



Effective: 07/19/1999  
Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 8-6 [CALEA 46.1.2]**

**MASS ARREST AND DETENTION PROCEDURES**

- SUBJECT:** Mass Arrest and Detention Procedures.
- PURPOSE:** The purpose of this order is to detail procedures to be implemented during a Mass Arrest or Detention situation arising from an incident on the California State University, Fullerton campus.
- POLICY:** It shall be the policy of this Department to provide specific procedures for field and support personnel regarding the safe and efficient arrest, detention and processing of subjects for various offenses when the number of subjects detained is extraordinarily high.
- PROCEDURE:**
- I. Concept
    - A. The basic concept of the Mass Arrest/Detention Procedure is that a specialized group of officers working together during large scale arrest incident be primarily responsible for all aspects of the arrest process, from the time of arrest to the release to another detention facility or agency, or through other legal course of action. This procedure will ensure that the chain of identification is unbroken and that officers managing the event will not be taken from their primary assignments, and thereby impacting available resources.
    - B. Timely notice shall be given to all local allied agencies of any impending major event where the possibility of mass arrests exists. The Chief of Police or his/her designee shall ensure that such notice is provided so that allied agencies can prepare their own resources in support of the anticipated event and activities. Notifications shall include the Fullerton Police Department and the Orange County Jail.
    - C. The University Police Department shall be responsible for training arrest teams, maintaining equipment, and providing any needed support resources. It shall be the appropriate Command Staff's responsibility to maintain arrest kits which shall consist of arrest forms, digital cameras and administrative supplies that can be deployed without delay. The appropriate command staff shall also be responsible for maintaining a full compliment of trained personnel, including available police or Parking and Transportation Services officers, that are capable of carrying out arrestee transportation as needed.

## II. Planning Procedures

- A. When a large-scale event dictates consideration of mass arrests, the Event Supervisor shall confer with the appropriate Command Staff and Sergeants on site to determine the approximate number of potential arrestees, and assess their individual and group temperament, focusing upon any identified agitators. Based on the estimate of possible arrestees, the appropriate command staff shall configure the arrest teams of a size and number that will enable the officers to take custody of the individuals safely. Video recording of the event will provide an opportunity to later identify other suspects.
1. The appropriate Command Staff shall plan event deployment to allow for the swift implementation of arrest teams, drawing from a variety of resources within the event, as well as available field units assigned to routine patrol activities.
  2. If numerous arrests are anticipated prior to the event, the appropriate Command Staff shall assure that needed transportation unit(s) have been identified and are available for immediately use at the event, along with the appropriate number of drivers.
  3. If a mass arrest operation exhausts all available on campus officers, the appropriate Command Staff shall request mutual aid resources from local allied agencies that were put on alert prior to the event. Mutual aid requests from outside agencies will be handled according to existing mutual aid policies and procedures.
- B. Notification Requirements.
1. If they are not already on scene, the Event Supervisor shall notify the Chief of Police and the appropriate Command Staff.
  2. The Director of Strategic Communications will be notified and media relations will be handled per General Order 1-5.

## III. Arrest Teams

- A. Arrest teams shall consist of the following personnel. This requires a minimum staff of 9.
1. Arrest Team Leader,
  2. Two (or more) officer arrest teams,
  3. One photographer/booking recordation officer (may be part of transportation team,
  4. One or more two-officer transportation teams, and
  5. Two or more receiving officers at the designated booking/detention facility, and
  6. Video recorder operator
- B. Arrest teams shall have the following equipment:

1. One digital camera,
2. Camcorder, or other video recording device,
3. Field Arrest Kit, and
4. One or more transportation vehicles.

IV. Field Arrest and Booking Procedure.

- A. At the scene of a mass arrest situation, the appropriate Command Staff shall establish a secure Field Pre-Booking Facility.
  1. This location will either be improvised or shall be provided beforehand:
    - a. An immediate locale to all areas of the campus;
    - b. Sufficient room for appropriate segregation of gender, age and offense (male/female, juvenile/adult, violent/non-violent);
    - c. Ease to access and regress from the facility, and for detention officers to monitor detainees;
    - d. Accessibility to the University Police Department Building.
- B. When possible, all arrests, once ordered by the appropriate Command Staff or his/her designee, should be made by a police sergeant with an arrest team so event officers can remain at their assigned posts.
- C. When the nature of an offense requires the immediate intervention and arrest by an event officer, custody of that arrestee shall be transferred to an arrest team so the event officer can be released to his assignment as soon as possible.
- D. Arrest teams shall make arrests for specific violations of the law.
- E. Mass Arrests
  1. When the Event Supervisor or appropriate Command Staff makes the determination that multiple arrests are to be made:
    - a. He/she shall request the assistance of specially equipped officers assigned as arrest teams.
    - b. He/she shall request sufficient transportation units to the location that will facilitate the most expeditious removal of the arrestees from the event, informing these units of:
      - 1) The number to be transported.
      - 2) The name of the group (if known) to be arrested.
      - 3) The location of arrest and best route of access.
      - 4) The location where transport vehicles should meet with arrest teams.
    - c. He/she shall physically isolate those to be arrested from sympathizers and other demonstrators, using squads of officers and terrain features so that arrest process can proceed deliberately and without danger to the arresting officers.
    - d. If necessary, a perimeter should be maintained around the transportation units until they leave with the arrestees.

- e. Photographs of the arrestees shall be completed during field pre-booking at the field detention location.
    - f. Photographs and/or video of the crowd and incident location(s) should be taken prior to initiating the mass arrests when possible to facilitate later identification.
2. Juvenile Arrests – If a large number of juvenile arrests are expected, the event supervisor should notify the Orange County Juvenile Hall (714) 935-7611 prior to the event, and provide any available intelligence or information necessary to make an assessment of the impending arrests.
3. Arrest Procedures
  - a. After the demonstrators have been isolated, the designated arrest teams will physically arrest individuals and move them to an isolated area prior to movement by waiting transportation unit(s). After securing a full load of arrestees, the transportation unit(s) will deliver them to the field booking facility.
  - b. The number of officers needed to handle each arrestee shall be determined by the following factors:
    - 1) The number of arrestees, and
    - 2) The amount of cooperation or resistance encountered.
4. The arrest teams will be photographed with each of their arrestees prior to loading them into the transportation unit. The photographs will be later downloaded at the field booking facility, and retained with booking records until the report is prepared by the arrest team.
  - a. Each arrest team squad leader shall assure that each person arrested or detained by a member of his/her squad is photographed with the arresting officer by the booking recordation officer.
  - b. Two digital photos will be taken of each arrestee or detainee. The photos shall be maintained at the field booking facility by the Custody Officer(s), until release of the suspect.
5. Arrestees shall be handcuffed with either Department supplied field arrest handcuffs or flexcuffs, behind the back, unless physical abnormalities or other conditions warrant a modified physical restraint of the suspect.
  - a. Arresting officers shall be responsible for the initial “Pat Down” search of the arrestee prior to releasing the arrestee to the transportation officers. Booking searches and removal of personal belongings and property shall be performed jointly by the transportation and field-booking officers at the field booking facility.
  - b. Large items such as backpacks shall be retained for safekeeping until the arrestee’s release.
  - c. Juveniles who are arrested shall be photographed and handcuffed in the same manner as adults.

- d. Juveniles, who are in the company of adults who are being arrested, shall be transported separately to the University Police Department, where they will be supervised until a responsible adult family member or other legal guardian arrives and takes custody of the juvenile; unless a responsible adult is available at the scene at the time of arrest.
  - 1) Officers are reminded of the immediacy of exhausting event resources when an adult with exceptionally young children is to be arrested.
  - 2) Such an arrest may be detrimental to event deployment if there is likelihood that other family or adult guardians will not be available to assume custody of the child.
  - 3) In cases such as these, an adult arrestee may be considered for expedited processing and release either via 'cite and release' or CPC 849b.
6. Transportation Booking Procedures.
  - a. The transportation officer will transport all arrestees to a processing facility as pre-determined by the appropriate Command Staff. The primary location to be considered shall be the racquetball courts located on the north wall of the Kinesiology and Health Sciences Building. Any alternative site shall be pre-arranged by the appropriate Command Staff.
  - b. Bookings or citation releases shall be performed by assigned Field Booking Facility Officers.
  - c. Citations
    - 1) If fewer than 250 persons are cited per day, they shall be cited to appear 30 days later, in groups of 25.
    - 2) If more than 250 persons are cited per day, as many as 50 persons shall be cited to appear 30 days later.
    - 3) Citations will be issued according to Department policy, and pursuant to North Orange County Court stipulations.
    - 4) Juveniles shall be released via current required formats, which shall include all Juvenile Court mandated forms.
  - d. Juveniles
    - 1) If an exceptionally large number of juveniles are considered for arrest, the appropriate Command Staff shall contact the Orange County Juvenile Hall and advise them of the number of juveniles who will be considered for transportation to Juvenile Hall due to lack of available legal guardians, or the severity of the offense.
    - 2) Juveniles will be segregated from adults as well as opposite sex arrestees at the field booking facility.
    - 3) Departmental processing shall be the same as adults.
    - 4) Once processed, all juveniles who can be released at the field booking facility shall be released when their legal guardians arrive. Those juveniles who must be transported to the Juvenile Hall shall be transferred as soon as

available personnel are identified and assigned by the appropriate Command Staff.

- e. Dependent Children
  - 1) Dependent children who cannot remain with adult or juvenile guardians due to arrest shall be taken into protective custody and then delivered to the Department of Social Services Emergency Intake.
  - 2) The Department of Social Services Emergency Intake can be contacted by the assigned office at (714) 704-8600.
  - 3) The reporting officer shall provide a concise summary of each referral to expedite temporary assignments.

#### F. Field Arrest Packets

- 1. The Event Supervisor shall be responsible for construction, maintenance and distribution of Field Arrest Kits.
- 2. Each Field Arrest Kit will contain the following items:
  - a. 100 Field Arrest Booking Envelopes.
  - b. Two digital cameras.
  - c. 2 black felt tip markers, 2 red felt tip markers.
  - d. 4 notice to appear (citation) books.
  - e. 25 Orange County Jail Booking forms.
  - f. 125 each of the following forms:
    - 1) Incident Report.
    - 2) Property/Person Report.
    - 3) Double sided Narrative/Supplemental Report.
    - 4) CPC 849 (b) Release Forms.
- 3. Distribution
  - a. Field Arrest Kits shall be retained by the field booking officers at the field booking facility.
  - b. One digital camera shall be retained by the transportation officers.
  - c. The Command Post shall also be equipped with a Field Arrest Kit.

#### G. Processing of Arrestees

- 1. Arrestees will be taken into custody by arrest teams.
- 2. Arrest team officers shall deliver arrestee to waiting transportation officers and units. Upon delivery, the Field Arrest Envelope will be completed prior to the arrestee transported to the field booking facility.
  - a. If time constraints exist, transportation officers shall assist arrest team members with completing the Field Arrest Envelope and securing of any evidence.

- b. The envelope shall provide a full listing of identifying information of the arrestee, as well as the location for temporary storage of evidence, which can be placed within the envelope.
    - c. The envelope may also be used for holding smaller personal items belonging to the arrestee, such as cash or other valuables.
  3. The arrestee and an arrest team member shall be photographed together. If necessary, transportation officers will provide the arrest team members with a new supply of restraints for future arrests.
  4. The arrestee shall then be taken to the field booking facility where he/she will be processed for the most immediately available release with consideration to the severity of the offense, condition of the arrestee and expected conclusion of the event.
    - a. Arrestees will be afforded the opportunity to utilize restroom facilities, if needed, but they must be escorted.
    - b. Because of the short duration of detention, providing for food should not be necessary. Arrestees will be provided water, if requested.
    - c. Medical treatment will be provided for any arrestee requiring attention.
  5. During this process, the booking facility supervisor shall request case numbers for each individual or group constituting an isolated incident or arrest. Therefore, often more than one arrestee will be assigned the same case number, depending upon the nature of the arrest. This number will be recorded on the Field Arrest Envelope by the booking facility supervisor.
  6. The arrestee will then be released via one of the following ways:
    - a. Notice to Appear (citation).
    - b. Pursuant to CPC 849 (B) 1 or 2.
    - c. To the custody of Orange County Jail.
    - d. To the custody of Orange County Juvenile Hall (if a juvenile).
    - e. To a parent or legal guardian (if a juvenile or dependent).
    - f. At a medical facility, after completion of citation or CPC 849(b).
  7. Prior to release, all persons taken into custody shall be the subject of a standard Department records check to determine if he/she has any outstanding wants or warrants.
  8. Because arrestees will be expeditiously released or transferred, no stipulations for visits with defense attorneys need to be made.
  9. Arrestees who are unable to offer, or are unwilling to offer satisfactory evidence of their identity, may be LiveScan(ed) for identification through the CAL-ID Network.
  10. Upon completion of the event, the booking facility supervisor shall deliver the available Field Arrest Envelopes to the University Police

Department where the arresting officers will assume control of any evidence, as well as completing the arrest report for that arrestee. All arrest and incident reports will then be delivered to the arrest team supervisor for review, prior to routing them through the watch commander.

11. The Department's Investigative Sergeant will maintain liaison with the prosecutors and courts in the event of a mass arrest situation.

V. Event Incident Report

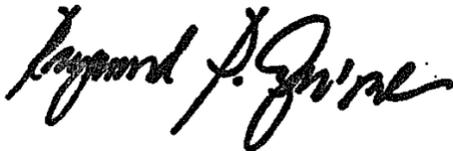
- A. An Event Incident Report shall be completed by the appropriate Command Staff who will confer with the Event Supervisor, Section Leaders, Arrest Team Leaders, transportation officers, and the field booking facility coordinator, prior to completing the report.
- B. The report shall include the incident(s) that prompted the arrests, the individuals arrested, injuries, property damage, and disposition and amount of resources required from this Department and outside agencies.
- C. In addition, a Major Incident Report will be completed and attached to the Event Incident Report. It will then be forwarded to the Chief for review. After approval by the Chief, a copy will be forwarded to the Chancellor's Office.

D.

REVIEWED BY:

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