

**EUDL**  
**Lincoln County**  
**Standard Operating Procedures for MIP Party Dispersal**  
**Volunteer**

**APPLICATIONS:** Must be on file

**WAIVERS:** Must be on file

**AGREEMENT:** Must be on file

**ON CALL:** List is kept by the volunteer team captain

**NOTIFICATION:** Team captain notified by dispatch  
Team captain calls other volunteers

**RESPOND TO ASSIST:** As Directed by an officer or dispatch to;  
Staging Area  
On scene

**VOLUNTEER IN CHARGE:**  
Check in with the on scene supervisor or officer and establish the volunteer liaison.  
Procure a citizen two way radio and identify the officer to contact by radio.

**DISPERSAL:** Phase one  
Phase two  
Phase three

**ASSIGNMENTS:**  
Perimeter security  
Custody and or Observation  
Photography  
Notification  
Release

**ADDITONAL TASKS:**  
Truth Consequence Information Cards  
Notice Form Door Hangers  
Follow up Form Letter  
Follow up Phone Call to Parent/Guardian

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Volunteers will have a current liability waiver form on file and will have completed the volunteer application and have been notified that they have passed the background check, prior to assisting law enforcement. All volunteers will have read and understand the protocol and agree to follow the direction of the law enforcement officers in charge of the situations they respond to. Any volunteer who is on call or reasonably expects to be called to assist, will not have consumed to a perceptible amount, or be under the influence of alcohol or other drugs.

The Volunteer in Charge is established through being the first on scene. She/he will introduce themselves to the supervising officer and find out the plan of action or what the priorities are. As volunteers arrive the VIC will check off names on the roster with a high lighter; assign the volunteer with a task and record the date and task of each volunteer. Once all tasks are handed out, VIC becomes the monitor unless needed on a priority task.

1. VIC will make sure that all on scene check lists; citations (if applicable) and cameras are delivered to OIC at the end of the dispersal and make sure all of the equipment used gets put back into the Raid Bag.
2. VIC will communicate with other volunteers when and where a briefing is to follow.
3. The VIC will report any questions or concerns to the Volunteer Coordinator as soon as possible.

A volunteer may perform one or more of the assignments. If they are not sure of what is expected or do not feel comfortable in performing the task, they should advise the officer in charge and may be re-assigned a position they are more comfortable with. **Volunteers are not expected to, nor should they become involved with verbal or physical confrontations. If a subject becomes uncooperative, unruly, or in any way abusive, the volunteer should discontinue contact with the person and advise the nearest officer so that the person may be dealt with by an officer.** Officers realize that volunteers are on scene to assist and that they should not be required to engage in any activity that would constitute a high degree of risk.

**DISPERSAL:**

Prior to the volunteers arriving on scene one or more of these steps may have been completed. The officer in charge will advise the volunteer in charge where assistance is needed and direct the volunteer to work with an officer to complete the dispersal. All persons who are present should be identified, preferably with "hard ID". Officers should, as soon as possible, identify the host or responsible person for the location as well as who furnished the location and or the alcohol. All persons present at the party are separated into three age categories; over 21 years of age (adult), 18 to 21 years of age (minor), and under 18 years of age (juvenile). These three groups should be separated into different areas of the premise if at all possible. After being identified, persons who are over 21 years of age, who do not reside or have other lawful reason to be at the location, should be removed. Consideration should be given so that persons do not drive after having consumed alcohol. Other duties at the scene will include monitoring the behavior of the

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participants and taking overall scene photographs of any alcohol or drugs present, as well as the condition of the home or location. The scene should be photographed either by still photography or video. Evidence should be collected where appropriate, per department policy. Officers should be alert for other illegal activity such as drug use, paraphernalia, furnishing, sexual abuse, vandalism, etc. Appropriate action and documentation should be taken, as determined on a case by case basis.

The three phase Dispersal Model is recommended for use. Each officer should work with one or more volunteers dividing the work load into “stations”. The officer and volunteer(s) will process one juvenile at a time, following the steps dictated by the three phases.

**Phase One:** All persons present at the party who are identified as being under the age of 21 should be subjected to a PASSIVE BREATH TEST. An officer should administer the PBT and the results documented. Information should be collected as to the name, date of birth, and address of all persons present. Additionally, for those under 18 years of age their parent or guardian should be learned. Information should be recorded, either by the officers or a volunteer on the EUDL “On Scene Checklist” form.

**Phase Two:** The “On Scene Checklist” form is completed by an officer or volunteer. The subjects name and date of birth will be written on a white board (or sheet of paper if no white board is available) and then two photographs are taken with the subject holding the board. The name included in the photograph will assist officers in identifying the person at a later time if necessary. A citation will be written for the appropriate charge and the “On Scene Checklist” and citation should be correlated.

**Phase Three:** The officer will issue citations and make sure the person has their identification returned to them. Appropriate enforcement action should be taken for each person present. Persons over 18 years of age may be released at this point. For any person under 18 years, parents or guardians should be contacted by an officer or volunteer and asked to respond to the scene to take custody of their child. In cases where a parent can not be readily contacted, a volunteer may be detailed to sit with the child, at the police department, until the parent can be contacted. If no parent or guardian can be contacted, the juvenile shelter may be contacted and asked if the child can be temporarily housed until contact can be made.

It is up to the officer in charge to make sure that all participants have been accounted for and proper enforcement action taken. The dispersal is not considered complete until all participants have been identified, action taken where appropriate, and safe transportation has been found for anyone who has consumed alcohol or appears to be under the influence of a drug. Safety for all persons is a priority. If a person appears to have consumed alcohol or other drugs to such a degree that their health is jeopardized, an ambulance should be dispatched to provide emergency treatment. The same is true for any person who may be, or have become, injured during the initial phase of the investigation.

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**PERIMETER SECURITY:**

At least one volunteer who is assigned to a perimeter position should have a citizen two way radio to make immediate contact with the supervising officer. Working a perimeter security consists of maintaining an overall view of the situation outside of the actual location of the party. You should watch for youth who may be returning to the party as well as keeping an eye on the police cars that may be parked nearby, so that they are not vandalized by youth who may be coming or going from the party. You should be waiting for parents who may be trying to either leave or enter the area. Officers should be notified and made aware of people arriving or leaving the scene. Parents arriving to pick up their children are directed to the officer in charge. This position may include remaining at outside areas either in a vehicle or on foot to observe children leaving hiding positions and walking on nearby roadways.

**CUSTODY/OBSERVATION:**

This job may be either inside or outside of the party location. The officers will have separated the persons involved into one of three groups. There may be adults who are waiting to be interviewed by the police, juveniles (those 18 to 20 years of age) and minors, (those who are under 18 years of age). Any persons who have been determined to be disruptive will have been removed to another area or a police car. This job involves monitoring persons while they are waiting to be issued citations or release. You should be aware of behavioral problems, which might indicate the person could be becoming uncooperative or trying to leave without permission. If someone does try to you may ask them to stay but if they continue to try to leave you should not try to detain, them but should immediately advise the nearest officer. You should also be aware of potential medical problems, which might develop such as vomiting, falling asleep, breathing difficulty, confusion, etc. Officers should be notified of any problems or concerns.

**DATA COLLECTION:**

Filling out the EUDL “On Scene Checklists”, Citations, or Scene Logs are done by the officer you are working with or by a volunteer. You will have received training on filling out these forms, however, essentially you will be filling out forms by filling in the blanks from information given to you verbally by persons suspected of, or who have consumed alcohol. The officer may be asking the questions and you will act as a scribe or you may be doing the questioning if asked by the officer you are working with and you are comfortable doing so. Some of the information may be taken from documents such as identification cards or drivers license. If you suspect that a person is not being truthful, an officer should be advised.

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**PHOTOGRAPHY:**

This job consists of taking digital, video or film photographs of individuals and or the scene. A white board will be used to print the subjects name and date of birth on for inclusion in the photograph. Photographs of the scene are to corroborate the observations of the officers and provide visual proof to parents, guardians or other involved persons of the circumstances. These pictures should include any alcohol containers, drugs, damage to property and should both close up and panoramic views.

**NOTIFICATION:**

Phone calls may be made from a residential phone or by a cell phone provided for this purpose. Phone calls are made to parents or guardians from a scripted statement, to advise them that their child is at the scene of an underage drinking party. The contact will be asked to respond to pick up the child at the time of the call. The officers will have provided direction as to where they would like the parent meet them. This may be at the scene or possibly the police station. Who was contacted and their estimated time of arrival should be noted on the appropriate form.

**NOTIFICATION SCRIPT:**

“Hello, is this the parent of guardian of *Johnny Smith*?”

“This is *Jane*, and I am a volunteer with the *Police Department*.”

“I am calling to advise you that *Johnny* is at the scene of an Underage Drinking Party. *Johnny* is ok, however he has been consuming alcohol and we need you to respond to pick him up at *XYZ location*.”

“You will need you to pick *Johnny* up and we need to know how long until you will be able to arrive and take custody of *Johnny*?”

“May I have your full name and date of birth?”

“The officers will explain everything to you when you arrive to pick him up.”

The time that you make the contact should be noted, as well as the name of the person you contacted and how long it will take them to respond. If the person being contacted is reluctant to respond, or is difficult to deal with, you may ask them to hold until an officer is summoned and can speak to them. Many times parents may be frustrated or angry, and tell you that their child should be taken to juvenile detention or jail. If they suggest this you may tell them that is not an option and they are required to respond and take custody of their child. You should refrain from becoming involved in an argument with the person and advise the officer you are working with if the person is overly difficult.

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**RELEASE:**

This job consists of the actual release of the child to a responsible adult, noting to whom and when they were specifically released. This may include transporting parents with no legal transportation or parents needing assistance in recovery of their child's vehicle, from the parent's home to the scene. The officer in charge should be consulted in situations where the volunteer is going to provide transportation. The officer should be advised of who is going to provide the transportation, the address or location the volunteer is going to and who they are going to pick up.

**TRUTH AND CONSEQUENCE INFORMATION CARDS:**

A Volunteer may issue the Truth Consequence Information Card to any youth. The card explains the actual consequences of an MIP, as well as information of treatment resources and hotlines for youth to contact for the issues of abuse of drugs and alcohol. You may provide information, explanation or referral but should refrain from providing advice or lecture.

**NOTICE FORM DOOR HANGER**

When applicable, volunteers will assist officers deliver door hangers to the neighbors of the residence to notify them that an underage drinking party has occurred in their neighborhood. The hanger will also contain some liability laws for consequences of contributing to a minor, some statistics, and contact information to report any additional underage drinking parties. If it is a daytime situation or if they are contacted at the door you may provide general information but should not release names or identify persons.

**FOLLOW UP FORM LETTER:**

An assigned volunteer will send a Notification Letter to the Landlord or owner of the residence making them aware that an Underage Drinking Party has occurred at their property. You may also send out form letters to parents of underage persons who have been at a party, but who were not determined to be consuming alcohol.

**FOLLOW UP COURTESY PHONE CALL:**

A volunteer will place phone calls following a script to the parents of the youth that either received an MIP or who were at the scene of the underage drinking party. This will be a courtesy call to inquire if they received the notification by mail as well as try to answer any questions the parent may have.