



**OAKLAND POLICE DEPARTMENT  
OPERATIONS PLAN  
2011-BFO1-0009  
2 Nov 11**

**DATE OF EVENT: 2 Nov 11**

**UPDATED: 2 Nov 11  
BY: DC J. Israel 1500hrs**

**I. SITUATION**

**A. General Situation**

On 10 Oct 2011, a group identifying itself as "Occupy Oakland!" set up an encampment in front of Oakland City Hall in Frank Ogawa Plaza (FOP). The group had set up approximately 147 tents, kitchen and bathroom facilities, child care areas, posted dozens of banners, and claimed FOP as their own. The group is organized, has monetary support and is openly hostile towards law enforcement. The group has established security to advise of and prevent OPD response at FOP. The group monitors OPD communications via scanners. The group facilitates committee meetings, general assembly meetings, and hosts various entertainment and speakers day and night. The group communicates through Twitter, Facebook, Live Stream and other social media and has hundreds of "on line" supporters.

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.

On 25 Oct 11, the Oakland Police Department (OPD) along with mutual aid agencies conducted an early morning operation to remove campers at FOP in which a significant number of arrests were made and the encampment was dismantled.

On the evening of 25 Oct 11, protesters became violent and assaulted police officers whose mission was to secure the plaza so that it could be cleaned and repaired for future use by the public. The large crowd formed an unlawful assembly and was ordered to leave the area. The crowd responded by continuing to assault police officers. In order to defend officers and accomplish their objective to secure the plaza, officers were forced use less lethal munitions and deploy chemical agents to disperse the crowd.

On 26 Oct 11, FOP was re-opened and members of "Occupy Oakland!" again established an encampment. OPD was directed to remove rented fences from the plaza but not to remove returning campers and their tents. Oakland City administration directed OPD to maintain a minimal presence at Frank Ogawa Plaza.

2 Nov 11 Operations Plan

**CLASSIFIED--FOR LAW ENFORCEMENT USE ONLY**

The group has conducted two significant rally/marches (26, 29 Oct 11) which have been relatively uneventful. Members of anarchist groups were among the persons present at the 29 Oct 11 rally.

The group has called for a "General Strike" to occur on 2 Nov 11. The action is meant to join together community members, labor unions, workers and students in order to shut down all business in the downtown Oakland area, including the Port of Oakland and further the message of the "Occupy" movement. It is anticipated that anarchist groups will join the group. Anarchist groups often utilize the cover of a large crowd to commit criminal acts.

Anticipated Events:

0900 Rally & Press Conference (FOP)  
0955 "I Will Survive...Capitalism" flashmob (FOP)  
1000 March and Bank Actions/Mobilization  
1100 Rally at Laney College, March to OUSD and then to FOP Plaza  
  
1200 Children's Gathering (Oakland Public Library/main branch/ march to FOP  
1200 Rally & Press Conference (FOP)  
1200 Oakland Public Schools teachers and students walk out and march to FOP  
1200-1400 Lunch (FOP)  
1230 Bank Actions/Mobilization (FOP)  
1400 Disability & Seniors Action Brigade – short march, sit-in, teach-in (FOP)  
1500 Family Bike/Stroller Brigade, Oakland Public Library/ main branch  
  
1700 Rally and Labor Cook Out (FOP)  
1700 March to Port begins  
1730 Disability & Seniors Action Brigade – transport to Port of Oakland  
1900 Action to shut down Port of Oakland (Port of Oakland)

The Port of Oakland will have sufficient security personnel on Port property who will provide notification to the EOC of any activities that pose a threat to public safety or critical assets. Arrests on Port property for trespassing will require an employee of the Port to make a citizens arrest and sign the C.A.R.

Port of Oakland property includes City of Oakland streets. Any jurisdictional issues will be handled at the EOC.

The California Highway Patrol (if activated) will be primarily responsible for protecting access points to the freeways.

U.S. Coast Guard is responsible for the water side of the Port and is provided EOC updates.

**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 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 provide public safety, facilitate the rally/march and the exercise of First Amendment rights.

The Oakland Police Department, with the assistance of other City departments and if needed, 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 identify group leaders and to initiate dialogue to seek their cooperation. OPD will facilitate rallies and marches in compliance with Training Bulletin III-G.

OPD will follow and will require all law enforcement agencies participating pursuant to a mutual aid request 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.

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

### **B. Concept of Operations**

Command and Control will occur at the Emergency Operations Center (EOC) [REDACTED]. [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.

Planned Operation Objectives:

<i>Time</i>	<i>Event</i>	<i>Responsibility</i>
2 Nov 11		

0700	Activate EOC	Incident Commander
0700	Activation of Staging Area	Staging Manager
0800	MFF Briefing PAB	Captain Tull
0900	Deploy MFF	Operations Commander
1500	MFF Briefing PAB	Captain Allison
1600	Deploy MFF	Operations Commander
1600	Facilitate Bicycle Ride to Port	Operations Commander
1700	Facilitate March to Port	Operations Commander
?	Facilitate March from Port to FOP	Operations 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.

#### Anticipated Scenarios:

1. Protesters take over a business and refuse to leave \ business calls OPD to arrest protesters
2. Protesters forcibly enter Port property and won't leave
3. Protesters forcibly enter/vandalize the PAB/transportation
4. Protesters occupy BART- BART calls for help
5. Protesters riot downtown /vandalism/assault police
6. Protesters march to Port
7. Protestors obstruct free flow of vehicle traffic at major intersection causing significant disruption to commute traffic and/or commerce

## 8. Student walks outs and marches to FOP

Each of these scenarios requires an assessment of the threat to life and property so that commanders can decide the appropriate response.

In the event a decision is made by a commander to confront any number of protestors for any reason, the safety of officers and uninvolved protestors shall be considered. Additionally, the likelihood of increased police presence agitating protestors and the capacity for police resources to manage a hostile crowd shall also be considered. Our mission is not to arrest every law violator but instead to manage the entire event and to not create a situation, unless necessary to prevent the loss of life or significant property damage, whereby the crowd becomes hostile and violent towards the police forcing police to defend themselves with various levels of force and chemical munitions.

### **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 when directly engaged with the crowd and shall document activation of the PDRD in the appropriate report.

### **G. Contingency Plans**

### **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.

### **I. 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. All mutual aid responders shall check in at the main staging area. Relevant OPD policies shall be provided to all participating outside agencies responding to a request for mutual aid including TB III-G Crowd Control. All mutual aid agencies shall be briefed on the current Operations Plan by a commander.

## **IV. ADMINISTRATION AND SUPPORT**

### **Administration**

#### **A. Pay**

Mass overtime forms will be utilized during this operation. Supervisors will review and approve forms, forward them to their commander who will review and approve. The forms are then turned into the fiscal representative at the EOC.

#### **B. Statistics**

All statistical data including arrests, citations, uses of force, weapons recovered and property damage shall be documented on a statistical form and forwarded through the chain of command to the MFF commander. The MFF commander will review the forms and turn them into the 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/Marine Support**

The OPD helicopter (ARGUS) and other law enforcement mutual aid air support will be available for this event. One OPD boat will be operational for this event. All airborne/marine assets will be coordinated by the Special Operations Section.

#### **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**



**V. COMMAND AND COMMUNICATION**

**A. Command Structure**

**A Shift 0700-1900hrs**

Commander/Supervisor	Name
Law Enforcement Branch Commander	DC Israel
Public Information Officer	Officer Watson
Liaison Officer	Sgt. Bandino
Intelligence Officer/UC/Video	Sgt. Reilly
Complaint Unit	Lt. Outlaw
Law Enforcement Branch Deputy Operations Commander	Captain Tull
Deputy Operations Commander	Lt. Hamilton
Staging Manager	Lt. Wiley
MFF Commander	Captain Rachal
Air/Marine Operations Chief	Sgt. Green
-Planning Chief	Lt. Whent
-Logistics Chief	Captain Poubon
-Finance Chief	Dep. Dir. Garcia

**B Shift 1900-0700hrs**

Law Enforcement Branch Commander	DC Breshears
Public Information Officer	Sgt. Bolton
Liaison Officer	TBD

Intelligence Officer/UC/Video	Sgt. Reilly
Complaint Unit	TBD
Deputy Law Enforcement Branch Deputy Operations Commander	Captain Allison
Deputy Operations Commander	Lt. Poirier
Staging Manager	TBD
MFF Commander - Bravo	Captain Joyner
MFF Commander - Charlie	Lt. medeiros
Air/Marine Operations Chief	Sgt. Green
-Planning Chief	Lt. Whent
-Logistics Chief	Lt. Parris
-Finance Chief	TBD

**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]

Units shall remain on their primary channels during emergencies or critical incidents. Communications shall patch channels together if necessary for coordination with Patrol units. A commander shall direct units not involved in the emergency to other channels if necessary. In the event of radio failure, all units shall [REDACTED] and respond [REDACTED]

[REDACTED]

**C. Media**

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. All media inquiries shall be referred to a Public Information Officer.

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.

Press briefings with the Mayor Quan, City Administrator Deanna Santana and Chief of Police Howard Jordan are scheduled to occur at the EOC press room at the following times:

0830hrs  
1230hrs  
1630hrs  
2030hrs

#### **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. The new ambulance service is provided by Paramedics Plus or (PMP).

**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 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.

**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:

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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.

- 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 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.



