

# Burleson Police Department

## Administrative Policy and Procedures

Number: 04-006

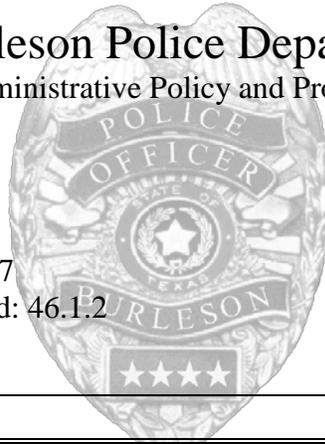
Document Title: Mass Arrest

Effective Date: 08/15/2008

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 46.1.2

ISSUING AUTHORITY: \_\_\_\_\_



### I. Mass Arrest Plan

The policy of the Burleson Police Department is to avoid mass arrest situations if possible. In the event that mass arrest is the only avenue open to the field commander during a major incident then it shall be accomplished in a systematic fashion. The command staff of the Department shall examine all options open to them before putting into effect any mass arrest operations. If there are no options open, the following procedure shall be followed:

#### A. Juvenile Arrests:

1. A command officer or supervisor on duty shall be designated as the mass arrest coordinator.
2. All juveniles arrested at the scene of a major incident under the provisions of the mass arrest policy shall be taken by the most expedient manner from the scene of the arrest to the Police Department training room where they shall be processed before being release to their parents or other appropriate authority. All juveniles taken into custody shall be booked using already prescribed booking procedures.
3. Processing of juveniles at the site of the incident prior to transport shall include:
  - a. Name of subject arrested
  - b. Date, time, place of arrest
  - c. Charge
  - d. Arresting officer, ID number and department
  - e. A form containing this data shall be provided by the processing officer
4. A marked police vehicle shall be assigned for the use of transportation of violent or resisting juveniles. The unit shall be equipped with a protective cage between the arrestee and the transporting officer(s). When possible, two (2) officers shall be assigned to this detail. In all cases involving juvenile transport, mileage shall be called in at the start and end of the transport. If the juveniles are not violent or resisting, other Police Department owned vehicles could be used with mileage still being noted.

5. One officer shall be assigned to the duties of booking officer at the Police Department Processing Room. This officer shall receive all incoming juveniles from the transportation officer, along with all appropriate paper work from the in field-processing officer.
6. All persons arriving at the Police Department Processing Room shall be booked and detained until the proper authority takes control of them. The juvenile shall be confined in a safe, clean environment until released. All persons charged with offenses of the grade of Class B misdemeanor and above shall be transported to the proper facility or handled as directed by the appropriate juvenile authority.
7. Investigators from the Criminal Investigations Section will be called in and those officers assigned to assist them shall record and collect all evidence as required. These officers shall be responsible for seeing that the evidence is turned into the evidence room in the proper manner.
8. Maximum Police Department security shall be in full force during the period of the major incident.
9. All juveniles in custody shall be completely identified as far as possible. This shall be accomplished through documents found on their person and through interviews by arresting and processing officer.

B. Adult Arrests

1. A command officer or supervisor on duty shall be designated as the mass arrest coordinator.
2. All persons arrested at the scene of a major incident under the provisions of the mass arrest policy shall be taken from the scene of the arrest to a command post where they shall be processed before being released to the transporting officer for delivery to the city holding facility. All persons taken into custody shall be booked into the city holding facility using already prescribed booking procedures.
3. Processing of persons at the site of the incident shall include:
  - a. Name of subject arrested
  - b. Date, time, place of arrest
  - c. Charge
  - d. Arresting officer, identification number and department
4. A marked police vehicle shall be assigned for the use of transportation of prisoners. The unit shall be equipped with a protective cage between the arrestee and the transporting officer(s). When possible, two officers shall be assigned to this detail.
5. When the situation is of such a nature that mutual aid assistance has been requested from other county agencies, then personnel shall be used from this source for the purpose of transporting prisoners.
6. One officer shall be assigned to the duties of booking at the Police Department holding facility. This officer shall receive all incoming

- prisoners from the transportation officer, along with all appropriate paper work from the in field-processing officer.
7. All persons arriving at the Police Department holding facility shall be booked and detained until proper bail has been posted or until the proper fine has been paid. The arrestee shall be confined in a safe, clean environment until released. All persons charged with offenses of the grade of Class B misdemeanor and above shall be transported to the proper facility.
  8. Investigators from the Criminal Investigations Section and those officers assigned to assist them shall record and collect all evidence as required. These officers shall be responsible for seeing that the evidence is turned into the evidence room in the proper manner.
  9. Maximum Police Department holding facility security shall be in full force during the period of the major incident.
  - 10 All arrested persons shall be completely identified as far as possible. This shall be accomplished through documents found on their person and through interviews by arresting and booking officer. All law enforcement personnel shall be properly identified by means of personal recognition or badge and identification card before entry into the holding facility will be permitted.
  - 11 When practical, and allowing for personnel available, defense counsels shall be allowed to visit with their clients in a secure, private environment within the police department.
  - 12 An agreement with members of the Johnson County or Tarrant County district/county attorney's office will be made to be present within the police department and/or at the scene of the incident to advise and assist with any legal problems relating to the arrest of the involved persons. The City Attorney shall also be present to represent the City. If warranted the Justice of the Peace shall also be present to arraign those arrested.
  - 13 The department Public Information Officer will keep the press informed of a major incident as they develop and assist all members of the media as needed.
  - 14 The commander of the operation will provide for food, water, and sanitation needs.
  - 15 The field commander will provide for on site medical personnel through the presence of in town ambulance service at the scene of the incident if necessary or at the Police Department.
  - 16 The field commander should be prepared to provide for any other needs as they may present themselves.