



**Lakewood Police Department
Policy and Procedure**

**Policy Number: PP – 4911
FIELD PROCESSING OF
MASS ARRESTEES**

**Effective Date:
03/24/2025**

A. Policy - None.

B. Procedure

1. Agents, CSO's, and other police resources shall be assigned, as needed, to maintain order in field processing area. The field processing unit shall be responsible for processing arrestees, completing an inventory of property, booking of evidence, and release of arrestees.
2. A custody report shall only be completed if the arrestee is being transported to a local jailing facility. An agent shall normally complete a summons with a brief narrative that details the arrestee's actions leading to the arrest.
3. The field processing unit shall inspect each prisoner's property for any weapons or drugs. If these items are not releasable back to the arrestee, they will be booked according to normal Property & Evidence booking standards. The prisoner property should then be photographed with the completed summons in front of the suspect. The photos shall be uploaded to the department's digital imaging repository.
4. Money and items of value shall be noted on the back of the summons. The prisoner's property shall be released on scene unless being booked due to individual circumstances.
5. Any additional evidence seized as the result of a mass-arrest incident shall be collected and booked as evidence according to normal Property & Evidence booking standards.
6. The field processing unit shall complete a manual Property report noting the time, date, and agent from which the evidence was received. The evidence shall be sealed in the appropriate packaging per policy, initialed by the field processing unit member, and have the arrestee's name and summons number placed on it.
7. All evidence shall be placed in a secure location by the field processing unit and shall be transported to the Lakewood Police Department Property Control Unit at an appropriate time.
8. One photograph shall be taken of the arrestee, who shall be holding their completed summons (to include their name and date of birth) in a visible manner.
9. The photographs should be uploaded to the department's digital imaging repository in a timely manner after the incident.
10. Prisoners who are not incarcerated may be released from the field processing area. If it appears likely that the arrestee will return to the disturbance area, an alternate release location shall be arranged by the Patrol Commander.
11. As soon as the approximate number of persons to be incarcerated is known, the appropriate confinement facilities shall be advised by a patrol commander or designee.

C. Rule

The field processing area will be determined at the time of the incident. There shall always be an agent present at the field processing area for security purposes.

NEXT: [PP-4912 - Mass Arrest Reports](#)