B. Procedure

1. Command

   a. It shall be the responsibility of the Sector Commander to assume command of the police resources responding to a major disturbance or riot and to designate a command post where all responding personnel shall assemble. The Sector Commander who assumes this role of incident commander shall be on scene at the command post and therefore would be unable to perform the dual responsibility of being the Sector Commander in command at the station. For this reason a supervisor shall remain at the station to coordinate with the incident commander and to assume command responsibility for all nonincident related matters occurring in the city and to make the necessary notifications for the incident commander.

   b. The command post shall be located away from the affected area and have the necessary space and facilities to be a defensible staging area for the duration of the incident. It should be convenient enough to the problem area to launch counter measures against the disturbance without there being major delays or transportation problems.

   c. Personnel of all ranks responding to the command post are no longer permitted the prerogative of individual courses of action without the advice and direction of the incident commander unless exigent circumstances exist. The paramilitary nature of the department during emergencies such as a riot shall become a strict, military one.

2. Tactics

   a. The response tactics to be employed by the incident commander are to be predicated upon the size and nature of the disturbance, the presence of sufficient police and nonpolice personnel and equipment, and the prospects of success without sacrificing these personnel and without further risking the public safety outside the affected area.

   b. Depending on the size and nature of the disturbance, the following options are available:

      1. Use available Lakewood personnel to disperse the crowd.

      2. Contain and isolate the affected area with available Lakewood personnel. Call for additional Lakewood personnel.

      3. Provide escape routes for the crowd.
4. Using additional Lakewood personnel, disperse the crowd.

5. Utilize Lakewood and mutual aid (police) resources to contain and isolate the affected area.

3. Notifications - Immediate

The following notifications are to be made:

a. Patrol Division commander: shall be notified personally by the Sector Commander and as soon as possible.

b. Chief of police: notification made by the Patrol Division commander or, at his direction, by the Sector Commander.

c. Mutual aid (as necessary): the chief of police or a command officer of the rank of Division Chief shall authorize the request for mutual aid. This request shall be specific as to what assistance is needed and a teletype documenting the request shall be sent.

d. Other intradepartmental notifications (as necessary). These notifications to be made at the discretion of the Patrol Division commander or the Sector Commander.

4. Other Notifications

a. City manager: notification by the chief of police or a Division Chief.

b. Other City department head notifications: notifications made by and at the direction of the city manager or the chief of police.

5. Checklist

Objectives and Priorities:

a. Protect life.

b. Protect property.

c. Contain and control the disturbance.

d. Disperse the disturbance.

e. Arrest violators.

Equipment, individual short term:

b. Helmet.

c. Field jacket and gloves.

Equipment and supplies, long term:

a. Riot baton.

b. Shields (if available) and facemasks.

c. Chemical agents.

d. Gas masks.

Other areas for attention or action:

Mass Arrests

Field Processing

Prisoner Transport

K - 9

Mutual Aid

Call Modification

PIO

SWAT

Mutual Aid (requested and authorized by the chief of police):

a. Jefferson County Sheriff's Department.

b. Denver Police Department.

c. Colorado State Patrol.

d. Arvada Police Department.

e. Wheat Ridge Police Department.

f. Governor - Colorado National Guard.

Fire departments and paramedics:

a. West Metro Fire Department.
b. Littleton Fire Department.

c. Private ambulance services.

Ambulance and hospital (Flight for Life):

a. St. Anthony Hospital.

b. Lutheran Hospital.

c. Swedish Medical Center.

Crime Lab

Emergency Preparedness Coordinator

Lakewood Red Cross

Other:


b. Federal Protective Service.


d. Jefferson County Health Department.

e. State Health Department.

f. Colorado Barricade.

g. KOA radio - emergency broadcast station.

Traffic control in non-endangered perimeter areas can be performed by nonpolice personnel, Animal Control, Park Rangers, Court Marshals, police Explorer Scouts, citizens, etc.

Gasoline, food, rest area, latrine.

Tow trucks, OPG.

District Attorney.

Coroner.

Helicopter: DPD, JCSD.

Barricades.

Film documentation, news media.
Mutual aid TTY assigned to noninvolved functions.

Maps.

Other City departments and divisions:

a. Public Works.
   b. Community Development
   c. Purchasing

Incident log

**4910  MASS ARRESTS**

B. Procedure

1. A mass - arrest situation exists when, in the judgment of the patrol Sector Commander, the number of persons to be arrested out of a single incident exceeds the department's ability to perform normal arrest, booking, and reporting procedures.

2. Sufficient police manpower shall be gathered before any enforcement action is taken at the scene of the mass arrests.

3. The Criminalistics Unit shall be notified for deployment of field identification teams.

4. Purchasing Division is on 24-hour call and shall be contacted for any required supplies or equipment beyond normal inventories.

5. Frequent, extensive security checks shall be made of all City facilities and parking areas by the desk agent or Patrol units following mass arrest situations. Any groups gathering in the Police Department lobby shall be kept under close surveillance.

6. The on - call District Attorney's deputy and the on - call County Court judge shall be contacted, as needed, by the Patrol Sector Commander.

7. At the arrest scene, police vehicles shall be parked and secured at one location and at least one agent shall be left with the vehicles for security purposes.

8. Each agent on scene shall be equipped with a helmet and a police baton. Agents shall also be equipped with flex - cuffs to supplement regular handcuffs.
9. Police personnel at the scene shall remain together as much as possible. No agent shall leave the group to pursue a subject into or through a crowd.

10. Arrestees shall be immediately removed from the arrest scene and taken to a field processing center. Arresting agents shall return to crowd control duties as quickly as possible.

11. Should the number of arrestees exceed the capacity of the police department booking and holding cell facility, arrestees shall be transported directly to the County Jail, or an appropriate place of confinement or released as soon as possible after field processing. The standard procedures for transporting prisoners shall apply to mass arrests. In the event that buses or other mass transportation vehicles are used, the procedures for the prisoner transport van shall apply.

12. Should a place of temporary confinement be necessary prior to incarceration at a jail facility, arrangements for medical treatment, food, water, and sanitation facilities shall be made for arrestees.

13. Persons not to be taken into custody shall be left an escape route by which to peacefully leave the area, either on foot or by vehicle. Police vehicles shall not be parked so as to block streets unnecessarily.

C. Rule

1. Only one agent or supervisor shall give instructions to the crowd. The instructions given and the name of the person giving them shall be documented in written reports.

2. The on-scene commander shall account for all police personnel and equipment before leaving the arrest site.

4911 FIELD PROCESSING OF MASS ARRESTEES

B. Procedure

1. Agents shall be assigned as needed to maintain order in a field processing area.

2. Arresting agents shall complete the subject, charges (except summons no.), and narrative sections of a custody report for each arrestee. Arresting agents shall note briefly in the narrative section of the custody report the arrestee's actions leading to his arrest.

3. The custody report shall be sent with the transporting agent to the prisoner's place of confinement or release.

4. The agent assigned the disposition of the prisoner shall complete the disposition and juvenile - supplement sections of the custody report, as necessary. The agent assigned the disposition of the prisoner shall also complete any required summonses if the prisoner is to be jailed.
5. Arresting agents shall remove each prisoner's property and place it in a paper evidence bag. The bag shall be stapled shut and the agent's badge number, the prisoner's name, and field booking number shall be written on the bag. Agents shall also note any large sums of money or items of exceptional value on the outside of the bag. The prisoner's property shall be sent to the prisoner's place of confinement or release.

6. Any evidence seized as the result of a mass-arrest incident shall be turned over by the arresting agent to an identification technician at the field processing area.

7. The identification technician shall complete a Property report noting the time, date, and the agent from which the evidence was received. The evidence shall be sealed in an appropriate container which is identified as evidence, initialed by the technician, and have the arrestee's field booking number placed on it.

8. All evidence shall be placed in a secure location by the technician and shall be transported by the technician to the Lakewood Police Department Property Control Unit at an appropriate time.

9. After completing the appropriate sections of the custody report, ensuring a proper disposition of the prisoner's property and any associated evidence, and assisting in field processing the arresting agents shall turn the arrestee over to agents assigned to the field processing area and return to crowd control duties.

10. Field prisoner booking shall be completed by field identification teams.

11. A field identification team shall consist of a minimum of 2 identification technicians who have assigned kits which contain all necessary items to provide a positive field identification.

12. One identification team shall be assigned to the command post or other designated location. Remaining field identification teams shall be assigned to mobile crime units or on call.

13. The Criminalistics Section may establish and use code letters to represent charges on field booking materials. Code letters shall not be used, however, on the custody report or any summonses.

14. The Criminalistics Section shall display, in the field processing area for agents and any assisting officers to see, the case report number for the incident, and any code letters used, along with the charges they represent.

15. A field booking number shall be assigned to each arrestee. This number shall be separate and distinct from any type of numbering system now in use. This number shall not replace the ID number, case number, or jail booking number and shall be used only when mass arrest procedures are in effect. This number shall be placed on the back of the 8 - by 8 - inch field booking card and shall be large enough to be seen in a photograph.
16. One photograph shall be taken of the prisoner and the arresting agent. For the purpose of the photograph, the field identification number shall be held by the arresting agent in a visible manner.

17. The prisoner's name, date of birth, field booking number, and code letter of charges placed shall be entered into the field booking log by the identification technician.

18. The identification technician shall place the following information on the reverse side of the 8 - by 8 - inch field booking number card:
   a. Prisoner's name.
   b. Date and time of arrest.
   c. Agent's name and badge number, if applicable, or employee number.
   d. Initials of identification technician.
   e. Code letter of arrest charge.
   f. The prisoner's right 4 fingers printed simultaneously.

19. The photographic memory card and the booking card shall be taken to Lakewood Police Department when the arrestees are transported.

20. The identification technician shall write the field arrest booking number on the right forearm of the prisoner in permanent black felt tip pen.

21. Upon completion of field processing, prisoners shall be taken to a place of release where they are released in accordance with standard procedure or the prisoners shall be taken to a place of confinement.

22. Prisoners who are not incarcerated shall normally be released at the Lakewood Police Department. If the police facility is in close proximity to the disturbance area increasing the likelihood that released prisoners will again become involved in the disturbance, an alternate release location shall be arranged by the Patrol Sector Commander.

23. As soon as the approximate number of persons to be incarcerated is known, the appropriate confinement facilities shall be advised by the Patrol Sector Commander.

C. Rule

There shall always be an agent present at the field processing area for security purposes.
B. Procedure

1. One case report number shall be used for an entire incident, and it shall appear on each custody report.

2. Only one narrative shall be written for the entire incident. It shall be prepared by one agent. It shall begin with a numerical listing of all persons arrested in the incident chronologically. The narrative does not need to describe each arrestee's part in the disturbance, because this shall be noted briefly on each custody report.

3. The narrative shall follow standard department format and include information on:
   
a. The source and number of complaints received by the police.
   
b. The verbatim instructions given to the crowd and the name of the person giving them.
   
c. All Lakewood Police Department personnel making arrests listed as witnesses.
   
d. Any injuries sustained by Lakewood Police Department personnel.
   
e. Whether or not the arrestees had been drinking and where.