

METROPOLITAN POLICE
 DEPARTMENT MANUAL
 FOR
MASS DEMONSTRATIONS
 AND
RESPONDING TO CIVIL
DISTURBANCES



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I. INTRODUCTION

The provisions outlined in this manual are to ensure that this department is prepared to respond effectively and efficiently to any unlawful conduct during mass demonstrations and civil disturbances and to restore peace and order to the effected areas.

This handbook sets forth general policy and shall serve as a standard operational guide for all members in carrying out the mission of the Metropolitan Police Department in dealing with mass demonstrations and civil disturbances.

The manual also is designed around the concept of operational flexibility. It is impossible to devise specific standard procedures for handling all possible situations, for each has its own characteristics and problems. The overall police attitude must be one of moderation, flexibility and controlled response. Since each situation is unique, both commanders and supervisory officials must plan to respond according to the nature and size of the crowd. The tactical procedures established within this manual are a guide, and not a substitute for the exercise of sound judgement and proper command and supervision within the context of general departmental policy.

It is imperative that members of the force understand the role of the Metropolitan Police Department during mass demonstrations and major disturbances in our city and the manner by which the department prepares itself to fulfill this role. It is to this end that this handbook is dedicated.

II. POLICY

A. Statement of Policy

It is the statutory responsibility of the Metropolitan Police Department to preserve the public peace, to prevent crime, arrest offenders, and to protect the rights of persons and of property. It is also the policy that during mass demonstrations and major civil disturbances in our city, which the department provides trained personnel to respond to the scene of these incidents to preserve peace while protecting the First Amendment right of people to assemble peacefully and exercise of free speech. In fulfilling these responsibilities, the department will make reasonable efforts to employ non-arrest methods of crowd management as the primary means of restoring order. Should such methods prove unsuccessful, arrests shall be made for violations of the law. All arrests shall be based on probable cause, and arresting officers shall use only the minimum necessary force to make and maintain the arrest. To the extent possible under the circumstances, arrests shall be made in an organized manner by units at the direction of an official, and shall be fully documented. Prisoners shall be safeguarded and adequately cared for, and shall be expeditiously processed for court or release.

B. Organizational Policy

1. The Chief of Police, or an official designated by him, will be the Field Commander at scenes of mass demonstrations and civil disturbances.
2. All other commanders will have designated areas of responsibility during mass demonstrations and civil disturbances that require total mobilization. Demonstrations and civil disturbances of a smaller scale will be the responsibility of the Commander of the Special Operations Division.
3. The Commander, Special Operations Division, under the direction of the Chief of Police, is responsible for preparing the necessary details and tactical plans for mass demonstrations that are scheduled to occur within the District of Columbia. In this capacity he shall:
 - a. Coordinate with the effected elements, units and personnel as to plans of action concerning the scheduled demonstration.

- b. Coordinate activities with other law enforcement, D.C. Government and federal agencies, as necessary.
 - c. Designate liaison officers to deal with demonstration leaders before, during, and after the demonstration.
4. The Field Commander may temporarily suspend any policy, provision, or guideline contained in this manual when such action is determined to be the only immediate recourse for the preservation of life or property.

C. Operational Policy

1. Field Commander

- a. Is responsible for issuing and disseminating all orders to members of his command and for determining what resources are necessary and to what extent they will be used.
- b. Shall direct the establishment of a Field Command Post at scenes of demonstrations and civil disturbances.
- c. Shall authorize such use of force as he determines necessary to resolve situations created by unlawful behavior.
- d. Shall authorize the application of arrest as a means of neutralizing unlawful behavior; the use of the Field Arrest Form; and the activation of the Prisoner Control Center.

2. External Relations

- a. Police Liaison Officer - When deemed necessary by the Chief of Police, an official will be designated to serve as liaison officer to city, federal and other law enforcement agencies in the manner set forth in the Government of the District of Columbia "Demonstration Contingency Plan: Handbook 6100.1," and the "Council of Governments Police Mutual Aid Agreement." (G.O. 310.4)(Appendix B).
- b. The Public - The Director of the Public Information Office will be responsible for keeping the public informed, via

the news media, of events unfolding in the city during periods of mass demonstrations and civil disturbances, and will serve as a liaison to members of the public attempting to ascertain the status of individual prisoners.

3. Use of Force

a. General

- (1) Force as used herein is defined as the employment of physical contact or weapons in order to disperse or contain a crowd, effect arrests, or protect lives and property. Force shall only be used when other less stringent means have not been or would not be effective. In all instances, only the minimum amount of force, consistent with the accomplishment of a mission, shall be used.
- (2) In managing a disorderly crowd, it is the policy of this department to use the least level of force necessary to accomplish the objective. The application of force is confined to the escalating levels of force as outline below, although it may not be feasible to apply each level in turn. Circumstances may require that one or several levels be discarded, dependent upon the level of opposition encountered.
 - (a) Show of force.
 - (b) Ultimatum to disperse and leave the area, or face arrest.
 - (c) Tactical use of riot formations.
 - (d) Use of chemical agents.
 - (e) Use of baton.
- (3) Force shall be applied, in accordance with the department's policy as contained in related general orders and DCMR Title 6A, upon authorization of the Field Commander, except that:

- (a) The Field Commander may delegate such authority to unit commanders.
 - (b) Unit supervisors may independently direct the use of force when the squad or platoon under their charge, is detached from the rest of the unit and when the isolated element's safety or that of other persons is jeopardized. If conditions allow, however, the Field Commander shall be informed of the situation before initiating any use of force at this level of command.
 - (c) Individual officers may independently apply force when personal safety or that of other persons are jeopardized, or when necessary to effect an arrest for a felony or crime of violence.
- (4) The application of force by a unit or element shall be immediately stopped upon a determination by the ranking official on the scene that the condition which required the use of force have been alleviated. Individual members who act independently shall be guided by the same principle.
- (5) All authorizations, directions, and applications concerning the use of force shall be recorded on P.D. 759B (Commander's Mass Demonstration Event Log) (Appendix G) and shall be included in the unit commander's after-action report. Similarly, orders to discontinue the use of force shall be recorded.
- (6) The Field Commander shall be given verbal notification as soon as practicable of any use of force not directed by him.
- (7) Unit commanders may submit comments and recommendations(s) concerning applications of force to the Chief of Police as part of the after-action report.

b. Police Lines

- (1) A police line comprising either uniformed personnel or blockade devices such as barricades, buses, ropes, or motorscooters shall be established at the direction of the Field Commander whenever it becomes necessary to isolate an area in which large scale unlawful activity is occurring or has the potential of occurring, or for other purposes as set forth in Article VI, Section 5(a) of the Police Regulations.
- (2) A police line may be established at the direction of a unit commander to prevent damage to a specific target such as a building, a utility, or a business area.
- (3) The objective of a police line is to impede the continuous forward movement of a an unruly crowd and indicate a state of readiness to react forcefully if necessary.
- (4) Tactical mobile clearing maneuvers, such as skirmish lines, shall not be confused with police lines which are stationary in nature. When the use of such tactical maneuvers to disperse a disorderly crowd becomes necessary, such action shall be accomplished through the application of tactical foot or scooter formations. During skirmish maneuvers, individuals will be subject to arrest when observed to be committing an unlawful act, or when there is sufficient probable cause to make an arrest.
- (5) Persons who reside, are employed, have a business or have business of an emergency nature in an area marked off by a police line shall not normally be barred from entering the area unless their safety would be jeopardized for their entry would interfere with police operations. Persons not falling into one these categories shall be prohibited from crossing a police line into a disturbance area until such time order has been restored, and the police line has been removed.

- (6) Verbal harassment directed against members on a police line shall not be cause for members to break ranks for the purpose of making an arrest or to engage in a verbal confrontation. Assaults in the form of thrown missiles capable of inflicting injury, or physical attacks upon members, however, will not be tolerated, and unit supervisors shall make every effort to identify and have arrested those engaged in such activity.
- (7) When normal vehicular and pedestrian traffic is affected within a large area of the city by the establishment of a police line, reasonable effort shall be made to disseminate this fact to the public through the local communications media.
- (8) Police lines shall not be used to impede the movement of a crowd when there is no potential for unlawful activity.

c. Chemical Agents

- (1) Refers to all forms of gaseous irritants approved by the department for crowd control purposes. It does not include the individual Pepper Spray dispensers issued to all members below the rank of Lieutenant. Individual Pepper Spray dispensers shall be used against crowds only as necessary in a defensive capacity unless no other crowd management or weapons are available for offensive use and tactical situation warrants the use of the individual dispensers against a crowd. Such offensive use against crowds shall be only upon the order of an official. Individual pepper Spray dispensers may be used offensively against individuals to subdue violators if justified by the circumstances.
- (2) The authorization, direction, or application concerning the use of Chemical Agents shall be in

accordance with the department policies regarding the use of force.

- (3) Chemical agents shall be used primarily as an offensive weapon for the purpose of dispersing illegally assembled crowds or to protect lives and property when the circumstances indicate that the use of chemical agents would be the most effective manner of accomplishing the objective. Before chemical agents are employed in an offensive capacity, the unit commander or supervisor, whichever is applicable, shall insure that avenues of escape are available to the crowd.
- (4) Chemical agents may be used as a defensive weapon, either as an independent or unit action, to prevent injury when less forceful methods would not be effective, and when other means of assistance are not readily available.
- (5) Only specifically trained members, previously selected for this task, shall be allowed to carry and use chemical agents, except that all members may carry their individual Pepper Spray dispensers.
- (6) Such trained personnel will be under the direct supervision of their squad supervisor. When ordered by a supervisor, or use is required by conditions to use chemical agents, monitor their effects, and order their use discontinued when the objective has been accomplished. In all cases, the ranking official on the scene shall ensure that only the amount of chemical agents necessary to accomplish the mission is used.
- (7) Chemical projectiles shall not be fired directly at a crowd.
- (8) Individuals in police custody who have been affected by chemical agents shall be given an opportunity, when practicable, to alleviate the effects of the irritant by washing and flushing the effected areas with cold water. They shall be

advised, moreover, not to use creams, ointments, or bandages on effected areas, and that continual rubbing of the skin against effected clothing will cause irritation reddening of the skin areas. Individuals who complain of continued effects after having flushed the effected areas shall be transported to a hospital for medical treatment.

- (9) All uses of chemical agents shall be reported by unit commanders in their after-action reports. The information contained in the report shall include the circumstances that occasioned the use; authorization for or notification of use, whichever is applicable; the types and, as nearly as possible, the amount of chemical agents used; the tactical results of use; and reports of ill effects, besides normal irritation, and hospitalization apparently occasioned by the effects of chemical agents. Any use of a chemical agent that has not been specifically approved by the Field Commander shall be verbally reported to him when practicable.

d. Baton

- (1) The baton shall be used primarily as a defensive weapon. Since it is desirable to maintain a low profile during non-critical periods, care should be taken to avoid an aggressive or intimidating appearance through the inappropriate handling of the baton. Such use as striking shall be made as a means of protection or overcoming resistance when other less forceful methods would not be effective or could result in injury to the member, and when other means of assistance are not readily available to the member.
- (2) The use of the baton to subdue individuals shall be consistent with the use of force as outlined in this chapter and shall be taken with extreme caution so as not to unnecessarily seriously injure the individual.

- (3) The baton may be used as an offensive weapon when it is employed tactically, i.e., held with hands at each end and extended from the body as a show of force, or to contain, or disperse a crowd. The determination to use the baton offensively shall be made by the unit commander or by unit supervisors in accordance with department policies regarding the use of force.

e. Canines

The use of canines for crowd control in a mass demonstration operation is strictly prohibited.

4. Arrests

- a. General. Arrests during mass demonstrations and civil disturbances shall be made at the direction of the Field Commander and in accordance with the principle of unity of action. However, this policy is not meant to impede a member in fulfilling his responsibility to protect the public. It is his duty to take immediate and, if necessary, independent action when a felony offense or a crime of violence, as so designated by the D.C. Code, is being committed.
- b. Pursuit. Except for felony offenses, members of the force shall not pursue demonstrators into buildings for the purpose of effecting arrests unless specifically instructed to do so by an official. To the extent possible, arrests on private property or in buildings shall be effected in accordance with the principle of unit of action. Officials shall accompany and exercise close control over members under their command who go on private property or enter buildings to effect arrests.
- c. Documentation. During mass demonstrations and civil disturbances, every reasonable effort shall be made to document every arrest to the extent allowable under the circumstances and consistent with the department's responsibility to protect life and property and to prevent unlawful conduct.

- (1) Under normal circumstances Field Arrest Forms or other administrative devices or procedures, as ordered by the Field Commander, shall be used by members for recording information necessary to establish probable cause for arrest.
- (2) The Field Commander may delegate to unit commanders the authority to temporarily abbreviate or suspend normal field documentation procedures, when such action is the only available resource for the protection of lives and the prevention of major property damage. As soon as conditions allow, however, the Field Commander, or the unit commander, as the case may be, shall direct the reinstatement of normal field documentation procedures.

d. Transportation and Processing of Prisoners

- (1) Arrested persons shall be transported to a detention facility that has been activated by the department's Prisoner Control Center, where such persons shall be processed in accordance with the provisions contained in the Prisoner Control Procedures (Page 48). Those times that Prisoner Control is not activated, arrestees will be transported to a District that has been designated by the Field Commander. Prisoners shall be availed the right of release, as applicable under the Citation Release Program (G.O. 502.6) or by posting of bond or collateral. Members assigned to detention facilities shall inquire of each prisoner as to the person the prisoner wishes to have notified of the arrest. Members shall then, as soon as practicable, attempt to make this notification, recording on the P.D. 759A (Field Arrest Notification Form) each unsuccessful attempt, as well as the actual notification.
- (2) This disposition of cases involving persons arrested during a period when normal field documentation procedures have been abbreviated or suspended shall be determined after consultations with the

appropriate governmental officials. The provisions for documentation and processing of arrests, and/or release, shall be announced by the Chief of Police, or the official acting in his place, following such consultations.

- e. Prisoner Confinement. When all detention facilities are full, it is the responsibility of the Prisoner Control Center Officer to arrange for other facilities for detention and to make security provisions for same.

D. Release of Information to the News Media

The Public Information Officer (PIO), Office of Public Information, shall serve as the department's liaison to the news media. Members who experience problems in dealing with the agents of the news media shall report such problems through the chain of command to the PIO. Members shall also be guided by G.O. 204.1 (Release of Information to the News Media).

E. Complaints

1. Complaints of police misconduct received from citizens during periods of civil disorder shall be properly recorded. Investigations into such complaints shall be conducted, utilizing prescribed procedures, as soon as the police operation concerning the disturbance has been concluded.
2. If a complaint is of a nature that would subject the department to severe public criticism or liability, or of a magnitude that, if substantiated, could subject the member to disciplinary action before a police trial board, the Field Commander shall be immediately notified to determine what course of action should be taken.
3. Regardless of whether a complaint has been filed or is likely to be filed, officials shall observe or have reported to them instances of misconduct by members against citizens shall take immediate steps to determine the facts, and shall promptly take appropriate corrective action, if necessary. Members who observe other members engaging in misconduct against citizens shall report such misconduct to an official as soon as practicable.

III. PERSONNEL ORGANIZATION AND COMMAND RESPONSIBILITIES

A. Personnel Commitment Options

1. After review and evaluation of all information pertaining to planned demonstration or civil disturbance, the Chief of Police will make the determination as to the level of manpower necessary to effectively manage the situation. This may take the form of any of the following levels of commitment:
 - a. Special Operations Division, (SOD) personnel only.
 - b. SOD personnel, augmented by Civil Disturbance Unit (CDU) personnel.
 - c. SOD personnel and all CDU personnel, augmented by Patrol Services personnel.
 - d. Total departmental mobilization.
2. When the department is less than totally mobilized, and activities at the scene of a demonstration or civil disturbance escalate beyond the capacity of personnel then present to effectively handle the situation, the official in charge of the department will make the determination as to the additional manpower required to manage the demonstration or civil disturbance.
 - a. A decision involving the redistribution of on-duty personnel shall be handled by District and unit commanders.
 - b. A decision involving the partial or full activation of CDU personnel shall be handled in accordance with the provisions contained in G.O. 805.1 (Appendix E).
 - c. A decision involving the recall of off-duty personnel shall be handled in accordance with G.O. 803.1 (Appendix C).

B. Unit Organization

1. Personnel detailed to handle a mass demonstration or a civil disturbance shall be organized into units, as detailed in G.O. 805.1, consisting of squads and platoons according to the following compliments:
 - a. Foot and Scooter Personnel:
 - (1) Squad: A squad consists of 9 officers under the supervision of 1 sergeant.
 - (2) Platoon: A platoon consists of 4 squads under the supervision of 1 Lieutenant.
 - (3) Each district has three CDU platoons that are under the supervision of 1 CDU captain.
 - b. Marked Vehicles:
 - (1) Squad: A squad shall consist of 3 vehicles, in which 9 officers are assigned and 1 sergeant.
 - (2) Platoon: A platoon shall consist of 4 squads under the supervision of 1 Lieutenant.
 - (3) Each district has three CDU platoons that are under the supervision of 1 CDU captain.
 - c. Transport Buses: Each bus shall constitute 1 foot platoon under the supervision of 1 Lieutenant; 3 buses shall be under the command of 1 CDU captain.
2. The term "District CDU Commander" shall connote those officials in charge of their CDU platoons in geographical areas in which they are assigned, or are in charge of a specific functional area during a mass demonstration or a civil disturbance.

C. Command Assignments and Responsibilities

1. During periods in which the department is fully mobilized for mass demonstration operations, the following command assignments and responsibilities shall be in effect:

- a. Chief of Police. As Field Commander, will personally direct and control all police activities during the operation.
- b. Technical Services Officer. Shall have general supervision over all arrangements and activities within the Technical Services Bureau.
- c. Human Services Officer. Shall have general supervision over all arrangements and activities within the Human Services Bureau.
- d. Patrol Services Officers: Commanders of Patrol Service North and Patrol Service South shall provide the direction, coordination, and control necessary to ensure that the police districts continue to provide essential police services.
- e. Support Services Officer. Shall have general supervision over all arrangements and activities within the Support Services Bureau, to include the activation of the Prisoner Control Center.
- f. Commander, Special Operations Division. Shall command and direct all CDU activities, supervise all traffic control activity, and coordinate the collection and dissemination of pertinent demonstration, civil disturbance-related information.
- g. Commander, Criminal Investigations Division. Shall have supervision over all plainclothes details necessary for the protection of the public.
- h. Director, Planning & Development Division. Shall supervise the operation of the Command Information Center (G.O. 803.6) (Appendix C).
- i. Director, Public Information Office Shall coordinate the release of all information to the press and public relating to demonstrations and civil disturbances conditions and arrested persons.

j. Director, Identification & Records Division:

- (1) Shall provide a photographic team for the purpose of photographing any situation that might later be of value to the department.
- (2) Shall maintain a file of all records related to mass demonstration activities, e.g., all completed P.D. 759's, all reports of assaults on and injuries to police officers, and all after-action reports.

k. Director, Property Division. Shall implement emergency property receiving procedures for the processing of property taken into custody during mass demonstrations and civil disturbances.

l. Director, Finance & Budget. Shall arrange for the feeding of all personnel and specific procurement required during the course of operations.

m. General Counsel. Shall provide field assistance to the Chief of Police and other field commanders, and perform liaison functions with the courts, the Office of the U.S. Attorney, the Office of the Corporation Counsel, bar associations, and other legal organizations as applicable. The General Counsel shall coordinate the implementation of court orders pertaining to the department and responses to inquiries from judges and other member of the legal community. All court orders and inquiries from judges shall immediately be brought to the attention of the Chief of Police and the General Counsel.

2. Commanders and Directors not identified above shall be assigned duties and responsibilities as directed by the Chief of Police.

IV. OPERATIONAL PROCEDURES FOR MASS DEMONSTRATIONS

A. Preparation

1. The Commander, Special Operations Division shall coordinate all planning relative to the department's preparation for responding to a mass demonstration.
2. The department's response will be based on the best available information as to the size, purpose, and expected type of activity of those participating in the demonstration. Other essential elements of information necessary to effectively plan the department's response are:
 - a. Time and location of demonstration.
 - b. Types of individuals involved, i.e., age, sex, affiliations, etc.
 - c. Estimated number of participants.
 - d. Identity of demonstrations leadership.
 - e. Assembly areas.
 - f. Plans and expected activities of the demonstrations.
3. Every effort shall be made to obtain the above information during negotiations with the leaders of the demonstration.
4. The Commander, Special Operations Division, will provide an evaluation based on information received by that division.
5. After evaluating and determining the type and level of activity to be expected during the demonstration, the Commander, Special Operations Division, will coordinate a departmental action plan with element commanders and outside agencies.
6. The departmental action plan shall set forth particulars by which the department will deal with a specific mass demonstration. The plan shall contain provisions for the following:
 - a. Command assignments and responsibilities.

- b. Manpower, unit structure, and deployment.
 - c. Liaison with demonstration leaders.
 - d. Liaison with external agencies.
 - e. Release of information to the news media.
 - f. Transportation and feeding of personnel.
 - g. Traffic arrangements.
 - h. First aid stations and ambulances.
 - i. Re-deployment of vehicles.
 - j. Prisoner detention areas.
 - k. Reiteration of the policies regarding arrests, the use of Field Arrest Forms, and the use of force.
7. Upon completion, the Commander, Special Operations Division, shall disseminate copies of the action plan to all supervisory officials.

B. Command Information Center and Field Command Posts.

- 1. The Command Information Center will be established in accordance with the guidelines set forth in G.O. 803.6 (Appendix D).
- 2. The Commander, Special Operations Division, shall establish a Field Command Post at or near the location of the demonstration or civil disturbance for the purpose of providing control, coordination, and communications relating to tactical decision-making and operations.
- 3. Each CDU Commander shall be designated a specific staging area, from which the operations of the unit can be coordinated with subordinate and superior officials.

C. Crowd Management

1. Control and Monitoring of an Assembly

a. In managing a mass assemblage, the principle of "confrontation management" shall be utilized. In applying this concept the following guidelines are set forth for the crowd control force.

(1) Where the threat of violence is expected, a minimum number of personnel shall be positioned as crowd managers.

(2) This force shall be dressed in the uniform of the day.

(3) They shall be positioned, where possible, in such arrangements that physical contact with the assemblage can be kept to a minimum.

(4) It shall be their task to assess the mood of the crowd and to respond to changes in crowd behavior as directed by the unit commander. Accordingly, it is important that supervisors are aware of the type of crowd that is being managed; and that members are reminded at the staging site on what to expect from the participants, what types of alternative responses the force may anticipate, that the unit commander alone will determine and order the type of response deemed necessary, and that the unit will act in concert following the direction of the unit commander. Members shall be advised at this time that any attempt to avoid identification through removal of the badge or name plate will be considered a violation of department orders and will be dealt with accordingly.

(5) Members shall not engage in demonstration-related discussion with participants. They shall conduct themselves so as to display an attitude of neutrality. However, members shall be courteous and helpful, mindful that expressions of friendliness are a valuable tool in maintaining peace.

b. Communication is an essential tool in crowd management. It ensures unity of action among police officers, and that police officials and crowd leaders understand one another. It must be constant, clear, and immediate, and on many occasions, can serve to defuse threatening situations.

- (1) The Field Commander shall receive regular and emergency communications from all unit commanders.
- (2) Unit commanders shall ensure that lines of communication remain open to the Field Commander and to the supervisors in their units.
 - (a) The Field Commander shall be given information and instructions useful to them and their subordinates concerning the on-going management of the crowd.
- (3) Supervisors shall constantly observe and speak with members under their charge to ensure that they are complying with the orders of the unit commander, that they are completely aware of probable responses to crowd attitude change, and that members who are showing strain are provided temporary relief.
- (4) Unit Commanders shall establish communication with demonstration leaders as soon as possible, and maintain the same as a sign of cooperations, as a means of obtaining first-hand knowledge of crowd mood, and as a tool to facilitate negotiations and maintain the peace.

2. Crowd Dispersal

When the intensity level of a crowd rises and unlawful disruption, either through violent or passive means, is occurring to the extent that the Field Commander determines there is a need to make a positive police response, he will instruct the affected unit commanders, where time and circumstances permit, to issue warnings to the crowd to disperse. In issuing such warnings the following procedures shall be utilized by unit commanders.

a. Issuance of Warnings

- (1) The issuance of warnings shall be of such amplification and repetition as to be heard by the entire assemblage.
- (2) Issuances shall be made by the unit commander from stationary vantage points that are observable to the crowd, or to a large number of participants.
- (3) Additional warnings, where necessary, shall be given from police vehicles, equipped with public address systems, moving around the crowd.
- (4) The warning shall consist of an announcement citing the offenses or violations that are being committed by the participants, and a request or order, whichever is applicable, that the crowd disperse. Whenever possible, this warning shall be written out prior to the announcement, to ensure clarity and accuracy, and consistency, if the warning is repeated.
- (5) The entire warning process shall be documented by means of an audio-visual recording, if available.

b. Verbal Persuasion

As a first means of dispersing a crowd under static conditions, the unit commander shall attempt to verbally persuade the crowd to disperse of its own accord by announced available exit routes.

c. Arrest

- (1) If, after a reasonable amount of time following the initial warning, the crowd refuses to disperse, the unit commander shall issue a final warning ordering the participants to disperse or be subject to arrest.
- (2) If, after a reasonable amount of time following the final warning, the crowd continues in its refusal to disperse, the unit commander shall direct that the

violators be arrested.

- (3) The number of warnings given, the method used, and the time intervals between warnings, and between the final warning and any order to arrest, shall be recorded on the commander's log. Documentation shall be made (pictorially if possible) of exit routes available to the crowd, and of any persons who leave the area.

3. Mass Arrest Procedures

Following the civil disturbance of April 1968, procedures were developed by the Metropolitan Police Department, in cooperation with the courts, to provide for the speedy, but fair administration of justice during mass arrest situations. These procedures included the use of a Field Arrest Form for the preservation of the information essential for presentation in court, and the use of a Polaroid photograph to identify the person arrested and the officer who arrested him.

Over a period of time, however, our interpretations and a changing climate of opinion caused a gradual erosion of the emergency concept upon which the procedures were based. This trend finally culminated in court ordered prescriptions against certain mass arrest techniques followed during the April 1971, disorders. Among the practices BARRED by the court were: (1) Assigning a single arresting officer arbitrarily to a large number of prisoners. (2) Allowing officers to fill out Field Arrest Forms previously signed by another officer, and (3) the use of a general charge with no specifics described. The illegibility of completed forms also came in for a large measure of criticism.

To avoid any possible recurrence of these problems, the field arrest procedures were carefully examined and changes made to satisfy both the demands of the courts and the pressures of extreme emergency situations.

Most demonstrations can be placed into one of two broad categories: STATIC and FLUID. A Static situation may be defined as one that, however large it may be, is concentrated in a relatively small area, the group is stationary, and the

conduct of the individuals is essentially non-violent. A Fluid situation may be defined as one that is characterized by groups of demonstrators on the move, scattered over wide areas, and usually engaged in civil disobedience involving various degrees of violence. The following outline will provide members the necessary information and techniques in completing a Field Arrest Form.

a. Field Arrest Form - P.D. 759

- (1) The Field Arrest Form (Appendix F) is designed to simplify the arrest, transportation, processing, and prosecution of a person who commits an unlawful act while participating in a mass demonstration. These forms are also designed to identify and assist in the processing of property taken into police custody during a mass demonstration.
- (2) The Field Commander alone shall authorize use of the Field Arrest Form.
- (3) A Field Arrest Form shall be prepared for each person arrested regardless of the specific offense. For misdemeanor charges, the PD 759 is the only form required. For felony charges, the usual reporting forms for the offense, arrest, and prosecution are also required. Multiple charges, if any, are to be listed on the same Field Arrest Form. Any information required on the form shall be completely and legibly printed with a ballpoint pen. The following items in Section A of the Field Arrest Form shall be filled out the by the arresting officer:
 - (a) Date: Insert "month, day, year" (e.g. Oct 1, 1976).
 - (b) Time: Use 2400 hour system for time of arrest.
 - (c) Serial Number: Is pre-printed on the form. Arresting officers shall copy this number on the back of the Polaroid picture that shall be attached to the fourth copy of the form.

- (d) **Charge:** Print the applicable charge.
 - (e) **Location of Arrest:** Self-explanatory.
 - (f) **Location of Offense:** Filled in only if location is other than shown in the item titled "Location of Arrest."
 - (g) **Brief Description of Circumstances of Arrest:** This is perhaps the most important item on the form in determining the possibility of successful prosecution. It is advisable, therefore, to be as specific and detailed as time and circumstances will permit. For example, it is better to record "sitting in center of intersection," rather than "sitting in street." As much factual detail of this nature as possible should be noted. However, it is not necessary to repeat information contained in other items on the form.
 - (h) **Name of Suspect:** First name, middle initial, and last name of arrested person. (The arresting officer shall make a reasonable effort to obtain the defendant's name).
 - (i) **Arresting Officer, Badge No., & Unit:** Self-explanatory.
 - (j) **Court Date:** Arresting officer's assigned court day (e.g., Mon., Tues., etc.)
- (4) **Distribution of the Field Arrest Form shall be as follows:**
- (a) **Original (White Copy):** Accompanies prisoner to detention facility; held there for use by Prisoner Control Center.
 - (b) **Second (Yellow Copy):** Arresting officer's copy.

- (c) **Third (Pink Copy):** Accompanies property sent to a central "Property Receiving Office" or detention facility, when an arrest is made and property is involved. In cases where an arrest has been made and property is not involved, the pink copy shall accompany the prisoner to the detention facility where Prisoner Control will accept and forward same to the Data Processing Division.
- (d) **Fourth (Hard Copy):** Accompanies prisoner to detention facility. (A Polaroid photo shall be attached to this copy). The Prisoner Control Center shall have responsibility for the final and proper disposition of this copy.
- (5) If the D.C. Superior Court declares itself in emergency session, a Field Arrest Form shall also be made for all persons who are under arrest and in custody of the department at the time the emergency procedures are put into effect.

b. Arrest Team Procedures

- (1) Squads of 9 officers under the supervision of a sergeant shall form an arrest team. When possible, no member shall arrest more than 15 persons AT ANY ONE particular location.
- (2) When a crowd, or segment of it, has failed to comply with warnings to disperse, the unit commander shall direct his arrest teams to begin making arrests, advising team members of the appropriate charge or charges.
- (3) The squad supervisor shall then designate team members to make the arrest of selected participants.
- (4) If an arrestee is seated and agrees to walk, he shall be led from the crowd to the transport vehicle by the arresting officer or assisting officer. If an arrestee is seated or lying down and refuses to

walk, they shall be carried by two or more officers.

- (5) At the transport vehicle the arrestee shall be personally advised of the charges and photographed along with the designated arresting officer.
- (6) If the arrestee is not going to be questioned about matters relating to a misdemeanor offense, it is not necessary that the Miranda warning of rights be given to the arrestee at that time. However, if a participant is charged with a felony or will be subject to questioning for a misdemeanor offense or violation, the Miranda warning of rights shall be given at the time of arrest.
- (7) The prisoner shall be searched for weapons, evidences, or contraband; a PD 759 prepared for each arrestee; a Polaroid photograph taken of the arrestee and arresting officer together; and the prisoner and property turned over to the transportation officer.
- (8) Unit commanders shall ensure that a sufficient number of teams is available to handle the arrest function properly and for relief of teams that have handled a maximum number of prisoners at one location.

Courts have become increasingly exacting in their requirements regarding mass arrest procedures. It cannot be emphasized too strongly that all field arrest forms should be filled out as accurately and completely as time and circumstance permit. It is important that all individuals who are arrested at one location, at one time, and for similar behavior, be charged with the same violation, and that the description of the circumstances of arrest be expressed in the same manner. Inconsistency in any of these items may be regarded by the court as sufficient grounds for questioning the validity of all field arrest forms originating at that time and place, and may consequently result in the release of the suspects without further adjudication. It should also be remembered that when the court is in emergency session, the information contained on the field arrest form may constitute

the only evidence available to the judges in deciding whether or not to hold an individual for further action. At subsequent court appearances, additional evidence may be developed and presented, but this opportunity will be lost if the field arrest form does not provide the basis upon which to proceed.

c. Transportation of Prisoners

- (1) The transporting officers shall obtain the first, third, and fourth copies of the Field Arrest Form from the arresting officer. Transporting officers shall not accept prisoners without a properly prepared Field Arrest Form and Polaroid photograph.
- (2) Officers assigned to the SOD Training Branch, patrol wagons, buses, and vans shall be equipped with Polaroid cameras and shall photograph the arresting officer and their prisoner together. The serial number denoted on the PD 759 will be written on the bottom of the Polaroid picture.
- (3) Transporting officers shall accept property from arresting officers and shall ensure that the property, or the container into which the property is placed, is legibly marked with the serial number appearing on the Field Arrest Form. In these cases the third copy of the Field Arrest Form shall accompany the property.
- (4) Upon arrival at the detention facility, the transporting officer shall deliver the prisoner along with the first, third, and fourth copies of the Field arrest Form, all of which are handed over to the receiving officer. These persons shall be processed in accordance with the provisions contained in the Prisoner Control Procedures (see page 45) and availed the right of release, as applicable under the Citation Release Program or by posting of bond or collateral.

d. Property

- (1) The customary rules of evidence remain in effect during emergency situations; the Field Arrest Form must be prepared accurately to ensure proper presentation of the facts in court.
- (2) All articles of property taken into police custody shall be marked with the serial number that appears on the Field Arrest Form. Markings should be in such a position as to prevent permanent damage to the property. Articles such as clothing and jewelry shall be placed in container bags. In these instances, each article of property need not be marked. The serial number that appears on the Field Arrest Form shall be written on the outside of the bag. The third (pink) copy of the Field Arrest Form must accompany the property.
- (3) When so ordered by the Chief of Police, a Property Receiving Officer shall be established and staffed by the Property Division. During the periods when this office is in service, all property taken into police custody as a result of activities connected with a mass demonstration or a civil disturbance shall be forwarded to the Property Division, accompanied by the third (pink) copy of the Field Arrest Form. The Property Division shall then be responsible for processing such property.
- (4) Property that comes into police custody, even though no arrest has been made (i.e., found, or abandoned items), shall be forwarded to the Property Division, if in operations, or otherwise to the nearest detention facility by means of a Field Arrest Form completed as accurately as possible. The recovering officer shall retain the first, second, and fourth copies. In addition, he shall arrange for the expeditious removal of property by the most available means.

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- (5) When the Property Division is not activated, the recovering officer shall be held responsible for the eventual processing and proper disposition of all property coming into his possession and forwarded to a detention facility.

e. Prisoner Confinement and Processing

All prisoners shall be confined and processed in accordance with the Prisoner Control Procedures, (see page 48).

D. Handling Demonstrations directed at Foreign Governments

The guidelines and procedures for handling demonstrations at Foreign Embassies is set forth in G.O. 309.4 (Procedures for Handling Demonstrations directed at Foreign Governments) (Appendix A). Operational Procedures for Mass Demonstrations or Civil Disturbances outlined in this manual, shall be applied in those situations not denoted in G.O. 309.4

E. Medical Treatment for Prisoners and Police Officers

1. Medical treatment rendered under this section shall be for injuries of minor nature such as, but not limited to, minor contusions, small lacerations, or irritation from tear gas.
2. When it has been determined that a civil disturbance of major proportions is contemplated or underway, a request will be made that the Medical Command Post of the D.C. Department of Human Resources be activated. When activated, the communications network of the Medical Command Post will become operational and provide the necessary channels for the exchange of information between the Human Resources Department, Police and Fire Departments, D. C. General Hospital, D.C. Medical Society, American Red Cross, and such other government and private agencies as deemed necessary.
3. In order to facilitate the movement of essential medical personnel through the city during the time a curfew is in effect or into restricted areas of the city, members of the force shall be responsible for the following:

- a. Cause medical personnel and volunteer workers to produce their identification cards before allowing them to proceed during a curfew or into a restricted area. Persons not having appropriate identification shall not be allowed into a restricted area, but shall be referred to the Department of Human Resources for the necessary certification.
 - b. After proper identification, permit those individuals to continue to their assigned posts. However, police department vehicles shall not be utilized to transport persons, except in cases where it would be dangerous for a private auto to drive into the restricted area. In such cases, the police department will pick up the medical personnel at the Medical Command Post; or, if this is an affected area, upon request, the personnel shall be picked up at some suitable staging area designated by the Medical Command Post and approved by the police department according to the department's staffing capabilities. The D.C. Department of Human Resources will provide the necessary medical supplies to treat prisoners in the holding area.
4. The placement of medical personnel into police department holding facilities shall be done under the direction of the official in charge of the Prisoner Control Center.
 5. The Commander, Human Resources, shall serve as the liaison officer with D.C. Department of Human Resources for providing health services for prisoners and police officers during a major demonstration.
 6. When determined to be warranted by the official in charge of the Prisoner Control Center, medical personnel from the Department of Human Resources will be assigned to the district headquarters within the area of the demonstration. When such assignment becomes necessary, the following procedures shall be followed:
 - a. The official in charge of the Prisoner Control Center shall determine which district shall be assigned medical personnel.

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- b. The official in charge of the Prisoner Control Center shall notify the official in charge of the affected district that medical personnel from the Department of Human Resources will be assigned to his organizational element.
- c. The official in charge of the affected district shall establish within his facility, a treatment area for use by the responding medical personnel.
- d. Upon arrival of the medical personnel and after proper identification has been obtained, the official in charge of the district shall assign one member of his command to arrange for the security of prisoner and protection of the medical personnel. The member so assigned shall, in addition to the aforementioned duties, prepare the required PD forms in connection with medical treatment given any prisoner in the district headquarters or substation. This will eliminate the necessity for transporting officers to remain in the station and complete these types of reports. The Department of Human Resources Medical Treatment Form will be prepared by the attending personnel. One copy of this completed form will be supplied to the reporting officer and shall be filled in the district station along with the required PD forms. A physician shall not be left alone with a prisoner receiving treatment.
- e. The official in charge of the affected district shall cause the name and time of arrival of the medical personnel to be telephoned to the Prisoner Control Center as soon as practicable.
- f. While assigned to a district, Department of Human Resources personnel shall be under the exclusive control of the Metropolitan Police official in charge of that element. At no time shall any member of the force interfere with medical treatment rendered any prisoner by a physician.
- g. When the official in charge of a district or physician assigned to that district determines that medical services are no longer necessary at that location, this information shall be immediately telephoned to the official in charge

of the Prisoner Control Center. Such information shall include the reasons for termination of the services and the time.

7. Officials in charge of districts to which medical personnel have been assigned shall be responsible for notifying all members on duty in their element that medical services are available at the district headquarters or substation for the treatment of prisoners and police officers. When such services are available, they shall be utilized to the fullest possible extent for the treatment of minor injuries. However, prisoners suffering from injuries of a serious nature shall be transported from the location of arrest or from the cell block, as the case may be, directly to D.C. General Hospital for treatment.
8. A report and photographic record shall be made of all injuries to police officers in accordance with G.O. 201.14 (Photographing Injured Police Officers). When the injury is the result of an assault and an arrest has been made for an "Assault on a Police Officer," the case shall be processed in accordance with the provisions in G.O. 701.3 (Investigation and Presentation of "Assault on Police Officer" case to the U.S. Attorney).

F. Relief and Feeding of Personnel

1. Each unit commander shall be responsible for arranging a schedule of relief for personnel under his/her command. In this regard, commanders shall arrange a location where food and facilities will be available to their personnel. Every effort shall be made to ensure that personnel are given a period of relief as conditions permit.
2. The Director, Officer of Finance & Budget, shall arrange for the delivery of food and beverages to pre-determined locations at pre-determined times. Should a subsequent feeding of personnel becomes necessary, and it is necessary to change the delivery locations, the Director shall coordinate through the Field Commander those locations most accessible to personnel.

G. Commander's Event Log

1. Each unit commander shall designate one member of his/her unit to serve as the unit recorder for the purpose of entering on P.D.

Form 759B (Commander's Mass Demonstration Event Log) (Appendix G) all significant events associated with the operation of the unit. entries into the log will be made at the direction of the unit commander.

2. When it becomes necessary for subordinate supervisory officials to initiate any independent action, or engage in or observe any event that could be considered significant, they shall, as soon as possible, advise the unit commander for inclusion into the commander's log.
3. Examples of events warranting entry into the log would be:
 - a. Occasions requiring the use of force. Entries shall include the circumstances, type of force used, duration, and effect.
 - b. Tactical orders issued to personnel.
 - c. Orders received from higher authority.
 - d. Significant acts on the part of the demonstrators.
 - e. Incidents involving mass arrests.
 - f. Complaints alleging serious police misconduct.

V. TERMINATION OF MASS DEMONSTRATION ACTIVITIES

A. Termination of the Detail

When conditions have subsided, the Field Commander shall survey the affected areas and determine whether additional police personnel are still needed at a particular location. If it is determined by the Field Commander that no further police action is required, other than normal patrol, he shall terminate the detail.

B. Accountability of Equipment

Prior to relieving members of their command, unit commanders shall cause items of equipment, not normally issued while on routine patrol, to be accounted for and turned in to the element from which it was obtained.

C. After-Action Report

1. An After-Action Report shall be prepared by district and division commanders.
2. The report shall be submitted to the Director, Planning & Research Division, within five calendar days of the return to normal operations.
3. The After-Action Report shall contain:
 - a. A list of all events that occurred in chronological order. Information for each event will include:
 - (1) The date and time that each event occurred.
 - (2) Brief description of the event.
 - (3) Unit action(s) taken.
 - (4) Outcomes such as number of persons arrested.
 - b. A complete and detailed report of:
 - (1) Problem areas encountered.
 - (2) Highlights of significant events and unsatisfactory conditions.
 - (3) Any recommendations for improvement.

RESPONDING TO CIVIL DISTURBANCES

I. INTRODUCTION

The Metropolitan Police Department is the primary control authority during an unlawful assembly or riot situation in the District of Columbia. Assistance may be obtained from other city departments, and from law enforcement mutual aid and military assistance agreements as necessary. (Note: these procedures deal with spontaneous occurrences, not planned events where police control forces and command structure are already in place; however, these policies and procedures are applicable to a planned event which degenerates into an unlawful assembly or riot).

Civil disturbances (FLUID) may arise from a number of causes such as political grievances, economic conflicts, community unrest, or in response to police action taking place in neighborhoods, or in the midst of a crowded street, park or public place. Civil disturbance participants come from all walks of life and cover the entire political spectrum.

The basic human element sparking a civil disturbance is usually the presence of a crowd. Civil disturbances usually arise when a crowd:

- Gathers to air grievances on issues, and transfers its anger from the issues to the people dealing with the issues.
- Swells uncontrollably as curious bystanders and sympathetic onlookers join forces with the activists or protestors.
- Is incited to irrational action by skillful agitators.
- Consists of two or more groups with opposing views who become engaged in a violent confrontation.

In civil disturbances, crowds employ any number of tactics to resist control or to achieve their goals. Their tactics may be unplanned or planned, non-violent or violent confrontations.

II. OPERATIONAL GUIDELINES FOR RESPONDING TO CIVIL DISTURBANCES

As indicated, the situations that could evolve into a civil disturbance are numerous and varied. Often there will be little or no warning before the onset of a civil disturbance. In a few instances, it may be possible to predict a level of civil disorder by the nature of the pre-planned event. Each civil disturbance situation is unique and commanders and supervisory officials must, therefore, plan and respond according to the nature and size of the disturbance. The policies and procedures presented in this manual are based upon the concept of operational flexibility, and it is expected that officials will exercise sound judgement and proper command and supervisory responsibility in the control of a civil disturbance.

A. Initial Response to a Civil Disturbance

1. The first officer(s) to arrive on the scene of a civil disturbance should:
 - a. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent.
 - b. Notify the Communications Division of the nature and seriousness of the disturbance, particularly of the availability of weapons. Request the assistance of a supervisor and any necessary backup and advise as the present course of action.
 - c. If approaching the crowd would not present unnecessary risk, instruct the gathering to disperse.
 - d. Attempt to identify crowd leaders and any individuals personally engaged in criminal acts.
2. It is most likely that the Watch Commander or Night Supervisor will be the first on scene Field Commander when a civil disorder begins. These policies and procedures, however, apply regardless of the rank of who is in command and they should be implemented as soon as possible after a situation becomes unlawful.

3. The primary responsibility of the Night Supervisor or other official in charge at the scene during the initial stages of a civil disturbance is the rapid assembly of sufficient forces to immediately confront the participants.
4. Officials should do the following:
 - a. Assess the immediate situation for seriousness and its potential for escalation. If the disturbance is minor in nature and adequate resources are available, efforts should be made to disperse the crowd.
 - b. Ensure that a situation estimate has been obtained and communicated to the Communications Division, including the following information:
 - (1) Location of disturbance
 - (2) Number of participants
 - (3) Activities of the participants (e.g., looting, burning, blocking traffic, etc.).
 - (4) Direction of movement of the participants.
 - (5) Ingress/egress route(s) for emergency vehicles.
 - c. Identify the number of personnel and equipment necessary to contain and disperse the disturbance and relay this information to the Communications Division. (Emphasize number of people, not units).
 - d. Establish an outer perimeter sufficient to contain the disturbance and prohibit entrance into the affected area.
 - e. Ensure that, to the degree possible, innocent civilians are evacuated from the immediate area of the disturbance.
 - f. Ensure that surveillance points are established to identify agitators, leaders, and individuals committing crimes, and to document and report on events as they happen.
 - g. Establish a temporary command post based on proximity to the scene, availability of communications, available space and security from crowd participants.

4. When activities at the scene of the civil disturbance escalate beyond the capacity of personnel then present to effectively handle the situation, the official in charge:
 - a. Will make an evaluation as to the additional manpower required to manage the situation.
 - b. Notify the Communications Division as to the situation.
 - (1) A decision involving the partial or full activation of CDU personnel shall be handled in accordance with the provisions contained in G.O. 805.1 (The Civil Disturbance Unit), (Appendix C).
 - (2) A decision involving the recall of off-duty personnel shall be handled in accordance with G.O. 803.1 (Emergency Notification of Personnel to Return to Duty) (Appendix E).

B. Mobilization of Sworn Personnel

1. Upon being informed of a civil disturbance and the need for the mobilization of personnel, the Chief of Police or Acting Chief of Police shall review and evaluate all information pertaining to the civil disorder and make a determination as to which of the following three levels of mobilization shall be implemented.
 - a. LEVEL 1 - The activities to be conducted with the implementation of Level 1 includes:
 - (1) The activation of the Command Information Center (CIC) at 300 Indiana Ave.
 - (2) All Communications Division radio zones made operational and staffed on a 24-hour basis.
 - (3) The cancellation of days off and annual leave of Special Operations Division members in accordance with G.O. 803.1.
 - (4) The activation of the Intelligence Dissemination Center (Intelligence Division) on a 24-hour basis.

- b. **LEVEL 2** - The activities to be conducted with the implementation of Level 2 includes the activities of Level 1 and:
- (1) Optional Sick Leave Program suspended for members assigned to the Patrol Districts. District Commanding Officers shall be notified by teletype that optional sick leave has been suspended. Commanding officers shall be responsible for notifying members of their command that optional sick leave has been suspended. Members who are unable to report for duty because of illness or injury shall report to the Medical Services Division as required by G.O. 1001.1 (Medical Services).
 - (2) Under the direction of the Chief of Police, the Support Services Officer, The Patrol Services Officers of Patrol Area North and Patrol Area South, shall determine in accordance with G.O. 805.1, whether a total or partial mobilization of Civil Disturbance Unit personnel is needed. In this capacity, the Commanders of Patrol Area South and Patrol Area North shall:
 - (a) Coordinate with affected elements, units and personnel as to plans of action.
 - (b) Coordinate activities with other law enforcement, D.C. Government, and federal agencies as necessary.
 - (3) When it is determined that a total mobilization of CDU personnel is required:
 - (a) Days off and annual leave will be cancelled for all personnel in the Districts.
 - (b) The cancellation of days off and annual leave will be in accordance with G.O. 803.1.
 - (4) The Commander, Special Operations Division, shall be responsible for the scheduling and deployment of CDU resources.

- (5) Limited activation of Prisoner Control by the NSID.
- (6) Notification of the General Counsel, Office of the General Counsel, by the official in charge of the Command Information Center that LEVEL 2 has been activated.
- (7) Notification of the Chief Judge of the D.C. Superior Court by the General Counsel that there is a possibility that there may be a larger number of arrests than normal.
- (8) Notification of the D.C. National Guard by the Chief of Police that LEVEL 2 regarding the mobilization of department personnel has been activated.
- (9) All Non-CDU personnel Patrol Area South and Patrol Area North are required to have their riot equipment immediately accessible.

c. LEVEL 3 - The activities to be conducted with the implementation of LEVEL 3 includes the activities of LEVEL 1 and:

- (1) The cancellation of days off and annual leave for all department members not mobilized in LEVEL 1 in accordance with G.O. 803.1
- (2) Total mobilization of the Civil Disturbance Unit personnel in accordance with G.O. 805.1. The Commander, Special Operations Division, shall be responsible for the scheduling and deployment of CDU resources.
- (3) Optional sick leave program suspended for all department members. The Commanders of Patrol Area South and Patrol Area North shall notify all Commanding Officers by teletype that optional sick leave has been suspended. Commanding officers shall be responsible for notifying members of their command that optional sick leave has been suspended. Members who are unable to report for duty because of illness or injury shall report to the

Medical Services Division as required by G.O. 1001.1.

- (4) All commanders and directors shall be prepared to employ a minimum staffing plan for Non-CDU personnel. The staffing plan shall identify those members who are currently serving in plainclothes who may be placed in uniform if needed. The scheduling and deployment of Non-CDU personnel not being utilized for minimum staffing shall be at the direction of the Commanders of Patrol Area South and Patrol Area North.
 - (5) Full activation of Prisoner Control by the Support Services Bureau in accordance with the policies and provisions described in the Prisoner Control Procedures (see page 48).
 - (6) Notification of the General Counsel by the official in charge of the CIC that LEVEL 3 has been activated.
 - (7) Notification of the Chief Judge of the D.C. Superior Court by the General Counsel that:
 - (a) Prisoner Control has been fully activated.
 - (b) Cell Block "B" will be needed due to the large number of arrests expected.
 - (8) Utilization of P.D. 759 (Field Arrest Form) in accordance with department policies and procedures,
 - (9) Notification of the D.C. National Guard by the Chief of Police that the department has become fully mobilized.
2. Upon being notified that the department has implemented one of the three mobilization levels, each bureau head shall ensure that all officials under his/her command are notified and carry out their duties and responsibilities as required.

C. Assignments and Responsibilities

During periods in which the department is fully mobilized for civil disturbances, command assignments and responsibilities that are indicated in Section III.C (page 15) shall be in effect.

D. Field Commander

1. The Chief of Police, or the official designated by him will serve as the Field Commander in civil disturbances. The primary objectives of the Field Commander will be to:
 - a. Protect persons, including non-participants and participants alike, and property at risk.
 - b. Disperse disorderly or threatening crowds in order to eliminate the immediate risks of continued escalation and further violence.
 - c. Effect the arrest of those individual law violators, and the removal and/or isolation of those persons inciting violent behavior.
2. To achieve the above objectives, the Field Commander may employ tactical operations that include:
 - a. Deployment of personnel and equipment to isolate and contain the crowd without confrontation, if possible.
 - b. Issuance of formal orders to disperse using public address equipment to assure notification to all leaders and crowd members, and to maximize the psychological and legal effects of such notifications.
 - c. Use of tactical maneuvers and other crowd management formations to promote dispersal through the application of force.
 - d. Arrests of participants.
 - e. Use of non-lethal weapons.

3. In the area outside the perimeter surrounding the disorder site, the Field Commander will:
 - a. Move and reroute pedestrian and vehicular traffic around the disorder area.
 - b. Limit access to the disorder only to those persons approved by the Field Commander.
 - c. Control unauthorized egress from the disorder by participants.
 - d. Repulse attempts to assist or reinforce the incident participants from outside the area.
4. The Field Commander shall ensure that all necessary police security will be provided to D.C. Fire Department, Medical and Public Utility personnel to ensure their safety within the disorder area while performing emergency tasks.
5. The Field Commander will establish a Field Command Post at or near the location of the disorder, from which he will control and coordinate police tactical operations. A staging area will also be established for all responding emergency personnel and equipment.
6. Deployment of the personnel and equipment into the disorder area will be at the express direction of the Field Commander.

E. Command Information Center

The Command Information Center will be established in accordance with the guidelines set forth in G.O. 803.6 (Appendix D).

F. Arrests During a Civil Disturbance

Mass arrest procedures will be initiated in accordance with the guidelines that are set forth in Section IV., C3 (Commencing on page 22).

G. Relief and Feeding of Personnel

1. Each unit commander shall be responsible for arranging a schedule of relief for personnel under his/her command. In this regard, commanders shall arrange a location where food and facilities will be available to their personnel. Every effort shall be made to ensure that personnel are given a period of relief as conditions permit.
2. The Director, Office of Finance & Budget, shall arrange for the delivery of food and beverages to pre-determined locations at pre-determined times. Should a subsequent feeding of personnel becomes necessary, and it is necessary to change the delivery locations, the Director shall coordinate through the Field Commander those locations most accessible to personnel.

H. Commander's Event Log

1. Each unit commander shall designate one member of his/her unit to serve as the unit recorder for the purpose of entering on P.D. Form 759B (Commander's Mass Demonstration Event Log Appendix G) all significant events associated with the operation of the unit. Entries into the log will be made at the direction of the unit commander.
2. When it becomes necessary for subordinate supervisory officials to initiate any independent action, or engage in or observe any event that could be considered significant, they shall, as soon as possible, advise the unit commander for inclusion into the commander's log.
3. Examples of events warranting entry into the log would be:
 - a. Occasions requiring the use of force. Entries shall include the circumstances, type of force used, duration, and effect.
 - b. Tactical orders issued to personnel.
 - c. Orders received from higher authority.
 - d. Significant acts on the part of the demonstrators.

- e. Incidents involving mass arrests.
- f. Complaints alleging serious police misconduct.

V. TERMINATION OF CIVIL DISTURBANCE ACTIVITIES

A. Termination of the Detail

When conditions have subsided, the Field Commander shall survey the affected areas and determine whether additional police personnel are still needed at a particular location. If it is determined by the Field Commander that no further police action is required, other than normal patrol, he shall terminate the detail.

B. Accountability of Equipment

Prior to relieving members of their command, unit commanders shall cause items of equipment, not normally issued while on routine patrol, to be accounted for and turned in to the element from which it was obtained.

C. After-Action Report

1. An After-Action Report shall be prepared by district and division commanders.
2. The report shall be submitted to the Director, Planning & Research Division within five calendar days of the return to normal operations.
3. The After-Action Report shall contain:
 - a. A list of all events that occurred in chronological order. Information for each event will include:
 - (1) The date and time that each event occurred.
 - (2) Brief description of the event.
 - (3) Unit action(s) taken.
 - (4) Outcomes such as number of persons arrested.

b. A complete and detailed report of:

- (1) Problem areas encountered.
- (2) Highlights of significant events and unsatisfactory conditions.
- (3) Any recommendations for improvement.

PRISONER

CONTROL

I. ORGANIZATION & LEADERSHIP

The Headquarters section is organized to serve as bookkeeper, nerve center and trouble shooter for the entire Prisoner Control Operations. This section will be responsible for the overall administration, coordination, and logistics needed in support of the Prisoner Control Center.

The Lieutenant in charge of the Headquarters section shall function as the Operations Officer and second in command of the Prisoner Control Center. The Operations Officer must establish a close liaison with the courts; various other agencies of government; and other police units involved with, or dependent upon Prisoner Control. All questions relating to matters of policy and problems arising from Prisoner Control Center operations in the field, when unable to be resolved at their level of origin, will be referred to the Operations Officer for final disposition.

The Operations Officer shall at all times keep the Commanding Officer of the PC informed of the overall condition and operational status of the unit as related to its mission responsibility.

II. STAFFING AND DUTIES AT HEADQUARTERS

For staffing purposes, the exact number of people needed to carry out the Headquarters function is stated on the organizational charts.

Operations Officer:

Assistant to the Operations Officer:

Transport Control Desk:

Prisoner Population Desk/Holding Facilities Liaison:

Assignments & Supply

Assignments & Supply:

Property Clerk:

Command Cruiser:

Supervisory Cruisers:

Patrol Wagons:

Transport Vans and Buses:

III. SOURCES OF TRANSPORT VEHICLES

With the exception of the Police Department vans and patrol wagons, the Prisoner Control Center musters its entire fleet of large transport vehicles from outside agencies which have agreed, through a series of formal and informal arrangements to supply the Department's need in this area. (These agreements need to be renegotiated by the Chief of Police on a yearly basis). Below is a list of these sources:

- D.C. Department of Corrections
- U.S. Marshall's Office
- Department of Human Resources
- Metro Transit
- Contract Buses

In requesting transport vehicles from one of these organizations, it should be determined whether or not drivers will be supplied and, if so, instructions as to the reporting time and place, as well as the location of the staging area for the buses, should be given and acquisition of buses are as follows:

IV. DETENTION AND PROCESSING SECTIONS

As seen earlier, the phase of mobilization under which the Prisoner Control Center is activated dictates the unit's internal organization. Clearly, the purpose of this design flexibility is to provide supervision and control in correct proportion to the size of operations and the total of committed resources. Nowhere in the Prisoner Control Center is this idea more important nor its application more apparent than in the configuration of the Detention and Processing Section as it passes from Phase One into Phase Two organization. Therefore, in order to draw a clear and early distinction in the reader's mind, the formation and leadership of this section will be presented below as it relates specifically to each phase of mobilization.

THE DETENTION & PROCESSING SECTION IN PHASE ONE MOBILIZATION

In Phase One Mobilization, the Detention and Processing Section of the Prisoner Control Center (PC) will be organized as a single unit under the leadership of the Director from the Narcotics and Special Investigations Division (NSID) who shall exercise supervision and control over the Prisoner Control personnel assigned to all of the various police cell blocks and the U.S. District Court Cell Block. Upon mobilization, this section of P.C.C. will assume responsibility for the detention and processing of all persons arrested as a result of actions related to the cause for

mobilization. As part of his/her duties, a section Lieutenant will periodically tour the activated holding facilities and confer with his/her officials to determine if the detention and processing operation is adequate to meet the demands being placed upon it. He/she will keep the Commanding Officer of the Prisoner Control Center informed of conditions within the cell blocks and the status of the prisoner population held therein. In all of this activity he/she will coordinate closely with the Commander of the Field Section to insure a smooth and more efficient overall prisoner control operation.

The Commander in charge of the Detention and Processing Section will also represent the Police Department in matters arising from the action of various judges and/or court officials insofar as such matters that relate to the holding facilities under his/her direction.

THE DETENTION & PROCESSING SECTIONS IN PHASE TWO MOBILIZATION

Rather than repeat what has already been stated in the preceding paragraphs, only those aspects of the Detention and Processing Section that are effected by the transformation from Phase One to Phase Two Mobilization will be discussed here. The duties, responsibilities, and organization features not so mentioned can be assumed to remain constant through Phase Two.

Upon mobilization under Phase Two organization, the Prisoner Control Center will have two separate Detention and Processing Sections designated as "Section I, Detention & Processing" and "Section II, Detention & Processing." The organization of Section I and the duties and responsibilities of its leadership will remain the same as in Phase One Mobilization with the obvious exception that responsibility for arrested persons will be limited to the prisoner population confined in the police cell blocks and the U.S. District Court Cell Block.

Section II will be organized under the leadership of the Director from NSID, who shall exercise supervision and control over the Prisoner Control personnel assigned to all of the various facilities that may be activated as emergency detention centers. The Director in charge of Section II will assume responsibility for the detention and processing of all person arrested and detained in the emergency centers.

V. STAFFING AND DUTIES FOR HOLDING FACILITIES

The manpower needs for the proper staffing of each individual holding facility is clearly stated on the organizational tables located in Chapter I of this handbook (page 48). Emphasis is placed more on the reasons behind the need, a broad listing of duties, and prisoner detention facilities.

Police Cell Blocks

The police cell blocks vary somewhat in manpower needs depending upon their assigned function. For instance, the Third District Substation, as previously mentioned, is used exclusively for the confinement of adult female prisoners.

VI. ADMINISTRATIVE PROCESSING PROCEDURES

The administrative processing procedures serve as a means for the systematic gathering, reporting, and dissemination of factual information on the prisoner population being housed at each holding facility. Since the usefulness of this information depends to a large extent upon the proper handling of both the paperwork inherited with the prisoners, and that which is generated internally by the procedures themselves, detailed instructions on prisoner processing are set forth on the following pages.

VII. ACCEPTING PRISONERS

Officials in charge of the various holding facilities (including district officials in the case of police cell blocks) will give special attention to ensure that the expeditious unloading and acceptance of prisoners from a bus crew are usually minimal, security during the unloading process shall be augmented by personnel from the holding and processing facilities or the district of confinement.

Upon arrival at the holding and processing facility, the sergeant in charge of the bus or the officer assigned to the patrol wagon will turn over to the receiving officer at the holding and processing facility, one Field Arrest Form (PD759) in three parts with an accompanying picture for each prisoner delivered. If the number of Field Arrest Forms equal the head count of prisoners delivered, the prisoners shall be accepted and the transport vehicle will be released. Should a discrepancy be detected in the course of accepting prisoners, as outline here, the Commanding Officer of the Prisoner Control Center will render the final decision.

No INJURED prisoners will be accepted at holding and processing facilities during prisoner control. All injured prisoners shall be sent directly to the hospital accompanied by P.D. 313 (Injured Prisoner Report).

All juvenile arrests shall be delivered directly to the Youth and Family Services Division.

VIII. INTAKE

At such time prisoners are accepted by the holding facility personnel; prisoners shall be searched. The PD 759 and photograph matching the prisoner shall accompany the prisoner. All pick copies of the PD 759 shall then be removed and filed separately and securely by the holding facility. In the event a pink copy is missing from the PD 759, a 3 x 5 card shall be used to record the name, charge, field arrest form number, and the location of the detention facility.

IX. QUICK BOOKING

The defaults which include the Central Complaint Number, location of arrest, the Special Operations Division code (provided by the Special Operations Division, Commander) and CJIS (Criminal Justice Information System). Mass Arrest user Identification numbers shall be preset in the terminal for all Mass Arrest Bookings no less than 60 minutes prior to commencement of booking. This is accomplished by selecting C and depressing the Enter key; Select #6, depress the Enter key; Add the Special Operations Division Code; Select #2 and depress the Enter key to view existing Special OPS codes, now exit the screen and select option #1; depress the Enter key; Type the Special OPS Code and date; Select Y to add the record and depress the Enter key (Attachment). The next screen select C for the Mass Arrest menu and depress the Enter key. The next screen, select #2 for set booking defaults. Here you will add the address, charge, CCN and court; depress PF5 for save. You are now ready to log in each person arrested.

Each arrestee shall be logged in the CJIS (Name, Field Arrest Form Number, Sex) and assigned a prisoner Control Number (PCN) by CJIS for identification purposes, this number should be entered on the Field Arrest Form (PD759) in red ink. The PCN shall then be written on the prisoner flex cuff.

RACE: B SEX: M FIELD REPORT NUMBER: 569544

X. PROPERTY

All arrested individuals shall be searched and all property placed on the PD 82 (Property Book). All prisoner's property shall then be placed in a PD 14 (Property Envelope) and the prisoner then receives a PD 58 (Prisoner's Property Receipt) for all property.

XI. CELLS

All prisoners will then be assigned cells and the cell number shall be written on the PD 759 form. Male and female prisoners shall be housed in separate cells.

XII. PROCESSING

NCIC and WALES checks shall be made for all arrested individuals. All prisoners shall be interviewed for citation release when court is not in session or when cut off for court is within the hour.

Every effort shall be made to meet the court cut off deadline.

Once the arrestee has been interviewed, the booking shall be completed in the CJIS for that individual. The PCN shall be entered to bring up the record in CJIS. Once the record is on the scene, the full booking process shall be completed (Name, Date of Birth, Address, Race, Sex, Arresting Officers name and Badge number). If the arrestee should have an existing warrant or a felony charge he shall be sent to the arresting officer's element for processing.

Mass Arrest Booking: 3
 Screen 2 will pop up;

PC#	Fld.Rep#	Race	Sex	Name	Arrest #
4	569544	S	M	Doe,	089300024
5	569757	W	F	Doe,	089300025

Mark the PCN with an X and depress Enter.
The next screen will be the booking screen; enter the information and store (PF5).

The prisoner shall then be fingerprinted and allowed to post collateral, be sent to court or released on citation. If the arrestee is to go to court, a van sheet shall be printed from CJIS.

TO PRINT A VAN SHEET THE FOLLOWING METHOD SHOULD BE USED.

Bring up the booking screen by selecting C for Create Van List; For court, select #5, select the Sex of the arrestee (example, F) mark the prisoners for court with the "S" and depress PF5 to update and PF9 to print, tell how many to print and depress the Enter key.

000058