

Hamden Police Department General Orders

Policy Number: 031-002

Effective Date: August 01, 2005

Section: Emergency Operation
Plan.

Rescinds:

Title: Mass Arrest Procedures.

Approved By:

Approval Date:

PURPOSE

To establish procedures for handling of incidents involving mass arrests.

POLICY

In the event an incident results in mass arrest, the procedures set forth in this General Order will be followed.

Procedures

A. Planning.

1. Prior planning in mass arrest cases should greatly assist in the orderly processing of persons arrested. If there is advanced knowledge of a disturbance and arrests are likely, the following actions are recommended.
 - a. Arrange for buses.
 - b. Ensure adequate supply of camera equipment and film.
 - c. Coordinate with court, if in session, for persons not released.
 - d. Advise surrounding departments that access to their holding and booking facilities may be needed.
 - e. Contact New Haven Correctional Center and advise that access to their facilities may be required.

B. Arrest Procedures.

1. Any person arrested in a disturbance shall be advised they are under arrest. Every effort should be made to arrest the person in charge of, or directing the crowd in, the disturbance, provided, of course, that probable cause exists for the arrest.
2. All persons arrested shall be in accordance with General Order 1-8.

Hamden Police Department General Orders

3. Any weapons or evidence found shall be processed in accordance with General Order 15-1.

C. Booking Procedures.

1. The commander at the scene shall decide whether persons arrested at the scene will be processed on:
 - a. Misdemeanor summons and released.
 - b. Full arrest and booking procedures.
 - c. Juveniles will be processed according to normal juvenile processing procedures.

D. Booking Stations.

1. The following booking stations will be established in the booking area:
 - a. I.D. Assignment of I.D. number, complete booking sheet.
 - b. Fingerprint.
 - c. Photographs.
2. Prisoners will be taken off the bus one at a time and processed starting at station #1.

E. Photographs and Identification.

1. All prisoners will be photographed at the scene, with the arresting officer.
2. Identification should be obtained. If a person is uncooperative, list W/M, W/F etc.
3. A Prisoner I.D. Card should be made out listing the following information:
 - a. Name of Accuse.
 - b. Charge.
 - c. Case number.
 - d. Arresting officer.
 - e. Date and time of arrest.
4. If property or money are taken from the person make notation on the I.D. card and said shall be given to the officer in charge of the transport vehicle.

Hamden Police Department General Orders

F. Transportation.

1. If circumstances do not permit waiting for cameras or buses, police vehicles may be used.
2. If buses are available, prisoners may be transported in the following manner:
 - a. Prisoners shall be seated 2 to a seat.
 - b. The front and rear seat remain empty.
 - c. Officers shall be posted at the front and rear of the vehicle.
3. Vehicle may be driven by anyone qualified to do so.
4. The bus will be driven to the rear of police H.Q.
5. Prisoners will remain on the bus until the booking process begins

G. Booking Facilities

1. Booking and processing shall be at the Hamden Police Department facilities until cell block is full.
2. Secondary sites will be area police departments or New Haven Correctional Center.

H. Medical Assistance

1. Medical assistance shall be provided to any prisoners needing such assistance.

I. Visitors

1. No visitors will be allowed into the cell block. Attorneys will be allowed to interview clients after the booking procedure, if they are going to be held.

J. Legal Assistance.

1. If legal assistance becomes necessary, the State's Attorney's Office will be notified.