

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 03 Oct 14

SUBJECT: Revision of DGO E-7.1, ELECTRONIC CONSOLIDATED ARREST
REPORT (26 Jun 13)

The purpose of this revision is to maintain consistency of policy due to the revision of DGO O-1, PERSONS WITH MENTAL ILLNESS.

Effective immediately, Part III, E (Criminal Charges and Psychiatric Hold) of DGO E-7.1 has been revised as follows:

E. Criminal Charges and Psychiatric Hold

1. Refer to Part IV of DGO O-1, PERSONS WITH MENTAL ILLNESS, for guard requirements and release options.
2. Members shall complete an ECAR and a PC Dec for adult subjects who will be taken to a jail facility after being cleared by the psychiatric facility. If a paper CAR is utilized, it shall be given to ambulance personnel.
3. When the arrestee is cleared for incarceration, follow the steps specified in Part III, D, 2-3, above.

The Evaluation Coordinator for this order shall be the CID Commander. The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, without further notice, to the Planning and Research Section.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Sean Whent
Chief of Police

Date Signed: 10-6-14



DEPARTMENTAL
GENERAL
ORDER

E-7.1

Index as:

Electronic Consolidated
Arrest Report

Effective Date:
03 Oct 14

Evaluation Coordinator:
CID Commander

Evaluation Due Date:
03 Apr 15

Automatic Revision Cycle:
3 Years

ELECTRONIC CONSOLIDATED ARREST REPORT

The purpose of this order is to set forth Department policy and procedures for the completion of an Electronic Consolidated Arrest Report (ECAR) using the eProcess application in the Consolidated Records Information Management System (CRIMS) to ensure compliance with California Penal Code Section 964.

I. DEFINITION

Electronic Consolidated Arrest Report (ECAR)

An ECAR provides the required arrest information for an adult arrestee to be processed at a jail facility and, in conjunction with the Probable Cause Declaration (PC Dec), provides a brief synopsis containing factual and conclusion statements of the incident to support the arrest for a complaint with the District Attorney's Office. An ECAR is created, completed and transmitted by using CRIMS.

II. POLICY

- A. An ECAR shall be prepared using the "eprocess" application tab in CRIMS and shall be prepared for all applicable adult arrests.
- B. An ECAR shall be prepared by an arresting officer.
- C. Supervisors shall review and endorse all ECARs as required by DGO M-18, PROBABLE CAUSE ARREST AUTHORIZATION AND REPORT REVIEW.
- D. In the event the CRIMS database or other systems have failed preventing access to CRIMS, members shall utilize the paper Consolidated Arrest Report [CAR (Form 536-252)].
- E. Paper CARs may be utilized during mass arrest incidents or incidents where the use of an ECAR is not practical.

- F. In all cases, when a paper CAR is utilized, members shall:
1. Deposit the yellow copy in the appropriate report writing receptacle, minimally before end of shift; and
 2. The arresting member shall email the following information to the Records Division at arrestlog@oaklandnet.com to be added to the Arrest Log, minimally before end of shift:
 - a. Arrest date/time
 - b. Name of arrestee
 - c. Location of arrest
 - d. Report number
 - e. Arresting officer's name/serial #
 - f. Arresting officer's first level commander

If email is not working or unavailable, members shall call the Records Division Warrants line at 238-3676 or 238-3677 to report the above information.

In mass arrest situations, the incident commander may designate a member(s) to collect and deposit all yellow copies of paper CARs and notify the Records Division of the required log information.

III. RESPONSIBILITIES

- A. Members
1. Members who make an arrest shall complete an ECAR on CRIMS via the "eprocess" application tab.
 2. Once the ECAR is complete, the member shall save and submit the completed ECAR. ECARs requiring supervisory approval are automatically sent to the supervisory queue. Members shall notify their supervisor they have sent up a completed ECAR for approval
 3. ECARs not requiring supervisory approval are automatically sent to the Jail queue in CRIMS.

NOTE: Regardless of the ECAR type, members must select which jail queue he/she wants the ECAR to go [Santa Rita Jail (SRJ) or North County Jail (NCJ)].

4. Members shall check CRIMS prior to the end of shift to ensure his/her ECAR(s) has been corrected and/or approved. If a member's supervisor is not working, he/she shall contact any on-duty supervisor to review and approve the ECAR(s).
5. The ECAR can be modified anytime up to four (4) hours prior to initial arraignment or being released on bail.
6. All members who are named on the ECAR as an arresting officer or transporting officer have the ability to modify and submit the CAR.

Example:

- If an arrestee has been booked at a county facility and additional charges are discovered, these charges may be added to the original ECAR in CRIMS and will be acknowledged and processed by the county facility. However, you should call the facility and inform them of the modification to the ECAR. North County (Glen Dyer) 510-268-7777, Santa Rita 925-551-6970.

B. Supervisors

1. Supervisors shall review ECARs, as specified in DGO M-18, PROBABLE CAUSE ARREST AUTHORIZATION AND REPORT REVIEW, throughout their shift by logging into CRIMS and selecting the "eprocess" application tab.
2. Supervisors shall approve, append, or return the ECAR to the author for correction. Supervisor's returning an ECAR to the author shall notify the author of the need for correction.
3. Supervisors shall ensure all of their subordinates' ECARs have been approved prior to end of shift, if possible.
4. Supervisors, notified by any member of an ECAR(s) needing approval and the member's supervisor is not working, shall approve, append or return the ECAR(s) as necessary.
5. Supervisors may add additional arresting officers and transporting officers to the ECAR as needed.

C. Records Division

Designated Records Division personnel shall:

1. Check CRIMS periodically throughout his/her shift to obtain all ECARs and the necessary information contained within to accurately track and enter OPD arrest information;
2. Check the “arrest log” email throughout his/her shift to retrieve and enter the information for all non-ECAR arrests;
3. Keep the “arrest log” email mailbox from filling up;
4. Answer the Warrants Line on a 24 hour basis to ensure Arrest Log information is received and entered for all non-ECAR arrests.

C. Investigative Follow-Up

Investigators may print additional ECAR copies and include them with the investigative file being submitted for charging to the District Attorney’s Office.

D. Prisoner Refusal

North County (Glen Dyer) Jail/Santa Rita County Jail

1. In the event that an arrestee is refused by the county facility (e.g. medical reasons), they will reject the ECAR. The rejected ECAR will be sent back to the officer’s CRIMS queue. Officers may request a printed copy of the CRIMS CAR from the county facility prior to leaving. This printed ECAR copy shall follow the subject throughout the clearance process.
2. When the arrestee is cleared for incarceration, the ECAR must be updated and re-submitted by the original officer, the arresting officer(s), the transporting officer(s) or a supervisor.
3. In the event the arresting or transporting officer is no longer available, a supervisor shall update the ECAR with the additional transporting officer(s). The new transporting officer(s) or the supervisor shall re-submit the ECAR to the appropriate county jail facility.

E. Criminal Charges and Psychiatric Hold

1. Refer to Part IV of DGO O-1, PERSONS WITH MENTAL ILLNESS, for guard requirements and release options.

2. Members shall complete an ECAR and a PC Dec for adult subjects who will be taken to a jail facility after being cleared by the psychiatric facility. If a paper CAR is utilized, it shall be given to ambulance personnel.
3. When the arrestee is cleared for incarceration, follow the steps specified in Part III, D, 2-3, above.

F. Medical Clearance

1. In the event it is determined the subject requires medical clearance prior to transport to a county jail facility the member shall remain with the individual, on guard at the medical facility, due to the in-custody status.
2. When the subject is released, then he/she shall be transported to the appropriate jail facility.
3. In the event a subject is admitted to the hospital, the member shall:
 - a. Confirm the suspect's prognosis and anticipated length of hospitalization.
 - b. Notify their supervisor or the Watch Commander of the need for an extended hospital guard.
4. The Watch Commander shall contact an appropriate investigator, or CID Commander, and provide them with the relevant information on the suspect and incident. If no investigator is on-duty, the Watch Commander shall forward the information to their relief until an appropriate investigator, or CID Commander, is on-duty.
5. The investigator, or CID Commander, shall follow the provisions of DGO O-2, TRANSPORTATION OF PRISONERS AND PERSONS IN CUSTODY, as soon as practical so field personnel may resume their normal assignment.

By Order of



Sean Whent
Chief of Police

Date Signed: 10-6-14