

# POLICY AND PROCEDURES

NUMBER: 1416

SUBJECT: Mass Arrest

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 10/92

REVISION DATE: 9/97, 10/04,  
11/11, 10/14



## I. POLICY

The St. Louis County Department of Justice Services shall maintain a system, and be prepared to handle a mass arrest within St. Louis County. This plan should provide for swift, secure and orderly processing for a large group of persons.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake, Custody and Corrections Medicine staff are responsible for the following procedures.

## III. DEFINITIONS

**Mass Arrest:** The arrest of more than twenty (20) persons in any single location or any county-wide civil disturbance with the potential for more than twenty (20) arrests.

**RPAW:** A code used by the Booking Officer in the REJIS arrest system which stands for 'Release Pending Application of Warrants'. The prisoner is released on the suspect charges after processing, without having to post bond. The arresting officer will apply for warrants with the Prosecutor's or County Counselor's Office at a later date.

**'Fit for Confinement':** A form prepared by a local hospital which states that a prisoner, after examination, is medically 'fit' to be confined. The Corrections Medicine staff after questioning and examining the prisoner, may determine the prisoner does not require a 'Fit for Confinement'. A prisoner is not to be accepted by the Intake Service Center if not 'Fit for Confinement'.

#### IV. PROCEDURES

- A. When the Intake Service Center Shift Supervisor or Watch Commander is notified that a mass arrest has occurred or is imminent, the Intake Service Center Shift Supervisor and Watch Commander will begin coordinating their responses.
1. The Intake Service Center Shift Supervisor will contact the Intake Service Center Manager and Classification Supervisor.
  2. The Watch Commander will make available the Transportation vehicles if needed by the arresting agency.
  - [3. On-duty staff will be considered 'locked in' to mandatory overtime. (See Policy #144 Mandatory Overtime) Off-duty staff will be recalled to duty if needed at the discretion of the Intake Service Center Manager. *A list of officers who have committed to reporting for duty will be compiled. These officers will be responsible for calling the Intake Supervisor when aware of a protest/disturbance that may result in mass arrests to see if he/she is to report for duty.]*
  - [4. The Watch Commander will provide officers to staff the Transportation Staging area, the Law Enforcement Lobby and to escort the prisoners from the Transportation Staging area to the Intake Service Center. *These assigned staff members should report to the Intake Supervisor on duty.]*
  - [5. *A Classification Specialist will be called to report to duty at the discretion of the Intake Service Center Manager.]*
  - [6. *Movement teams of two (2) officers will be established to accommodate all movement from the sallyport to the Transportation Staging Area, and from the Transportation Staging Area to the LEL.]*
  - [7. *Flex cuffs will remain on the prisoner until processing in the LEL begins, unless there is an obvious reason to remove them. If there is a reason to remove the flex cuffs, they will be replaced with handcuffs. Handcuffs will remain on the prisoner until cleared by medical.]*
  8. In the event the Transportation Staging area is filled with inmates awaiting court *and this area is needed to stage prisoners, these inmates will be transported back to the housing units.*

***NOTE:** If Transportation Staging is used to stage prisoners from a mass arrest, the assigned Officer will conduct a tour of the area every thirty (30) minutes and document the tour in IJMS.*

***NOTE:** In the event of a mass arrest of more than one hundred (100) persons, the facility will be in emergency lockdown status and no inmates will be transported to court.]*

9. By prior arrangement with the police:
  - a. *Bookings sheets will be completely filled out for each arrestee.]*
  - b. Personal property will arrive itemized, bagged and sealed in clear plastic bags.
  - c. Prisoners will be 'RPAW', whenever possible.
  - d. Fingerprint processing will be on misdemeanor or felony only.

- B. Corrections Medicine staff will individually assess prisoners as to medical problems upon their arrival in the Transportation Staging or Law Enforcement Lobby area. Any prisoner requiring a 'Fit for Confinement' from a hospital will be the responsibility of the conveying officer.

*[NOTE: In the event of a mass arrest of more than one hundred (100) persons, the prisoner requiring a "Fit for Confinement" that is here for a RPAW charge will be released. If an prisoner is not here on an RPAW charge and requires a "Fit for Confinement", that person will be assessed by Clayton Fire Department. If it is not an emergency situation but Clayton Fire Department determines a "Fit for Confinement" is necessary, that prisoner will be given "Priority Processing" and will be released within two (2) hours. If it is determined by Clayton Fire Department that the prisoner needs to be transported to the hospital, the Watch Commander will make arrangements for Justice Services' staff to transport/escort.]*

- C. The prisoner will then be escorted to the Law Enforcement Lobby Property Room to begin the booking process.
- [D. After (5) five prisoners have received clearance from the Corrections Medicine staff and have completed the booking process at the L.E.L. Property Room, the Intake Officer and the escorting officer(s) will escort the five (5) prisoners to the metal detector. When all five (5) prisoners have walked through the metal detector without incident, the Intake

Officer will place all five (5) prisoners in a transfer cell. *Processing will continue to be done incrementally.*

- E. The Intake Security Officer will remove the prisoners from the transfer cell and place the prisoners in the open seating section or a holding cell in Intake.

*[NOTE: Any prisoner causing a disturbance or who appears to be attempting to incite a disturbance, will be placed in a holding cell or may be transported to the 8<sup>th</sup> floor, if necessary, at the discretion of the Intake Supervisor. The Intake Supervisor will coordinate this move with the Watch Commander.]*

- F. The Intake staff will complete the booking process of the prisoners and check for 'wants' as in a normal booking. If the prisoner has a 'hold', follow normal procedures for contacting the agency after the processing is completed. (See Policy #1407 Booking of Newly Received Persons)

*[NOTE: In the event of a mass arrest of one hundred (100) or more persons, agencies will be contacted only if the "hold" is a misdemeanor or felony. If a prisoner has a local municipal ordinance or traffic violation "hold", they will be released "UTP" on that charge and the agency will be notified via teletype of the prisoners release and to reactivate the warrant.]*

- G. Fingerprints/mug shots will be taken. When this ID process is complete, the prisoner will be released.

*[NOTE: Prior communication with Clayton Police and St. Louis County Security in the lobby should be made regarding the release of prisoners from a mass arrest.]*

*[NOTE: If there is any disturbance/unrest outside of the Justice Center, prisoners from a mass arrest will be released as the discretion of Justice Services Administration after consulting with Law Enforcement Officials.]*

- H. When special circumstances will not allow prisoners to be released 'RPAW', follow the same procedures above, but the processed prisoners may be returned to the Staging area due to over-crowding or other special circumstance before five more are brought to the Intake Center for processing. The prisoners returning to the Staging area will not be housed with prisoners who have not been processed.

*[NOTE: In the event of a mass arrest of one hundred (100) or more persons, a Classification Specialist will report to duty and develop a movement list in order to lessen crowding in the Intake Service Center.]*

- I. If the prisoners are not released within a reasonable time frame, the Intake Service Center Shift Supervisor will ensure there is an adequate supply of bag lunches for the prisoners. If there is not an adequate supply of bag lunches the Intake Shift Supervisor will notify the Food Service staff as to the number of bag lunches needed.
- J. All other forms of assistance will be coordinated by the Intake Service Center Shift Supervisor and the Watch Commander.
- [K. *During periods of possible mass arrest and civil disorders involving more than one hundred (100) arrestees, a Standing Administrative Order will be in place and kept up to date by the Superintendent of Community Corrections and the staff member in charge of contracts for municipalities, currently the System Support Analyst. This order will create bed space, if necessary, to accommodate a large number of persons being admitted to the facility. This order will call for:*

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.