." The questionnaire has been set out as part of the Protective Custody Form (blue card) as well as the Arrest Information Form in the Departmental Computer system.

B./ While the questionnaire is self-explanatory, it should be noted that there may be occasions, such as in the case of a non-responsive, argumentative or intoxicated person, where the questions posed will not be answered by the prisoner/detainee. In cases such as these, the questionnaire provides for an, "Unable to Communicate with Detainee," section and the reasons therefore. In the event that the detainee is unable or unwilling to sign to acknowledge his/her responses, the Commanding Officer will sign the form, below where the detainee's signature is indicated, and an explanation shall be included in the incident report.

C./ The booking officer should also conduct Q-5 computer query to determine whether the detainee has threatened or attempted suicide in a lockup facility in the past. A check of the Criminal Record Bureau files and reports should also be referenced to evaluate the detainee. The Suicidal Questionnaire shall indicate that the computer check was done.



D./ The New Bedford Crisis Center (Department of Mental Health, 444 Myrtle St., New Bedford, 996-3154) shall be notified in all cases where a detainee is presently threatening or attempting to commit suicide while in police custody, or has stated that he/she is suicidal in response to the departmental questionnaire. This requirement shall be accomplished, notwithstanding the fact that the person is, or appears to be under the influence of liquor/drugs. The person being held shall not be transported from the station until said notification has been accomplished. In those cases where the detainee actually attempts to commit suicide, either prior to or in police custody, a Criminal Offense Report will be required. In all cases where the detainee has been identified as presently high risk, two copies of Form #85-1 shall be completed; one copy to CRB and one forwarded with the detainee, in accordance with M.G.L. ch. 40 §36A.

E./ It will not be necessary to notify Crisis Center personnel simply due to the fact that the person has attempted, or threatened, suicide in the past.

**IX. CRISIS CENTER INTERVENTION.** If it has been determined that a face-to-face valuation by the Crisis Center staff is appropriate, the procedures set out below should be followed:

A./ The Crisis Center staff will discuss, and agree, with the officer, as to the proper location for said evaluation.

B./ If the location for the evaluation is to be the Crisis Center, the officer will transport the person to the Crisis Center, accompany the person into the facility, and give the Crisis Center staff whatever information the officer has relevant to the detainee's condition. When this has been accomplished, the police officer can return to duty. However, if the subject is actually under arrest or in protective custody, the officer will be required to remain at the facility pending the successful resolution of the matter.

C./ If evaluation of the person at the Crisis Center indicates that the person requires hospitalization at the Taunton State Hospital, Crisis Center staff will complete all necessary forms and make the transportation arrangements. The officer on scene shall remain with the detainee until the transporting agency has arrived or until the Crisis Center staff no longer believes a police presence is required.

D./ If, for whatever reason, it is determined that a secure lockup facility will be a more practical site in which to conduct the evaluation, then the detainee will be transported to the jail. The Sheriff's Department will then work with the Crisis Center staff regarding subsequent care, evaluation, transportation or treatment.

**X. POST BOOKING CUSTODY.** The Bristol County Sheriff's Department shall be responsible for the care and custody of all adult detainees that are not brought to court or to another care facility. Adult individuals placed under arrest when court is closed or taken into protective custody shall ultimately be transported to the Ash Street Jail in New Bedford, where they will be made available to release on bail, released pursuant to M.G.L. ch. 111B or held and transported by the Sheriff's Department on the next court business day. Refer to Directive #20 regarding the post booking

custody of arrested juveniles. Juveniles taken into protective custody, who are not released to the parent or legal guardian, shall be held at Headquarters or Station #3, depending on the location of the initial detention. They shall be regularly monitored by the desk officer, unless they have been screened as suicidal, in which case they shall be constantly monitored by a police cadet or police officer.

The Commanding Officer shall be responsible to notify the Sheriff's Department that the detainee is a suicide risk, has medical complications, or poses a security threat. Sufficient notice should be given according to the circumstances. In addition, whenever the defendant poses a default risk, as outlined in M.G.L. ch. 276 §58, or is dangerous to the community, as outlined in M.G.L. ch. 276 §58A, the Commanding Officer should, when the Application for Complaint does not fully explain the circumstances, forward a memorandum to the jail which can be reviewed by the Clerk-Magistrate or Bail Commissioner and used in determining bail.

**XI. IDENTIFICATION PROCEDURES.** The Bristol County Sheriff's Department shall be responsible for the fingerprinting and photographing of all adults brought to the Ash Street Jail. The New Bedford ID Bureau shall be responsible for the collection of fingerprint and photograph property from the jail, and for its internal safekeeping and transfer to appropriate agencies. Juvenile detainees and adults who are booked during court hours shall be brought to Headquarters for necessary identification procedures, unless ID Bureau staff have confirmed that the detainee has been processed recently. Fingerprinting and photographing should be done by the PTV operator.

**XII. DETAINEE TRANSFER.** The Prisoner Transport Vehicle shall be utilized whenever possible to transfer the detainee from the location of the booking to either the courthouse or to the Ash Street Jail. The detainee's property, the Application for Complaint and Arrest Information Forms shall accompany the detainee to that destination.

A./ When a person is taken to court, the property container, with the property receipt form attached, will be turned over to the court officer. The court officer shall sign the Property Receipt and the transporting police officer shall take the white copy and return it to the Criminal Record Bureau. The yellow copy shall remain at the Court pending the release of the detainee and shall serve as the court officer's record of the property. The receiving court officer shall also be asked to sign a copy of the Arrest Information Form, which shall then be returned to the CRB.

B./ When a person is taken to the Ash Street Jail, the property container, with the property receipt form attached, will be turned over to the personnel of the Sheriff's Department. That receiving party shall sign the Property Receipt and the transporting police officer shall take the white copy and return it to the Criminal Record Bureau. The yellow copy shall remain at the jail pending the release of the detainee and shall serve as the Sheriff's Department's record of the property. The receiving Sheriff's Department employee shall also be asked to sign the Arrest Information Form or the Protective Custody Form (blue card), which shall then be returned to the CRB.

C./ When a person is taken to the Ash Street Jail the transporting officer will remain with the detainee until the jail staff have conducted a brief medical screening prior to acceptance of the detainee. Should the detainee be rejected by the jail staff, the transporting officer will communicate with the Commanding Officer of the arrest for guidance.

D./ The Sheriff's Department has reserved the right to refuse any and all detainees after 6:00 a.m. on those days that courts of the Commonwealth are in session. Therefore, the Commanding Officer shall call ahead to the Watch Commander at the Ash Street Jail (996-6704) and obtain clearance to transport. If clearance to transport is denied, the Commanding Officer will arrange to monitor the detainee at the police station until the detainee can be brought to court, after being fingerprinted and photographed at Headquarters.

**XIII. DETAINEE ESCAPE.** Any escape by the detainee, during any point in the detention process, shall immediately be brought to the attention of the Commanding Officer and the Communications Division. An all points bulletin shall be broadcast, and shall include a full description of the detainee, direction of travel, circumstances of the escape, etc. The Commanding Officer shall notify his/her Deputy Chief, and they will determine what other notifications are appropriate to the circumstances.

Arthur J. Kelly III  
Chief of Police

cc: All Divisions & Bureaus