Purpose: The purpose of this directive is to define procedures for responding to civil disturbances and related situations both on and off campus.

Policy: It will be the policy of the Department to control emergency situations on campus and respond to other emergencies at the request of other local agencies under the Mutual Aid Agreements. Demonstrations should not be disrupted unless they become disruptive of university operations, interfere with access to university facilities, have the threat of harm of harassment.

Definitions:

Civil Disturbance: Includes riots, disorders, and violence arising from dissident gatherings and marches, rock concerts, political conventions, and labor disputes.

Procedure: The Department classifies civil disturbances on three levels. The classification is based on the extent of the disturbance and the degree of response required.

A. Level One Disturbance: A level one disturbance is a minor disturbance and is generally peaceful and non-disruptive.
   1. This type of occurrence will be handled by on-duty patrol. The District Commander or Patrol Division Commander will determine police response, if any.
   2. Those units not assigned to the involved area will continue with their normal functions but should maintain radio contact in the event of escalation.
   3. Off-duty personnel will not be affected.

B. Level Two Disturbance: A level two disturbance is a serious occurrence of such proportion that the normal on-duty staff may not be sufficient to control. The demonstration may be disruptive or violent. The Chief of police or designee will have overall command of the situation. The Chief may elect to stand up the Emergency Operations Center.
1. The Emergency Operations Center will be located at 1555 Poydras Ave on the 14th floor.

2. The assignments of Department personnel and equipment responding to the emergency may be plotted on situation maps. The maps will be used to provide an overview of the entire operation.

3. Contingent upon the scope of the incident, the Chief may elect to establish an incident command post located at a safe distance from the scene.
   a. The Patrol Division Commander or another individual designated by the Chief will direct the operation and activities of the incident command post.
   b. Supervisors and support personnel will be assigned as necessary.

4. Response:
   a. The Department may discontinue normal non-emergency functions.
   b. Upon command of the Chief of Police or designee, off-duty personnel may be mobilized to augment on-duty forces. See General Order, 900-3, All Hazard Plan.
   c. Other department personnel may be placed on standby or activated to respond to the disturbance.
   d. The appropriate University officials will be notified;

5. Course of Action:
   a. Uniformed personnel will handle traffic control and report on activities of the crowd or demonstrators.
   b. Intelligence information will be forwarded to the Chief, District Commanders and Division Commanders.
   c. Personnel will be dispatched to secure vital locations.
   d. Detectives will gather intelligence information or respond to the incident as directed.

7. Investigations:
   a. The Detective Supervisor or designee will notify detectives who are not at the disturbance to assemble at the Department.
b. The Detective Supervisor or designee will provide timely status reports of the situation which include:

(1) Nature of disturbance;
(2) Time and place of disturbance;
(3) Numbers involved and their activities;
(4) Composition of the group including leaders, if any;
(5) Plans of participants;
(6) Methods of communication.

8. Analysis of Information/Intelligence:
   a. All members of the Department are to share the responsibility for collecting information. This information will be forwarded to the Criminal Detective Unit for analysis;
   b. Prompt reporting should be stressed to all personnel.

9. Dissemination of Information/Intelligence: It will be the responsibility of the Division Commanders to disseminate intelligence information at the discretion of the Chief.

10. Media and Community Relations: University Communications is responsible for dealing with the press and media and the dissemination of information.
   a. A press briefing area will be established within the outer perimeter of the emergency location. Only those with recognized press credentials will be permitted access.
   b. All information provided to the media will be channeled through the University Communications representative.

11. Court Liaison: The Chief may designate a member of the Department to act as liaison with the Orleans Parish District Attorney’s Office.

C. Level Three Disturbance: A level three disturbance presents a serious threat to life and property. The Chief of Police or designee will have overall command of the situation.
1. The Chief may determine that assistance provisions of the Mutual Aid Agreement be put into effect.

2. The Emergency Communications Center will be prepared to implement the use of the appropriate radio channels so that personnel from the various agencies are able to communicate with one another.

3. In addition to the assignments and duties of Department personnel under Level Two, the following will be done.

4. Personnel will be assembled, briefed, and assigned as follows:
   a. Intelligence teams – may use plainclothes and video/surveillance equipment to gather intelligence.
   b. Arrest teams – officers identified to make physical arrests of individuals using crowd control tactics as necessary.
   c. Processing teams – officers who assist with identification, photography, and paperwork involved with arrests.
   d. Transport teams – transport arrestees.

5. Several types of vehicles and equipment are available to the Department for use in maintaining and restoring law and order. The existing equipment within the Department will be utilized to its fullest extent before the equipment of other divisions or agencies is requested. In the event of prior knowledge of an imminent disturbance, the Division Commanders will make preparations to secure use of the items needed in advance.
   a. Vehicles:
      (1) Marked police vehicles;
      (2) Marked vehicles;
      (3) Unmarked vehicles;
      (4) Vans;
      (5) Bicycles;
      (6) Additional vehicles will be furnished by the University as needed.
b. Equipment: (The Division with responsibility to secure listed in parenthesis.)

(1) Fire extinguishers (Support Services)

(2) Photographic equipment (Detective)

(3) Flex-cuffs (Support Services)

(4) Binoculars (Detective)

(5) Portable Radios (Support Services)

6. Specific procedures will be followed by Department personnel when handling disruptive activities. These procedures will be used for sit-ins, building take-overs, or any action that would interfere with the normal activities of the university.

The first action will be taken by a university official and refers to the procedures for implementing academic or employment suspension from the university. This university official will advise non-affiliated individuals of the University Trespass Policy.

Note: It is extremely important the following procedures be followed.

a. Action 1: The University Official, normally the Vice President for Student Affairs, will carry out this action.

(1) The Official will identify himself/herself by name, title, and department. The official will then advise:

"Acting with the authority delegated to me by the President of Tulane University, I am hereby announcing that the circumstances surrounding this situation presents a disruption of the University. I therefore request that all persons here assembled cease, desist and leave the area. You have five (5) minutes to do so.

Those students, faculty, and staff refusing to comply with these instructions will be subject to disciplinary action. Persons not affiliated with the University would also be subject to arrest by the University Police."

(2) The highest-ranking officer present at the scene will have responsibility for Department personnel on the scene. [CFA 20.01 C]
The officer will consult with other university officials present. This officer must be present when the first warning is read by the University Official.

The reading of the announcement should be videotaped.

b. Action 2: The second action is the responsibility of the Department.

If people still remain and refuse to leave, the Department would take charge of the situation.

The highest-ranking officer present at the scene, or an officer designated by the Chief, will identify him/herself and read the following in a loud, clear voice. Sound equipment, if available, should be used.

"Those persons remaining in this area are now in violation of state law. Unless you immediately remove yourselves from the area, you will be arrested and charged with a violation of the State Statute."

If the demonstrators create sufficient noise to prevent the reading of this notice from being heard, the reading of it will continue until completed, and it will be in effect the same as if it had been heard.

The reading or warning will not be read until sufficient police officers are present to effect arrests.

The reading of the announcement should be videotaped.

D. Arrest Situations: Dependent upon the nature of the incident, single or mass arrests may be necessary. Only that amount of force necessary to achieve the objective will be used in dispersing persons or making arrests. If arrests become necessary, they will be done quickly and directed first, if possible, at the leaders of the group.

E. Mass Arrests: Upon becoming aware of an imminent mass arrest situation, personnel will be designated by a Division Commander as Arrest Team Leaders. The Arrest Team Leaders will ensure that:

1. Sufficient field personnel are gathered before the enforcement action is taken at the scene.

2. A briefing is held to establish responsibilities and objectives.
3. When arriving at the scene, law enforcement vehicles and emergency vehicles are parked and secured at one location and security is provided for the protection of vehicles and equipment.

4. Personnel remain in their assigned formations and that individual officers do not pursue a subject into a crowd or group.

5. Arrestees are immediately removed from the scene by arrest teams and taken to the field-processing center.

6. Arrestees are transported to a pre-selected site of confinement or released as soon as possible.

7. Persons not to be taken into custody are afforded an escape route by which they can leave the area by foot or vehicle.

8. The least coercive reasonable alternatives are used when dealing with juveniles, consistent with the preservation of public safety, order and individual liberty. When arrested and detained, juvenile offenders will be treated in accordance with Department policy.

F. Internal Processing and Transport:

1. The Processing and Prisoner transport teams will maintain the following:
   a. A sufficient supply of citations;
   b. Flex-cuffs or handcuffs;
   c. A camera and video equipment;
   d. Property bags; (for prisoner property)
   e. Evidence bags and report forms.

2. The Processing Team will be responsible for processing, photographing, detaining and transporting those processed. Officers will be assigned to the processing area to maintain perimeter security.

3. Processing personnel will be assigned to photograph the arresting officer with the arrestee and a placard with the name and case number attached to the photo. These photographs will be maintained by the Department for later court identification purposes. The arrestee will also be photographed alone.
4. Processing will be responsible for providing for the needs of all prisoners arrested, including food, water, and sanitation.

5. When possible, arrest team officers will complete the necessary paperwork.

6. The arresting officer(s) will conduct a search of the arrestee for weapons, contraband, and evidence:

7. Evidence will be placed in an evidence bag, sealed and a chain of custody maintained at the processing site or prisoner transport unit. An officer may be assigned to the processing site to maintain evidence.

8. If there are a large number of arrestees, the Processing Team may assign a number to each arrestee. The number will be listed on a log with the arrestee’s name. The number should be written on the flex-cuffs, on a piece of masking tape and applied to the arrestee’s clothes, and written on all documentation applicable to the arrestee.

9. All processing operations will be videoed.

G. Legal Counsel:

1. Defense counsel visits at the processing site are rare occurrences. Normally, arrestees are detained at the processing site for a short period of time before being transported to the holding facility.

2. An attorney's request to visit an arrestee while the arrestee is at the processing site will be refused unless authorized by the Chief of Police or designee.

H. Medical Treatment: The Support Services Commander will ensure that emergency medical personnel and equipment are readily available.

1. Local medical facilities will be advised of the situation and requested to make preparations.

2. Department personnel will request emergency medical aid and/or furnish transport for those requiring such aid.

I. Assistance from other Agencies: Requests for support or assistance, if deemed necessary, will be made by the Director in compliance with General Order 900-3, All Hazard Plan.

J. Aftermath Duties:

1. Anti-looting patrols may be established if deemed necessary. [ 
2. A traffic perimeter will be established.

3. Relief will be arranged for personnel as conditions permit.

K. After Action Reports: Each division commander or his/her designee will provide a written report to the Director. These reports will include but not be limited to:

1. Actions taken.


3. Damage and injuries.

4. Other pertinent information.

EFFECTIVE DATE

This General Order is effective March 15, 2014.

APPROVED

JON R BARNWELL
Superintendent

Distribution: All Sworn

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           Demonstrations
           Mass Arrest