



CLEVELAND DIVISION OF POLICE DIVISIONAL NOTICE



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SUBJECT: MASS ARREST PROCEDURE		NO. PAGES: 1 of 5
CLASSIFICATION:	CHIEF OF POLICE: CHIEF	

Members are advised of the potential for mass arrests associated with large scale events. Mass arrests can be the result of any event where a group or groups of persons are engaged in activities that are illegal. Mass arrest procedures are designed to ensure the efficient and effective arrest and processing of persons arrested without infringing upon that person's protected constitutional rights. The Division shall enforce laws while protecting the rights of all persons involved. During incidents involving mass arrests, members shall follow the following procedures.

PURPOSE: To provide guidance for mass arrests by ensuring timely and accurate initial processing and identification of arrested persons. The procedures established are to be employed where advanced planning and information provides notice of circumstances where the potential for mass arrests reasonably exists.

POLICY: Nothing in this order shall be construed as a change to existing orders regarding prisoner booking and handling, this order provides guidance to ensure that those normal orders are followed.

PROCEDURES:

- I. Incident Commander Duties - The decision to initiate mass arrests shall only be made by the Incident Commander or his/her representative. As soon as conditions permit, normal arrest procedures will be reinstated. The Incident Commander shall:
 - A. Notify Communications Control Section (CCS) when mass arrest procedures have been implemented.
 - B. Ensure arrangements are made for the following:
 - 1. Make contact with court staff in making arrangements for initial appearances, when appropriate.
 - 2. Make contact with prosecutorial staff, when appropriate.

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3. Make contact with the Public Information Officer (PIO) when response to the media is necessary.
4. Make contact with the appropriate agencies when assistance is required.

II. Arresting Officer / Arrest Team Duties.

- A. Once the order to arrest has been given, officers designated by the Mobile Field Force Commander shall arrest individuals identified as suspects and verbally notify each identified person that they are under arrest. The arrested persons shall be advised of the charge(s) against them at the time of arrest.
- B. Handcuff all prisoners using disposable cuffs (flex cuffs), with the arresting officer(s) badge number(s) clearly marked with indelible ink.
- C. Place a pre-made adhesive sticker on the back of each arrested person. This sticker will indicate the date, time, and location of arrest as well as the arresting officer(s) name and badge number.
- D. The arresting officer(s) shall complete all arrest reports and other paperwork required by the Division as soon as practical and prior to reporting off-duty.

III. The CCS supervisor shall advise the Central Processing Unit of the estimated number of prisoners being delivered to their respective facilities

IV. The proper operation of a Prisoner Processing Center (PPC) is extremely important to ensure successful prosecution at a later date and as an additional precaution against possible allegations concerning the conduct of the arresting officer.

A. Prisoner Processing Center Personnel / Equipment

1. Prisoner Processing Officer - The prisoner processing officer will be designated by the Incident Commander. This officer will be responsible for the following:
 - a. Overall operation of prisoner processing center
 - b. Selection of a site for the PPC is subject to the approval of the Incident Commander. Availability of food, water, and sanitation facilities will be a factor to site selection.

- c. Determining the sufficient number of officers required for establishment of the PPC. In some situations, the Incident Commander may elect to assign this function to another police agency.
 - d. Establishing communications with the Incident Commander.
 - e. If the Incident Commander so directs, he/she may establish contact with the other agencies to arrange personnel and equipment to transport prisoners from the prisoner processing center to a place of confinement.
 - f. Determine if a prisoner is in need of medical attention and arrange treatment if necessary. Arrangements shall be made with Cleveland EMS (CEMS) for a standby of qualified medical personnel to remain at the PPC. If required, CEMS should establish field triage capability to determine whether certain prisoners shall to be transported to the hospital.
 - g. Ensure that an accurate log is maintained of all persons brought to the PPC and their disposition.
 - h. Defense counsel visits requested by the defendant will be regulated by the Prisoner Processing Officer during detentions at the PPC. The Prisoner Processing Officer shall advise attorneys requesting access to a prisoner in the detention area that they may contact their client after booking has been completed and after transport to a permanent detention facility.
2. Photographer - The photographer shall be designated by the Incident Commander. This officer must be thoroughly familiar with the proper operation of the equipment. In addition to extra supplies for the camera equipment, this officer will bring a thumbprint kit, property envelopes / tags and manila envelopes for evidence, felt marking pens and cellophane tape, and booking forms.
 3. Security Officers - A sufficient number of officers shall be designated by the Incident Commander to guard the prisoner processing area against prisoner escape or attempts to free the prisoners.
 4. Booking Officer - An officer who is assigned to the PPC. The duties are explained under prisoner processing.

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5. Transport Officers – A minimum of two transport officers shall be assigned to every transport vehicle

B. Prisoner Processing

1. Arrested persons shall be moved without delay to the PPC, by the Transport Officers. The Prisoner Transport officers shall ensure that no prisoners are transported without a completed Field Booking Form
2. Prisoners shall be searched for weapons prior to placement into a transport vehicle.
3. Once arrived at the PPC, the prisoner will be thoroughly searched by the booking officer(s) for contraband / evidence. Any evidence found shall be properly tagged and the description included in the Record Management System (RMS) arrest report.
4. Upon completing the search, the booking officer shall obtain an RMS arrest number, complete the “slap print” booking card and obtain a DNA sample for any person arrested for a felony.
5. The prisoner shall have their picture taken by the photographer, holding a card at chest level which clearly states the arrested person’s name, RMS booking number, and arresting officer(s) badge number. Any weapons or other evidence will also be photographed with the same information card visible in the photo.
6. The booking officer shall remove the prisoner to a secure area within the PPC. Prisoners shall remain there until transferred to the place of confinement. All property shall accompany the arrested person to the place of confinement.
7. Any evidence obtained shall be held at the PPC until it can be removed to a Division installation for booking into property storage.
8. Prisoners shall be moved to confinement facility as soon as feasible to alleviate security concerns.
9. Pre-charging paperwork associated with arrests shall be presented to the prosecutor as expeditiously as is reasonable under the circumstances. Paperwork shall thereafter be forwarded when ready to the Clerk of Court on a rolling basis to prevent unreasonable delay.

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Members shall familiarize themselves with the procedures described in this Divisional Notice. Mass arrest incidents may require members to be assigned to locations and to perform duties that are not part of the member's typical duties.

Supervisors shall ensure that the members under their command are advised of and follow the procedures outlined in this Divisional Notice.

This notice shall be converted into a General Police Order (GPO) in the near future.

THIS NOTICE SHALL BE READ AT ALL ROLL CALLS FOR 10 DAYS.

CDW/DAD/stm
Field Operations