



**OAKLAND POLICE DEPARTMENT
OPERATIONS PLAN
Occupy Oakland- Phase 2
BFO1-XX**

DATE OF EVENT: 25 Oct 11

UPDATED: 25 Oct 11

By: Act. Captain S. Whent

I. SITUATION

A. General Situation

On Monday, 10 Oct 11, a group named "Occupy Oakland" assembled and occupied Frank Ogawa Plaza. This demonstration was done in solidarity with "Occupy Wall Street" and other similar occupations underway across the country. The group has been known to conduct rallies, marches, and sit-ins/camp-outs. After the demonstration on Monday, the group established an encampment in Frank Ogawa Plaza and has been there all week. The group draws large numbers during the day and up to 100 individuals camp out overnight on the lawn area. The City Administrator's Office has met with the group and is allowing the group to remain in the Plaza. The group is well organized, has broad support and is openly hostile to law enforcement. The group has not engaged in violence but is possibly responsible for graffiti in the plaza.

On 25 Oct 11 at 0445, OPD officers will surround the encampment in Frank Ogawa Plaza. The encampment will be disbanded and fenced off. Supporters of the movement may assemble in other areas of the plaza to protest or to march. Officers will be deployed to monitor any protest actions arising as a result of the termination of the encampment.

B. Intelligence Information

The Support Operations Division and Intelligence Division personnel have been monitoring intelligence sources and determined the following information:

- There is no information at this time concerning violence or vandalism occurring during this march/rally;
- No sound permit has been issued for this event; and
- No special event permit has been issued for this event.

C. Organization

We will deploy a Mobile Field Force (MFF) under the direction of Incident Commander Deputy Chief Breshears. The MFF will be divided into 4 MFF Platoons (Alpha, Bravo, Charlie, and Delta), each under the command of a Lieutenant. The Platoons will be assigned as force

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projection, force protection or crowd management. The Emergency Operations Center (EOC) will be activated. Mutual aid has been requested and will be coordinated by the Incident Commander through Alameda County Sheriff's Office.

II. MISSION

From 1400 hours until the mission is complete, the Oakland Police Department will conduct crowd management and apply the appropriate level of direction and control to:

1. Protect Life;
2. Protect Property;
3. Protect Vital Facilities including City Government Buildings;
4. Maintain Public Peace and Order;
5. Uphold Constitutional Rights of Free Speech and Assembly.

III. EXECUTION

A. Commander's Intent

It is the Commander's intent to protect life, property, and facilitate The First Amendment's right of freedom of speech. We will facilitate any peaceful demonstrations or marches. We will attempt to identify key leaders and/or organizers in the group and establish dialogue to facilitate the peaceful expression of speech. In the event specific individuals in a crowd engage in illegal behavior, commanders will assess the ability/need to arrest the individuals based on the seriousness of the incident or the incitement of the crowd.

It is also the Commander's intent to prevent individuals or groups of individuals from perpetrating acts of vandalism, arson, and violence within the City of Oakland. If we are confronted with such riotous behavior, it is expected that the MFF Commanders will arrest those responsible. Such arrests may necessitate surround and arrest tactics, foregoing the issuance of dispersal orders.

The safety of Police Department personnel is paramount to the overall success of this operation. All personnel assigned to this operation shall employ proper officer safety tactics; wear all essential safety equipment; and lookout for the safety of all Department personnel. Units shall maintain flexibility in that they are able to disengage from less acute situations to provide support to more critical incidents.

[REDACTED]

In the event an unlawful assembly is declared by a commander, we will attempt to achieve compliance by police presence or other crowd control/management techniques authorized by policy. Chemical agents, at the direction of a MFF Commander, may be used to disperse crowds who remain at the scene of a declared unlawful assembly or to channelize a crowd's movement.

B. Concept of Operations

Command and Control will occur in the field. [REDACTED]

[REDACTED] This Operation will include traffic control, crowd management, crowd control/dispersal and prevention of crime. Mobile Field Forces will be deployed as force projection, force protection or crowd control.

Supervisors shall direct officers' focus/movement within assigned areas. If assigned to force protection or projection, officers shall patrol in public areas and maintain high police visibility. They shall intervene in situations that threaten public peace and safety. Supervisors and officers shall not leave their assigned area without direction from the Platoon or Incident Commander.

<i>Time</i>	<i>Event</i>	<i>Responsibility</i>
1400	Briefing to MFF	Incident Commander
1500	MFF (Alpha, Bravo, Charlie, Delta, and CHP) at CP and Force Projection into FOP, Snow Park, and marches downtown	Operations Chief
TBD	End of Operation	

C. Field Elements

Mobile Field Force

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

Quick Reaction Force

A Quick Reaction Force (QRF) Platoon is under the direction of a field commander and may be deployed to make surgical arrests of identified individuals in crowds engaged in criminal activity.

Tactical (Tango Team)

Under the direction of a field 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.

Tactical Negotiations Team

If requested by a field commander, members of the Department's Tactical Negotiations Team (TNT) shall be deployed with the MFF Team. 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.

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 or unless directed to do so by a supervisor or commander.

Individual arrests shall comply with Departmental policies and procedures. 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 field commander. If an Unlawful Assembly (407 PC) is declared in a dispersal order and persons refuse to leave, a second warning, 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 commander or supervisor. Officers shall make an effort to arrest suspects when force is used to gain compliance.

F. Reporting/Evidence Collection / PDRD Video

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. 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, the Team shall complete the appropriate reports and submit them through the command structure they assisted. This also applies to any personnel called upon to assist other MFF Platoons. In the event of a major crowd disturbance and/or use of force, a designated sergeant and officer will collect all reports from the field commanders, complete the crime report and investigate the uses 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. Stop data reporting will be suspended during MFF operations.

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. (SEE ANNEX D).

Any personnel that have been issued a PDRD are required to wear the unit. During MFF operations, personnel will be required to activate the PDRD if directly engaged with the crowd (i.e. dispersal order given, skirmish line moves toward crowd or during arrests or physical contact with members of the crowd). If not involved in direct MFF operations, personnel must comply with Department's written policy.

G. Contingency Plans

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

H. Pursuits

Departmental General Order J-4 applies. Supervisors are responsible for authorizing, monitoring and reporting pursuits involving personnel assigned to them. Units in a pursuit shall remain on their channel. The assigned dispatcher shall patch the involved channel with the appropriate Patrol channel when necessary.

E. Supervisory Span of Control

Every effort shall be made to maintain a span of control of one supervisor to eight officers, but higher ratios may be authorized by the Incident Commander.

J. Mutual Aid

As the Law Enforcement Region Mutual Aid Coordinator, the Alameda County Sheriff will coordinate the mutual aid response by police departments throughout the region. All requests for mutual aid will be made through the Incident Commander. Responding law enforcement agencies of 24 or less personnel will usually not be used in direct crowd control missions but will be assigned "area" security missions and force protection.

IV. ADMINISTRATION AND SUPPORT

Administration

A. Pay/Fiscal Reporting

Coding Time

All overtime must be completed on a mass overtime record (OTR) using an [REDACTED]

All straight time is coded to everyone's normal coding block. We are not going to track straight time separately.

Submitting Mass OT Slips

Mass OTRs should be completed at the squad level at the completion of the operation. A commander must sign each record.

If one or more squad members are still working after the rest of the squad and the operation has been demobilized, then the mass OTR should be submitted with the "Overtime Hours Worked To" time left blank for people who are still on duty. Members whose end time was left blank should email the hour that they were released to their supervisor so they can contact Fiscal and the Mass OTR can be updated.

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For example, in a squad of six, five are released at 2200hrs. However, one member is on hospital guard duty until 2330hrs. The squad leader should submit the completed Mass OTR with the start and end time for all members completed except for the person who is on guard duty. After that member is released from guard duty he or she should email their supervisor that he or she was released at 2330hrs.

B. Statistics

All statistical data including arrests, citations, uses of force, weapons recovered and property damage shall be forwarded through the chain of command to the MFF commander. The MFF commander shall then forward the data to the Operations Chief. 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 designee) and forwarded to the BFO Commander.

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, and riot helmet carried separately.

Support

E. Patrol Wagons

Patrol wagons assigned to the MFF, [REDACTED] shall transport arrestees not cited to Glen Dyer Jail and maintain an arrest log. Any arrestee transported by any unit other than a patrol wagon shall be recorded on one of the wagon's prisoner logs.

F. Air Support

The OPD helicopter (ARGUS) will be available for this event at 1700. CHP helicopter will be available at 1400.

G. Supplies

Officers should deploy to the field with all required equipment. Logistics will be activated for this operation. Push Logistics will be in effect.

H. 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 52nd St.

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

I. Transportation

Units will be primarily responsible for their own transportation, using assigned vehicles. There are transport vans available as well.

J. Staging Areas and Mutual Aid

[REDACTED]

V. COMMAND AND COMMUNICATIONS

A. Command

Commander/Supervisor	Name
Incident Commander	Deputy Chief Breshears
--Public Information Officer	Mgr. Cynthia Perkins
-Operations Chief	Capt. Figueroa
--Deputy Operations	Lt. Mullnix
--Alpha Platoon Commander	Lt. Yelder
--Bravo Platoon Commander	Lt. Chan
--Charlie Platoon Commander	Lt. Coleman
-- Delta Platoon Commander	Lt. Cunningham

B. Media

All media inquiries shall be referred to the Public Information Cynthia Perkins. 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.

C. Communications

Primary communications shall utilize the OPD radio system. Cell phones may be used for secondary communication.

Units shall remain on their primary channels during emergencies or critical incidents. TOST shall patch channels together if necessary for coordination with Patrol units. TOST will direct units not involved in the emergency to other channels if necessary.

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

[REDACTED]

D. Fire or Medical Assistance

All requests for fire department services or medical aid shall be made through communications.

BY ORDER OF:

Eric Breshears
Deputy Chief of Police
Incident Commander

Attachments:

Appendix A – Applicable Criminal Codes
Appendix B – Civil Unrest Check List
Appendix C – Crowd Dispersal Order
Appendix D – Mass Arrest/Report Writing

ANNEX A: APPLICABLE CRIMINAL STATUTES

Penal Code:

142 Officer refusing to receive or arrest person charged with offense
148 Resisting, delaying, or obstructing officer or emergency medical technician
166 Criminal Contempt
236 False Imprisonment
302 Disturbing religious meetings
370 Public Nuisance, Defined
372 Public Nuisance, Maintaining
375 Places of Public Assemblage; Injurious, Nauseous or Offensive Substances
403 Disturbance of Public Meeting
404 Riots, defined
404.6 Urging Riot
406 Route, defined
407 Unlawful Assembly
409 Warning, failure to disperse
409.3 Management at Scene of Accident
409.5 Police authority, to close area
415 Disturbing the Peace
415.5 Offenses Committed on School Grounds
416 Refusal to Disperse
418 Forcible Entry and Detainer
588 Highway, destruction of
588a Highway, throwing substances likely to injure persons, animals or vehicles
588b Highway, destroying barriers, signs, etc.
591 Telephone, telegraph, cable television, electric lines
593 Electrical transmission, interference
602(j) Trespasses
602.10 Physically Obstructing Attendance/Instruction at State College

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603 Forcible Entry, Vandalism
647c Obstruction of Street, Sidewalk, or Other Place Open to the Public
650.5 Injuring person or property
847(a) Arrest by private person
849(b)(1) Arrest without warrant

Vehicle Code:

22500a, b, c, f, g, Parking, general enforcement sections
10852, Vehicle, breaking
10853, Vehicle, malicious mischief to
23110, Vehicle, throwing objects at
O.M.C.: 5-3.02, Posters, posting of

ANNEX B: 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 RESPOSE:

- **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.
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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 C: 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 OTHER POLICE ACTION, INCLUDING THE USE OF FORCE 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 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 D: 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 Arrest¹ circumstances:**

- i. Tactical circumstances permitting the officer who arrests a suspect will maintain physical control of that suspect and walk him/her to the 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 him/her to the 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.

¹ 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.

- 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 (by 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's name and DOB (by wagon officer).
 - Take a digital photo of the prisoner with his/her white board information (by wagon officer).
 - Transfer the prisoner from the arresting officer to the wagon officer.
 - **Obtain a different RD and Incident Number for self-initiated arrests and for arrests that do not involve Mass Arrest circumstances.**
 - **The Patrol Wagon Officers shall provide the following information to the EOC:**
 - i. **Locations of arrest,**
 - ii. **Name of suspect(s),**
 - iii. **Name of arresting officer(s), and**
 - iv. **RD number, if different from the primary RD number.**
- 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 MFF has a large group of arrestees completely surrounded, the MFF Platoon Leader will identify a mobile booking station location, contact the 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 following details applicable definitions and violations:

Definitions:

404 PC Riot: Any use of force violence, disturbing the public peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law, is a riot.

406 PC Rout: Whenever two or more persons, assembled and acting together, make any attempt or advance toward the commission of an act which would be a riot if actually committed, such assembly is a rout.

407 PC Unlawful Assembly: Whenever two or more persons assemble together to do an unlawful act, or do a lawful act in a violent, boisterous, or tumultuous manner, such assembly is unlawful.

Violations:

404(a) PC (Riot): Any use of force or violence, disturbing the peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law, is a riot (Misdemeanor)

405(b) (Lynching): The taking by means of riot of any person from the lawful custody of any peace officer is a lynching. (Felony)

408 PC (Unlawful Assembly or Rout): Participates in any rout or unlawful assembly. (Misdemeanor)

409 PC (Failure to Disperse After dispersal Order): Every person remaining present at the place of any riot, rout, or unlawful assembly, after the same has been lawfully warned to disperse, except public officers and persons assisting them in attempting to disperse the same. (Misdemeanor)

416(a) PC (Failure to Disperse After Ordered to by Peace Officer): If two or more persons assemble for the purpose of disturbing the public peace, or committing an unlawful act, and do not disperse on being desired or commanded so to do by a public officer. (Misdemeanor)

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 the primary RD and Incident # that will be used through each Operational Period and for arrests under Mass Arrest conditions.***

- 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.
 - **However, a Level 1 Use of Force or complicated Use of Force might require a separate investigation, incident number and RD number. The supervisor on the scene shall determine the best course of action regarding the above.**
 - For reports documenting Use of Force, please write Use of Force on the top of the report for tracking and review purposes.
 - Collecting all supplemental reports from MFF Company Commanders.
- c. All personnel involved in the operation shall complete a supplemental report, along with a Suspect's 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 supervisors 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. **Outside LE agencies MAY use OPD forms to complete crime reports and arrests. The Prisoner Control Team shall ensure that the required reports for OPD and outside LE agencies personnel are completed for each arrest(s).**
- h. **The completion of Stop Data Forms shall be suspended during active MFF operations only. The MFF supervisor shall be responsible for ensuring that Stop Data Forms are completed for non-MFF operations in accordance with Departmental policies.**
- i. At the end of the operational period, supervisors **shall review and initial** all subordinates' reports prior to releasing them from duty. Additionally, supervisors will ascertain the following information from subordinates (these items will be annotated on squad stats sheets):

- Were they injured?
 - Did they arrest anyone? If so, the number and locations of arrests.
 - Did they assist anyone in making the arrest? If so, the number and locations of arrests.
 - Did they have any uses of force? If so, the number and type of each UOF.
 - Did they have any lost or damaged equipment?
- j. After collecting all reviewed Supplemental reports and Summary Activity Sheets, the 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.