



# OAKLAND POLICE DEPARTMENT OPERATIONS PLAN 25 Oct 11

**DATE OF EVENT: 25 Oct 11**

**UPDATED: 24 Oct 11  
BY: M. Poirier**

## **I. SITUATION**

### **A. General Situation**

On October 10, 2011, a group identifying itself as "Occupy Oakland!" set up an encampment in front of Oakland City Hall in Frank Ogawa Plaza (FOP). At that time, the City of Oakland sought to accommodate the exercise of free speech and expression and tried to work with the group, but that recently there have been growing concerns regarding the group creating an unsafe environment and safety hazards to those in the encampment and the general public. The group has set up approximately 147 tents, kitchen and bathroom facilities, child care areas, posted dozens of banners, and claims FOP as their own. The group is organized, has monetary support and is openly hostile towards law enforcement. The group facilitates committee meetings, general assembly meetings, and hosts various entertainment and speakers day and night.

The group is diverse, made up of persons including self proclaimed anarchists, labor unions, long term homeless individuals, special cause supporters and others. FOP attracts several hundred persons sympathetic to the group during the day and evening hours. It is estimated approximately 125 persons stay/sleep in FOP overnight.

The group maintains a constant security patrol around the Plaza and up two blocks from FOP. They utilize a warning system (both human and electronic) if law enforcement is seen in the area. They openly challenge law enforcement and often surround any officer that is near their encampment ordering the officers to leave "their land". The group communicates through Twitter, Facebook, Live Stream and other social media and has hundreds of "on line" supporters.

Members of the group vary in age groups including young children during the day and early evening hours. There are also several dogs allowed to run loose and there have been at least two people bitten by dogs. There are several factions within the encampment which disagree regarding operation of the encampment. The group includes non-violent protesters and also groups which are hostile to law enforcement and uncooperative with other City departments. Flammable material used for cooking is kept in the encampment and various news reports and social media accounts report that assaults have happened within the encampment. Most notably, hostile group members have repeatedly denied access to police and emergency workers. A

secondary encampment in Snow Park began after FOP campers became concerned about behaviors of campers in FOP and left.

Over the last two weeks the City of Oakland Administration has maintained communication with the group. City demands regarding public health and safety issues within the encampment have been met with unsatisfactory responses. The City Administration has determined that the group can no longer remain in FOP. On 20 October 11, the City demanded the group vacate FOP. The group refuses to leave.

Members of the group are in violation of Penal Code Section 647(e) – lodging in public place without permission of owner, a misdemeanor.

The Snow Park (19<sup>th</sup>/Harrison) encampment is also violating Penal Code 647(e). Snow Park participants have also been ordered to leave and have informed law enforcement that they will not leave.

## **B. Organization**

We will utilize the Incident Command System (ICS) to manage our efforts. The Emergency Operations Center (EOC), [REDACTED] will be activated. All staff will be assigned to 12 hour operational periods. Mobile Field Forces shall be geographically assigned under the Area Commanders. All mutual aid requests will be coordinated by EOC staff.

## **II. MISSION**

The Mission of the Oakland Police Department (OPD) is to remove the encampment (tents and all other living accommodations) from the Frank Ogawa Plaza so that all health and safety hazards can be abated and the Plaza can be restored to a safe condition for the use of all members of the public.

The Oakland Police Department, with the assistance of other City departments and outside law enforcement agencies, will conduct crowd management and apply the appropriate level of direction and control to:

1. Maintain Officer Safety
2. Protect Life
3. Protect Property
4. Protect Vital Facilities
5. Maintain Public Peace and Order
6. Uphold Constitutional Rights of Free Speech and Lawful Assembly

## **III. EXECUTION**

### **A. Commander's Intent**

OPD intends to execute this police operation in a cooperative manner and, to the extent possible, without requiring the use of force. To that end, OPD will try to initiate dialogue with the group leaders and will seek their cooperation. OPD intends to allow non-violent persons and cooperative individuals the opportunity to gather belongings and to leave the encampment to

avoid arrest. OPD will try to identify persons with children and persons who are elderly to facilitate their departure. The remaining individuals will be arrested. To the extent possible, OPD will seek the cooperation of the remaining individuals so that it may execute the arrests in a cooperative manner.

OPD will follow and will require all participating law enforcement agencies to follow OPD policies respecting crowd control management, unlawful assemblies, use of chemical agents and less-lethal impact munitions, use of force, arrests and transporting in-custody individuals to jail.

Furthermore, it is my intent to amass sufficient law enforcement personnel to surround and contain the encampment at FOP and to provide an outer perimeter to prevent additional persons from entering FOP. Announcements will be made to the group occupying FOP advising them of our intent to arrest them. Time will be allotted for those who wish to leave to gather their belongings and exit FOP. Those remaining at FOP will be arrested and due to the fact the offense is likely to continue will be transported to the County Jail. Security will be maintained at FOP in order to collect and remove property and to prevent persons from re-entering.

We will attempt to identify key leaders and/or organizers in the group and establish dialogue to facilitate compliance with our orders.

Chemical agents may be used to disperse riotous crowds ONLY AT the direction of a MFF Commander (preferable) or a field commander.

Once FOP is secure, units will be directed to 19<sup>th</sup>/Harrison (Snow Park) to remove campers and arrest those that refuse to leave.

## B. Concept of Operations

Command and Control will occur at the Emergency Operations Center (EOC) at [REDACTED]. The Incident Commander and all subordinate units will utilize the Incident Command System as described by the National Incident Management System for Command and Control for any incidents requiring the response of law enforcement. Mobile Field Forces will be deployed in the downtown area and will be under the command of the Operations Chief.

*Each agency that responds will be brief on OPD's Crowd Control and Use of Force policies and given an overview of the operation plan detailing the Commander's intent.* They will be assigned a pathfinder to maintain communication while they execute their mission.

Planned Operation Objectives:

<i>Time</i>	<i>Event</i>	<i>Responsibility</i>
	On going surveillance of FOP	Reilly
	Tuesday 25 Oct 11	
0000	Activate EOC	Incident Commander
0100	Activation of Staging Area	Staging Manager
0100	Preparation of Briefing Area	Staging Manager
0200	OPD and Mutual Aid Agencies Arrive at Staging/Briefing	
0200	Briefing to All Personnel	Operations Chief
0315	End Briefing	Operations Chief

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0330	Rehearsal of Movement	MFF Commanders
0415	Leave Staging Area	Staging Manager
0445	Arrive at Objective – Establish Inner/Outer Perimeter	Operations Chief
0500	Provide Announcements to Persons In FOP	Operations Chief
TBD	Provide Reasonable Time for Campers to Leave	Operations Chief
TBD	Arrest All Remaining Persons in FOP	Operations Chief
TBD	Respond to Snow Park	Incident Commander
TBD	Provide Announcement	Operations Chief
TBD	Provide Reasonable Time for Campers to Leave	
TBD	Arrest All Remaining Person in Snow Park	Operations Chief
TBD	Provide On Going Security at FOP/Snow Park	Incident Commander
1200	Transfer of Command at EOC	Incident Commander
1300	Establish Staging Area at PAB	Staging Manager
1400	Relief of Oakland PD Personnel	Incident Commander
1400	Receive Mutual Aid Officers	Staging Manager
TBD	Arrest All Remaining Person in FOP	Operations Chief
TBD	Provide On Going Security at FOP/Snow Park	Incident Commander

### C. Field Elements

#### **Mobile Field Force**

A Mobile Field Force (MFF) Platoon Under the direction of a field commander consists of four sergeants and 32 officers. A MFF Platoon will conduct crowd control activities which include: police presence, direction of traffic, public notifications, detentions, arrests and use of force.

#### **Tactical (Tango Team)**

At least one Tactical (Tango) Team will be under the direction of each MFF commander. A Tango Team, is supervised by a sergeant, and shall be tasked with assembling sufficient chemical agents and less-lethal impact munitions to address riotous, violent behavior. Tango Team members shall be the only personnel authorized to deploy chemical agents or less-lethal impact munitions. During this operation, the Tango Teams will also act as a Quick Reaction Force (QRF). A QRF may make surgical arrests of identified individuals in crowds or provide a MFF commander a small reserve force.

#### **Tactical Negotiations Team**

In this operation, members of the Department's Tactical Negotiations Team (TNT) shall be deployed with the Operations Commander. The TNT will attempt to identify personnel responsible for organizing activities as well as any individuals who incite illegal activity and/or riot. The TNT will negotiate with any group leaders and public speakers within the crowd. Additionally, the TNT will provide public announcements to the crowds using loud speakers.

#### **Video (Victor Team)**

The video teams will consist of uniformed officers with the MFF and undercover officers walking within the crowd. Under direction of a field commander, the video teams shall be tasked with the following:

- ◆ Recording temperament and actions of participants prior to crowd formation.
- ◆ Monitoring radio traffic and responding to areas of potential and actual crowd situations.
- ◆ Recording crowd temperament and criminal activity, including Unlawful Assembly and Failure to Disperse.
- ◆ Providing specific narration of activity being filmed.

#### **Surveillance (Sierra Teams)**

Surveillance teams will consist of undercover officers supervised by a sergeant. They will operate from elevated positions or walk within the crowd and report threat information to the MFF Commander via the surveillance team leader.

#### **D. Arrest Procedures in Major Crowd Situations**

Where a criminal act occurs within a large crowd, efforts shall be made to identify the suspect(s) for arrest(s). Field commanders shall consider the safety of officers and bystanders in their decision to move into a crowd to make an arrest. Where necessary, arrest teams may be deployed to make surgical arrests. Arrest teams will be equipped with sufficient protective gear to complete the arrest or rescue. The field commander shall assess the situation and request the necessary resources to address the problem. On-scene personnel shall advise the best route to respond. Officers shall not abandon their posts, unless it becomes unsafe, to respond to other problems unless directed to do so by a supervisor or commander.

Individual arrests shall comply with Departmental policies and procedures. Each day all personnel shall be briefed on any procedures that are different from the normal arrest or report processing procedures. The field commanders maintain the responsibility to ensure the procedures briefing takes place during line-up or as needed. Juveniles shall be separated from adult offenders and processed in accordance with Departmental policy. Arrest teams shall be responsible for completing and submitting a separate supplemental report documenting each arrest at the conclusion of the operation.

In the event of riotous behavior, a field commander will evaluate and determine if the crowd should be dispersed. Dispersal orders may be made in the following conditions:

- ◆ When crowd violence targets law enforcement personnel at a level likely to cause injury of personnel and other means of apprehension are not likely to succeed.
- ◆ When crowd violence turns to arson and other means of apprehension are not possible.
- ◆ When crowd violence targets buildings/property with felony malicious mischief.
- ◆ When individuals in the crowd begin to attack other people in the crowd with force likely to produce injuries requiring medical assistance.

The field commander will give or direct another to provide the dispersal order contained in TB III-G ensuring that it is heard and documented. If officers are directed to use "flex" cuffs, they must mark each side of the "lock" to show the position of the cuffs at the time of arrest.

#### **E. Use of Force in Major Crowd Situations**

Departmental General Order K-3 applies. The deployment of chemical agents shall be at the direction of a MFF Commander (preferable) or a field commander. If an Unlawful Assembly

(407 PC) is declared in a dispersal order and persons refuse to leave, a second warning(s), if feasible, shall be made prior to the use of chemical agents, allowing persons another opportunity to leave voluntarily. Use of specialty impact munitions shall not be indiscriminant nor used to disperse a non-violent crowd. Absent exigent circumstances, such deployment shall occur at the direction of a MFF commander or supervisor. Officers shall make an effort to arrest suspects when force is used to gain compliance. Chemical agents and specialty impact munitions shall only be deployed as authorized by OPD policy and in limited situations provided pursuant to Training Bulletin III-G.

#### **F. Reporting/Evidence Collection**

In the event a major crowd disturbance occurs, each member involved in the major crowd disturbance operation shall complete a supplemental report documenting his or her activities and observations during the course of the operation. Such an incident shall be properly identified by the Incident Commander. Individual members are required to document each use of force. Members (Tango Team) using specialty impact munitions shall account for and report, to their supervisor, each individual use of force and document it in a supplemental report. Supervisors shall be responsible for collecting the reports and submitting them as a complete package to their respective commanders. In the event a Tango Team is used by another company, then the Tango Team shall complete the reports and submit them through the command structure they assisted. This also applies to any personnel called upon to assist other companies. In the event of a major crowd disturbance and/or use of force, a sergeant and two officers will be designated to collect all reports from the field commanders, complete the crime report and investigate the use of force. All use of force supplemental forms will be turned into the use of force report writer.

Commanders shall ensure, in the event of a criminal act, an arrest, or any deployment of gas or specialty impact munitions, all involved personnel and their immediate supervisor(s) complete the appropriate report (crime report, supplemental report, etc). Officers shall document specific acts of the individuals, list witnesses and take witness statements when appropriate.

The recovery of physical evidence (i.e. projectiles) shall be the responsibility of every member. Supervisors shall ensure that their assigned personnel collect, document, package, and catalog relevant physical evidence.

The supervisor of the officers involved shall ensure the proper reports are completed in accordance with Departmental policies, or in compliance with the procedures in this operation (i.e. mass arrest). When more than one team is involved, the field commander at the scene shall designate a single supervisor to coordinate the completion of the necessary reports.

Officers who have been assigned a PDRD shall activate the camera per Departmental policy.

#### **G. Contingency Plans**

[REDACTED]

[REDACTED]



Planning representative at the EOC. Stop data reporting will be suspended during MFF operations.

### **C. After Action Reporting**

The After Action Report will be completed by the Incident Commander or his designee and forwarded to the Chief of Police.

### **D. Uniform of the Day**

Major Response Personnel: All members shall wear the long sleeve Departmentally approved utility uniform, gun belt with all safety equipment, gas mask in carrier, long baton, riot helmet carried separately.

### **Support**

### **E. Patrol Wagons**

Patrol wagons assigned to the MFF, [REDACTED] shall transport arrestees not cited to ACSO mobile booking or the County Jail and maintain an arrest log.

### **G. Air Support**

The OPD helicopter (ARGUS) and other law enforcement mutual aid air support will be available for this event. All airborne assets will be coordinated by the OPD Air Support Unit.

### **H. Supplies**

Officers should deploy to the field with all required equipment. The Logistics Branch will push forward supplies on a request basis. Basic supplies will include radio batteries, water, ammunition/munitions, gas mask filters and parts and riot helmet parts.

### **I. Food**

The Logistics branch will provide food/water for MFF personnel.

### **J. Medical**

The following is a list of hospitals in Oakland:

- ◆ Highland Hospital – 1411 E31st St.
- ◆ Summit Hospital – 350 Hawthorne St.
- ◆ Kaiser Hospital – 280 W. MacArthur Blvd.
- ◆ Children's Hospital – 747 52<sup>nd</sup> St.

Individuals that are arrested and require medical treatment shall be transported to Highland Hospital.

### **K. Staging Areas and Mutual Aid**

[REDACTED]



## V. COMMAND AND COMMUNICATION

### A. Command Structure

#### A Shift

Commander/Supervisor	Name
Incident Commander	D/C Israel
--Public Information Officer	OCOP
--Liaison Officer	Sgt. Bandino
--Intelligence Officer/UC/Video	Sgt. Reilly
--Complaint Unit	Lt. Outlaw
-Operations Chief	Captain Allison
--Deputy Operations Chief	Lt. Poirier
---Staging Manager	Lt. Wiley
MFF Commander	Captain Joyner
MFF Commander	Captain Tull
MFF Commander	Captain Rachal
Air Operations Chief	Sgt. Green
-Planning Chief	Lt. Whent
-Logistics Chief	Captain Poulson
-Finance Chief	Dep. Dir. Garcia

#### B Shift

Commander/Supervisor	Name
Commander/Supervisor	Name
Incident Commander	TBD
--Public Information Officer	OCOP
--Liaison Officer	TBD
--Intelligence Officer/UC/Video	TBD
--Complaint Unit	TBD
-Operations Chief	TBD
--Deputy Operations Chief	TBD
---Staging Manager	TBD
MFF Commander	TBD
MFF Commander	TBD
MFF Commander	TBD
Air Operations Chief	TBD
-Planning Chief	TBD

-Logistics Chief	TBD
-Finance Chief	Manager Felicia Silva

**B. Communications**

Primary communications shall utilize the OPD radio system. Portable radios shall be signed out from and returned to the OPD Property Section. Cellular telephones may be used for secondary communications in the event of a system failure or problematic communication conditions.

CHANNEL	SYSTEM	TALK GROUP
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**C. Media**

All media inquiries shall be referred to the public information officer. Operational information shall not be discussed with the media. **All individuals possessing official media identification, or claiming media affiliation, shall be allowed to engage in activity afforded to media personnel in accordance with our policy.** All personnel are reminded to respect the right of the media during times of civil unrest.

Public trust and confidence in law enforcement are dependent upon open and honest communication with the public, most often through media access and reports. Department policy requires officers to make every reasonable effort to help reporters cover police actions and activity. Media representatives shall be treated in a fair and impartial manner.

OPD and City Public Information Officers will be available at the Emergency Operations Center [REDACTED]. Formal press releases and/or press conferences with City Officials is the preferred method of distributing information; circumstances immediately or imminently affecting traffic flow or public safety may be communicated by OPD PIO, Incident Commander, or his/her designee through a field command post or through press briefings in the field.

The preferred media staging area for plaza access is the w/b curb of 14<sup>th</sup> Street between Broadway and Clay. For mobile and stationary events/coverage alike, all individuals claiming

media affiliation shall be allowed to engage in activity afforded to media personnel in accordance with our policy.

- The media have a right to cover demonstrations, including the right to record the event on audio tape, video, film, or in photographs.
- When an area is closed, the press must be accommodated with whatever limited access to the site may be afforded without interference to emergency personnel; however, secured site access is not permitted (e.g., Port of Oakland property, or secured portions of PAB, Eastmont, City Hall).
- The media shall be permitted to observe and shall be permitted close enough access to the arrestees to record their names. Even after a dispersal order has been given, clearly identified media shall be permitted to carry out their professional duties in any area where arrests are being made unless their presence would unduly interfere with the enforcement action.
- The media shall never be targeted for dispersal or enforcement action because of their status.
- If time or circumstances permit, a field PIO will be dispatched in circumstances requiring press access/activity mediation of grievance or dispute.

**D. Fire or Medical Assistance**

All request for fire department services or medical aid shall be made through the dispatcher at the EOC. Fire and medical will be located in close proximity to the MFF operation. All personnel must provide as much information about the emergency as possible, because special arrangements have been made for escorted fire and medical response.

**E. Notifications**

Unit/Agency	Person Notified	Date Notified	Time Notified	Contact Number	Other Info
<input type="checkbox"/> BFO 1 Commander					
<input type="checkbox"/> BFO 2 Commander					
<input type="checkbox"/> Comm. Div. Supervisor					
<input type="checkbox"/> North County Jail					
<input type="checkbox"/> Alameda PD					
<input type="checkbox"/> ACSO					
<input type="checkbox"/> Berkeley PD					
<input type="checkbox"/> CHP					
<input type="checkbox"/> Emeryville					
<input type="checkbox"/> San Leandro					
<input type="checkbox"/> BART PD					
<input type="checkbox"/> Federal Protective Police					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

**BY ORDER OF:**

**Jeffrey Israel  
Deputy Chief  
Incident Commander**

**Approved**

**Howard Jordan  
Chief of Police.**

## ANNEX A: CIVIL UNREST CHECKLIST

### **TACTICAL OBJECTIVES:**

- **CONTAIN:** Confine the disorder to the smallest area possible.
- **ISOLATE:** Prevent the growth of the disorder. Cordon off the area. Deny access to those not involved.
- **DISPERSE:** Make arrests if appropriate.
- **SAFE ZONE:** Establish an Incident Command Post and Staging Area.

### **SITUATION ASSESSMENT:**

- **LOCATION** of Emergency.
- **NUMBER** of participants.
- **ACTIVITIES** of participants.
- **DIRECTION** of movement if any.
- **ADDITIONAL** personnel required
- **ACCESS** to Incident Command Post or location needed.

### **INITIAL RESPONSE:**

- **ASSEMBLE** responding personnel into squads and Mobile field force teams.
- **MEDIA:** Assign a Public Information Officer to work with on scene media.
- **BRIEF** Squad/MFF leaders ASAP.
- **ESTABLISH MISSIONS** (e.g. crowd control, traffic control, site security, arrest teams etc.)
- **REQUEST SUPPORT:** ARGUS, Tango teams etc to assist in missions.
- **LIASON:** Establish a liaison with OES.

### **OTHER CONSIDERATIONS:**

- **KNOW** what equipment your teams possess (Less lethal, chemical).
- **UTILIZE** multiple radio frequencies.
- **VIDEO:** Record not only what the protesters are doing, but if they have rocks/tools etc.
- **DOCUMENT** in written reports and on radio: crowd member activities such throwing objects, charging officers, graffiti, setting fires, mask wearing, threats etc.
- **COLLECT** evidence: rocks, bottles, spray paint cans, masks, weapons etc.
- **ARREST** teams and transporters should be organized to keep MFF members on the line.
- **MAINTAIN** squad integrity, individual actions should be avoided.
- [REDACTED]
- [REDACTED]

### **AFTER DISPERSAL:**

- **ESTABLISH** a highly visible presence.
- **RESPONSE:** Use squad sized mobile units to respond to problems.
- **ARRANGE** for relief and feeding of personnel.

### **“OODA” LOOP:**

- **OBSERVE**
- **ORIENTATE**
- **DECIDE**
- **ACT**
- **REPEAT**

**ANNEX B: DISPERSAL ORDER**

**I AM (RANK/NAME), A PEACE OFFICER FOR THE CITY OF OAKLAND. I HEREBY DECLARE THIS TO BE AN UNLAWFUL ASSEMBLY, AND IN THE NAME OF THE PEOPLE OF THE STATE OF CALIFORNIA, COMMAND ALL THOSE ASSEMBLED AT \_\_\_\_\_ TO IMMEDIATELY LEAVE.**

**IF YOU DO NOT DO SO, YOU MAY BE ARRESTED OR SUBJECT TO REMOVAL BY FORCE IF NECESSARY WHICH MAY RESULT IN SERIOUS INJURY. SECTION 409 OF THE PENAL CODE PROHIBITS REMAINING PRESENT AT AN UNLAWFUL ASSEMBLY.**

**IF YOU REMAIN IN THE AREA JUST DESCRIBED, REGARDLESS OF YOUR PURPOSE, YOU WILL BE IN VIOLATION OF PENAL CODE SECTION 409. THE FOLLOWING ROUTES OF DISPERSAL ARE AVAILABLE \_\_\_\_\_. YOU HAVE \_\_\_\_\_ MINUTES TO LEAVE.**

**IF YOU REFUSE TO MOVE YOU WILL BE ARRESTED. \*IF YOU REFUSE TO MOVE, CHEMICAL AGENTS WILL BE USED. (PROVIDE THE CHEMICAL WARNING ONLY IF USE IS ANTICIPATED).**

**PROCEDURAL NOTE: Units located on the opposite side of the crowd should confirm the announcement was heard and report such to the Communications Division via radio.**

## ANNEX C: ARREST AND REPORT WRITING PROCEDURES

### 1. Arrests

- a. Arrests under normal conditions. The procedures below are to be used for any arrests that do not involve Mass Arrest<sup>1</sup> circumstances:
  - i. Tactical circumstances permitting, the officer who arrests a suspect will maintain physical control of that suspect and walk them to a Patrol Wagon.
  - ii. If the arresting officer must pass an arrestee off to an escort officer, that escort officer will note the name of the arresting officer. If the escort officer is unable to identify the arresting officer, the supervisor will provide the escort officer with the arresting officer's name. The escort officer will then maintain physical control of the suspect and walk them to a Patrol Wagon.
  - iii. The MFF Platoon Leader will identify a prisoner pick-up point, contact the EOC, and request that a Patrol Wagon respond to that pick-up point.
  - iv. The arresting officer (or escort officer) will take the prisoner to the Patrol Wagon for processing. The following actions will be accomplished at the Patrol Wagon:
    - Complete the CAR and Declaration (arresting officer). The name of the arresting officer and the escort officer (if applicable) shall be noted on the CAR.
    - Complete the prisoner white board with prisoner name and DOB (wagon officer).
    - Take a digital photo of the prisoner with their white board information (wagon officer).
    - Transfer the prisoner from the arresting officer to the wagon officer.
  - v. After 1.a.iv. above has been accomplished, and after the Patrol Wagon contains a sufficient number of prisoners, the wagon officer will transport the prisoners to the jail.
  - vi. At the end of the operation, the wagon officer will provide all CARs, Declarations, and photos to the Prisoner Control Team.
- b. Arrests under Mass Arrest conditions.
  - i. If MFFs have a large group of arrestees completely surrounded, the MFF Platoon Leader will identify a mobile booking station location, contact the

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<sup>1</sup> Mass Arrests are defined as arrests that occur when MFFs have a large number of arrestees in custody. Such arrests may occur when MFFs have a large group of arrestees completely surrounded, or when MFFs are moving a large group of arrestees to a designated mobile booking station location.

EOC, and request that the Prisoner Processing Team respond to the mobile booking station location.

- ii. The MMF Lieutenant may elect to move a large group of arrestees to a designated mobile booking station location, using the same procedures described in 1.b.i. above.
  - iii. For Mass Arrests, the EOC is responsible for designating the primary charge that will be placed on the CARs.
- c. Mobile Booking Station operations.
- i. Supervisors will assign individual arresting officers to walk each prisoner back to the mobile booking station location.
  - ii. Upon arrival at the mobile booking station location, the arresting escort officer, in coordination with the Prisoner Control Unit, will accomplish the tasks detailed in 1.a.iv. above.
  - iii. The Prisoner Control Unit will be responsible for coordinating the transportation of all prisoners to the jail.

## 2. Report Writing.

- a. The EOC will provide one RD and Incident # that will be used through each Operational Period.
- b. The Incident Commander will designate the Report Writing Team, consisting of one sergeant and two officers. This team will be responsible for the following:
  - Completing the Overall Crime Report
  - Completing the Mass Use of Force Report
  - Collecting all supplemental reports from MFF Company Commanders
- c. All personnel involved in the operation shall complete a supplemental report, along with a Suspect page in cases where officers arrest suspects.
- d. In completing their supplemental reports, members shall ensure they include the following items in their narratives:
  - Disposition of the crowd
  - Specific actions taken
  - Specific locations where actions occurred
  - Evidence recovered
  - Specifics as to uses of force employed by the member
  - Specifics as to uses of force witnessed by the member
  - Any witnesses to uses of force



- e. Tango Team members using specialty impact munitions shall account for and report, to their supervisor, each individual use of force and document it in their supplemental reports. Supervisors shall be responsible for collecting the reports and submitting them as a complete package to their respective commanders. In the event a Tango Team is used by another company, then the Tango Team shall complete the reports and submit them through the command structure they assisted.
- f. All reports will be completed using paper reports (i.e. FBR will not be used).
- g. No Stop Data Forms will be required during this operation.
- h. At the end of the operational period supervisors will review all subordinates' reports prior to releasing them from duty. Additionally, supervisors will ask ascertain the following information from subordinates (these items will be annotated on squad stat sheets):
  - Were they injured?
  - Did they arrest anyone? If so, the number and locations of arrest.
  - Did they assist anyone in making arrest? If so, the number and locations of arrest.
  - Did they have any uses of force? If so, the number and type of each UOF.
  - Did they have any lost or damaged equipment?
  - Did any citizens wish to make a complaint?
- i. After collecting all reviewed supplemental reports, supervisors will turn them over (as a group) to the MFF Platoon Leaders, who will in turn provide them to the MFF Company Commanders, who will in turn provide them to the Report Writing Team supervisor.