

MASS ARREST PROCEDURE

In the event that it should become necessary to make multiple arrests at the scene of a civil disturbance or other emergency, the following procedures are to be followed. In the event of a demonstration or a gathering of persons on the campus which poses a threat to life, limb, or property, or which poses a threat to the normal, orderly processes of any University conducted or sponsored operation, activity, or procedure, a person or persons authorized by the President or his designated representative shall appear before the group and request it to disband and/or to cease and desist. Depending on the nature of the group activity, the official appearing before it shall call to the attention of the Group Chapter 821, Florida Statutes, 1967; the Board of Regents policy relative to demonstrations; the University policy on the protection of the rights of citizenship; the University policy on disorderly conduct; the student code of conduct, or any and all other pertinent laws, policies, or rules and regulations. The official shall then request the group to disband and/or to cease and desist immediately or those involved will find themselves in jeopardy of University disciplinary action, or non-university judicial processes, or both. If the group fails to follow the direction of the official, he or she shall again within ten minutes of the initial request direct the group to disband and/or to cease and desist and shall advise those involved that unless they do so immediately they will be subject to University disciplinary action. If the group fails to disband and/or to cease and desist within ten minutes after the second request, University Security Officers assisted by personnel from the Division of Student Affairs shall check the identification

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of all persons failing to heed the request to disband and/or to cease and desist and shall list the names of all such persons for the purpose of submitting the names to appropriate University officials for disciplinary action. In the event these measures fail to alleviate the situation and violations of Municipal ordinances, State or Federal laws exist, civil action will be initiated.

I. ARREST PROCEDURE

- A. The arrest should be made on the basis of a violation of a City, State, or Federal law.
- B. The officer making the arrest should, whenever possible, escort the prisoner to the detention facilities or the paddy wagon. When this is not feasible, the officer designated for escorting prisoners will take possession of the prisoner.

II. BOOKING PROCEDURE

- A. Whenever possible the officer making the arrest should follow through with the booking process. If he is unable to do this he is to turn the prisoner over to the escort officer and a record made of the arrest, listing pertinent information to be used for formal booking at a later time.
- B. A Detainee Form will be filled out on each person detained and will be turned in at the detention facility (mobile or stationary) with the detainee. This form should be completed by the arresting officer whenever possible. If this is not possible, the person designated to escort the prisoner will fill out the form based on verbal information

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DETAINEE FORM

1. Detainee:

Name _____

Address _____

Description _____

2. Charge or Violation:

Charge _____

Date/Time of Offense _____

Location of Offense _____

3. Who Made Detention:

Name _____

Rank/Title _____

Department _____

4. Who Escorted Detainee to Detention Facility:

Name _____

Rank/Title _____

Department _____

5. Witnesses:

Name _____

Address _____

6. Weapons and articles removed:

Left Thumb

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from the arresting officer. This form is not the formal booking form or arrest report but is an aid to the completion of the formal process upon arrival at the jail facilities.

- C. The following form is a sample of the Detainee Form described above:)