

**Laurel Police Department – General Order**  
**Chapter III, Section 400, Order 404 – Arrestee Identification Number**  
**September 14, 2016**

**3 / 404.05 POLICY**

It is the policy that the Department assigns each arrestee an identification number.

**3 / 404.10 PURPOSE**

To ensure all arrestees are able to be identified by a specifically assigned number.

**3 / 404.15 DEFINITIONS**

None

**3 / 404.20 PROCEDURES**

A. GENERAL

1. Effective July 1, 1996, each person arrested by the Laurel Police Department will be assigned a specific identification number.
2. This identification number is to be used by Central Records personnel only.
3. The process of assigning the number and ensuring that numbers are not duplicated will be the responsibility of the arrest data entry personnel.

B. TRAINING AND DATA ENTRY

1. The City's Information Technology department will ensure that each data entry clerk or other authorized personnel are properly trained in the proper methods of assigning identification numbers.
2. The identification number will be placed in the ID# field in the arrest entry screen in CAD.

C. FILING OF ARREST DATA

1. All information regarding a person's arrest shall be placed in a folder and filed yearly alphabetically and numerically by arrest number.
  - a. This includes fingerprint cards, photos, arrest reports, and criminal history information.

**3 / 404.25 GOVERNING LEGISLATION AND REFERENCES**

CALEA Standards 82.3.6

**3 / 404.30 ANNEX**

None