



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 1.9

TITLE: ARRESTS

EFFECTIVE: 8/7/2016

REVISED:

PURPOSE

This policy outlines the process and procedures to be considered and followed by members when making an arrest.

POLICY

1. An arrest is a restraint of greater scope or duration than an investigatory stop or detention. An arrest is lawful when supported by probable cause.
2. Officers shall respect the constitutional rights of arrestees at all times while the person is in custody.
3. Officers shall advise suspects of their **Miranda Rights** at the time of arrest or prior to any custodial interrogation (see **Chapter 1.9.1 – Miranda Rights**).
4. Officers shall arrest a suspect only when the officer has probable cause to believe that an offense has occurred and that the suspect committed the offense.
5. In effectuating an arrest, officers shall not rely on information known to be materially false or incorrect.
6. Officers shall not consider race, color, ethnicity, national origin, religion, gender, disability, sexual orientation, or gender identity in effecting an arrest, except as part of an actual and apparently credible description of a specific suspect or suspects in any criminal investigation.

DEFINITIONS

Definitions related to this Chapter include:

Arrest—the taking of one person into custody by another. To constitute arrest there must be an actual restraint of the person. The restraint may be imposed by force or may result from the submission of the person arrested to the custody of the one arresting him/her.

Exigent circumstances—a compelling urgency or true emergency that an officer can

specifically describe not using vague terms or boilerplate language. Circumstances that cause a reasonable person to believe that prompt action is necessary to prevent injury to themselves or others.

Probable cause—the facts and circumstances known to the officer at the time which would justify a reasonable person in believing the suspect committed or was committing an offense.

Search incident to arrest (SITA) —One of the exceptions to the general search warrant requirement of the 4th Amendment. The SITA exception is valid if it occurs at the same time or shortly after the legal arrest, and is limited to a search of the person arrested and the immediate area within which that person might gain possession of a weapon or destroy or hide evidence at the time of the search.

AUTHORITY TO ARREST

7. Pursuant to La. Code Crim. P. art. 213, an officer may, without a warrant, arrest a person only when:
 - (a) The person to be arrested has committed a criminal offense (felony or misdemeanor) for which the officer has jurisdiction;
 - (b) The offense must take place in the presence of the officer or the officer must have probable cause to believe that the person to be arrested has committed an offense, although not in the presence of the officer; or
 - (c) The officer has received positive and reliable information that another officer from this State holds an arrest warrant (felony or misdemeanor), or an officer of another state or the United States holds an arrest warrant for a felony offense.
8. An officer in close pursuit (hot pursuit) of a person to be arrested may enter another jurisdiction in this State and make the arrest.

OFFICERS' RESPONSIBILITIES

9. Officers shall immediately (as soon as safety permits) notify a supervisor when effectuating:
 - (a) A felony arrest;
 - (b) An arrest in which the officer used a level of force reportable under **Chapter 1.3 – Use of Force**;
 - (c) An arrest for crossing or traversing a police cordon (Municipal Code § 54-442) or resisting an officer (Municipal Code § 54-441);
 - (d) A custodial arrest in which the most serious violation was:
 1. A vehicle infraction (under the Municipal Code § 154 or La. R.S. Title 32);
 2. Simple drug possession ; or
 3. Outside the 8th Police District, any of the following city or state laws:
 - i. Disturbing the Peace (Municipal Code § 54-103; La. R.S. 14:103);
 - ii. Criminal Trespass (Municipal Code § 54 153; La. R.S. 14:63);
 - iii. Obstructing Public Passages (Municipal Code § 54-40; La. R.S. 14:100.1); or
 - iv. Begging/Vagrancy (Municipal Code § 54-411; La. R.S. 14:107).
10. Patrol officers shall complete and submit all arrest reports before the end of their shifts. For purposes of this Chapter, patrol officers include all commissioned members assigned or detailed to one of the eight Districts of the Field Operations Bureau, as well as any officer working a police secondary employment assignment when an incident

occurs that requires a police report to be written.

SUPERVISOR'S RESPONSIBILITIES

11. Upon notification of an arrest as outlined in this Chapter, the notifying officer's supervisor shall respond to the scene.
12. The responding supervisor shall approve or disapprove the officer's arrest recommendation based on the existence of probable cause and consistency with NOPD regulations.
13. Those arrests approved by a supervisor shall reflect the approval by the supervisor's signature on the Gist Sheet for State arrests and the supervisor's signature on the sworn affidavit for municipal arrests.
14. Supervisors shall review arrest reports and forms for:
 - (a) Boilerplate or pat language,
 - (b) Inconsistent information, and
 - (c) Lack of probable cause, or other indications that the information in the reports or forms is not current, authentic, or correct.
15. The responding supervisor shall take appropriate action to address violations or deficiencies in the officer's arrest recommendation, including:
 - (a) Recommending non-disciplinary corrective action for the involved officer
 - (b) Referring the incident for administrative or criminal investigation and/or,
 - (c) Releasing the subject, and/or
16. Supervisors shall document, in a Departmentally provided auditable format, all arrests that:
 - (a) Are unsupported by probable cause,
 - (b) Violate NOPD policy, regulations, or
 - (c) Indicate a need for corrective action or review of agency policy, strategy, tactics, or training.
17. Appropriate documentation by the supervisor shall be made in all cases other than approval of the arrest (e.g., 105 in employee file, JPIP, disciplinary action, etc.).
18. Supervisors shall review each arrest report made by officers under their command, within 12 hours of submission.
19. Absent exceptional circumstances, supervisors shall:
 - (a) **Approve** arrest reports that meet all legal and departmental standards and require no additional investigation or clarification, and
 - (b) **Disapprove** and return for corrections and additions any arrest reports that are incomplete, do not meet all legal and department standards, and/or require additional investigation or clarification.
20. For each subordinate, the supervisor shall track each violation or deficiency and the corrective action taken to identify officers needing repeated corrective action. The supervisor shall ensure that each violation or deficiency is noted in the officer's performance evaluation(s).
21. The quality of these supervisory reviews shall be taken into account in the supervisor's own performance evaluations. Commanders shall take appropriate corrective or disciplinary action against supervisors who fail to conduct timely reviews of adequate

and consistent quality.

DISTRICT/DIVISION COMMANDER'S RESPONSIBILITIES

22. A district/division Commander shall review, in writing, all supervisory reviews that:
 - (a) Relate to arrests that are unsupported by probable cause,
 - (b) Are in violation of NOPD policy, or
 - (c) Indicate a need for corrective action or review of agency policy, strategy, tactics, or training.
23. The Commander's review shall be completed within seven (7) days of receiving the document reporting the event.
24. The district/division Commander shall evaluate the corrective action and recommendations in the supervisor's written report and ensure all appropriate corrective action is taken, including referring the incident to PIB for investigation, if appropriate.
25. NOPD shall track, centrally, and at the district/division level, the Orleans Parish District Attorney's Office's (DA) acceptance and refusal rates of arrests made by NOPD and the reasons for refusals, when made available by the DA, including those factors and information indicating that a failure to prosecute was due to:
 - (a) The quality of an officer's arrests, or
 - (b) Concerns regarding officer conduct in the investigation or subsequent prosecution of the case.
26. These statistics shall be maintained by the district/division COMSTAT officer and included in the district/division COMSTAT report.
27. Each district/division Commander shall be held accountable for referring to PIB for investigation, any information regarding specific incidents of possible officer misconduct related to officer arrests noted in the DA's reasons for refusal.

ARRESTS WITHIN RESIDENCE/DOMICILE

27. Arresting a person from inside his/her residence/domicile without an arrest warrant is permissible only if one or more of the following exceptions is/are met:
 - (a) **Consent** to enter the residence is given by a person who shares access and control of the premises. The burden is on the officer to ascertain whether the person granting access has the right to give permission (see **Chapter 1.2.4 – Search and Seizure** and **Form 146 – Consent to Search**).
 - (b) **Exigent circumstances** (e.g., hot pursuit, spontaneous violence, prevention of a crime, or imminent escape to avoid apprehension).
28. An arrest warrant is required prior to arresting a person from within a residence, other than his/her own, when there is an absence of a search warrant for that location naming the wanted person as the thing to be seized, consent or exigent circumstances.
28. The arrest warrant(s) must name the person(s) wanted.
29. Officer(s) must reasonably believe the person(s) is within the residence at the time of entrance.

30. A search warrant or an arrest warrant is not required to arrest a person(s) in a public venue.
31. An officer may perform a limited **protective sweep** subsequent to an in-house arrest in a private dwelling to search rooms other than the room in which the arrest is made, whenever the searching officer possesses an objectively reasonable belief, based on specific and articulable facts, that the adjacent rooms (e.g., the area to be swept) harbor an individual or weapons posing a danger to those on the arrest scene. The sweep may extend to only a cursory inspection of those spaces where a person may be found and the sweep must last no longer than it takes to complete the arrest and depart the premises (see *Maryland v. Buie*, 494 U.S. 325 (1990)).

SEARCH INCIDENT TO AN ARREST

32. A search incident to arrest (**SITA**) is permissible after a lawful arrest. This warrantless search is an exception to the general 4th Amendment search warrant requirement. It does not matter what offense the person is being arrested for; as long as the arrest is legal, the search incident to arrest is allowed.
33. There are two valid purposes for conducting searches incident to arrest:
 - (a) To protect the officer and other persons in the vicinity from any dangerous items in the possession of the person arrested, or
 - (b) To prevent the destruction of evidence within the reach of the person being arrested.
34. Officers **shall** conduct a search of any person or persons placed under a lawful custodial arrest.
35. The scope of the search incident to arrest extends to the immediate areas in which the arrestee might obtain a weapon or evidentiary items, including clothing, purses and wallets of the arrestee; the search may be for weapons, evidence, or a means of escape.
36. An officer may search the passenger compartment of a vehicle incident to a recent occupant's arrest only if:
 - (a) The arrestee is within reaching distance of the passenger compartment at the time of the search, or
 - (b) It is reasonable to believe the passenger compartment of the vehicle contains evidence of the offense of arrest.
37. Officers may conduct a limited search of the passenger compartment of a vehicle for weapons **if** the officer has reasonable, articulable suspicion that an individual, whether or not the arrestee, is dangerous and might access the vehicle to gain immediate control of weapons. The search must be limited to those areas in which a weapon may be placed or hidden.
38. Absent the stated exceptions to the search warrant requirement, officers may not search vehicles, even incident to arrest, unless the officer has obtained a search warrant or can articulate that another exception to the warrant requirement applies.
39. Officers should realize that the search of a person is inherently demeaning, therefore officers shall make all efforts to conduct the search with dignity, courtesy, and in a professional manner that does not compromise the officer's safety.

40. Whenever practicable, an officer of the same gender as the person being searched should conduct the search. If an officer of the same gender is not reasonably available, a witnessing officer or supervisor shall be present during any search of a person not of the same gender as the searching officer.

WANTED PERSONS - RELEASE, SUMMONS, AND ARREST OF

41. A summons may be issued in lieu of a custodial arrest pursuant to La. Code Crim. P. art. 211 (summons by officer instead of arrest and booking) and when authorized by Department policy (see **Chapter 48.1- Affidavit/Summons**).
42. If an individual is legally detained and found to have a verified warrant or attachment from a jurisdiction within the State of Louisiana other than Orleans Parish, and the detaining officer decides to release the individual in lieu of physical arrest, the individual is to be processed in accordance with this Chapter and **Chapter 41.8- Affidavit/Summons**.

ADULT ARRESTS - STATE FELONY AND/OR MISDEMEANOR

43. The arresting officer shall check the arrested person's name and/or identification information in all available arrest record databases.
44. All state felony and misdemeanor arrestees shall be transported to Central Lockup for processing as soon as possible after arrest.
45. The arresting officer shall document all state felony and misdemeanor charges in an EPR.
46. The arresting officer shall complete a face sheet of an incident report for each arrested person prior to arrival at Central Lockup. If an officer(s) believes the victim(s), prisoner(s), or others may be in danger and/or when immediate transportation from the scene is necessary, the Incident Report face sheet may be completed at Central Lockup.
47. The face sheet of the incident report (EPR) shall be photocopied at Central Lockup and a copy left with the receiving deputy.
48. Any person arrested or detained in connection with an investigation or commission of any offense shall be advised fully of the officer's authority, and the reason for his/her arrest or detention. If he/she will be interrogated, the arrestee shall be given his/her Miranda warnings (see **Chapter 1.9.1 – Miranda Rights**).

ADULT ARRESTS WITHOUT A WARRANT - STATE MISDEMEANOR AND FELONY

49. The arresting officer shall prepare a detailed gist of the facts using a New Orleans Police Department Incident Report Gist Sheet at the time of arrest.
50. A photocopy of the completed and signed gist or arrest warrant with a face is left with Central Lock-Up personnel at the time the prisoner is left in the custody of Central Lock-up.
51. The original gist is attached to and noted in the narrative section of the incident report.
52. If the incident report (EPR) is not completed before the end of the tour of duty, the reporting officer shall turn in a copy of the gist with the partially completed report. The original gist is retained by the reporting officer and attached to the completed report.

ARREST ORIGINATING WITHIN ORLEANS PARISH OF ADULT WANTED PERSONS

53. If an officer locates a person wanted for an offense that occurred within the City of New Orleans, the officer shall verify the person is wanted through NCIC prior to arrest.
54. Personnel assigned to NCIC shall forward a copy of the arrest warrant or crime bulletin to the arresting officer at Central Lockup.
55. When the arresting officer is not the original investigating officer, he/she shall forward a copy of the approved incident report to the original investigating officer's unit and obtain a receipt for same.
56. If the original investigating officer has no on-duty platoon commander, desk officer, or A-Case officer, the arresting officer shall ensure the report is delivered to the unit and obtain a receipt when the platoon commander or desk officer is on duty.
57. If a prisoner is left at Central Lock-up for booking without the arresting officer knowing there is an outstanding arrest warrant, the following procedure(s) will apply:
 - (a) If the arresting officer is on duty, he/she will be notified to return to Central Lock-up and charge the prisoner with the criminal violations detailed in the warrant.
 - (b) If the arresting officer is off duty, the next available officer at Central Lock Up shall re-charge the prisoner with the criminal violations detailed in the warrant.
58. The following procedure shall be followed when charging a prisoner with additional violations:
 - (a) Verify the individual to be charged is still in the custody of the Orleans Parish Criminal Sheriff;
 - (b) Complete a face sheet and gist for each individual item number under which the prisoner is being charged;
 - (c) Hand deliver a copy of the face sheet and gist containing the information to Central Lock-up; and
 - (d) Prepare an original incident report.

ADULT MUNICIPAL ARRESTS

59. Affidavits/summonses for arrests for violations of state misdemeanors and municipal ordinances are completed in accordance with **Chapter 41.8 - Affidavits/Summonses** (non-traffic).

MUNICIPAL/TRAFFIC COURT ATTACHMENT ARRESTS

60. All attachments by Municipal or Traffic Courts follow the procedures set forth in **Chapter 61.3 - Issuing Traffic Citations** and **Chapter 41.9 - Failure to Appear**.

CANCELLATION BULLETINS

61. If the warrant(s) is local, the arresting officer shall send a cancellation bulletin for an arrest based upon a verified warrant/crime bulletin and affecting an arrest. The cancellation bulletin contains the disposition of the arrest (physical arrest or summons issued); if a summons was issued the summons number is noted in the bulletin (**Chapter 1.9.2 - Arrest Warrants and Wanted Persons**).