

MASS BOOKING PROCEDURES

901.1 PURPOSE

In the event of a large planned or unplanned incident resulting in the need to mobilize an Emergency Field Booking Site, the following procedures will serve as guidelines for effecting mass bookings. These procedures are to be implemented during any civil disturbance, emergency situation, and/or pre-planned event where lawful mass arrests may occur in order to safeguard life and protect property.

901.2 BOOKING FACILITIES

The PSF Jail is the primary booking facility for processing mass arrests. This facility has the necessary amenities to implement a large-scale arrest plan. If circumstances arise such that the PSF Jail is not a feasible option or that a site in addition to PSF Jail is required, the following areas should be considered as viable locations to establish a temporary Emergency Field Booking Site:

- (a) The Airport Interim Open Space Lot – Contact the Airport Administrator/Airport Operations
- (b) Barker Hanger Lot
- (c) Airport Administrative Building – Contact the Airport Administrator/Airport Operations
- (d) Memorial Park

In the event of an unplanned and rapidly evolving incident, the Incident Commander or designee may use the Airport PSOs' access to the Airport Administration Building and gates. If the event is planned, the Planning/Logistics team will contact the Airport Administrator or Airport Operations to inquire about the availability of space at the Airport.

901.3 TRANSPORTATION

The Santa Monica Jail has one jail van that can seat twelve (12) persons. A situation involving mass arrests would require the Department to secure vehicles with more seating capacity. The Los Angeles County Sheriff's Department (LASD) buses are ideal as they are secured forms of transportation. If this is not feasible, the Department will request buses from Big Blue Bus (BBB). Whenever possible a BBB bus used for transportation in connection with a mass arrest shall be driven by a member of the Mobile Command Post driving cadre with the appropriate license and training. If no such member is available, a request shall be made to BBB for a designated BBB motor coach operator to drive the BBB bus.

Booking buses should be staffed with a minimum of two sworn officers (one on the bus and one in a follow vehicle), a custody officer, and the bus driver. If a LASD bus is used, LASD will provide security for the bus.

The Logistics Commander will coordinate transportation resources by contacting the LASD Emergency Operations Bureau. BBB transport vans and drivers will be coordinated by BBB Safety and the Training Manager.

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901.4 EQUIPMENT

901.4.1 MASS BOOKING STORAGE BINS

Jail Personnel are responsible for the preparation and maintenance of transportable storage bins for mass bookings. The bins should be regularly inspected and resupplied in order to ensure the Department has the appropriate supplies to address a large scale, unplanned event. The following items will be included in the storage bin and ready to transport to the Emergency Field Booking Site.

- Citation books
- Field Interview Cards
- Booking Slips
- Gloves
- Disinfectant Wipes
- Flex Cuffs
- Shears
- Sharpies
- Pens
- Clipboards
- Scissors
- Water
- Paper
- Property Bags
- Trash Bags
- Clips
- Personnel Roster
- Property Tags
- Caution Tape
- Dry Erase Markers/Board
- Camera
- Flex cuff removal devices or tool (to prevent injury)

901.4.2 EMERGENCY FIELD BOOKING SITE EQUIPMENT

In the event an Emergency Field Booking Site is established, the following items should be transported to the location:

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- Tables (PD has with Community Relations)
- Chairs (PD has with Community Relations)
- Temporary Restrooms (Request made through Public Works)
- Lighting (Request made through Public Works; Animal Shelter has one in their EOC Storage)
- Generators (Request made through Public Works; Animal Shelter has one in their EOC Storage)
- Drinking water
- Hand washing stations (Request made through Public Works; Animal Shelter has one in their EOC Storage)
- Pop Up tents (PD has with Community Relations; Animal Shelter has one in their EOC Storage)
- Blue Check Identification reader (PD)
- Zip Ties for Property Bags (zip ties are used to secure property bags by Property Personnel)
- Bins for Property (For Bus and Field Site)

901.4.3 FIELD JAIL KITS

Field jail kits will be organized by assisting Department staff and will be available for distribution to officers at the Command Post. The field jail kits will include:

- Flex Cuffs (Officers must write their name and serial number on cuffs)
- Wrist bands (to write arrestee's name and DOB)
- Property Bags (Clear, write name of arrestee on bag)
- Sharpies
- Field Information Sheet (Attachment A)
- Flex cuff removal device or tool

901.4.4 ADDITIONAL SUPPLIES

Additional supplies can be found in the storage room located across from the Range Room in B1 of the PSF. Supplies are face masks (surgical and cloth), face shields, wipes, surface sanitizer, hand sanitizer, gloves. The Watch Commander may provide access to personnel.

901.5 MUTUAL ASSISTANCE

If it is determined that the City will request LASD Mutual Aid, the Watch Commander or Logistics Commander will contact the LASD Department Emergency Operations Bureau to request a Field Booking Team Activation.

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901.6 ORGANIZATION

The booking area will be organized to receive arrestees as they arrive at the Emergency Field Booking Site. The area will be divided into working stations operated by designated Department personnel. Each workstation will be responsible for an essential part of the booking process in order to efficiently process the booking and release of arrestees and their personal property.

901.7 PERSONNEL REQUIRED FOR BOOKING AREA

The Emergency Field Booking Site will need the following personnel for staffing purposes:

- 6 Sworn Officers (Jail Security/Escorts for Jail Transport/Blue Check)
- 6 Jail Team
- 2 Property Staff w 1 Supervisor (Accept/Release of Property)
- 2 PSO (Citation issuance team)
- 2 CSO (Photography and Evidence/Property booking)
- 2 Animal Control Officers (Booking assistance)
- 4 TSO (Assist with Egress/Ingress to Field Booking Site)
- 1 Records Personnel to obtain completed citations and FI's and return to HQ for processing

901.8 ARRESTING/BOOKING PROCEDURES AND RESPONSIBILITIES

The following protocol describes the process from the initial arrest in the field, to the booking and release of the arrestee and his/her property at the Emergency Field Booking Site. While there will be many moving simultaneous parts, it is each employee's duty to maintain their area of responsibility.

901.8.1 SWORN PERSONNEL

Sworn personnel will check into the Command Post to receive their assignments. At this time, each officer will be provided a field jail kit.

Before leaving for their assignments or as time allows, officers should prepare the flex cuffs from the field jail kit with the appropriate labeling to avoid having to complete this task in the field. Officers shall write their name, serial number, and agency on their flex cuffs before handcuffing an arrestee. This will assist with the efficiency of the arrest and booking process.

When an officer effects an arrest of a non-combative subject, the officer will contact the Command Post to request transportation to the Field Booking Site; if circumstances indicate it is more practical to do so, the officer may complete the transport via patrol car. If there are multiple arrests of non-combative subjects in one location, the arresting officer(s) will contact the Command Post to indicate the number of persons to be transported to the Field Booking Site.

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Any juveniles and/or combative subjects will be transported to the PSF Jail for booking. Juveniles or combative subjects should not be transported to the Emergency Field Booking Site. Refer to section 901.8.9.

Any injured arrestees shall be provided medical assistance prior to booking. Arrestees exhibiting signs of physical distress, serious visible injury, express complaint of injury or continued pain, or rendered unconscious shall be transported to the hospital. Refer to section 901.8.10.

Before transporting arrestees to the Field Booking Site or the PSF Jail, the arresting officer shall complete the following in the field:

- (a) Write the name and DOB of the arrestee on the flex cuffs or use the wrist tags provided in the jail kits.
- (b) Complete the Field Information Sheet (Attachment A), taking particular care to identify the officer who observed the criminal conduct, if different than the arresting officer.
- (c) Search and remove all property on the arrestee and place the property in the clear bags provided in the jail kits. If the officer does not have access to the clear property bags, extra bags will be on the transportation bus.
- (d) Write the name of the arrestee on the property bag and place the completed Field Information form in the bag. If the property bag contains evidence, the arresting officer shall write "EVIDENCE" on the bag.

Officers assigned to the Emergency Field Booking site will be asked to assist with providing security, booking evidence, issuing citations, and/or operating the Blue Check Identification Device. Officers with access to a Blue Check Identification device will assist with verifying the arrestee's information.

Officers issuing citations should, when feasible, obtain an ink thumb print on the back of the citation, particularly for arrestees without identification. The court date on the citation shall be 120 days from the date of issuance. The officer issuing the citation should sign on the "citing officer" line. The "arresting officer" line should be reserved for the officer who effected the arrest and/or the officer who observed the criminal conduct, if different than the arresting officer.

901.8.2 JAIL PERSONNEL

Jail personnel will be dispatched by the Command Post to respond to requests for arrestee transportation. When the transport vehicle or bus arrives to the location, Jail Personnel will take custody of the arrestees and the arrestees' property.

Females and Males will be separated as much as possible in the transport vehicle or bus. No combative subjects or juveniles should be permitted on the bus. Property bags will be placed inside the property bins in the bus.

Arrestees will be transported to the Emergency Field Booking Site. At the Emergency Field Booking Site, Jail Personnel will remove the property bins and provide them to Property Personnel. Jail Personnel will remove the arrestees one at a time and sit them in an adjacent area while Property Personnel process the property bags.

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Once Property Personnel provide Jail Personnel with an arrestee's Field Information Form, Jail Personnel will direct the arrestee to the citation issuance station, where a PSO, officer or assisting agency personnel will complete the citation.

Upon completion of the citation, Jail Personnel will escort the arrestee to the next station where the arrestee will have their picture taken by a CSO or assisting staff. The arrestee's name and citation number will be written on a white board and this will be placed in front of the arrestee when the picture is taken.

The arrestee will be directed to the Property Release station, where they will sign for their property and be given a Property Receipt (Attachment B). Jailers will safely remove the flex cuffs

901.8.3 PROPERTY PERSONNEL

Property Personnel will meet with Jail Personnel upon arrestees' arrival at the Emergency Field Booking Site. When Property Personnel receive the property bins, they will do the following:

- (a) Remove arrestees' property bags.
- (b) Ensure the name of the arrestee is on each property bag
- (c) Remove the Field Information Form from inside each property bag and provide it to the jailer.
- (d) Place each property bag in the designated Property Release station.

Once an arrestee has completed the booking and citation process, the arrestee will be directed to the Property Release station, where they will sign for their property and be given a Property Receipt (Attachment B). Released arrestees who have received their property will be directed to exit the secured area.

901.8.4 PUBLIC SERVICE OFFICER

Public Service Officers at the Field Booking Site may be assigned to assist with the issuance of citations. When an arrestee is directed to the citation station, the assigned Public Service Officer, sworn officer, and/or assisting agency personnel will be responsible for completion of the citation.

If an arrestee does not have identification, an SMPD officer with access to a Blue Check Identification device will be present to assist with verifying the arrestee's information.

Whenever feasible, those issuing citations should obtain an ink thumb print from the arrestee on the back of the citation, particularly for arrestees without identification. The court date on the citation shall be 120 days from the date of issuance.

901.8.5 COMMUNITY SERVICE OFFICER/ASSISTING STAFF

Community Service Officers and Assisting Staff will be responsible for taking photographs of the arrestees after the arrestee has been issued his/her citation. The arrestee's name and citation number will be written on a white board and this will be placed in front of the arrestee when the picture is taken.

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After the arrestee's photograph is taken, the arrestee will be directed to the Property Release station, where they will sign for their property and be given a Property Receipt (Attachment B).

901.8.6 ANIMAL CONTROL OFFICERS

Animal Control Officers will be responsible for assisting Jail personnel with the booking process.

901.8.7 TRAFFIC SERVICE OFFICERS

Traffic Service Officers will assist with the egress and ingress to the Field Booking Site.

901.8.8 RECORDS PERSONNEL

Records Personnel will be responsible for collecting the completed citations and field identification cards and then processing the information at PSF.

901.8.9 JUVENILES

If the arrestee is a juvenile, they should be transported either alone or with other juveniles directly to the PSF Jail. If emergency circumstances arise, and juveniles need to be transported as part of a large group that includes adults, personnel should try to separate juveniles from adults to the maximum extent possible during transport. The transport jailers and officers should consider placing the juveniles in the first row of the transport vehicle, nearest the driver.

If a juvenile is not resistive/assaultive, then upon arrival at the PSF Jail the juvenile's flex cuffs will be removed and an officer/custody officer will be assigned to watch the juvenile during the booking process. Juveniles will need to be kept separate from adults as much as possible during the booking process.

901.8.10 INJURED ARRESTEES

Injured arrestees shall be transported by the arresting officer or by ambulance, accompanied by the arresting officer, to Santa Monica Hospital for treatment. Should the arrestee be approved by the hospital staff for normal booking, the arrestee shall be transported to the Emergency Field Booking site for processing. Injured arrestees not approved for normal booking may be issued citations for misdemeanors or infractions, if they have proper identification (otherwise, officers may use a Blue Check Device). Injured arrestees being charged with felony offenses may be transported to USCMC Jail Ward for booking.

901.9 BOOKING EVIDENCE

Any property which needs to be booked as evidence will be booked as evidence by CSO staff or assisting officers. Property booked as evidence, including evidence used to commit crimes, must be photographed and secured separately from personal property.

901.9.1 BOOKING OF WEAPONS

Weapons shall be separated from the arrestee's property and secured in a designated area at the Emergency Booking Site. They shall later be booked at the PSF by Community Service Officers or assisting officers.

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901.10 PROCESSING OF CITATIONS/FIELD IDENTIFICATION CARDS

Records personnel will be responsible for the handling and processing of completed citations and Field Information Forms. Once a citation is completed, both the citation and Field Information Form will be placed in the designated bin in the Citation Issuance station. Records personnel will return these citations to PSF for processing and maintain statistical data on arrests made by sex, race, age, and residency

901.11 TRAINING

Members will receive periodic training on this policy and demonstrate their knowledge and understanding.

901.12 POLICY REVIEW

The Chief of Police or designee shall review the Mass Booking Procedure at least once every two years to ensure the resources listed are available and to appropriately address any needed revisions.

901.13 ATTACHMENTS

- A. Field Information Form
- B. Property Receipt
- C. COVID-19 Guidelines

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ATTACHMENT A

Field Information Form

SANTA MONICA POLICE DEPARTMENT FIELD INFORMATION FORM

NAME						DATE & TIME OF VIOLATION	DR NO.
SEX	HAIR	EYES	HEIGHT	WEIGHT	RACE	CHARGE	
LOCATION OF ARREST						ARRESTING OFFICER (NAME AND SERIAL NUMBER)	
OFFICER WHO OBSERVED CRIME (IF DIFFERENT FROM ARRESTING OFFICER) (NAME AND SERIAL NUMBER)							
NOTES:							

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ATTACHMENT B

PROPERTY RECEIPT

SANTA MONICA POLICE DEPARTMENT

PROPERTY RECEIPT

NAME:	DATE:	DR NO.
PROPERTY HELD AS:		
NARRATIVE:		
SIGNATURE:		

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ATTACHMENT C

COVID GUIDELINES

COVID GUIDELINES

- Symptoms checks should be attempted on the arrestee prior to having them board the transport vehicle.
- Place a paper surgical mask on any arrestee unless the arrestee has trouble breathing with the mask on.
- Arrestees and all other occupants of the transport vehicle should be wearing face coverings or surgical masks during the entire transport
- Arrestees should be seated in the vehicle so that they are not next to each other and can be separated by at least 6 feet, assuming that this will not compromise officer safety.
- Maintain good ventilation. Use the transport vehicle's vents to bring in fresh outside air.
- Cleaning sprays, EPA registered disinfectants that are appropriate for the surface, or disposable wipes, disposal trash bags, and tissues should be kept in the transport vehicle in order to clean visibly dirty surfaces.
- Attempts to clean frequently touched surfaces in the transport vehicle should be made after every transport.
- Zip ties or other disposable restraints should be used on the arrestee if restraint is necessary.
- If there is more than one arrestee, attempts should be made to place arrestees six feet apart while waiting for transport or booking, assuming that this will not compromise officer safety.
- Measures should be taken to avoid holding multiple people in confined spaces where they cannot physically distance. Masks are necessary whenever physical distancing is compromised.