

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 8 ARREST AND DETENTION

SUBJECT: 802 RELEASE PROCEDURE

EFFECTIVE: 08/31/2023

1. POLICY. This order establishes a standard procedure for the release of prisoners from the Pineville Police Department following booking.

A. BOOKING PROCEDURE:

1. Other agency warrant fills out paperwork at PPD and transport
 - a. No photo
 - b. No fingerprint

B. If other agency makes an arrest for a Pineville Court warrant for Failure to Appear, then the officer faxes a copy of the warrant and summons only.

1. Desk Sergeant fills out a CFS for warrant service and adds to the notes that a summons was faxed with the warrant.
2. A copy of the warrant and the summons is to be faxed to RPDC with instructions to have the arrestee sign the summons and fax it back to PPD.
3. A copy of the warrant, CFS and the signed summons goes through the paperwork.

C. If arrest on a Detective /Police Department warrant then treat as a regular arrest. (CFS,Case Number, Incident report)

D. Can make general narrative for warrant

E. Any misdemeanor arrest where you are releasing offenders from PPD issue a SUMMONS for the next scheduled court date. (Example....arrest someone on 08-13-12, use court date set for 09-13-12), basically going back to using regular scheduled court dates. The offenders that are taken to RPDC to bond out will be given BOND OBLIGATIONS with the next scheduled court date.

F. Only summons the victims on Domestic Violence charges (still fill out bond obligation on suspect) next available court date.

G. On all PV City Court warrants for Contempt Failure to Pay and Probation book into RPDC. (No bond obligation).

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H. On our misdemeanor arrests you do not have to fill out a Affidavit for probable cause for arrest without a warrant due to the fact our bonds are pre-set through the Pineville City Court.

I. **BOOKING OFFENSES:** The following charges will be booked at the Rapides Parish Detention Center.

- a. All felonies; except those that are covered under Art. 211 and a summons have been issued in lieu of Arrest. (See Section: 8 Subject: 800 Subsection: 8 of the Pineville Police Department S.O.P.)
- b. All Driving While Intoxicated
- c. Any Domestic Violence offense
- d. Battery on a Police Officer
- e. Resisting an Officer by Violence (RS 14:108.2)
- f. Resisting an Officer by Flight (RS 14:108.1)
- g. A person may be booked in the Rapides Parish Jail under other charges included in the Criminal Code if circumstances exists that a supervisor approves the detention. An example of this would be a person with a previous violent criminal history or if the supervisor perceives that if the person is immediately released then he/she would be a threat to the public.

2. **RELEASE PROCEDURES.** The Release of Prisoners from the Pineville City Police Department must be accomplished in compliance with the Laws of the State of Louisiana, Court Orders, and Department Standards and Guidelines. The Release of Prisoners must be accomplished in a consistent manner that insures complete documentation of the Procedure.

BY ORDER OF

Darrell Basco
Chief of Police