PURPOSE
To provide a guide for Incident Commanders.

POLICY
That when the department experiences a spontaneous or unexpected critical incident involving a large number of persons, it shall be handled in an orderly and organized manner.

PROCEDURE
A. PREPARATION
   1. Sector Sergeants shall:
      a. be called to the scene of any large gathering by the first unit on the scene.
      b. evaluate the situation and make appropriate personnel assignments.
      c. notify the Watch Commander as soon as possible of the situation and make recommendations.
   2. If it is necessary to establish a Command Post, the policies outlined in Office of Operations (OOO) Order 532.07 shall be followed.

B. INCIDENT COMMANDER (IC)
The IC shall:
   1. designate a Logistics Officer to report to a location to carry out instructions and supply whatever is needed at the scene.
   2. have command responsibility of the incident unless relieved by a higher authority. The IC shall have the authority to utilize any and all of the department's resources.
   3. consider the following items during a critical incident:
      a. Traffic control
         (1) Use motor officers
         (2) Reserves
         (3) CSOs.
      b. Crowd control for:
         (1) Curious onlookers
         (2) Friends/family of suspect and/or victims (hostage taker or barricaded subject)
         (3) Press.
      c. Use of CHP or SSD helicopter. (Request through Communications.)
      d. Protection of the Incident Command Post.
      e. Designating a radio channel for exclusive use for the incident.
      f. Staging Area
         (1) It may be advantageous to designate a staging area for additional personnel to assemble. This staging area shall be clearly designated and close to the incident.
         (2) A staging area Commander shall be designated and sent to assemble the arriving personnel.
         (3) Protecting vehicles left at staging area.
      g. Mutual Aid (Request use of CHP and SSD to handle priority calls).

C. LOGISTICS OFFICER
The Logistics Officer shall:
   1. go to an appropriate location to coordinate the requests for personnel, equipment, and supplies.
   2. be prepared to provide required personnel, equipment, and/or supplies.
      a. Personnel
         If off-duty personnel are needed:
         (1) use the department call-up roster.
(a) First call in people from the working shift who are on day off.
(b) Depending upon the time of the event and its anticipated end, call in the next shift personnel early.

(2) Consider what is a reasonable time for a person to work (12-14 hours).

b. Equipment
   (1) The Logistics Officer shall supply whatever is needed in the way of vehicles.
      (a) Coordinate efforts with the department’s Fleet Management Coordinator. If off duty, attempt to reach at home, or coordinate with available maintenance supervisor until coordinator arrives.
      (b) Arrange for Command Post (CP) van delivery (CP operators listed in CAD).
      (c) Armored car (Only qualified personnel may operate).
      (d) Contact Jail Commander for County Jail Bus.
      (e) Three (3) patrol wagons available.
      (f) Warrant van (kept in vehicle yard).
      (g) Vans available from Fleet Management.

   (2) Chemical Gas. Extra gas is kept in the OOO supply trailer and in the stairwell at 625 H Street.

c. Supplies
   Procurement of food and drinks.
      (1) Open purchase order at Lucky Market.
      (2) Use cash, reimbursable from Petty Cash.

D. POLICE INFORMATION OFFICER (PIO)
   1. The IC shall respond to inquiries from the media. If the need arises for the PIO from 0800 to 1700 hours, advise Communications to notify the PIO.
   2. Between 1700 to 0800 hours, or on holidays, if the need arises for a PIO, the IC shall determine if the PIO or a person from the Media Bank should respond.

E. SITUATIONS (REFERENCE MATERIAL)
   1. Riots. (See Reference Manual (RM) 532.11, Crowd and Riot Control)
   2. Demonstrations. (Use arrest cards and three (3) to five (5) officer teams)
   3. Hostage Situations. (Follow RM 532.08, Management of Hostage Situations)
   4. Strikes. (Follow SPD Labor/Management Guide)
   5. Disasters. (Follow SPD Manual of Civil Emergencies)

F. ARRESTS AND BOOKING
   1. Arrests.
      a. Arrests shall be carried out as per Crowd and Riot Control procedures.
      b. Arrest card procedure shall be used whenever possible.
      c. Arrangements can be made to process all arrested persons through Office of Investigations (OOI). Call Captain of Detectives, or Office Chief, OOI.
         (1) Those meeting criteria shall be cited out.
         (2) Those to be booked shall be escorted to County Jail.
   2. Booking.
      a. Notify County Jail in advance.
      b. Court hearings can be arranged through the Contact Manager, Criminal Law Section, Sacramento Municipal Court District.

G. CONCLUSION
   After any major arrest operation (where large numbers of persons are arrested), the IC shall:
   1. Review all arrest and crime reports prior to submission to the District Attorney.
   2. Comply with the regulations specified in G.O. 532.13.