

	POLICY & PROCEDURE	SERIES # 502	PAGE 1 OF 5
	SUBJECT <p style="text-align: center;">MASS ARRESTS</p>		EFFECTIVE DATE 01/09/07
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 502 dated 08/15/98.		

I. PURPOSE:

The purpose of this policy is to set guidelines to be used for effecting, processing and prosecuting mass arrests.

II. DISCUSSION:

The purpose of an apprehension is to stop further illegal action, make positive identification of the offenders and initiate criminal prosecution against them. Successful prosecution of those responsible for unlawful action during a disturbance, particularly those who are instigators or agitators, is considered essential to the deterrence of future disorders. Special care must be taken during apprehension of an individual to insure all procedural steps necessary for successful prosecution are performed.

III. POLICY:

It is the policy of the Hampton Police Division that whenever it becomes necessary to make mass arrests, it shall be done in a professional and humane manner. The procedures outlined below shall serve as a guideline to all supervisors as to their responsibilities and duties when it becomes necessary to make mass arrests.

IV. PROCEDURE:

- A. The Watch Commander on duty at the time of the disturbance shall notify the Chief of Police, the Police Operations Branch Commander and the appropriate Sector Commander. The Watch Commander shall assume the responsibilities of field commander and call out whatever manpower he deems necessary to control the situation. The Watch Commander shall remain in charge of the situation until an officer of higher rank arrives on the scene to assume command (See P&P 515 Incident Command System).
- B. The attitude and demeanor of the arresting officer or team towards the person arrested is very important. Arrested individuals must be treated firmly, but with reasonable courtesy and dignity. Treatment of the offenders with obvious contempt, hostility or excessive force will increase the likelihood of further resistance and may result in civil litigation.

APPROVED:
CHIEF OF POLICE



- C. All persons arrested shall be removed as quickly as possible from the area and taken to the mobile jail or holding area by the arresting officer.
- D. Offenders must be apprehended and processed individually to insure successful prosecution. Situations may arise when large numbers of persons must be taken into custody and removed from the scene. In such cases, every effort must be made to identify and document every person, using photographic or video equipment.
- E. Handling and processing/Duties of the Field Commander
 - 1. Assess the situation and call for whatever manpower is necessary to restore the peace.
 - 2. Direct and assign officers to man a field-booking unit (Mobile Jail).
 - 3. Assign manpower for the detention of prisoners.
 - 4. Provide security for mobile jail.
 - 5. Provide security for detention or holding facilities.
 - 6. Provide medical facilities if necessary.
 - 7. Designate parking area for police vehicles as close as possible to the scene of the disturbance, but not in the immediate area.
 - 8. Provide security for police vehicles parked in designated area.
- F. Mobile Jail Unit(s)
 - 1. In cooperation with the School Board and other City Departments, buses and/or other large vehicles will be utilized as mobile jail units.
 - 2. Mobile jail unit composition
 - a. Personnel – Each unit will be composed of at least three (3) officers.
 - b. Equipment – Each vehicle serving as a mobile jail unit should be capable of securely transporting at least twenty-five prisoners. A processing kit containing a digital camera and large pre-numbered envelopes should be carried in each vehicle.
- G. Field Booking Procedure
 - 1. The supervisor in charge of the booking team will obtain a brief account of the circumstances of the arrest from the arresting officer before accepting custody of the prisoner.

- a. Following the supervisor's approval, the arresting officer is furnished a pre-numbered large manila envelope, upon which the officer writes his name and CAD number, the arrestee's last name and initial, time, date, and location of arrest. All writing will be in heavy dark pen, and must be block style and large enough to read when photographed.
 - b. A member of the booking team photographs the officer and his prisoner together, while the officer holds the envelope bearing the above information in front of the arrestee's chest. This process ensures positive future identification.
 - c. Any weapons or contraband taken from the prisoner will be marked, tagged and photographed along with the officer and prisoner and then placed in the envelope. Envelopes containing this property will be tagged into Property & Evidence by the arresting officer in the usual manner.
 - d. Digital photographs taken will be handled in the same manner as evidentiary photographs in accordance with P&P 718 – Digital Photography.
 - e. No personal property will be taken from the prisoner until his arrival at the Sheriff's Department Intake Center.
2. The officer shall make pertinent notes for reference purposes when writing his official report later.
 3. Persons arrested must be searched immediately for weapons and removed from the scene of arrest to the Detention Facility. Normally, a female police officer, physician or another woman of appropriate status will search females. Male officers if removed, may search handbags, luggage, packages and coats. Those arrested should be segregated prior to removal, according to sex and age (juveniles vs. adults) and the amount of restraint necessary to secure them.
 4. Injured persons must be given prompt medical attention and be transported to medical facilities if necessary.
- H. Arrest of Juveniles
1. If it is anticipated that juveniles may be arrested, a member of the Juvenile Court Services (Intake Officer) may be called to the scene to facilitate processing.
 2. In the event a large number of juveniles are arrested, one additional large vehicle will be used for the transportation of juveniles only.
 3. A separate juvenile detention area may be required.

I. Detaining Area or Facilities

1. Large-scale arrests shall not be made until sufficient detention facilities have been placed in operation.
2. Prisoners may seek and talk to counsel after the formal booking has taken place in the Sheriff's booking station.
3. In the event a situation arises where the number of persons arrested becomes too large for the mobile jail to handle, additional detaining facilities must be established and utilized. Based upon circumstances, such facilities may include Darling Stadium, Coliseum, etc.
4. The mobile jail unit will operate from the holding area in the above situation and the same field booking procedures will be followed.
5. In situations where arrestees overcrowd jail facilities, provisions may be made with the military to establish and operate temporary detention facilities.
6. In addition to booking, processing and detention, it will be necessary for each holding area to have adequate provisions for food, water, and sanitation facilities.

J. Magistrate and/or Intake Officer

1. If necessary, the magistrate or intake officer (in the case of Juvenile arrestees) will be notified for the purpose of issuing legal process and arranging for bond or release.
2. Defendants will be taken before the magistrate and at this time, may be released on a summons for less serious offenses or may be required to post bond for their court appearance. Those not released will appear in court the next court day.

K. Visitations by Defense Counsel

1. Visitations by defense counsels shall not be permitted under any circumstances while prisoners are under field arrest.
2. Prisoners may seek and talk to counsel after the formal booking has taken place in the Sheriff's booking station.

L. Court and Prosecution

1. The Commonwealth's Attorney's Office will assign a deputy Commonwealth's Attorney to handle those cases that are deemed to be companion cases. These cases will be tried together or separately, at the discretion of the Commonwealth's Attorney. Cases involving aggravated circumstances may require special handling by the

Commonwealth.

2. Juvenile cases will be tried in the Juvenile and Domestic Relations Court.
3. Court dates will be distributed so as to not overload the docket on any one single day.

M. News Media

Only authorized personnel will release information to the news media (See P&P 509).

