



Colorado Springs Police Department

Standard Operating Procedure

DL-1210-03 Mass Arrest Operations

Section 1200 – Critical Incident Functions

Effective Date: 11/2/2024
Supersedes Date: 4/1/2021

.01 Purpose

The purpose of this directive is to outline a procedure for mass arrests during unlawful assemblies and mass events.

.02 Cross-Reference

[GO 107 Physical Arrest](#)
[GO 500 Use of Force](#)
[GO 510 Reportable Force](#)
[GO 1009 Prisoner Processing](#)
[GO 1010 Holding Cells](#)
[GO 1210 Assemblies & Mass Events](#)
[GO 1220 Incident Command System](#)
[GO 1703 Mutual Aid Agreements](#)
[GO 1400 Evidence Submissions](#)
[GO 1903 Body Worn Camera](#)
[DL-1210-01 Assembly & Mass Event Operations](#)
[DL-1210-02 Public Order Response Team](#)
[DL-1010-01 Holding Cell Operations](#)
[DL-1050-10 Juvenile Offenders](#)
[DL-1903-01 Body Worn Camera Use](#)
[Attachment DL-1210-03 Arrest Procedures Exemplar](#)

.03 Definitions

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.04 Procedure

Mass arrest operations may be used to handle arrests due to unlawful activity by individuals or groups of individuals arising from assemblies and mass events. These operations are outside

normal arrest processing to effectively and efficiently handle a high volume of arrests. Patrol personnel will handle routine arrests in the usual manner at their respective divisions, or at designated alternate sites.

Mass arrests for failure to disperse shall not occur until an assembly or mass event has been declared unlawful, the appropriate orders to disperse have been issued and communicated, and sufficient opportunity to disperse has been provided pursuant to [GO 1210 Assemblies & Mass Events](#) and [1210-01 Assemblies & Mass Event Operations](#).

The commencement of mass arrest operations must be authorized by the Incident Commander (IC). It is the IC's responsibility to determine if there will be immediate or delayed arrests, based on the unique circumstances and crowd factors of the incident.

Nothing in this directive prohibits an officer from making an arrest for probable cause with consideration of the crime committed and the safety priorities.

Mass Arrest Planning

When determining whether mass arrests are an appropriate response, the IC will consider the following:

- Number of officers present and needed
- Number of individuals engaged in unlawful behavior
- Behavior and demeanor of individuals engaged in unlawful behavior
- Seriousness of criminal violations occurring
- Personnel available for teams
- Access to the supplies and vehicles necessary to safely address the situation
- Location

The IC will ensure the Public Safety Attorney is notified when a mass arrest is imminent; this notification may occur through the Communications Center. The Public Safety Attorney may respond to the command post as a staff advisor.

Efforts may be made to isolate and remove specific individuals or groups of individuals who are acting in an unlawful manner prior to mass arrest directives being given. Such efforts will be supported by probable cause for each individual to be taken into custody and are used to attempt to de-escalate the situation prior to implementing mass arrest procedures.

Incident Commander Responsibilities

In addition to their other responsibilities in the incident, the Incident Commander (IC) will:

- Ensure an adequate number of personnel are available and have been briefed on mass arrest procedures

- Establish the type and number of teams needed
- Establish the location of the mobile processing site and/or field jail unit (FJU) to provide mobile processing and holding of arrestees, as needed
- Assign supervisory personnel to oversee the process, including ensuring proper documentation of chain of custody
- Stage prisoner transport vehicles, if needed
- Notify the Criminal Justice Center (CJC) to prepare to receive arrestees, if needed

The IC may consider standing up different teams, depending on the size and complexity of the mass arrest operation. The IC will decide the types and number of teams necessary to accomplish the mission safely and effectively. The mass arrest response is scalable depending on the unique factors in a specific incident.

Teams may include:

- Arrest teams
- Transport teams
- Processing teams

Reference information regarding team composition and equipment is found in [Attachment DL-1210-03 Arrest Procedures Exemplar](#). A sergeant should be assigned to each team to oversee its operations.

Processing may be accomplished through normal procedures, using a mobile processing site, and/or using a Field Jail Unit, depending on the number of arrests and complexity of response.

Arrest Team

The number and composition of arrest teams will vary based on the specific circumstances of the incident. An arrest team may be comprised of officers from different disciplines within the department and/or different agencies that are assisting with the operation.

Arrest teams will be given assignments that may include, but not be limited to:

- Maintaining law and order
- Protection of property
- Providing security for the command post and staging area
- Traffic control both in and out of the incident location
- Arresting individuals as deemed appropriate and based upon probable cause following the arrest procedures in this directive.

If transport and/or processing teams are not activated, arresting officers are responsible for completing appropriate tasks that would otherwise be assigned to those teams. If the arrestee is a

juvenile or is being arrested for a felony, the arrest team officer will be pulled to handle all arrest procedures for the arrestee.

Equipment and Supplies

- Gas masks
- Helmets
- Flex Cuffs
- Mobile phone camera or other camera
- Mass Arrest Custody Sheets (Not needed if the officer making the arrest also handles all processing through charging the arrestee, e.g., juvenile or felony arrest)
- Summonses/ability to issue citations

Arrest Procedures

When arrests of individuals committing unlawful activity have been ordered by the IC, arrest teams will effect arrests as directed. If the IC has directed arrests for failing to disperse, the designated Public Order Response Team (PORT) team leader, or if PORT is not available, the supervisor of the arrest teams will direct the arrest teams, advising team members of the appropriate charge or charges. The probable cause to charge an individual can be based on information from other officers and/or firsthand knowledge by members of the arrest teams.

The information supporting an arrest must contain evidence specific to the individual being arrested. Generalized situational conditions cannot be substituted for probable cause for the arrest of an individual.

The mass arrest teams will conduct arrests utilizing the following basic process, when feasible:

- Contact one violator and advise them of the arrest
- Advise violator of charge(s)
- Apply flexcuffs to arrestee, or handcuffs if flexcuffs are not available
- Confirm the arrestee's age. If the arrestee is a juvenile, the arrest team officer will be pulled to handle all arrest procedures for the juvenile. This is done so one officer is directly responsible for ensuring legal protections for juveniles in custody.
- Escort arrestee to a mobile processing site, transport team, divisional substation, or field jail unit as applicable for processing
- Complete the required documentation for identification and processing of the arrestee. If transport and/or processing teams are activated, they may assist with these requirements.
- Return to the scene to assist in other arrests

The arrest team officer may either take a person into custody directly, or the arrestee could be handed off to the arrest team officer from the PORT arrest team if it is activated.

Additional Information Regarding Arrest Procedures

- [REDACT]
- In addition to documentation and procedures specific to these incidents, members will also document every arrest consistent with department report writing policies.
- Officers will adhere to [GO 500 Use of Force](#), all associated standard operating procedures on less lethal tools, as well as [GO 1210 Assemblies & Mass Events](#) and [GO 510 Reportable Force](#) when using force in a mass arrest situation.
- Body Worn Cameras (BWC) will be utilized in accordance with department policies and procedures.

Required Documentation for Identification and Processing of Arrestee

It is critically important to gather, maintain, and share information on the arrestee to ensure proper identification for later prosecution. Officers may arrest someone who is actively trying to conceal their identity. Ensuring proper visual documentation of how the arrestee looked during the criminal conduct or when taken into custody will greatly assist with ensuring proper chain of custody and establishment of individual probable cause.

Anytime a person is taken into custody, the following actions must be taken to preserve chain of custody and document probable cause:

- Complete the [Mass Arrest Custody Sheet](#). The only time this sheet is not required is if the arresting officer handles all processing and charging of the arrestee using normal processes.
- Take photograph of arresting officer with the arrestee and the completed Mass Arrest Custody sheet. A photograph must show the arrestee as they looked when taken into custody. If the arrestee's face is not clearly identifiable (for example, because they are wearing a mask), a second photograph will be taken with the arrestee's face clearly identifiable.
- During BWC recording of contact with the arrestee, the arresting officer must narrate the information from the completed Mass Arrest Custody Sheet.

If activated, Transport or Processing Teams can assist with completion of these tasks.

If exigent circumstances prevent the arresting officer from completing these tasks, then the officer's name and IBM number will be written on the arrestee's flexcuff or on exposed skin if it cannot be written on the flexcuff. Once the exigency concludes, the arresting officer must contact a processing location supervisor to assist with completion of the documentation if needed.

Transport Teams

If activated, transport teams will be responsible for the following:

- Ensuring the actions listed under “Required Documentation for Identification and Processing of Arrestees” have all been completed before transporting arrestees to maintain chain of custody.
- Providing secure transport of arrestees from the field to the mobile processing site or Field Jail Unit and to the Criminal Justice Center as needed

Equipment and Supplies

- Transport vans
- Flex cuffs
- Mobile phone camera or other camera
- Mass Arrest Custody Sheets

Processing Teams

If activated, processing teams will be responsible for the following:

- Completing arrest paperwork, whether it is a summons or affidavit, including documentation of the probable cause for the arrest
- Completing the statutorily required contact reporting using the department’s contact card system
- Taking photographs of the arrestee for documentation of clothing and appearance, as well as documentation of injury or lack of injury
- Interviewing arrestees if needed

The arresting officer completes these tasks if they are responsible for processing the arrestee (e.g., juveniles and felony arrests).

Equipment and Supplies

- Summonses/ability to issue citations
- Mobile phone camera or other camera
- Property and evidence bags
- Access to fingerprint scanners
- Mass Arrest Custody Sheets

Mobile Processing

The IC may establish a location for mobile processing when the number of arrests makes it impractical to process arrestees in a booking facility during an assembly or mass event. The IC

will assign an officer at the rank of sergeant or higher to take command of the mobile processing site or Field Jail Unit (FJU).

Site Selection

In determining the location of a mobile processing site or Field Jail Unit, the following factors will be considered:

- Anticipated event duration
- Weather conditions
- Easy access to/from the assembly area
- Space needed for processing and detention needs, to include special populations
- Availability of appropriate provisions, as needed, to include:
 - electricity/lighting
 - water
 - restrooms
 - telephones
 - shelter

Division substations may be utilized as a site location if there is sufficient capacity. If an arrestee is resistive or violent, they should be transported to a division substation's holding cell or directly to the Criminal Justice Center (CJC) if appropriate.

Vehicles may serve as site location, such as transport vans, school buses, or CJC transport vehicles if there is sufficient capacity, safety for officers and arrestees, and arrestees are non-violent.

In extenuating circumstances, buildings such as auditoriums or theaters can be secured for use as a site location, but the same considerations apply as when using a vehicle.

Field Jail Unit (FJU)

If there is a large number of arrestees that makes it unfeasible to process them at a mobile processing site, or using the holding cells at a substation, the site supervisor will notify the IC to formulate other arrangements or to establish a FJU. A FJU is a secure, on-site holding location.

Assignments

Separate stations with assigned personnel may be set up for each step in the processing portion of the FJU to accommodate large numbers of arrestees. Stations may include:

- Arrestee Searches (sworn only)
- Property/Evidence

- Identification Section
- Clerical Section
- Security Section (sworn only)

Personnel assigned to security of the FJU will:

- Coordinate and maintain internal and perimeter security
- Assist in controlling arrestees, escorting to transport, or other needed tasks

If not enough personnel are available, duties of separate stations may be combined.

Processing Procedures

- Arrestees will be processed in accordance with [GO 1009 Prisoner Processing](#), and operations will comply with [GO 1010 Holding Cells](#) and [DL-1010-01 Holding Cell Operations](#).
- All arrestees taken into custody during a mass arrest will be properly identified as soon as possible.
- Processing officers will ensure the actions listed under “Required Documentation for Identification and Processing of Arrestees” have all been completed
- All arrestees will be checked for wants/warrants
- The arrest paperwork, whether a summons or affidavit, will be completed including documentation of the probable cause for the arrest
- The statutorily required contact reporting will be completed using the department’s contact card system
- All evidence will be processed in accordance with department directives on evidence submission.
- Property belonging to arrestees who are being booked into CJC will be inventoried in accordance with department procedures. If a booked arrestee has a large amount of property, the arrestee’s property that is not considered evidence in an investigation will be inventoried and submitted to the department’s Evidence Unit as personal property.
- Regular bonding procedures will be followed for offenses that have a pre-determined bond set by statute or a judge.

Specialized Resources

- The Metro Property Crimes Lieutenant or their designee may be contacted for assistance in setting up a mobile processing site or FJU. The unit may be assigned the responsibility to oversee various stations.

- The supervisor in command of the mobile processing site or FJU may notify the Records & ID Manager and/or Evidence Unit Manager to request resources to assist in processing arrests and evidence.

Juveniles

When officers become aware juveniles are arrested, they will be processed by the arresting officer in accordance with [DL-1050-10 Juvenile Offenders](#), [GO 1010 Holding Cells](#), and [DL-1010-01 Holding Cell Operations](#). They will not be transported in the same vehicle or detained in the same holding area as adults. Juveniles must always be sight and sound separated from adult arrestees.

The arresting officer should ensure that the word JUVENILE is written in large letters on the evidence envelope and anyone in contact with the juvenile should be advised of their juvenile status.

Felony Charges

When officers arrest an individual on felony charges, the arrestee will be processed by the arresting officer. The word FELONY will be written in large letters on the evidence envelope by the arresting officer.

Care of Arrestees

Arrestees are intended to be held in CSPD custody for situationally reasonable increments of time prior to transport to a detention facility or released. All arrestees will remain in CSPD custody no longer than necessary. The custody timelines found in [GO 1010 Holding Cells](#) must be followed.

Arrestees will be provided with water, sanitation facilities, and medical attention, as needed.

In the event of a medical emergency at a mobile processing site or FJU, emergency medical services will immediately be summoned to respond to the location. Officers will provide emergency medical aid within the scope of their training. If an arrestee needs non-emergent medical attention or a medical clearance, officers will notify the mobile processing supervisor who will determine the best course of action. If there are a large number of arrestees in need of medical attention, the IC may request that the Colorado Springs Fire Department set up an assessment area or implement other mass response protocol.

Attorneys

Attorneys will be permitted to see arrestees at any time and for such period of time as is required, provided an emergent or extenuating circumstance does not exist. If an emergent or extenuating circumstance does exist, which would prevent an attorney from visiting an arrestee, the supervisor

will advise the attorney of the situation and advise of an alternate time/location to visit with their client.

If an arrestee requests an attorney, they will be advised of when/where they will be able to contact their attorney, whether onsite or once transported to a secure holding facility, as the situation and/or staffing allows.

Transports

Generally, the mobile processing site or FJU supervisor will be responsible for coordinating the transportation of arrestees to formal booking facilities (e.g., CJC). However, if the numbers of arrestees increase substantially, a transport supervisor may be assigned to oversee the coordination of transportation.

Security for these transports will be a combined effort between CSPD and the El Paso County Sheriff's Office.

Persons who are taken into custody in mass arrests situations who will be transported to the CJC will be transported as soon as practical, dependent upon the resources available, in alignment with holding cells policy and procedure.

Both the Municipal Security Unit and the El Paso County Sheriff's Department possess vans specifically designed to transport multiple prisoners at a time. The mobile processing site, FJU, or transport supervisor may consider requesting these resources through the IC or designee.

Attachments

[Mass Arrest Custody Sheet](#)

[\[REDACT\]](#)