

REDACTED



**OAKLAND POLICE DEPARTMENT
OPERATIONS PLAN
BFO1-2011-0015
12 Dec 11**

DATE OF EVENT: 12 Dec 11

**UPDATED: 11 Dec 11
BY: DC J. Israel 1530hrs**

LATE

I. SITUATION

A. General Situation

The Port of Oakland Maritime Terminal (Port) is located along San Francisco Bay in West Oakland. The container terminals encompass over 750 acres and business at the Port generates over 70,000 jobs in the region. Nearly 2000 cargo ships dock at the Port every year. The Port is serviced by two railroad lines and has up to 10,000 truck movements per day.

Occupy Oakland has joined other Occupy groups in calling for a shutdown of all major West Coast Marine Ports. Occupy Oakland is a diverse group, made up of persons including self-proclaimed anarchists, labor unions, long-term homeless individuals, special cause supporters and others.

The ILWU has released a statement that indicates it does not support the shutdown action; however individual members of ILWU are actively supporting the action.

The Executive Director of the Port of Oakland has requested, if possible, that members of law enforcement conduct an operation in which the Port remains open and operational.

In response to intentions of Occupy Oakland, the City of Oakland has called for a full activation of the EOC under the command of OPD personnel.

There will be seven terminals operating on 12 Dec 11; three terminals (TraPac, TTI, Howard) will have ships docked at their berths.

All terminals require members of ILWU to maintain operations, whether a ship is at the terminal or not. ILWU members have a contractual right to immediate arbitration if they perceive unsafe working conditions, such as a protest or other civil unrest. The arbitration process takes up to two hours and if the arbitrator agrees that unsafe working conditions are present, ILWU members leave the jobsite (or do not report to jobsite) and the Port will cease normal operations.

No mutual aid has been requested; however the Port has agreed to fund 150 outside agency personnel (ACSO) to supplement OPD personnel. ACSO is responsible for securing terminal

12 Dec 11 Operations Plan

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gates and employee entrances. ACSO will also support OPD if necessary with crowd control and prisoner transport. ACSO will have a commander at the EOC to coordinate and direct field ACSO field units.

The OPD marine unit and the United States Coast Guard will provide patrols on the water side of the Port.

OPD will maintain presence at Frank Ogawa Plaza (FOP) and in the downtown area.

The Port of Oakland will have sufficient security personnel on Port property who will provide notification to the Emergency Operations Center (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 Consolidated Arrest Report (CAR).

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.

Current information indicated the following timeline of anticipated events:

0530hrs	Rally at West Oakland BART then march to Port
1500hrs	Rally at Frank Ogawa Plaza (FOP)
1600hrs	March to West Oakland BART
1700hrs	Rally at West Oakland BART then march to Port.

B. Organization

We will utilize the Incident Command System (ICS) to manage our efforts. The Emergency Operations Center (EOC), 1605 Martin Luther King Way, will be activated. All staff will be assigned to 12-hour operational periods. Mobile Field Forces shall be assigned under the Operations Commander. 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 to maintain public peace and order. This will be done with an effort 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.

Strong supervision and command are essential to maintaining a unified, measured and effective police response. Impulsive or independent actions by officers are to be avoided. Police personnel must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of crowd members. Unprofessional police behavior can inflame a tense situation and make crowd control efforts more difficult and dangerous.

OPD will enforce applicable laws and arrest specific individuals who are committing crimes. In the event of a declaration of an unlawful assembly, OPD will disperse crowds in an orderly manner to predetermined egress routes and arrest individuals who fail to disperse.

Repeated announcements will be made advising them of our intent to arrest them if they do not leave. Announcements shall be made in different locations if the crowd is large and noisy. Sufficient time will be allotted for those who wish to leave before any further police action is taken. Those remaining and refusing to leave unless arrested will be arrested and due to the fact the offense is likely to continue will be transported to the County jail.

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. Such policies shall be provided to all law enforcement personnel responding to the City's request for mutual aid. 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) at 1605 Martin Luther King Way. 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 as needed and will be under the command of the Law Enforcement Operations Commander.

Each agency that responds to the City's request for mutual aid will be briefed on OPD's Crowd Control and Use of Force policies and given an overview of the operation plan detailing the Commander's intent. Each agency will be assigned an OPD liaison (pathfinder) to maintain the Incident Commander's command and control, communication, and situational awareness while executing the mission.

Planned Operation Objectives:

<i>Time</i>	<i>Event</i>	<i>Responsibility</i>
	12 Dec 11	
0300	PAB Staging Area Activated	Staging Manager
0400	Activate EOC, Begin First Operational Period	DC Israel
0400	Alpha Company, ACSO (100) Briefing at PAB	Captain Tull
0500	Platoon Deployment – Facilitate March from BART	Captain Tull
1300	Bravo, Charlie, ACSO (50) Briefing at PAB	Captain Allison
1400	Platoon Deployment	Captain Allison
1400	Begin Second Operational Period – Change IC	DC Israel/Breshears
1600	Secure 0400 personnel	DC Breshears
1600	Facilitate March to BART/Port	Captain Allison

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.

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. 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.
- ◆ When a crowd gathers for the purpose of committing a crime.

The field commander will give or direct another to provide the dispersal order contained in TB III-G "Crowd Control" 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 riot downtown /vandalism/assault police
5. Protesters march to Port

6. Protestors obstruct free flow of vehicle traffic causing significant disruption to commute traffic and/or commerce at any location

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

[REDACTED] will be allowed unless life is threatened, serious bodily injury is threatened, significant property damage occurs, or it causes significant disruption to normal business activities for a prolonged period of time (to be determined by the Incident Commander).

In the event a decision is made by the Incident 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. Police shall strive to not create a situation, unless necessary to prevent the loss of life, serious bodily injury and 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. However, nothing in this plan prevents police from arresting persons who have sought concealment within a crowd, even if doing so may anger the crowd.

The Incident Commander must consider the impact of minimizing police responses during a crowd control or riot situation. Such a strategy can actually escalate violence and vandalism by members of the crowd who observe no response from the police thereby empowering individuals and groups in the crowd to act even more recklessly and without consequences.

E. Use of Force in Major Crowd Situations

The IC, field commanders and field supervisors shall make every effort to ensure that the police mission is accomplished as efficiently and unobtrusively as possible with the highest regard for the human dignity and liberty of all persons and with minimal reliance on the use of physical force.

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.

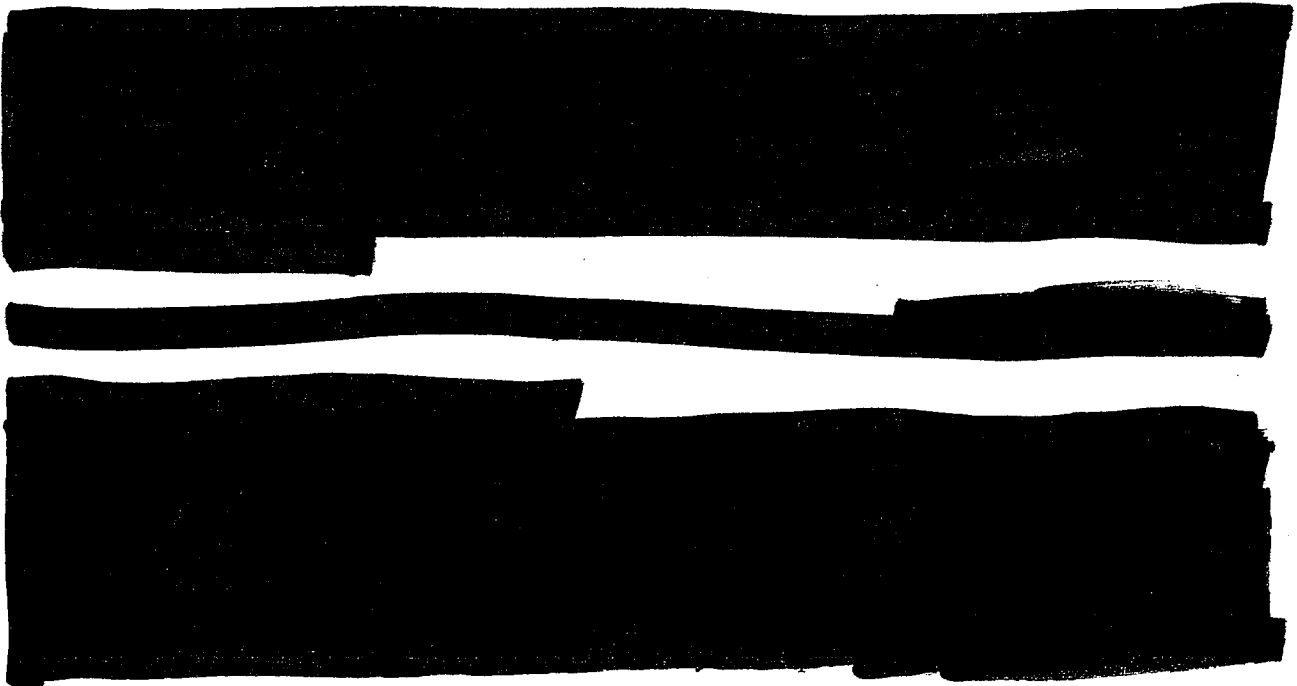
Commanders shall ensure, in the event of a criminal act, an arrest, or any deployment of gas or specialty impact munitions, all involved personnel and their immediate supervisor(s) complete the appropriate report (crime report, supplemental report, etc). Officers shall document specific acts of the individuals, 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 Personal Digital Recording Device (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. Each participating outside agency responding to a request for mutual aid shall be assigned an OPD liaison (pathfinder). ACSO resources funded by the Port are not considered mutual aid related to this operation.

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, each staffed by two officers, 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 52nd St.

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

K. Staging Areas

Temporary staging areas located at 2498 West 20th Street (Building S807) and 525 14th Street (City Center Garage) will be operational for this event. In the event of a call for mutual aid, the Oakland Arena parking lot will be activated.

V. COMMAND AND COMMUNICATION

A. Command Structure

A Shift 0400-1600hrs

Commander/Supervisor	Name
Incident Commander	DC Israel
Public Information Officer	Officer Watson
Liaison Officer	Sgt. Bandino
[REDACTED]	[REDACTED]
Complaint Unit	Sgt. Lewis
Operations Commander	Captain Tull
Staging Manager	Lt. Wiley
MFF Commander	Captain Medeiros
Air/Marine Operations Chief (1200 hours)	Sgt. Green
-Planning Chief	Captain Whent
-Logistics Chief	Captain Poulson
-Finance Chief	Mgr. F. Silva

B Shift 1300-0100hrs

Incident Commander	DC Breshears
Public Information Officer	Sgt. Bolton
Liaison Officer	Lt. Lau
[REDACTED]	[REDACTED]
Complaint Unit	Lt. Outlaw
Operations Commander	Captain Allison
Deputy Operations Commander	Lt. Poirier
Staging Manager	Lt. Yelder
MFF Commander - Bravo	Lt. Alexander
MFF Commander - Charlie	Captain Rachal
Air/Marine Operations Chief	Sgt. Green
-Planning Chief	Lt. Shannon
-Logistics Chief	Lt. Parris
-Finance Chief	Dep. Dir Garcia

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 switch to [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 (1605 Martin Luther King). 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 14th 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.

Jeffrey Israel
Deputy Chief of Police
BFO – 1

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
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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 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 Arrest¹ 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 EOC, and request that a the Prisoner Processing Team respond to the mobile booking station location.

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.

- 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.