



**California Exposition and State Fair Police Department**

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

**DEPARTMENT GENERAL ORDER**

**ORDER № 2500.700**

Feb. 2019 (Revised)

04/03/2015 (Revised)

08/01/2003 (New)

**CIVIL DISOBEDIENCE / MASS ARRESTS**

**2500.701 PURPOSE**

- A. The purpose of this order is to establish uniform procedures for handling civil disobedience incidents. It is intended to supplement the “Civil Disturbances and Riots” General Order.

**2500.702 MISSION**

- A. Police Officers deployed to the scene of a civil disobedience incident shall make every effort to preserve the peace and protect the rights of all.

**2500.703 RESPONSIBILITY**

- A. Notification of Personnel: Notification of appropriate personnel as outlined in the paragraphs below shall be conducted pursuant to General Order 700.400, Notification Procedures.
- B. Planned or Spontaneous Incidents
1. Planned incidents are the responsibility of the Chief of Police or designee. A planned incident is one which gives a sufficient lead time for purposes of planning and organizing a response.
    - a. The Chief of Police or designee will decide whether to dispatch a first responder team.
    - b. Each team consists of a supervisor and up to eight (8) officers.
  2. Spontaneous incidents are those when there is insufficient time for planning and organizing. The Senior Officer on duty will be responsible for evaluating the adequate level of response, and notifying the Chief of Police or designee concerning the need for a first responder team, or for requesting assistance from allied agencies.
- C. Command Responsibility
1. Chief of Police.
    - a. Designate the incident level (I, II, III).
    - b. Identify an Incident Commander.
    - c. Identify an off-site Processing Commander.
    - d. Select a site location for processing. Consider site requirements:
      - 1) Restrooms
      - 2) Drinking water
      - 3) Electrical power
      - 4) Lighting

---

*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

California Exposition and State Fair Police Department  
Department General Order

- 5) Telephones
- 6) Security
- 7) Protection from weather
2. Incident Commander
  - a. Establish a command post.
  - b. Arrange/identify the officers assigned to work at the arrest site and officers assigned for transportation.
  - c. Arrange for necessary equipment.
  - d. Overall operational responsibility of arrest site (Incident Scene).
3. Processing Site Commander
  - a. Arrange/identify the officers assigned to work at the processing location site.
  - b. Arrange for necessary equipment.
  - c. Overall operational responsibility of the site (Booking/Processing Scene).
- D. Resources – Personnel
  1. Based on the information available, the necessary number of officers shall be utilized to keep the peace.
    - a. The Chief of Police shall designate officers to act as an intelligence source or other duties as assigned.
  2. Planned Incident
    - a. If significant reliable information is obtained in advance to indicate that the California Exposition and State Fairgrounds will be targeted, sufficient officers shall be contacted in advance to be on-duty and prepared for the incident.
    - b. If available information indicates only that the California Exposition and State Fairgrounds **MAY** be the target site, the officers necessary shall be placed on telephone standby.
- E. Resources – Equipment
  1. Vehicle Consideration – Contact the Sacramento County Sheriff’s Department and arrange for adequate prisoner transportation and possibly a Command Van and/or the County/State Office of Emergency Services (OES) van.
    - a. Camera(s)
    - b. Mass arrest kits:
  2. Plastic handcuffs and clippers for their removal
  3. Report forms and citation books
  4. Barricades (Parking Control)
  5. Video camera
  6. Arrestee placards
  7. Folding tables and chairs (Event Services)
  8. Personal Protective Equipment (PPE)
  9. Gas masks
  10. Chemical agents
  11. Protective Helmets
  12. Baton (Riot)
  13. Miscellaneous
  14. Property bags
  15. Cellophane tape
  16. Bolt cutters

California Exposition and State Fair Police Department  
Department General Order

F. Reports

1. A single report number shall be obtained for use on the original crime report. The original report shall set forth the illegal gathering violation information.
2. Individual criminal conduct shall be set forth on separate reports with additional report numbers.
3. The master report number shall be noted on all reports, citations and other documents associated with the incident.
4. All arrests and documenting reports shall be submitted as a package for review and to the District Attorney's Office at the same time.

**2500.704 INCIDENT LEVELS**

1. Level I Incident: A group of people assembled for a common cause but overall offer no threat of violence or resistance to arrest.
2. Level II Incident: An assemblage of persons representing two opposing points of view, gathered at the same location, with a potential for violence.
3. Level III Incident: An assemblage of persons expected to behave in a violent manner. Likely to become disorderly and result in physical confrontations and aggressive resistance to law enforcement officers.

**2500.705 ARREST PROCEDURES**

A. Personnel Assignments – Incident Commander

1. Video Officer
2. One arresting Officer
3. Escort Officers
4. Transportation Officers (2 per vehicle)
5. Crowd control Officers
6. Personnel Assignments – Off-Site Commander
7. Citation/Release processing
8. Site security
9. Arrange for necessary equipment.

B. Establish perimeter. Establish a well identifiable and clearly defined perimeter within which all persons who choose to remain will be arrested.

1. Once it has been determined that arrests are to commence, ensure the incident is video recorded before the proper announcement is made.
2. An officer should be stationed at the outermost point of the perimeter during the dispersal announcement to assure that the order "can be heard."

C. Pain Compliance: If an arrestee refuses to comply when directed, officers are to use approved pain compliance methods.

1. Refrain from using lifting techniques which may cause injury to officers or arrestees.
2. When demonstrators are chained together, bolt cutters shall be used to sever the chains and separate the arrestees.

D. Transportation Vehicles: Each transportation vehicle will be manned by two officers, responsible for:

1. Arrestee security
2. Receiving and processing found weapons

California Exposition and State Fair Police Department  
Department General Order

3. Photographing Level II or III arrestees.
  4. Maintenance of a log containing the names of those transported, placard number (Level I), transporting and arresting officers' names and badge numbers.
- E. Booking: If booking is required:
1. If small amount of arrestees, contact the Sacramento County Sheriff's Department (SSD) Main Jail Watch Commander, who shall: Make preparations at the Main Jail or the Sacramento Sheriff's Rios Consumes Correctional Center (RCCC) for mass bookings, or who may organize and dispatch a mobile booking team to respond to the off-site location.
  2. If the numbers of arrestees are too large for jail facilities to accommodate, the off-site Commander shall contact the Main Jail Commander, who will contact District Attorney's Office and Courthouse personnel to arrange access to the courthouse for immediate judicial appearances.
  3. Transportation to jail or courthouse will be handled by transporting officers.

**2500.706 LEVEL I INCIDENT ARREST PROCEDURE**

- A. Dispersal Order. Begin video recording. One Officer, designated as the Arresting Officer, shall issue verbally (through a public address system, if necessary) the dispersal order and shall clearly warn the demonstrators that all who are within the perimeter have a set amount of time to leave, with anyone remaining after that time subject to arrest.
- B. Arrest of Violators. After the set period of time has elapsed, the Arresting Officer shall announce to all remaining demonstrators that they are now under arrest and that officers will escort them individually to the transportation vehicles. The actual arrests are to be accomplished as quickly as possible.
- C. Arrest Placards. The Escort Officers will utilize sequentially numbered placards as a means to later identify arrestees. The placard shall hang by a string placed over the head and around the neck of each arrestee. Each arrestee will then display a different number. The officer shall then instruct the arrestee to stand up (if not already) and walk to the vehicle. During this process, the officer shall ensure that the arrestee and attached placard have been video recorded at the scene.
- D. Handcuffing and Searched. Individually, each arrestee is to be handcuffed, patted down for weapons, then escorted to the designated transportation vehicle.
- E. Transportation. Transporting Officers shall drive arrestees and paperwork to the off-site location where arrestees shall be directed to a pre-designated holding area. The forthcoming citation or booking process shall be explained to the arrestees. Any medical problems should be brought to staff's attention at this point.
- F. Arrestee Screening. Each arrestee shall be called individually to a processing station where they will be screened for suitability for citation/release.
  1. The preferred method of process is to issue a misdemeanor notice to appear (citation and release), then release at the off-site location.
  2. If an arrestee fails to meet the criteria established to be eligible for field citation/release, the booking process shall be utilized.
  3. If an arrestee fails to sign a promise to appear, or if satisfactory evidence of identification is not produced, the person shall be booked.

**2500.707 LEVEL II OR III INCIDENT ARREST PROCEDURE**

- A. Crowd Control. Use Crowd Control Officers to keep opposing factions separated.
- B. Streamlined Arrest Procedure. Utilize the streamlined arrest procedures detailed for Level I, if possible. If physical confrontation, resistance or violence erupts, the following measures will apply:
  - 1. Begin video recording. The Incident Commander shall cause to be issued a verbal dispersal order to the demonstrators, warning the demonstrators that all who are now within the perimeter have a set amount of time to leave and anyone remaining after that time, will be arrested. The same officer shall announce, after the set time has elapsed, to the crowd that officers will be moving in to make the arrests.
  - 2. Arrest teams shall move in and individually make the arrests. Each arrest team shall be comprised of four officers, one of whom shall be designated as the Team Leader. The Team Leaders shall assume responsibility for verbally advising that each person is under arrest.
  - 3. At the discretion of the Team Leader, multiple arrestees may be taken into custody at one time and escorted to the waiting vehicle. The degree of resistance encountered shall be the determining factor.
  - 4. The handcuffed arrestees shall be escorted to the transporting vehicles which shall be parked close enough to allow a rapid progression of arrests while remaining secure from attack by demonstrators. Two Transporting Officers shall be assigned to each vehicle. These officers shall provide vehicle security at the scene and are to assist with initial processing before the arrestees are loaded into the vehicles.
  - 5. A pat down search for weapons shall be conducted. Any seized weapons shall be placed in marked property bags and booked into the police evidence/property lockers. Before each arrestee is placed in the transporting vehicle, an individual photograph using a digital camera will be taken. The photograph will be taken with the arrestee standing next to the Team Leader. The photo shall be attached to a Mass Arrest Identification Report which shall be completed by the arrest team. The Transporting Officers shall retain the completed Mass Arrest Reports.
  - 6. Transportation Officers shall drive arrestees and paperwork to the off-site location, where arrestees shall be directed to a predestinated holding area. The forthcoming citation or booking process shall be explained to the arrestees. Any medical problems should be brought to the staff's attention at this point.
  - 7. Each arrestee shall be called individually to a booking station where they shall be screened for suitability for citation and release.
- C. Mass Arrests: Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or his/her authorized designee. There must be probable cause for each arrest. If employed, mass arrest protocols should fully integrate:
  - 1. Reasonable measures to address the safety of officers and arrestees.
  - 2. Dedicated arrest, booking and report writing teams.
  - 3. Timely access to medical care.
  - 4. Timely access to legal resources.
  - 5. Timely process for arrestees.
  - 6. Full accountability for arrestees and evidence.
  - 7. Coordination and cooperation with the prosecuting authority, jail and courts.