

## **MASS ARRESTS**

Date of Issue: July 1, 2016  
General Order: 06-2016  
Subject: Mass Arrests  
Issued By: Annette M. Mecklenburg, Chief of Police

### **PURPOSE**

To establish procedures for response to and handling of mass arrest situations.

### **POLICY**

It is the policy of this agency to (1) respond to any civil disturbance, critical incident, or emergency situation; (2) isolate it from the remainder of the community; (3) protect life and property; and (4) maintain control. Defusing a mass arrest situation and restoring general public order is of primary importance.

### **PROCEDURES**

A mass arrest situation exists when, in the judgement of the Officer-in-Charge, the number of persons to be arrested relating to a single incident exceeds the Police Department's ability to perform normal arrest, booking, and reporting procedures.

#### **I. Plan Implementation**

- A. The Officer-in-Charge, or the highest ranking officer on the scene, is authorized to implement this plan. Notification of implementation must be made to the Chief of Police as soon as practicable and without delay.
- B. The Officer-in-Charge shall be responsible for implementing and overseeing the plan unless relieved by the Chief of Police or an officer of higher rank.
- C. The Chief of Police shall notify the City Manager of the situation as soon as practicable and keep the City Manager advised of any changes.

#### **II. Duties of First Officer(s) on the Scene**

- A. Observe the situation from a safe distance and determine if the crowd is peaceful, potentially violent, or imminently violent.
- B. Notify the dispatcher as to the seriousness of the situation and request that a supervisor and additional backup respond, if necessary.
- C. Attempt to identify, by observation, the leader of the group.

### III. Duties of the Officer-in-Charge or Highest Ranking Officer on the Scene

- A. Estimate size of crowd and area involved.
- B. Gauge the mood of the crowd
- C. Identify weapons, if any, that are involved.
- D. Identify any destroyed property involved or any property potentially at risk.
- E. Consider manpower constraints.
- F. Activate the Mobile Field Force (“MFF”) or Special Response Team (“SRT”), if necessary.
- G. Ensure that all police vehicles are parked and secured at a single location, either at or near the arrest scene, and at least one sworn officer is to remain with the vehicles for security purposes.

### IV. Duties of Officers on the scene

- A. Police personnel at the scene shall remain together as much as practicable. No officer shall leave the group to pursue a subject into or through a crowd.
- B. Arrestees shall be immediately removed from the arrest scene and taken to the Cleveland Heights Jail facility or a designated place of temporary confinement if needed.
- C. Should a place of temporary confinement be necessary prior to transport to the Cleveland Heights Jail facility, arrangements for medical treatment, food, water, and sanitation facilities shall be made for arrestees.
- D. Persons not to be taken into custody shall be left a route by which to peacefully leave the area, either on foot or by vehicle. Police vehicles should not be parked so as to block streets unnecessarily.

### V. Duties and Responsibilities of Dispatchers

- A. Make the appropriate notifications requested by the Officer-in-Charge or higher ranking officers.
- B. Contact officers to report for duty and notify them of required equipment needed and location to report to.

- C. Refer all media inquiries to the appropriate personnel in accordance with the Media Relations/Public Information General Order of the Cleveland Heights Police Department's Policies and Procedures (pg. 3B-75).

VI. Operations - Once appropriate and adequate personnel are in place, the officer-in-Charge at the scene shall:

- A. Approach the crowd and inform the leader(s) that the assembly is unlawful and that they have to disperse. If the crowd is violent, or imminently violent, this may be accomplished by using the P.A. system in the cruiser or a bullhorn. Only one officer shall give instructions to the crowd. The instructions given and the name of the officer giving them shall be documented in written reports.
- B. A time limit for dispersal should be established and no extensions allowed unless so ordered by the Chief of Police.

C. If the crowd fails to disperse and continues its activity, the Officer-in-Charge may:

1. Authorize the use of reasonable force and/or less lethal munitions.
2. Order the formation of police lines and move into the crowd for control.

VII. Transportation

Departmental vehicles shall be available for transportation of officers/equipment to the scene and for detainee transportation from the scene. The keys for the prisoner transport van are to be kept in the Officer-in-Charge's office at all times if additional transportation is required.

VIII. Mass Arrest Procedures

During the course of an emergency, a critical incident or a civil disturbance, mass arrests may become a reality and must be handled quickly and efficiently providing for transportation to jail, release on a criminal violation citation, arrestee rights, etc.

- A. Processing/Booking – Arrested person shall be removed from the point of the incident and brought to a location where initial booking shall take place. The Officer-in-Charge shall designate an arrest team to handle the detainees.

B. Arrest team shall:

1. Photograph the arrestee and include in photograph: the name of arrestee, name of arresting officer, and report number.
2. Search arrestee prior to transport and shall secure arrestee by handcuffs or flex cuffs behind their backs.

3. Contraband and illegal weapons or concealed firearms shall be tagged and identified for additional criminal charges. See General Order 03-2011 Receiving In-Custody and Evidentiary Property.
  4. All other property found on or in the possession of the arrestee is to be returned and inventoried in accordance with our jail procedures. When the arrestee is released from custody, all personal property is to be returned to the person. Under no circumstances is any personal property belonging to an arrestee to be disposed of.
  5. One sworn officer, designated by the Officer-in-Charge, will maintain a log containing the name of each arrestee, arresting officer, transporting officer(s), transporting vehicle, and the date and time of transportation.
- C. Arrested persons shall be transported to the Cleveland Heights Jail facility where formal charging/booking will take place.
1. Arrestees shall be transported in either a police cruiser or the prisoner transport van in the following manner:
    - a) Arrestees are to be secured with handcuffs or flex cuffs behind their back and shall face forward while seated.
    - b) Officers are to have their Body Worn Cameras on at all times while transporting arrestees.
  2. A minimum of three officers shall be present inside a prisoner transport van when transporting arrestees to the Cleveland Heights Jail facility:
    - a) One officer driving the van
    - b) One positioned at the rear of van facing forward
    - c) One officer positioned at front of van facing arrestees
    - d) The arrestees shall be unloaded in the west parking lot at the sally port and escorted into the jail by the three officers through the sally port.
    - e) Arrestees shall remain in a secure area until processing.
- C. Booking Procedures in the Cleveland Heights Jail Facility:
1. The primary booking site shall be the Cleveland Heights Jail facility which has two holding cells for booking procedures.
  2. Procedures used for booking shall be as outlined in the Cleveland Heights Jail Manual.
  3. When the jail holding cells are filled, arrestees awaiting booking shall be held in the roll call room. Sworn officers shall be stationed at each door of roll call room.

4. The secondary booking site shall be the roll call room in the event that the jail facility is not adequate. Two sworn officers will handle the booking procedures with the personal medical history, property inventory, affidavits, and bond papers completed in the roll call room. The arrestee will then be escorted to the jail facility for photographs and fingerprinting.
5. Arrestees without valid identification shall not be released on a criminal violation citation or bond until their identity has been verified.
6. The head City Prosecutor as well as the Cleveland Heights Municipal Judge shall be notified to expedite the release on bond of the arrestees.
7. Arrestees shall be allowed the opportunity to contact legal counsel upon completion of the booking process.
8. Due to the volume of arrestees being booked in and the limited number of available officers, visitation may not be permitted until the situation has passed.
9. As a general rule, all arrested persons who appear injured shall be given medical treatment before the booking process begins.
10. Juvenile arrestees shall be separated by sight and sound from adult arrestees while being detained. If adult arrestees are being detained in the roll call room, juvenile arrestees shall be held and booked in at the Detective Bureau and released to a parent/guardian or transported to the Juvenile Detention Center as soon as possible.

#### D. Detention

1. The Cleveland Heights Jail facility shall be the primary detention facility for all persons arrested.
2. Secondary detention facilities may be obtained by requesting mutual aid from surrounding communities if needed.
3. All arrestees shall be treated in accordance with the Cleveland Heights Jail Manual.

#### IX. Casualty Information

In any situation involving casualties, the hospitals shall be responsible for providing casualty information. Public inquiries shall be so directed.

Public records requests shall be responded to in accordance with the City's Public Records Policy.

## X. De-Escalation Procedures

Once the situation has been brought under control and conditions have returned to normal, the Officer-in-Charge shall begin de-escalation procedures, to include:

### A. Relief of officers, as appropriate.

1. On duty officers shall return to normal patrol operations.
2. Off-duty officers called in shall end their tour of duty and return any issued equipment.

### B. Assign officers to remain in the area of the disturbance to protect from any recurrence of trouble.

### C. Ensure that all departmental equipment is collected from the scene.

## XI. Post-Occurrence Duties/After-Action Reports

### A. The Officer-in-Charge, upon returning to the station, shall perform the following duties.

1. Prepare a detailed report, providing all factual information about the incident to the Chief of Police, along with any appropriate recommendations.
2. Arrange for evidence collection at the scene.

### B. Frequent, extensive security checks shall be made of all City facilities and parking areas by patrol units following mass arrest situations. Any groups gathering in the Police Department lobby and/or City Hall shall be kept under close surveillance.

## XII. Use of Force

Reasonable force shall be used to affect an arrest and to control disturbances, in accordance with General Order 09-1995 Use of Force Policy and General Order 04-2016 Pepperball/Less Lethal Munitions and Launching Systems

Approved by the order of

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Annette M. Mecklenburg, Chief of Police  
**(GENERAL POLICE ORDER #06-2016)**