



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 523.10 MULTIPLE ARREST PROCEDURES 10-18-2023

### **PURPOSE**

The purpose of this order is to establish arrest procedures during large demonstrations or disturbances.

### **POLICY**

It shall be the policy of the Sacramento Police Department that multiple arrest situations related to large demonstrations or disturbances be handled uniformly.

### **PROCEDURE**

#### **A. DEFINITIONS**

1. **ARRESTING OFFICERS** – The officer making the initial arrest.
2. **TRANSPORTING OFFICERS** – Officers that take custody of the arrestee and transport them to the arrest processing location or the county jail.
3. **PROCESSING AND INTAKE OFFICERS**– Officers that document arrestee information.
4. **ARREST BOOKING OFFICERS** – Officers that complete the booking process.

#### **B. GENERAL**

1. When a situation develops requiring multiple arrests as part of the management of a large demonstration or disturbance, the incident commander (IC) shall designate a supervisory officer to direct and equip arrest, transportation and booking units.
2. Based on the size and scope of the event, officers may take on multiple roles in the arrest, transportation, and booking process.
3. Mass arrest kits should be maintained at each station. The IC should consider whether the event necessitates the deployment of these kits.
4. Body-worn cameras shall be used in accordance with General Order 525.03 (In-Car Camera [(ICC)] & Body-Worn Cameras [BWC]).
5. Pursuant to Government Code § 34090, video recordings must be maintained for a period of two years from the date they were created. Original recordings that are evidence in any criminal case, administrative investigation, civil claim, or lawsuit must be preserved until the matter is resolved.
6. The IC should ensure personnel are assigned to the Real Time Crime Center (RTCC) to assist with intelligence gathering and additional video documentation.

#### **C. REPORTS**

1. A primary General Offense (GO) report number shall be obtained for the overall event.
2. RTCC officers shall document their observations of the crowd and event in the primary GO report.
3. Any officer that makes an arrest shall obtain an additional GO number for each arrestee. Arresting officers shall document their actions in the additional GO report and event link the report to the primary GO report.
4. The arrest GO report number shall be noted on all reports, citations, and other documents associated with the arrest.

#### **D. SUPERVISORY RESPONSIBILITIES**

1. The IC or designee shall:
  - a. Obtain a primary GO number and initiate an Incident Action Plan as necessary for the event.
  - b. Coordinate with outside agencies, as needed, for mutual aid, booking, logistical support, and the



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protection of designated assets (e.g., freeways, courthouses, governmental properties).

- c. Establish a well identifiable and clearly defined perimeter which all persons who choose to remain within, will be arrested.
  - d. Ensure required admonitions are announced as detailed in Reference Manual 532.11 (First Amendment Assembly Manual). An officer should be stationed at the outermost point of the perimeter while the admonitions are being announced to ensure that the admonitions can be heard.
  - e. Ensure that those subject to arrest are physically isolated from sympathizers and other crowd members by using officers and terrain features so that the arrest process can proceed deliberately and safely.
  - f. Consider contacting the Evidence & Property Division (EPD) to have staff on site to assist with booking.
2. Supervisors shall:
- a. With the approval of the IC, assign sufficient personnel, equipment, supplies and appropriate vehicles for the number and kind of prisoners expected, and order them to a specific location.
  - b. Consider establishing a secure Arrest Processing Staging Area.
    - (1) The staging area should be close enough to the scene of arrests that arresting officers do not have to walk prisoners a long distance.
    - (2) Should the prisoners or crowd be violent or potentially violent, transportation shall be provided to the staging area, which should be out of sight or beyond ready access from the crowd.
  - c. Assign officers to arrest, transportation, intake, and arrest processing duties.
  - d. Ensure arrestees are photographed with their arresting officers prior to transportation.
  - e. Ensure that all GO reports, and all supplemental reports are completed by the end of the arresting officer's shift.

### E. RESOURCE CONSIDERATIONS

1. Vehicles:
  - a. Marked patrol vehicles.
  - b. Prisoner transport vehicles.
  - c. Property vans.
  - d. County/state OES vans with prior coordination.
  - e. Mobile Incident Command Vehicle (MICV).
2. Equipment:
  - a. Mass arrest kit.
  - b. Digital cameras.
  - c. Mobile photo printers.
  - d. Flex cuffs and clippers for their removal.
  - e. Arrest identification placards.
  - f. Arrest processing log.
  - g. Citation book or e-cite device with printer.
  - h. Property bags.
  - i. Evidence envelopes.
  - j. Crime scene tape.
3. Personnel:
  - a. Arrest processing team
  - b. Transportation team
  - c. Booking team



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d. Property personnel

### F. ARRESTING OFFICER RESPONSIBILITIES

1. Arresting officers shall:

- a. Take suspects into custody. If a suspect resists arrest, either actively or passively, officers shall use approved arrest and control methods to take them into custody. Officers shall not use lifting or carrying techniques to avoid injury to officers or suspects.
- b. If the suspects have used alternative means of securing themselves, the means of separation shall be evaluated on a case-by-case basis to determine the safest method to remove the device. Methods of separation shall be approved by the incident commander.
- c. Use flex cuffs whenever possible to restrain suspects. All suspects shall be cuffed to limit resistance and to hamper attempts to confuse identification by changing clothes.
- d. Search the suspect for weapons and contraband.
- e. Physically control and move the in-custody suspects from the demonstration site to the arrest processing staging area or deliver the suspects to the transportation officer for transportation to the arrest processing staging area.
- f. Fill out the identification placard as completely as possible upon arriving at the arrest processing staging area or delivering the prisoner to the transportation officer. Each placard shall provide at least the prisoner's name, sex, race, age, charge, and arresting officer's name and badge number.
- g. Complete the probable cause statement on the back of the identification placard and identify the person whom they arrested on BWC in the field prior to transportation.
- h. Ensure each arrest is for the appropriate charges.
- i. Deliver the prisoner to arrest processing or transport officers.

### G. TRANSPORT OFFICER'S RESPONSIBILITIES

- a. Respond to the arresting officer's location.
- b. Take custody of the arrestee and conduct an additional search.
- c. Obtain the completed identification placard from the arresting officer.
- d. Replace the arresting officer's handcuffs with transport unit handcuffs or flex cuffs if necessary.
- e. Photograph the arrestee with the arresting officers.
  - (1) Photos can be taken with a department issued phone. The photos should be uploaded to the assigned GO number via Evidence.com.
- f. Transport arrestee to arrest processing location.
- g. Transport prisoners to county jail for booking if necessary.

### H. ARREST PROCESSING AND INTAKE OFFICER'S RESPONSIBILITIES

1. Arrest processing and intake officers shall:

- a. Assist arresting officers and supervisors with:
  - (1) Entering information on the identification placard.
  - (2) Completing the arrest processing log to include:
    - (a) Arrest log number.
    - (b) Arrestee's name, DOB, city of residence.
    - (c) Location and time of arrest.
    - (d) Arresting officers, charges, GO number.
    - (e) Custody status (booked into county jail or released on a notice to appear).
    - (f) Completion status of reports by arresting officers.
    - (g) The arrest log number is the key identifying number to be used on all forms, property bags, and large property items.



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- (3) Photographing the prisoner from all angles to include clothing and identification placard. Upload the photos to the assigned GO number via Evidence.com
- (4) Completing a tag with arrestee name, date of birth, log number, case number and arresting officer name, which shall be attached to arrestee's handcuffs by a zip-tie.
- (5) Replacing metal cuffs with flex cuffs on prisoners (if not already done).
- b. Attach the arrest processing log to the primary GO report for the event.
- c. Activate BWC and ICC (if applicable) during all contact with subjects at the arrest processing staging area.
- d. Notify the IC immediately of any juvenile prisoners. Juveniles shall be listed in the arrest processing log using red felt pen and juvenile prisoners shall be kept separate from adult prisoners.
- e. Search large items such as backpacks for contraband and return the items to the prisoner if the contents are found to be safe. The property will then be booked during the booking process if the prisoners are not released in the field.
- f. Receive any evidence or weapons from the prisoner or arresting officer and place them in an evidence envelope or tag it with an evidence tag from the multiple arrest kit. The tag or envelope shall include the arrest number, charge, and other necessary information. An officer shall be designated by the supervisor to book the evidence or weapons unless handled by EPD personnel.

### I. ARREST BOOKING OFFICER'S RESPONSIBILITIES

1. Arrest booking officers shall:
  - a. Wait at either the arrest processing staging area or county jail and be prepared to receive prisoners from transportation officers.
  - b. Complete criminal history and warrant checks on each arrestee.
  - c. Complete booking information or a notice to appear for each arrestee.
  - d. Issue the prisoners a notice to appear and release them per Penal Code § 853.6 if they meet the release criteria.
  - e. Gather intelligence and obtain Mirandized statements from arrestees if possible.
  - f. Deliver arrestees not released on a notice to appear to transport officers for booking into county jail.

### J. THREAT TO RESCUE

1. In situations where there is a threat to rescue prisoners or injure officers at the scene, prisoners shall be removed without completing the above procedures. Booking officers will relieve the arresting officers of their prisoner once the arresting officer's name, and each prisoner's charge is entered on the arrest processing log. The booking officer will then place the prisoners in handcuffs and remove them from the scene.
2. When the identification placard has not been completed, a transporting officer shall be responsible for completing the placard with information obtained from the arrest processing log and the prisoner.