

NO NEED TO REDACT

THE CITY OF OAKLAND POLICE DEPARTMENT



2012 BFO1-0003
(also BFO 2 2012-0003)

Incident Action Plan
January 21, 2012
1800 - 2400

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME 2012 BFO1-0004 BFO 2 2012-0003	2. DATE 21 Jan 12	3. TIME 1900
4. OPERATIONAL PERIOD (DATE/TIME) 14 Jan 12 – 1800-2400			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES) Protection of life and property from vandalism. Protect citizens and protestors from individuals who engage in vandalism and or violence. Arrest individuals who engage in criminal behavior. Set up EOC and sections Review events with relief team Ensure a safe environment for team members and citizens Patrol detail is attached.			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD Overcast with light rain			
7. GENERAL SAFETY MESSAGE Maintain situational awareness, know your surroundings, and act in a safe manner.			
8. Attachments <input checked="" type="checkbox"/> if attached <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> Weather Forecast <input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map <input type="checkbox"/> _____ <input type="checkbox"/> Communications Plan (ICS 205) <input type="checkbox"/> Traffic Plan <input type="checkbox"/> _____			
9. PREPARED BY (PLANNING SECTION CHIEF) Peña-Hornung 8227		10. APPROVED BY (INCIDENT COMMANDER)	

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
		2012 BFO1-0004 BFO 2 2012-003	21 Jan 12	1900
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
		21 Jan 12 / 1800-2400		
5. INCIDENT COMMAND AND STAFF		9. OPERATIONS SECTION		
INCIDENT COMMANDER	Capt Medeiros, Brian	CHIEF	Lt. Alexander, Blair	
DEPUTY		DEPUTY		
SAFETY OFFICER	Off. Pena-Hornung, Taiwo	a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER	Off. Watson, Johnna	BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
		DIVISION/GROUP	Alpha	Lt. Chan, Robert
6. AGENCY REPRESENTATIVES		DIVISION/ GROUP	Bravo	Lt. Coleman, Kirk
AGENCY	NAME	DIVISION/ GROUP	Charlie	Lt. Hoppenhauer, Donna
		DIVISION/GROUP		
		DIVISION /GROUP		
7. PLANNING SECTION		b. BRANCH II- DIVISIONS/GROUPS		
CHIEF	Lt. Shannon, Christopher	BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCES UNIT		DIVISION/GROUP		
SITUATION UNIT		DIVISION/ GROUP		
DOCUMENTATION UNIT		DIVISION/ GROUP		
DEMOBILIZATION UNIT		DIVISION/ GROUP		
TECHNICAL SPECIALISTS				
Intel		c. BRANCH III- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
		DIVISION/ GROUP		
		DIVISION/ GROUP		
8. LOGISTICS SECTION		d. AIR OPERATIONS BRANCH		
CHIEF	Sgt. Guttormson, Mary	AIR OPERATIONS BR. DIR.	Sgt. Green, Phil	
DEPUTY		AIR TACTICAL GROUP SUP.		
		AIR SUPPORT GROUP SUP.		
a. SUPPORT BRANCH		HELICOPTER COORDINATOR		
DIRECTOR	None	AIR TANKER/FIXED WING CRD.		
SUPPLY UNIT				
FACILITIES UNIT				
GROUND SUPPORT UNIT				
b. SERVICE BRANCH		10. FINANCE/ADMINISTRATION SECTION		
DIRECTOR	None	CHIEF	None	
COMMUNICATIONS UNIT		DEPUTY		
MEDICAL UNIT		TIME UNIT		
FOOD UNIT		PROCUREMENT UNIT		
		COMPENSATION/CLAIMS UNIT		
		COST UNIT		
PREPARED BY (RESOURCES UNIT)				
Lt. C. Shannon 8067				

Assignment List, ICS Form 204

1. BRANCH Operations		2. DIVISION/GROUP Alpha Company		ASSIGNMENT LIST				
3. INCIDENT NAME 2012 BFO1-0003 & BFO 2 2012-0003				4. OPERATIONAL PERIOD DATE <u>21 Jan 12</u> TIME <u>1800-2400</u>				
5. OPERATIONAL PERSONNEL								
OPERATIONS CHIEF		<u>Lt. Alexander, Blair</u>		DIVISION/GROUP SUPERVISOR		<u>Lt. Chan, Robert</u>		
BRANCH DIRECTOR				AIR TACTICAL GROUP SUPERVISOR		<u>N/A</u>		
6. RESOURCES ASSIGNED TO THIS PERIOD								
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME		
Alpha 1		Sgt. Vierra	8					
Alpha 2		Sgt. Mausz	9					
Alpha 3		Sgt. Riggs	8					
7. CONTROL OPERATIONS As set by OPD Protocol								
8. SPECIAL INSTRUCTIONS								
9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT			
	REPEAT					LOCAL		
DIV./GROUP TACTICAL					GROUND TO AIR			
PREPARED BY (RESOURCE UNIT LEADER) Lt. C. Shannon, 8067			APPROVED BY (PLANNING SECT. CH.) Lt. C. Shannon, 8067			DATE 21 Jan 12	TIME 1900	

OFFENSE REPORT INFORMATION

Offense reports are the means by which criminal information is transmitted among various Departmental units. The offense reports are designed to collect information pertinent to the preliminary and follow-up investigation and the ultimate prosecution of the offender. Copies of most offense reports are forwarded to the California Department of Justice for statistical review and analysis of "modus operandi" information.

OFFENSE REPORTS ARE REQUIRED FOR THE FOLLOWING INCIDENTS:

1. When the incident requires *continuing investigation*.
2. When the elements of a criminal offense exist and the complainant or reporting person expects a report to be on file.
3. When a misdemeanor or felony has been committed and the *complainant has* suffered physical injury, whether or not the complainant desires a report or intends to pursue criminal prosecution.
4. When it is reasonable to believe that a misdemeanor or felony may have occurred and there is information supporting a suspect's description or M.O. This includes third-party information when the complainant cannot be located.

Example: A burglary reported by a neighbor when the actual resident is not at home.

5. Violation of the following OMC sections, regardless of whether a citation is issued and signed.
 - a. Interfering with Animal Control employees (3-9.14 OMC).
 - b. Discharging firearm within the city limits (2-2.14 OMC).
 - c. Possession of/use of slingshot (2-2.30 OMC).
 - d. Possession of dangerous weapon (2-7.02 OMC).
 - e. False fire alarm (2-1.85 OMC).
 - f. Loitering - under 18 after 2200 hours (3-13.06 OMC).
 - g. Any OMC violation for which a juvenile is arrested or cited.

OFFENSE REPORTS ARE NOT REQUIRED FOR THE FOLLOWING INCIDENTS:

1. Incidents covered by an *Assignment Report*.
2. Incidents covered by a traffic citation.
3. OMC violations, except those noted above, for which a citation is issued. An offense report must be prepared, however, if the violator refuses to sign the citation.
4. For adult or juvenile warrant bookings, accommodation bookings, en route bookings and the following outright charge bookings:

- a. Arrests for alcoholic intoxication (647f PC), unless the defendant is a juvenile.
- b. Arrests by authority of 40302 VC (except 10852 VC) and 40303 VC.
- c. Temporary commitments for mental illness (5150 W&I), unless a separate criminal offense is involved.
- d. When an offense report is already on file.
- e. Protective custody arrests under authority of 300a and 300b W&I.
- f. Fugitive arrests.
- g. Most traffic arrests. See Report Writing Manual Insert C-1 for exceptions.

JUSTIFIABLE HOMICIDE

To report the justifiable killing of a person by either a police officer or a citizen, complete the following:

1. Any report which may be required to record the offense in which the suspect was engaged at the time he/she was slain.
2. Crime Report. Enter in the Crime box: JUSTIFIABLE HOMICIDE (196 PC) for police officers or JUSTIFIABLE HOMICIDE (197 PC) for citizens. List the deceased as the "Complainant" and the person responsible for his death as the "Suspect."

UNEXPLAINED DEATHS

Unexplained deaths are those incidents, including possible suicides, where murder or manslaughter cannot be ruled out during the preliminary investigation.

EXAMPLE: Deaths when no physician was in attendance, deaths when the cause has not been determined, deaths by accident other than a vehicle collision, or any other death that you suspect was not from natural causes. The Crime box entry for such unexplained deaths shall be "S/C Unexplained Death." Refer to Report Writing Manual Insert A-3 for additional information.

NOTE: An industrial accident resulting in a death is reported on an Outside Agency Report. Refer to Report Writing Manual Insert H-1 for additional information and route an extra copy of the report to the Homicide Section for informational purposes.

SUSPICIOUS CIRCUMSTANCES

When the elements of a crime are not present, but suspected, the entry in the Crime box should be S/C (Suspicious Circumstances), followed by the name of the crime and the appropriate code section. Include the classification if required. Your reason (s) for classifying the crime as S/C must be included in the narrative.

FEDERAL LAWS

1. IMMIGRATION VIOLATION (8 USC 1325)

This is the Immigration and Naturalization Service's (I&NS) authority to arrest illegal aliens. A 1978 policy decision by the United States Attorney established that only I&NS agents can make the final decision regarding illegal alien status. Therefore, the Oakland Police Department's policy is not to arrest suspected illegal aliens.

If you detain a person you believe is an illegal alien, prepare an Outside Agency Report and route it to the Immigration and Naturalization Service. Include in the narrative: name, address, business address, date of birth, sex, race, social security number and any other information which may be pertinent.

2. OTHER FEDERAL VIOLATIONS

The most commonly encountered federal violations are altered currency (18 USC 471 and 18 USC 472) and mail thefts (18 USC 1708).

If you have someone in custody for crimes concerning altered or counterfeit currency, you must telephone the United States Secret Service in San Francisco (556-6800) prior to making an outright arrest. This is a 24-hour number and you will be connected to a stand-by duty agent during nonbusiness hours. The agent will evaluate your information and advise you if an arrest should be made or the matter disposed of in some other manner. If the Secret Service agent does not believe that an arrest would be appropriate, complete a Crime Report and deliver all evidence to the Property Section. Note in your report the name of the agent with whom you coordinated the investigation and include a synopsis of his/her instructions. **DO NOT MAKE AN ALTERED CURRENCY OR COUNTERFEITING ARREST WITHOUT PRIOR SECRET SERVICE APPROVAL.**

If you have someone in custody for mail theft or mail tampering, telephone the Postal Inspector's office and advise them of the situation (days: 273-7035; nights: 556-2097). In most instances, postal inspectors will respond to the scene.

VIOLATION OF FORMAL PROBATION (1203.2 PC)

Do not arrest-for formal probation violations without a warrant or prior Probation Department approval. Telephone 874-7092 for assistance and document your observations in an Outside Agency Report directed to the Probation Department. If the Probation Department desires that an outright arrest be made, complete a Crime Report entitled Violation of Probation (1203.2 PC).

"SUMMARY" OR "COURT" PROBATION

"Summary: or "Court" probation status can only be revoked by the court and outright arrests for violations cannot be made. If you encounter a subject in this status who is in violation of the conditions of his/her probation, complete a Crime Report for "Violation of Summary Probation (1203b PC)." The District Attorney will then seek a warrant as appropriate.

DIPLOMATIC IMMUNITY

Diplomatic personnel stationed in foreign countries remain under the authority of their own governments. Diplomatic officers, their families, their official staffs, and their servants (except U.S. citizens and permanent resident aliens) are protected by complete immunity from arrest, detention, or prosecution for civil or criminal offenses. They cannot be arrested.

Refer to Departmental Training Bulletin III-O for additional information.

NOTE: For information purposes only, telephone the FBI in San Francisco (552-2155) whenever a person subject to diplomatic immunity is suspected of involvement in any criminal offense including such traffic-related matters as driving under the influence of alcohol or drugs. This notification should be made as quickly as possible, preferably while the subject is still in the officer's company.

SINGLE EVENT REPORTING SYSTEM

All offenses pertaining to crimes against property should be included in one offense report. All offenses pertaining to crimes against the person, such as homicide, rape, assault, etc., must be documented on a separate offense report for each victim. When multiple reports are required for a single incident, it is not necessary to duplicate the narrative portion as long as appropriate cross references are included. The offense report form, crime and classification will be selected on the basis of the most serious offense involved. A separate vehicle report is not required for an automobile taken during the commission of another offense.

In the event a defendant is arrested for offenses requiring follow-up by more than one investigative unit, the first entry in the narrative section shall include the additional charges for which each defendant was arrested. A copy of the completed offense report shall be directed to each investigative unit having an interest. This will be accomplished by placing a check mark or entry in the appropriate "Extra Copies" box.

Assignment List, ICS Form 204

1. BRANCH Operations		2. DIVISION/GROUP Bravo Company		ASSIGNMENT LIST					
3. INCIDENT NAME 2012 BFO1-0003 & BFO 2 2012-003				4. OPERATIONAL PERIOD DATE <u>21 Jan 12</u> TIME <u>1800-2400</u>					
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		<u>Lt. Alexander, Blair</u>		DIVISION/GROUP SUPERVISOR		<u>Lt. Coleman, Kirk</u>			
BRANCH DIRECTOR				AIR TACTICAL GROUP SUPERVISOR		<u>N/A</u>			
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
Bravo 1		Sgt. Carman	9						
Bravo 2		Sgt. Rojas	8						
Bravo 3		Sgt. Andreotti	8						
7. CONTROL OPERATIONS As set by OPD Protocol									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL					GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Lt. C. Shannon, 8067				APPROVED BY (PLANNING SECT. CH.) Lt. C. Shannon, 8067			DATE 21 Jan 12	TIME 1900	

REPORT WRITING MANUAL
OAKLAND POLICE DEPARTMENT

B-1
30 Nov 81

TYPE OF OFFENSE	NUMBER OF ARREST REPORTS NEEDED	CONSOLIDATED ARREST REPORT ENTRY IN NARRATIVE SECTION	NUMBER OF OFFENSE REPORTS NEEDED	OFFENSE REPORT ENTRY IN BOX 15 ("CRIME" BOX)
ONE CRIME AGAINST PERSON	ONE for each person arrested	Enter: Common name and code section of the crime.	ONE for each victim	Enter: Common name and code section of the crime.
MULTIPLE CRIMES AGAINST A PERSON	ONE for each person arrested	Enter: Common name and code sections of crimes involved, listing the most serious crime first.	ONE for each victim	Enter: Common name and code section of the most serious crime. Include the elements of all offenses in the narrative section.
CRIME AGAINST PERSON AND CRIME AGAINST PROPERTY	ONE for each person arrested	Enter: Common name and code sections of crimes involved, listing the most serious crime first.	ONE for each victim	Enter: Common name and code section of the most serious crime. Include the elements of all offenses in the narrative section.
ONE CRIME AGAINST PROPERTY	ONE for each person arrested	Enter: Common name and code section for the offense	ONE for each incident or event	Enter: Common name and code section of the crime
A VEHICLE TAKEN IN ANOTHER CRIME	ONE for each person arrested	Enter: Common name and code sections of crimes involved, listing the most serious crime first.	ONE for each incident or event	
STOLEN VEHICLE AND STOLEN PROPERTY IN VEHICLE	ONE for each person arrested	Enter: Stolen (10851 V.C.)	ONE Vehicle Report	Enter: Stolen (10851 V.C.) List property loss in the narrative section of report
MULTIPLE CRIMES AGAINST PROPERTY	ONE for each person arrested	Enter: Common name and code sections of crimes involved, listing the most serious crime first.	ONE for each incident or event	Include VIN, vehicle description, location of theft, date and time the report was phoned in, accessories, etc., in the narrative section.
MULTIPLE TRAFFIC OFFENSES	ONE for each person arrested	Enter: Authority for the arrest and list the elements of the offenses in the narrative Section of the report.		
MISDEMEANOR OR FELONY combined with TRAFFIC OFFENSES	ONE for each person arrested	Enter: Common name and code sections of crimes involved, listing the most serious crime first.	ONE for each incident or event	Enter: Common name and code section of the most serious crime. Include the elements of all offenses in the narrative section.
ONE TRAFFIC WARRANT	ONE for each person arrested	Refer to Report Writing Manual Insert K-2		
MULTIPLE TRAFFIC WARRANTS (local or from one outside jurisdiction)	ONE for each person arrested	Refer to Report Writing Manual Insert K-2		
ALL CRIMINAL AND TRAFFIC BENCH WARRANTS (local and outside jurisdictions)	ONE for each person arrested	Refer to Report Writing Manual Insert K-2		

Assignment List, ICS Form 204

1. BRANCH Operations		2. DIVISION/GROUP Charlie Company		ASSIGNMENT LIST					
3. INCIDENT NAME 2012 BFO1-0003 & BFO 2 2012-0003			4. OPERATIONAL PERIOD DATE <u>21 Jan 12</u> TIME <u>1800-2400</u>						
5. OPERATIONAL PERSONNEL									
OPERATIONS CHIEF		<u>Lt. Alexander, Blair</u>		DIVISION/GROUP SUPERVISOR		<u>Lt. Hoppenhauer, Donna</u>			
BRANCH DIRECTOR		_____		AIR TACTICAL GROUP SUPERVISOR		<u>N/A</u>			
6. RESOURCES ASSIGNED TO THIS PERIOD									
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME			
Charlie 1		Sgt. Kim	5						
Charlie 2		Sgt. Walker	8						
Tango 1		Sgt. Holmgren	4						
Tango 2		Sgt. Gonzales	4						
7. CONTROL OPERATIONS As set by OPD Protocol									
8. SPECIAL INSTRUCTIONS									
9. DIVISION/GROUP COMMUNICATIONS SUMMARY									
FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL					GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER) Lt. C. Shannon, 8067			APPROVED BY (PLANNING SECT. CH.) Lt. C. Shannon, 8067			DATE 21 Jan 12		TIME 1900	

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period							
	2012 BFO1-0003 & BFO 2 2012-0003	21 Jan 12	1900	21 Jan 12 / 1800-2400							
5. Incident Medical Aid Station											
Medical Aid Stations		Location			Paramedics Yes No						
Oakland Fire Station 3		18 th and Adeline, Oakland, CA			X						
6. Transportation											
A. Ambulance Services											
Name	Address		Phone		Paramedics Yes No						
Paramedics Plus	575 Marina Boulevard, San Leandro		510-746-5726		X						
Air Ambulance	Varies depending on provider		Fire Dispatch 238-4036		X						
B. Incident Ambulances											
Name	Location			Paramedics Yes No							
Paramedics Plus				X							
7. Hospitals											
Name	Address		Travel Time Air Ground		Phone		Helipad Yes No		Burn Center Yes No		
ACMC Highland	1411 31 st Ave., Oakland, CA		9 min		510-437-4800 510-437-4559		X				
Alta Bates	2450 Ashby, Berkeley, CA		10 min		510-204-4444 510-204-1303		X				
Kaiser Oakland	280 W. MacArthur, Oakland, CA		6 min		510-752-1000 510-752-7667		X				
John Muir	1601 Ygnacio Valley Rd., Walnut Creek, CA		20 min		925-839-5804 925-947-4444		X				
Summit	350 Hawthorne Ave., Oakland, CA		5 min		510-655-4000 510-869-8700						
8. Medical Emergency Procedures											
<ul style="list-style-type: none"> All injuries are to be reported to immediate supervisor. Supervisors will notify Area Commander of any significant injuries or need for medical transport from the assigned area of operation. Area Commanders will coordinate the treatment and transport of assigned personnel utilizing the most effective means based on the information present. Area Commanders will notify the Safety Officer of any injuries and identify the nature of injury and transport destination (if required). Area Commander and Safety Officer will notify the Incident Commander and coordinate further with injured officer's home agency. 											
Prepared by (Medical Unit Leader)						10. Reviewed by (Safety Officer)					
						OFC. Pena-Hornung 8227					