



PRISONER CONTROL PLAN
IMF CONFERENCE
WASHINGTON, D.C.
September 26 - October 1, 2002

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Plan for Prisoner Control
In conjunction with the Meeting of the International Monetary Fund
Thursday, September 26, 2002
through
Tuesday, October 1, 2002

OVERVIEW:

On Thursday, September 26, 2002, through Tuesday, October 1, 2002 a large number of people will be visiting Washington, D.C. to participate in activities relating to the meeting of the International Monetary Fund. In the past, at similar events, the meeting of the World Trade Organization precipitated massive demonstrations and violent civil disobedience. Because this event will attract a large number of protesters and organizations, similar to those that precipitated past events, a plan has been formulated for the activation of prisoner control.

This plan is a single-phase operation, consisting of three (3) prisoner processing centers, two (2) holding sites, and transportation units.

Prisoner Control personnel will:

- Be staffed by sworn and civilian personnel from OSD, TIPS, FSD, OOD, and MNB. Once activated, members will work twelve (12) hour tours, as noted, beginning Thursday, September 26, 2002, through October 1, 2002. (Reference: Teletype 08-248-02, dated August 28, 2002);
- Note that beginning Sunday, September 22, 2002 at 0001 hours until Saturday, October 5, 2002, at 2400 hours annual leave has been restricted and the Optional Sick Leave Program has been suspended. All members reporting sick must respond to the Medical Services Division. (Reference: Teletype 08-248-02, dated August 28, 2002);
- Work tours of duty that begin at 0530 and 1730 hours throughout the activation, unless otherwise noted. The only exception is on Friday, September, 27, 2002 when members responding in for the day tour must report in at 0400 hours;
- Be assigned from each patrol district (3 members from each district). Once activated, district personnel will work twelve (12) hour tours of duty, in accordance with the time scheduling noted in teletype 08-191-02, dated August 21, 2002;

- Be assigned to either a processing, holding, or transportation functions;
- Be in a heightened state of preparedness during pre-event activities. In the event of a mass arrest situation during this time period, the adult prisoner processing site located at the Institute of Police Science (IPS) will be made functional and staffed. Juvenile processing and arrests will be exclusively handled at the First District.
- Note that prisoner processing will be officially activated at 1800 hours, Thursday, September 26, 2002, unless situations dictate an earlier implementation. Total resources available are as follows:
 - Prisoner Processing/Holding:
 - 3 adult prisoner processing sites
 - 2 adult prisoner holding sites
 - 1 juvenile processing /holding site
 - Transportation
 - 15 (to 25) Metro Transit buses
 - 4 DCDC buses
 - 1 IPS bus
 - 8 patrol wagons

Total Staffing Requirement: 349

- Staff and operate three (3) prisoner processing sites and two (2) holding sites, beginning Thursday, September 26, 2002; and
- Provide transportation, processing, security, and detention for all arrestees.

PRISONER CONTROL

PERSONNEL:

Three hundred and twenty five (325) members will be required to staff the prisoner control and transportation functions: (Attachment #1, page 3)

- Two (2) Inspectors
- Three (3) Captains
- Ten (10) Lieutenants
- Thirty four (34) Sergeants

- Two hundred twenty three (223) Officers/Civilians/Recruits
- Ten (10) CDL drivers

Detailed personnel will report to their assigned locations at times and dates listed in the plan and/or from official teletypes. Several days prior to the event all officials will be provided their assignments, a copy of the plan, and briefed concerning their duties and responsibilities, as well as all operational procedures. Detailed personnel will not be relieved of duty until officially relieved by the detail commander.

FACILITIES

The Prisoner processing/holding sites are as follows: (Attachment #1, page 1)

1. **501 New York Avenue N.W. - will be staffed and fully operational beginning Thursday, September 26, 2002 at 1800 hours. This facility will process and house uncooperative and/or violent demonstrators, and those charged with U.S. offenses. This facility has the capacity for sixty-eight (68) (un-releasable) prisoners.**

Overall Site Commander: Lieutenant Mark Greenfield

Total prisoner capacity: 68 Adults

Total personnel assigned: 51

Auxiliary holding facility: Central Cell Block (see below #6)

2. **Cell Block "B" - located at Fourth and F Streets, N.W., in the basement of the old Superior Court Building. Juvenile detainees normally held at this facility will be handled by YFSD members at the First District Station, see #7 below). This facility will also be fully staffed and operational on Thursday, September 26, 2002 at 1800 hours, and will process and house the remaining uncooperative and/or violent demonstrators and additional cooperating demonstrators, as space allows. Cell Block "B" has the capacity for three hundred (300) demonstrators/prisoners.**

Overall Site Commander: Lieutenant Michael Bunner

Total prisoner capacity: 300 Adults

Total personnel assigned: 43

Auxiliary holding facility: RFK Stadium (see below #5)

- 3. **Turner Institute of Police Science (Gymnasium)** – located at 4600 Blue Plains Drive S.W. This facility will process and house cooperating demonstrators, persons eligible for Citation Release, and those who pay a fine to elect to forfeit. This facility has the capacity for four hundred (400) cooperating demonstrators.

Overall Site Commander: Captain Barry Malkin

Total prisoner capacity: 400 Adults

Total personnel assigned: 61

Auxiliary holding facility: USCP/MPDC Canine tent areas (see below #4)

- 4. **U.S. Capitol Police (USCP)/MPDC Canine Training Areas** – permission has been granted for these sites to be used as overflow holding (only) facilities, located at 4701 Shepard Parkway, Southwest, and adjacent to D.C. Village, respectively. These facilities, configured with D.C. National Guard (DCNG) tents, will have the capacity to house six hundred (600) cooperating demonstrators, four hundred (400) at the USCP site and two hundred (200) at the MPDC site. Prisoner processing cannot be performed at these locations.

Overall Site Commander: Lieutenant Ricky Mitchell

Total prisoner capacity: 600 Adults

Total personnel assigned: 31

Auxiliary holding facility for IPS

- 5. **R.F.K. Stadium-** three (3) rooms/areas have been secured at the stadium in the event that the above sites reach maximum capacity. These rooms/areas will accommodate an additional three-hundred (300) non-violent prisoners and will be used as a holding site only. Prisoner processing cannot be performed at this location. In order to avoid confusion and expedite prisoner presentation in court, prisoners held overnight for other agencies (i.e., USCP or USPP) will be transported to this site pending transportation to the USMS's cellblock.

Overall Site Commander: Lieutenant Sam Golway

Total prisoner capacity: 300 Adults

Total personnel assigned: 25

Auxiliary holding facility for Cell Block B

6. **Central Cell Block (CCB)**- the recently renovated area of the Central Cell Block may be utilized to hold prisoners in an extreme emergency. This space is best utilized to hold the extremely violent prisoners and/or in the event of a small number of female prisoners, the females can be housed at this site, freeing up the second cell at Cell Block B to hold a greater number of male prisoners. If activated, the CCB will be staffed from existing prisoner control personnel.

Overall Site Commander: Lieutenant Michael Bunner

Total prisoner capacity: 36 Adults

Total personnel assigned: 8

Auxiliary holding facility for Cell Block B and/or 501 New York Ave

7. **Juvenile Prisoner Processing Center** - will be at the First District Station, 415 4th Street, S.W. The Commander of Youth & Family Services, Inspector Overton, will be responsible for the coordination and staffing of this site. All juvenile arrests will be processed here and juvenile detainees usually housed at Cell Block "B" will be housed here for the duration of this event. This facility has the capacity for 45 juvenile detainees.

In the event that large numbers of juveniles are arrested at the demonstration sites and cannot be accommodated at the First Police District, the Third District, located at 1620 V Street Northwest, will be used to process and house juveniles. It is anticipated that most, if not all, juveniles will be handled as contacts and released to their parents or other responsible adults. This facility has the capacity for an additional 48 juvenile detainees.

The Commander of the First District, Alan Dreher, will be notified of the detail to make arrangements to secure First District prisoners at an alternative facility, for the duration of the detail. The Commander of the Third District, Cheryl Peacock, will also be advised of the contingency plan for housing juvenile arrest overflow.

Lieutenant Kim Gregory, Youth Services, has advised that there will be twelve (12) members (four per shift) for processing. Lt. Gregory further advised that in the event of a juvenile arrest overflow situation—requiring additional processing personnel to respond to the Third District—there will be a two (2) hour delay to switch the computers to the juvenile processing mode.

8. **Transport Assets**- in the event that all processing and holding centers reach maximum capacity, additional prisoners will be housed on the transport buses at the processing sites until the processing centers can accommodate them. Total transportation assets (excluding transport wagons-- which are for transporting

only) will accommodate an additional eight hundred fifty five (855) demonstrators.

Total capacity to house/hold demonstrators at any given time is 2604

Total capacity in the entire process cycle at any given time is 2684.
(Attachment 1, page 2).

TRANSPORTATION:

- Transportation of prisoners from the arrest sites to the prisoner processing centers will be accomplished with contract Metro buses.
- All transport vehicles will be staged during the detail at locations determined by the event Commander.
- The transportation detail will consist of two (2) shifts- 0530 and 1730 hours, with the exception of Friday, September 27, 2002 when morning personnel will respond to duty at 0400 hours (Reference: Teletype 08-248-02, dated August 28, 2002, page 2).
- Fifteen (15) Metro buses will be available to transport prisoners to the processing sites. Eight (8) patrol wagons (1 from each district and MNB) will be detailed to Prisoner Control for escorting and special circumstances (i.e., juvenile or hospital transports).
- Depending on circumstances a total of twenty- five 25 Metro Buses could be available for deployment for prisoner transportation.
- Four (4) buses from DCDC and one (1) bus from IPS will be staged at the processing and holding sites to transport prisoners from the processing sites to holding sites and/or the USMS cellblock. The parking garage under the Superior Court will not accommodate Metro buses and due to safety regulations, prisoners cannot be escorted from the bus down the ramp.
- The Prisoner Control Detail will provide all other vehicles used to transport property, supplies, food, or prisoner control personnel.
- District personnel will handle routine arrests in the usual manner at their respective districts or at the designated alternate sites. Prisoner control will only handle arrests due to civil disorder arising from events associated with the demonstration. PD 759, Mass Arrest Forms will be used for these arrests. No prisoner will be accepted at the Prisoner Control processing sites without a properly completed PD 759 and either a digital or clear Polaroid photo of the arrestee taken with the arresting officer.

- **Transportation supervisors will direct arrested persons to the processing sites according to pre-set priorities listed below:**

Felonies/U.S. Cases - 501 New York Avenue N.W.

Overflow of above and Corporation Counsel charges – Cell Block B

Overflow of Cell Block B- CCB and/or RFK Stadium

Corporation Counsel Charges - Institute of Police Science

Overflow from IPS- Canine Training Areas

TECHNICAL SUPPORT:

Personnel from Information Technology, Corporate Support, will liaison with assigned on-site technical support personnel to ensure all systems are online and functioning properly. There will be one (1) on-site technical support person assigned to each processing site.

Contact: Mr. Walter Collier, Program Manager, phone: (202) 727-8667

UNIFORM AND EQUIPMENT:

- **Prisoner control personnel will wear the Class B uniform, with the long sleeved shirt and tie. Utilities and jumpsuits are not authorized for this detail. Recruit and Lateral Entry officers will wear their issued uniforms.**
- **All sworn processing personnel will be equipped with riot gear to include helmet, gas mask, riot baton, and raincoat in the event that they are deployed to assist the Transportation detail.**
- **Transportation vehicles will be equipped with field processing kits with Polaroid cameras to assist Special Operations Division and Civil Disturbance Unit arrest teams related to this event.**

COMMUNICATIONS:

- **All processing/holding centers, transportation supervisors, and vehicles will monitor the radio channel CW-1/SOD designated for exclusive operations for this event.**

- **The Institute of Police Science and Major Narcotics Branch will provide radios and related equipment for the prisoner control detail. Portable battery chargers will be made available at all sites.**
- **All officials will have their MPD- issued cellular phone, pagers, and chargers with them for additional communication capabilities.**

PROCESSING ARRESTS:

- **All arrests associated with this event, except serious felonies (i.e., shootings, stabbings, robberies, etc) will be processed at the Prisoner Processing Centers.**
- **All prisoners that possess valid identification and wish to post collateral will be thumb-printed and released from the processing site.**
- **All prisoners arrested for Corporation Counsel charges that possess valid identification and meet the qualifications for Citation Release will be thumb-printed and released from the processing site.**
- **A full set of fingerprints will be obtained from all other arrestees associated with the demonstration.**

INJURED PRISONERS:

- **Prisoner Control Field Processing Personnel will take custody of injured prisoners and arrange for transportation and security during treatment. These officers will accompany the arrestee to the hospital and stay with him/her until treated and then transported to Prisoner Control for processing.**
- **Serious injuries noted on the scene of the arrest will be taken directly to the hospital.**
- **Injuries noted at the processing centers will be initially evaluated by on-site medical personnel and transported to the hospital, if necessary.**

OPERATIONAL PROCEDURES:

When mass arrests have been ordered, arrest teams will move in and affect the arrests. Arrestees will be brought to the Prisoner Control Bus where they will be thoroughly searched for weapons and contraband by the Prisoner Control transportation personnel before being placed on the bus. Adults and juveniles will be transported separately.

- Each arresting officer will be responsible for arresting and processing fifteen (15) arrestees per site.
- Arresting officers must accompany their arrestees on the bus to the designated processing sites. Each bus will have 45 arrestees, 3 arresting officers, and 2 Prisoner Control officers.
- Three (3) photographs of the arresting officer with the prisoner will be taken either prior to loading the prisoner on the bus, or at the Prisoner Processing sites, dictated by the situation. In the case of a fully automated booking process, these photos will be digitally taken at the processing sites.
- The PD 759 will be completed and the corresponding field arrest form number will be written on the reverse of all photos. The photos will then be stapled to the field arrest form and turned over to the site supervisor. Fully automated field arrest forms will have a digital photo.

ALTERNATE ARREST PROCEDURES:

When crowd conditions at the arrest site are hostile or dictate the more expedient removal of prisoners from the site, the following alternate procedure shall be followed:

When mass arrests have been ordered, arrest teams will move in and affect the arrests. Arrestees will be brought to the Prisoner Control Bus where they will be thoroughly searched for weapons and contraband by the Prisoner Control transportation personnel before being placed on the bus.

- Each arresting officer will be responsible for arresting and processing fifteen (15) arrestees per site.
- The arresting officers will accompany their arrestees to the Prisoner Processing site on the bus and complete the PD 759, Field Arrest Forms (a PD 759 must be completed for each arrestee). Arresting officers will be advised if they need to go to court or report back to their field (CDU) assignment.
- Once at the prisoner processing site three (3) Polaroid photos will be taken of each arrestee with the arresting officer. PD 759's will be reviewed for completeness and attached to the Polaroid picture.
- Intake Station - Arrestees will be in-processed and their name listed on the Prisoner Control Intake Log at each site.

- **Property Station-** Property officers will take all prisoner's property, including belts and shoestrings, record it in the property book and give the arrestee a property receipt. Property will be separated into three categories, depending on the arrestee's intended disposition:

- **Elect to Forfeit**
- **Citation Release**
- **Court Presentment**

Property belonging to persons released at processing sites (i.e., Elect to Forfeit or Citation Release cases) will be returned to them upon their release. Prisoners will be required to inspect the property and sign the property book, indicating receipt (returning) of their property. No harmful products, tools, or potential weapons will be returned. If property is not returned, the prisoner or released subject will be advised on where and how to obtain their property on a later date. Prisoner's property will be transported to Property Division, on a daily basis, and stored there for final disposition.

- **Fingerprint Station** - All prisoners will have their thumbprint imprinted on the Field Arrest form and the P.D. 163. A full set of prints will be obtained from all prisoners without valid identification, all felonies, and U. S. Charges requiring the arrested person to appear before the Court.
- **Booking** - A manual booking sheet will be completed for each prisoner and entered into the Mass Arrest Booking program in the CJIS System. A separate CJIS code will be utilized for this event.
- **WALES/NCIC Checks** - will be completed for all prisoners processed at the mass arrest processing sites.
- **Detention** - Arrestees will then be placed in the appropriate holding facility (area), pending release or transportation to court. Prisoners will be separated into appropriate categories:
 - **Elect to Forfeit**
 - **Citation Release**
 - **Court Presentment**

Jailers must maintain constant visual contact with all prisoners during times of their incarceration.

- **Release** - Prisoners with valid (photo) identification will be eligible for citation release and those who elect to forfeit collateral will be released after processing. Prisoners not eligible for citation release or unable/unwilling to pay a fine and elect to forfeit will have their paper work processed through AFIS and will be transported to the Marshal's Cellblock (either Superior Court or U.S. District Court) for arraignment. Prisoner Control has received permission from Chief

Judge Rufus King to utilize the provisions of the Citation Release Program during the hours that court is in session. For the purposes of this demonstration, there are no (mileage) restrictions for citation release.

- **Arrest Paperwork** – Arrest paperwork at all sites will include:
 - ✓ P. D. 759 Field Arrest Form (manual or automated)
 - ✓ P. D. 163 Prosecution Report (reverse side only)
 - ✓ Polaroid/digital picture of arrestee with arresting officer
 - ✓ P. D. 778 Citation Release Determination, if appropriate
 - ✓ P. D. 799 Citation to Appear, if appropriate
 - ✓ Van Sheet
 - ✓ A generic PD-163 will be generated for multiple arrest of the same charge, at the same location, and be used for all arrestees.
 - ✓ A separate P. D. 163 will be required for individual criminal acts such as APO, destruction of property, CPWL, etc.
 - ✓ Property envelope and receipt
 - ✓ Fingerprint cards
 - ✓ P.D. 313 for Injured Prisoners
- **Feeding of Prisoners**- Contractual agreements have been made to feed all prisoners at each site. This function will be handled by prisoner processing personnel.
- **Transportation to Court** - Prisoners being sent to the U.S. Marshal's Cellblock (for arraignment) will be sent in groups with consideration given to:
 - a. Same arresting officer
 - b. Similar charges, (All U. S. or all Corporation Counsel)

A van sheet must be generated and transported with each group of prisoners to the block. Personnel from the United States Marshal Service will be assigned to each site to ensure accuracy of forwarded paperwork and to liaison with (Court) cellblock personnel. This will simplify and expedite processing for the Marshal Service once arrested persons arrive at their facility.

- **Pretrial Services and Criminal Justice Administration Employees (CJA)** - Pretrial Services and C.J.A. personnel will be conducting the necessary prisoner interviews at the processing sites. This function applies only to U.S. Charges.
- **Court** - Court hours may be extended, as necessary, for processing and arraignment once mass arrests commence. They will remain in the extended schedule until all associated arrests have been processed.

- **Emergency Medical Technicians – Lieutenant Henry Lyles, DCFD confirms that the following services will be made available at each prisoner processing site:**
 - ✓ (1) Haz-Mat Technician
 - ✓ (1) EMT
 - ✓ (1) Paramedic
 - ✓ (1) Portable, enclosed, decontamination shower and equipment
- **Joint Operations Command Center (JOCC) Updates – Each on-site Operations Supervisor will contact the JOCC each hour**
 - at 724-5059 with an update on the status of each site and number of prisoners released and in detention. Hourly reports will be faxed to the JOCC at 727-4106 from each site to indicate these statistics.

ELECTRONIC SURVEILLANCE

- One (1) Sergeant and three (3) Detectives are detailed to the Intelligence Branch effective September 22, 2002 and will provide video and photographic surveillance at all demonstration, arrest, and processing sites.

Sgt. Donald Yates	
ESU #1	Detective Jorge Acevedo
ESU #2	Detective Jonathan Lewis
ESU #3	Detective Larry Sterling

Attachments

- Projected Prisoner Processing
- (2) Teletypes

**** MANPOWER ASSIGNMENTS ATTACHED**

**Projected Prisoner Processing
IMF- September 2002**

Function	Site Location	Prisoner Capacity	Total Staff	Staff Breakdown		
				Lts	Sgts	Ofc*
Processing <i>U.S. Charges/violent prisoners</i>	501 New York Ave	68	51	1	4	46
Processing <i>Non-violent/cooperating prisoners</i>	Cell Block-B 4 th & F St NW	300	43	1	4	38
Processing <i>Non-violent/cooperating prisoners</i>	IPS	400	61	2	6	53
Holding Only <i>Non-violent/cooperating prisoners</i>	RFK Stadium	300	24	1	4	19
Holding Only <i>Non-violent/cooperating prisoners</i>	Canine Tent Areas USCP & MPD	400-USCP 200-MPD	31	1	6	24
Processing/Holding <i>Emergency Only</i>	Central Cell Block	36	0*	* Supplemented by available staff if activated		
Juveniles Processing <i>Processing/holding- Juveniles Only</i>	First District Station 415 Fourth St SW	45 Juveniles	YFSD	YFSD		
Transportation <i>Prisoners to processing and from processing/holding to USMS cell block</i>	15-Metro buses	675	68	2	6	60
	8-Transport wagons	80	32	Lts	Sgts	Ofc
	4-DCDC buses**	150		2	4	26
	1- IPS bus**	30		(10) CDL for buses		
Command Staffing	All	N/A	5	Insp	Cpts	3

* indicates sworn or civilian members

** Staffing for DCDC and IPS buses is one (1) officer.

Revised: 9/4/02

Prisoner capacity is as follows:

Maximum capacity to house overnight:

1704	Adult prisoners
45	Juvenile prisoners
1749	Total

Maximum capacity to house/process:

855 All buses

Total to house/process overnight:

2604

Transport wagon maximum capacity:

80 (transport only-no holding)

Maximum capacity for the prisoner processing cycle: 2684

Revised: 9/4/02

Staffing

Staffing Required		Staffing Received Updated: September 3, 2002	
Insp	2	Insp	2
Capt	3	Capt	3
Lts	10	Lts	10
Sgts	34	Sgts	34
Ofes/Civs	223	Ofes/Civs	223
			130- Sworn
			43- Civilian
			50- Recruits
CDL drivers	10	CDL drivers	4
	316		(Included above)
			316

CDL drivers have been requested from DCDC to accompany the buses. In the event that personnel are not dispatched with the buses, four CDL drivers have been identified among the staffing received for prisoner control. Of the four, one is on limited duty (Detective Mark Stone, MNB) and one is an official (Sgt. James Schaeffer, MCU). The other two are: Officer Roland Watson (IPS) and Detective Mario Etienne (MNB). Further, OSHA requires that CDL drivers operate vehicles no more than eight hours.

Revised: 9/4/02

Staffing Sources for Prisoner Processing
IMF- September 2002

	IPS	MNB	FSS	Cell Block	District Personnel	SIB	Other	Total
Inspectors	1	1	0	0	0	0	0	2
Captains	1	2	0	0	0	0	0	3
Lieutenants	5	3	0	1	0	1	0	10
Sergeants	17	8	3	2	0	3	1	34
Ofcs/Dets/SPOs	44	57	21	12	21	23	50	228
Civilians	19	0	6	14	0	0	Recruits	39
Total	87	71	30	29	21	27	1	316
Unavailable	21	30	22	1	N/A	4	N/A	67

Unavailable Personnel:

IPS	MNB	FSS	Cell Block	SIB
21	30	22	1	4
-Detailed to other units: 9 sworn 3 civilian	-Detailed to other units: 17 sworn 1 civilian	-Support at FSS: 16 0600- 1 Sgt 8 Ofc/Civ 1800- 1 Sgt 6 Ofc/Civ	-Extended Sick: 1	-Committed Lv: 1 Diliberto, J. -Support at MCU: 2 0600- Wheeler 1800- Miller
-Military Leave: 2 -Committed Lv: 1 -Extended Sick: 5 -Part time (SPO) 1	-Resigning 9/7/02: 1 Oudshoome, B. -Extended Sick: 4 -Support at MNB: 8 2 U/C officers 4 civilians 1 L/Duty Ofc	-Unknown: 1 -Extended Sick: 2 -Detailed (Lts): 3		-Retiring 9/21/02: 1 Nelson. T.D.

Revised: 9/4/02

