



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 1.22

### TITLE: ARREST OF A CITY OF NEW ORLEANS EMPLOYEE

**EFFECTIVE:**

**REVISED:**

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#### PURPOSE

This Chapter outlines the process and procedure to be followed by members in addition to the guidelines of **Chapter 1.9 – Arrests** when arresting an employee of the City of New Orleans, other than a member of NOPD, who is found to be in violation of a city ordinance, or state law, and is taken into custody or issued a summons to appear in court.

#### ARRESTING OFFICER'S RESPONSIBILITIES

1. When an arresting officer becomes aware that an arrested subject is a City of New Orleans employee, the arresting officer shall follow the guidelines of **Chapter 1.9 – Arrests** as well as the specific guidelines outlined in this Chapter.
2. The arresting officer shall immediately notify his/her supervisor and apprise them of the arrest and circumstances.
3. The arresting officer shall prepare an incident report (EPR).

#### SUPERVISOR'S RESPONSIBILITIES

4. Once notified of an arrest covered by this Chapter, the supervisor shall proceed to the scene and confirm the circumstances of the arrest, the existence of probable cause, and the status of the arrested subject's employment with the City of New Orleans.
5. The supervisor will obtain the cell phone number of the Department head for the arrested subject.
6. The supervisor will notify the Department head where the arrested subject is employed as soon as possible after the arrest and inform them of the circumstances of his/her employee's arrest. The notification, including the name of the person notified and the date and time of notification, will be included in the EPR.
7. The notified individual shall be supplied with:
  - (a) The arrested person's name,
  - (b) The date, time and location of arrest,
  - (c) The item number of the incident and the particulars surrounding the incident, and

- (d) The charges filed against the city employee.
8. The supervisor shall review any recordings surrounding the incident and sign all required reports (EPR) and paperwork prior to the end of the arresting officer's shift.
  9. A copy of the EPR and a brief Interoffice Correspondence (105) with a synopsis of the incident review will be forwarded to the arrested person's Director or Department head, the Inspector General's Office, the Public Affairs Office and the Commander of PIB prior to the end of the supervisor's shift.

#### **PUBLIC INTEGRITY BUREAU RESPONSIBILITIES**

10. The Commander of the Public Integrity Bureau shall be responsible for reviewing the report (EPR), all attached paperwork, the supervisor's incident review 105 and all recordings surrounding the incident and reporting his/her findings to the Deputy Chief of PIB.
11. The Deputy Chief of PIB shall report the findings of the review to the Superintendent of Police and notify the Inspector General's Office of the incident and report the findings of the review within 72-hours of the incident.