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**MONTEREY PENINSULA REGIONAL
SPECIAL RESPONSE UNIT**

Procedure Manual

MONTEREY PENINSULA REGIONAL SPECIAL RESPONSE UNIT

**SPECIAL WEAPONS AND TACTICS (SWAT)
CRISIS NEGOTIATIONS TEAM (CNT)**

MISSION STATEMENT

The primary responsibility of the Monterey Peninsula Regional Special Response Unit (MPRSRU or SRU), comprised of SWAT and Crisis Negotiations Team (CNT) components, is to provide a tactical / crisis management response to critical incidents. Through the use of developed skills, tactics, and specialized equipment / capabilities the Special Response Unit (SRU) will manage critical incidents utilizing tactics and strategies that emphasize control, containment, resolution, and the protection of life and property.

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1.1 – TEAM DUTIES AND RESPONSIBILITIES

Procedures: SWAT / CNT's mission capabilities include, but are not limited to, the following:

- A. Barricaded subject(s)
- B. Warrant service – arrest / search
- C. Hostage rescue operations
- D. High risk apprehension / arrest
- E. Protection details – VIP's, witnesses / other
- F. Evacuation / rescue of individuals from high-risk areas
- G. Surrender call-out and arrest procedures
- H. Chemical agent deployment
- I. Negotiation team support
- J. Employment of less lethal devices
- K. Inner perimeter containment
- L. Anti-sniper operations
- M. High-risk vehicle stops / take downs
- N. Other missions as assigned by the SRU Commander within the capabilities of the Unit.

The Team operational protocol includes the capability to execute missions within the following incident site configurations:

- 1. Residential structures – single / multiple story
- 2. Commercial structures – single / multiple story
- 3. Vehicles – auto, bus, van
- 4. Mobile home trailers
- 5. Government buildings
- 6. Any other location deemed necessary and appropriate by the SRU Commander.

Philosophy: Recognizing that, by their very nature, tactical operations are hazardous situations, the successful management and resolution of an incident often involves the need for decisions that may affect the safety of persons involved. With this in mind, all operational / tactical decision-making will be made based on the protection of life.

When possible, the safety of suspect(s) will be a consideration; however, the life of a suspect will not take precedence over the life of hostages, innocent persons / citizens, or police officers.

1.2 – PROCEDURE MANUAL

Purpose: The purpose of this document is to establish and maintain a procedural manual for SWAT / CNT.

The Special Weapons and Tactics (SWAT) and the Crisis Negotiation Team (CNT) procedural manual will outline the Rules and Regulations of the Monterey Peninsula Regional Special Response Unit (SRU) concerning training, tactical operations and response to critical incidents and SWAT / CNT management.

1.3 – CHAIN OF COMMAND / ORGANIZATIONAL CHART

Purpose: To establish the administrative chain of command for the SRU's SWAT / CNT team to guide routine training and team management during critical incidents.

The SRU will follow the principles of the command structure as outlined in the Incident Command System (ICS). The ICS shall be activated when there is a planned event that requires the use of the SRU. During an unplanned event, the ICS will be activated when it appears the event will not be resolved immediately and SRU is activated.

The chain of command outlined below will be in addition to each individual team member's departmental chain of command.

The SRU will adhere to the organizational chart listed below for the tactical chain of command:

1. Incident Commander
2. SRU Commander
3. Tactical / CNT Commander(s)
4. Team Leader
5. Assistant Team Leader
6. Operators

Every city/agency participating in the SRU program shall have a person designated as the Team Liaison. This person shall serve as the contact person for the SRU Commander. They shall ensure all members are aware of training dates / times / locations and relaying any information that is passed on to the team members from the SRU Commander or other supervisor from the unit.

Procedure:

SRU Commander: The Commander of the SRU unit shall be appointed by the Chief's Advisory Board. He / she shall be responsible for the overall management of the unit.

Team Commanders: Under the direction of the SRU Commander, the SWAT and CNT Units shall be managed by a minimum of three Team Commanders: two for the SWAT team, who will serve as the Tactical Commanders, and one for the CNT unit (whose responsibilities are for the CNT, not tactical command). A Logistics Commander will also be staffed, if possible. The Team Commanders should be of a supervisory rank and will be selected by the SRU Commander after review with the Chief's Advisory Board.

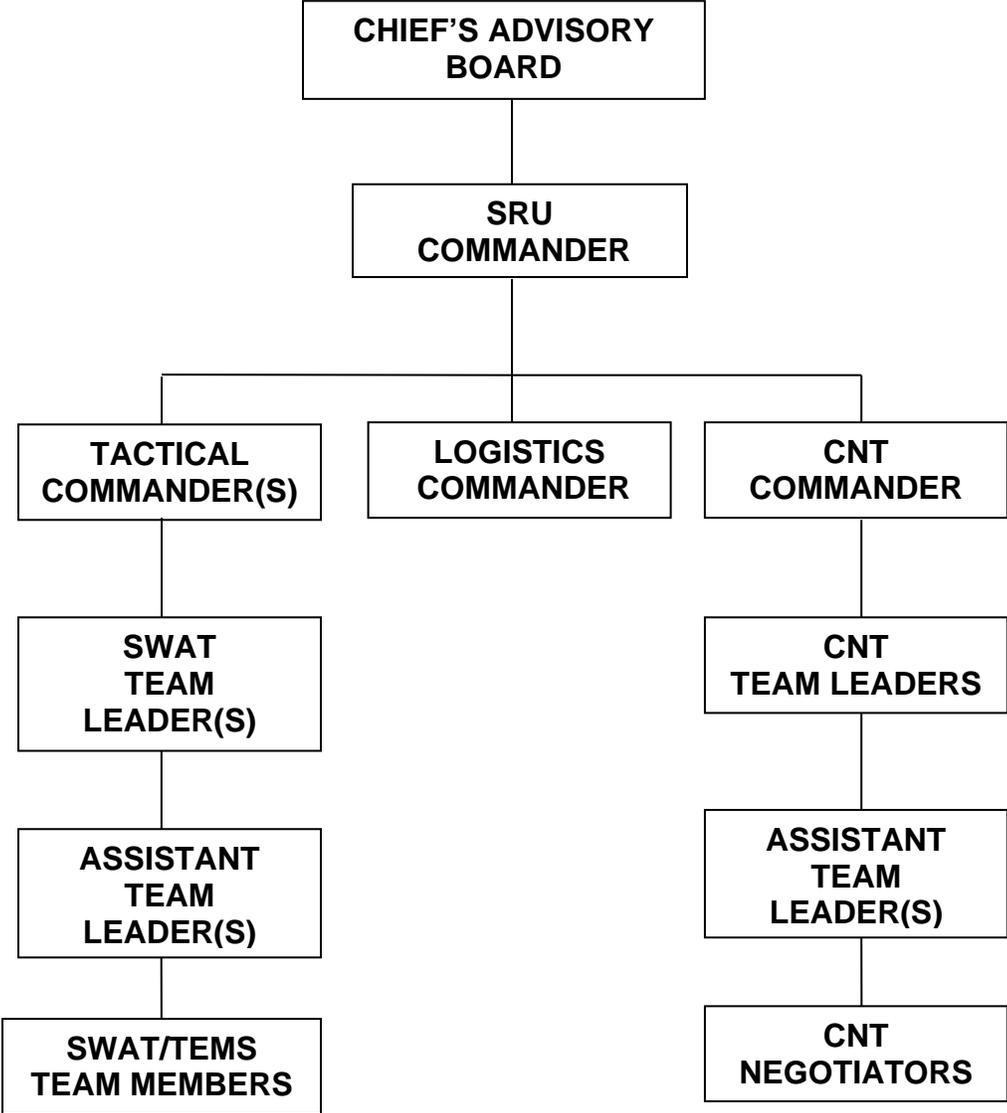
Team Leaders: The CNT and SWAT Team will be supervised by veteran operators, who will serve as the respective Team Leaders.

The Team Leaders shall be selected by the SRU Commander upon specific recommendation by the CNT & SWAT Commanders. The primary responsibility of the Team Leaders is to supervise the operations of the respective teams, including deployment, training, first line participation, and other duties as directed by the CNT and / or SWAT Commanders.

After the Team Leader are the Assistant Team Leaders and Team Members. Team Members are ranked based on skills and performance. It is the duty of each Team Member to respect the rank and authority of the other.

SRU Team Chain of Command: (see Organizational chart next page)

**MONTEREY PENINSULA SPECIAL RESPONSE UNIT
SWAT / CNT CHAIN OF COMMAND**



Special Response Unit Command:

When activated for an operation, the Tactical and CNT Commanders will report directly to the Incident Commander of the given critical incident or planned event. The SRU Commander and the Tactical/CNT Commanders are responsible for the deployment of the SRU, tactical decision-making and tactical resolution of the incident. Unless they relinquish their control to another person outside of the team, no other person who is not in a leadership position within the team will attempt to direct, supervise, or control any element of the team.

The SRU Commander will serve as the Deputy Incident Commander. The Incident Commander role shall be selected by the Chief of Police (or designee) in that jurisdiction. The agency that has jurisdiction shall have operational command and control over any planned or unplanned incident.

The Incident Commander and / or chief law enforcement officer for the requesting agency should keep in mind that the operation plan proposed is based on the education, training and experience of SRU personnel. **The SRU Commander or Tactical Commander will have the final decision on tactics used by the team.**

1.4 – TEAM RECORDS MANAGEMENT

Purpose: To establish procedures for maintaining SWAT / CNT records.

Procedure: It is the responsibility of the SWAT Team Leaders and CNT Team Leader to develop and organize files and records documenting the administrative and operational actions for their respective teams. All training records will be forwarded to and maintained by the Logistics Commander.

General:

- A. SWAT / CNT files and records include, but are not limited to, the following: annual training schedules, training reports/summaries, activation reports, and qualification results.
- B. SWAT / CNT files and records will be available for review by the CNT Commander, Tactical Commanders, Team Leaders, Agency Training Bureaus, Chiefs of Police, and others on a need to know basis.
- C. SWAT / CNT maintenance and administrative records, to include training records, will be maintained and disposed of in accordance with the guidelines outlined below.

SWAT / CNT files and records may be maintained on a computer system.

Specific: The Logistics Commander is responsible for maintaining all Team records.

A. Equipment Records: The Logistics Commander and/or Team Leaders will maintain records to show an accurate listing of all Team equipment.

1. The records should include the type of equipment, descriptions, serial numbers, condition, the assigned Team Member, and / or where the item is stored.
2. Equipment records should be reviewed and equipment inventoried once a year.

B. Training Records: Training records will be kept in a secure manner as part of the SWAT / CNT Administrative files by the Logistics Commander.

1. Team Training: Documentation of completed monthly Team training as established through the annual training plan will be maintained in the SWAT / CNT Administrative files.
2. Attendance of all members for official team training.

1.5 – TRAINING SCHEDULE

Purpose: This order will establish a procedure for SWAT / CNT in-house training and expectations of members.

Procedure: SWAT / CNT shall conduct training in an effort to both maintain and increase skill levels of members in all areas applicable to the SRU. The SRU shall train in a manner that maximizes its ability to respond to critical incidents and other events as needed.

SWAT training schedule:

1. The SWAT team will offer 120 hours of training per year or 10 hours minimum per month. The training will include team skills, individual skills, and operational skills.
2. SWAT Team Members will additionally receive a minimum of 24 hours of “Advanced SWAT” or “SWAT Update” training bi-annually in accordance with POST recommendations.
3. Certain training is deemed mandatory and an absence must either be excused or made up.

4. The SWAT team leaders or their designee will be responsible for scheduling training dates, assigning training topics, and assigning responsibility to team members for the training.
5. The annual training schedule will be completed and submitted to the SRU Commander for approval on or about January 1, for the following fiscal year (July-June). SWAT and CNT training schedules will be combined into an "SRU Master Training Schedule" which will be shared with all SRU Members, SRU Chiefs, and respective training managers.
6. SWAT and CNT teams will schedule joint training no less than 3 times each year.

CNT training schedule:

1. The CNT leaders or their designee will be responsible for scheduling training dates, assigning training topics, and assigning responsibility to team members for the training.
2. CNT members will complete 48 hours of skills training per year as approved by the SRU Commander. Training will generally be conducted in monthly 4 hour or bi-monthly 8 hour training sessions.
3. CNT leaders will develop the training schedule in conjunction with the SWAT team leaders.

Excused and Unexcused Training Absences

1. Team members should make every attempt to attend all training sessions. Certain absences for scheduled vacations, special events, court appearances, schools, etc. may be allowed, but prior approval must be obtained by the appropriate agency liaison prior to the training date.
2. SWAT members missing more than two consecutive training sessions, or three in one year, may be placed on inactive status.
3. If the absences are excused, the member must be re-certified by passing a PT test and a range qualification, if appropriate.
4. If the absences are unexcused, the member must be re-certified by successfully passing a PT test, and a range qualification. Return to active status must be approved by the members respective Chief of Police AND by the SRU Commander.
5. All SWAT or CNT unexcused training absences will be reported to the team member's respective Department Liaison or Chief of Police.
6. All SWAT or CNT Members with two unexcused absences in a 12 month period may be subject to removal from the SRU.

1.6 – TRAINING SAFETY

Purpose: To establish procedures outlining safety requirements for training exercises.

Procedure: It shall be the policy of the SRU to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. All Team members will strictly adhere to the Training Safety Procedures. The following safety issues will be considered during training exercises:

A. Site Survey

Hazards (both day and night conditions)

Access control issues

Sensitive areas / equipment

Adjacent businesses, neighbors, affected areas and activities (notification requirement)

Site Liaison, if applicable

B. NOTIFICATIONS

Media, if applicable

Site personnel

Neighbors

Other agencies (use of radio frequencies that might be scanned)

Visitors, delivery persons

C. SITE CONTROLS

Signing, barricading, taping

Checkpoints

Perimeter control points

Staging areas

Check-in, check-out locations / procedures

Posting of advanced notice

Site liaison(s)

Public address capabilities/warning systems

Special access requirements (e.g. taxiways)

Rules of the road (vehicular traffic)

Schematics maps-color coded to delineate exercise area, areas that are off limits.

Treatment of locked doors / facilities

Markings for out of exercise persons, evaluators, observers, controllers, security, and safety personnel

D. BRIEFINGS

Identification of role players

Control group (including security / safety personnel)

Responders

Observers / evaluators

Adherence to scenario / role plays

Decision rules for unscripted contingencies / role plays

Communications networks / telephone systems

Outline of general schedule

In-exercise / out-of-exercise persons, area, activities, including markings, color-coding

Force ground rules: persons, property, and use of blanks

Treatment of role players: comforts, handcuffing, responding to signs of distress

Resource requests (generic phone number)

Site use rules/special concerns

VIP visits

Reference materials / use of SOP's

Unacceptable risks / maneuvers / hazards

Safety signals; verbal, visual (horn, whistles)

Safety procedures / designation of safety officer and scope of authority

Weapons checks (redundancy)

Check-in, check-out points, log, verification of compliance with safety checks

E. SAFETY CHECKS BY SAFETY OFFICER

Weapons and ammunition (including storage)

Other force instruments

Marking of "cleared" weapons by tape or other means

Buddy checks (importance of redundancy)

Checkpoints (if appropriate)

F. EXERCISE TERMINATION

Notice / acknowledgment

Assembly areas

Area "policing" rules

Maintain containment until "all clear" and specific "relief-of-post" instructions

Clear all hazardous conditions

Restore normal security

Restore normal conditions (e.g. lighting, protective barriers)

Removal of specific signing, barricades, tape, etc.

Notifications of exercise termination

Clearance from site representative

G. CRITIQUES

Assignments

Critiques of exercise design/control

Response critique

 By element

 Of the whole system

Ground rules for critiques (positive focus)

Follow-up actions

H. POST-EXERCISE ISSUES

Weapons check (reverse of check-in procedure)

Re-stocking equipment

Area inspection

Hazards / damage / unsecured areas

Clear radio channels

Sign removal

Notifications

Injury checks / reports / Reporting requirements

1.7 – DOCUMENTATION OF TRAINING / REQUESTS

Purpose: This order will establish a procedure for documenting all training sessions conducted by SWAT / CNT, as well as outline the procedure for team members to request training and schools related to SWAT / CNT.

Procedure: It shall be the policy of SWAT / CNT to document all training sessions. The training summary report must identify who participated, the training objectives and summarize how the objectives were attained.

Training outlines will be developed prior to all training sessions and will identify the scope of training, location/times of training, and equipment required. Upon completion of training, SWAT / CNT Team Leaders or their designees are responsible for completing a training report of all SWAT / CNT training sessions. Completion of training will be documented in memo form and addressed to the SRU Commander. The completed training report shall be forwarded to the Logistics Commander within thirty days of the training session.

Requests for Training:

SRU team members wishing to attend specialized courses related to the mission of the team shall submit requests by memorandum via the chain of command to the SRU Commander. The Unit Commander will assess the need for the training, approve / disapprove the request, and forward the request to the appropriate agency.

1.8 – STANDARDS OF SRU Members

Purpose: To establish standards for the SWAT / CNT Members.

Procedure: The SWAT / CNT will exercise control over barricaded subjects, hostage situations, and / or other critical incidents as outlined in section 1.1. Team policy shall be to save and protect lives and minimize hazards to all persons.

The following statements establish standards for SWAT / CNT.

A. Training Team Members should consider all training sessions mandatory. Every attempt should be made to attend each session, as well as any other Team related activity. Failure to meet training standards will result in removal from the Team. Team Members will bring to training any equipment used at call outs.

B. Deficiencies Members shall not rely solely on training presented, but will devote whatever additional time is necessary to correct deficiencies noted.

C. Team Concept Responsibility, maturity, dedication, participation, and honesty are the major components that form the Team concept. Another important personal trait is flexibility. Each Team Member must be able to adapt to the situation, be it training or an actual incident. If a Member is not willing to fulfill his/her responsibilities to the Team, then they should resign, for the betterment of all involved.

D. Physical Preparedness All SWAT Members shall maintain a high degree of physical preparedness.

E. Equipment All Members are responsible for the maintenance of their personal equipment, Team equipment and weapons. This equipment will be stored in the appropriate location in a continual state of readiness. Any lost, broken or missing equipment will be reported to the Team Leader immediately. Every attempt will be made to immediately replace or repair damaged equipment. Every attempt should be made to avoid borrowing another team member's equipment without notifying the respective team member.

F. Operation Manual All members will maintain their operation manual and incorporate new materials as it is distributed. All members will be responsible to adhere to any policy once it has been distributed.

G. Punitive Action Punitive action for violating requirements of the team shall be at the discretion of team member's respective agency and policies. The SRU Commander shall retain the authority to remove any member of the team, in consultation with the team member's respective agency.

H. Conclusion The above Rules and Regulations are basic standards upon which the team will expand. They will be reviewed on a periodic basis and revised as necessary.

2.1 – CALL-OUT PROCEDURE

Purpose: To establish procedures for SWAT / CNT activation and to guide the Team Member's response.

SWAT / CNT will only be activated on the authority of the SRU Commander or designee. Call outs of the SWAT Team will include a CNT activation, if appropriate.

- A. In situations where an organized police presence is requested, not rising to the level of a typical call out and SWAT Team Members respond, the Tactical Commander may limit the personnel commitment and not require a total commitment of both SWAT and CNT.
- B. Generally, in these situations, a minimum of two Members of SWAT or CNT should accompany the primary Team to assess the situation and provide recommendations for additional resources.

Procedure:

A. SWAT / CNT Team Activation Protocol:

- 1. The Patrol Watch Commander, Patrol Sergeant, or their designee, shall be responsible for obtaining approval to activate SRU and ensuring that the SRU is called during a critical incident.
- 2. See Appendix 6.3 for an example of individual agency SRU member availability, and Appendix 6.5 for the SRU Call-Out Matrix.

B. Team Notification:

- 1. Upon the decision by an agency to request the SWAT / CNT Team, County Communications will notify the SRU Commander, who will determine if the SRU will respond to the incident. If activated, County Communications will in turn activate the SWAT / CNT call-out, ensuring all required Team members are contacted and provided with the necessary information regarding the incident.
- 2. All SWAT / CNT Members are to respond to the call, indicating their availability and / or response time to the SWAT Team designated staging location. CNT Members will also provide their estimated time to the staging area.
- 3. Each agency will be responsible for determining which Operators are available for a given call-out, based on that agencies need for patrol coverage, etc. Again, see Appendix 6.3 for a sample agency protocol.
- 4. Medical Support will also be notified, if necessary.

C. SWAT Team Commander / Team Leaders Responsibility:

1. The SWAT/CNT Commander(s) and Team Leaders will respond to the scene of the incident.
2. SWAT Team Tactical Commanders and / or Team Leaders will contact the Incident Commander and establish a Tactical Command Post. The CNT Team Leader will establish a negotiation location/CNT Command Post.
3. The SWAT/CNT Commander(s) and / or Team Leaders will provide all responding Team Members with the location of the Tactical Command Post, CNT Command Post, and the safest access routes and recommended response code.

D. On-Duty SWAT/CNT Team Members Responsibility:

1. On-duty SWAT Team Members, when practical, will respond directly to the SWAT Team staging area, unless already involved in the incident. **On-duty personnel must first be relieved by their individual agencies of their current duties.**
2. On-duty CNT members will respond to the scene of the incident. The CNT Team Member responsible for picking up the equipment will do so and then proceed to the negotiation location. **On-duty personnel must first be relieved by their individual agencies of their current duties.**

E. Off-Duty SWAT/CNT Team Members Responsibility:

1. When practical, all off-duty SWAT Team Members will respond directly to the SWAT Team staging area, unless otherwise directed by the Tactical Commander or SWAT Team Leader. Each member must bring their personal call-out gear with them to the staging area. Most members will need to send at least one agency member to their respective station to retrieve appropriate weapon and equipment systems.
2. Off-duty CNT members will respond directly to the negotiation locations.

F. First Responders (SWAT):

1. First Responders are defined as the first four SWAT Team Members to arrive at the SWAT Team staging area, or the initial Incident Command Post set up by the incident commander.
2. First Responders are to begin setting up a SWAT tactical staging area. Each Team member must have their issued long gun, and their personal equipment prior to arriving at the scene of the incident, unless other approved arrangements have been made for gear arrival to the scene.

G. Secondary Responders (SWAT):

1. Secondary Responders shall be defined as all SWAT Team Members other than the First Responders.
2. Secondary Responders are to retrieve the needed SWAT vehicles and stage the vehicle near the Incident Command Post, or other location as designated by command personnel. Secondary Responders will be responsible for loading all remaining Team equipment and personal equipment into the SWAT vehicles, if necessary, prior to heading to the command post. After all equipment has been loaded, Secondary Responders are to travel to the scene of the incident.

H. Late Responders (SWAT):

1. Late Responders are defined as any SWAT Team Members who arrive at the SWAT staging area after the SWAT Truck and the Secondary Responders have begun their response.
2. Late Responders are to respond to the SWAT Team staging area and await orders.
3. Late Responders will ensure their personal equipment has either been brought to the SWAT staging area, or bring it themselves prior to traveling to the scene of the incident.

2.2 – TACTICAL OPERATIONS-CRITICAL INCIDENTS

Purpose: This order will establish a procedure for SWAT and CNT when called out to conduct tactical operations in a critical incident.

SWAT and / or CNT shall respond to critical incidents in an organized manner consistent with their agency protocol and this procedure in order to deploy sufficient resources to successfully resolve the incident.

Procedure:

A. Establishment of the Tactical Command Post:

1. SWAT Team Members responding to a critical incident shall sign in at the Incident Command Post, then establish or report to the Tactical Command Post (TCP).
2. The location of the TCP (REDACTED)

3. SWAT Team Members are responsible for assessing the situation, compiling information, and briefing other Team Members upon their arrival.
4. Initial responding CNT Members will establish a negotiation location/CNT Command Post. CNT Members will set up necessary equipment and prepare for assignments.

B. Containment of the Critical Incident:

1. Containment of the critical incident includes the containment of the suspect(s) and their location. (REDACTED)
2. When the suspect(s) is contained or located, CNT will attempt to initiate dialog with the subject(s) to negotiate surrender.
3. As SWAT Team Members arrive on scene, they may be immediately deployed to assist with containment of the suspect(s), site surveys of the scene itself, or other duties as assigned.
4. SWAT Team Members who are immediately deployed are responsible for assessing their individual areas of operation and providing intelligence information.

C. Briefings:

1. Officers or supervisors who have been on scene may conduct an initial briefing of SWAT / CNT personnel.
2. SWAT Team briefings concerning tactical deployment will be conducted by Team Members, Team Leaders, or the Tactical Commander.
3. The briefing information may come from patrol officers on scene, SWAT Team personnel assigned to perimeter positions, SWAT personnel assigned scouting missions, and CNT who will be gathering intelligence.
4. Briefings prior to implementing a tactical action will be conducted by Team Leaders or the Tactical Commander. They will include the Rules Of Engagement (ROE) and will be explained to every member of the SWAT / CNT in the mission.
5. The Tactical Commander shall ensure the Incident Commander is briefed on the tactical plan including contingency plans.
 - a. The Tactical Commander will not execute the tactical plan without authorization from the Incident Commander, unless exigent circumstances occur.

- b. In some instances where SWAT personnel or other officers are compromised, it may be necessary to take action immediately.

D. Inspection:

1. Prior to leaving the staging area, every Member of the Team will be responsible for ensuring another Team Member inspects their equipment. The inspection will consist minimally of the following.
 - a. Weapons check, to include locking and loading with live ammunition.
 - b. Radio check of every person to make sure all radios are working and on the correct frequency.
 - c. Individual equipment checks.

E. Gathering Intelligence and Scouting:

1. All SWAT / CNT personnel, including tactical officers and negotiators, are responsible for gathering intelligence and reporting their information through their Team Leaders to the Tactical Commander.
 - a. Negotiators will obtain intelligence information (REDACTED)
 - b. Negotiators are also responsible for obtaining information by researching files and other data sources.
 - c. When available, at least one Negotiator will assume the role of CNT intelligence coordinator.
2. SWAT tactical personnel are responsible for scouting the incident site and gathering and reporting information and intelligence that will aid in containing the suspect and planning for contingent courses of action.
3. Intelligence and information gathering and reporting will be ongoing throughout the incident.

F. Intelligence information:

1. Intelligence information at critical incidents will address the following areas:
 - a. Subject Information:
(REDACTED)
 - b. Threat Conditions:
 - i. Threat condition information, including the weapon used by the suspect or the weapons accessible to the suspect.
 - ii. The number of hostages or potential hostages involved in the incident.

- iii. A description of any violence committed by the suspect before or after the police have arrived on scene.
- iv. A description of any communication between the police and the suspect including any demands or threats.

c. Incident Site Information:

(REDACTED)

G. Tactical Deployment Plans:

1. Tactical deployment briefings include, but are not limited to, the deployment of SWAT Team personnel and others to contain the suspect.
2. Evacuation plans for the area around the incident site.
3. Deployment of an arrest / react team and contingency plans for alternative courses of action such as an entry team for rescue or searching, introduction of chemical agents, long rifle initiated assault, or negotiations and continued containment.

H. Tactical Contingency Planning:

1. During the course of an incident, SWAT Team personnel will work on contingency plans for alternative courses of action.
2. Tactical contingency plans may include the deployment of an arrest / react team, plans for use of chemical agents, or various entry plans, etc.
3. Tactical contingency plans should be rehearsed when possible at locations that are similar or approximate the objective site.

I. Conclusion of Incident:

1. At the conclusion of an incident, it is the responsibility of Team Leaders to account for all of their personnel and all assigned equipment. No member of the Team can leave the objective site until every Team Member has been accounted for.
2. The SWAT Team Leader, CNT Team Leader, and Tactical Commander shall meet at the conclusion of an incident and report on the status of personnel and equipment.
3. The SWAT Team will remain on scene, as necessary.

4. The Team Leader or his designee shall ensure an effective transition from the tactical operation to the investigative function.
5. The Tactical Commander will make a full oral report to the Incident Commander of the incident and others, as required, in the chain of command prior to releasing the mission.
6. The Team Leaders will assign reports to the appropriate Team members.

J. Reporting Requirements:

1. Tactical Officers and Negotiators may be required to write reports to complete the investigation.
2. The SWAT Team Leader and the CNT Team Leader will be responsible for assigning reporting requirements.
3. The SWAT Team Leader or his designee will be responsible for completing a SWAT Team After Action Report (AAR). The AAR will include all necessary documentation associated with the mission.

K. Tactical Debriefing:

1. Tactical debriefings may immediately follow the conclusion of the incident.
2. The tactical debriefing will include operational details of the mission, recommendations, comments, suggestions, and training or equipment issues to be addressed.

L. Critical Incident Stress Management Team:

1. Members of a department's Critical Incident Stress Management Team may be requested to assist with a traumatic incident debriefing of Team Members.

2.3 – TACTICAL OPERATIONS: PLANNED EVENTS

Purpose: To establish procedures for SWAT / CNT conducting tactical operations for planned events.

The SWAT Team will respond to planned events in an organized manner consistent with this procedure and each Department's policy. Ordinarily two CNT Members will participate with SWAT on the planned response. Planned operations should include sufficient intelligence information, tactical planning, and resources to effectively accomplish the mission and reduce associated risk factors.

Procedure:

A: Mission Planning:

1. Team Leaders and / or Team Members will be assigned to develop mission plans. All plans must be approved by the Tactical Commander before implementation.

B: Intelligence Information:

1. Team Leaders and / or Team Members will be assigned to gather Intelligence Information regarding the planned event, which may include surveillance up until implementation.
2. In planned events which involve high-risk search warrants and / or high-risk arrest warrants, efforts should be made to obtain the following information:

a. Suspect Information:

- i. Suspect information should include the crime committed, history of prior violence, and the mental condition of the suspect.
- ii. It should also include the suspect's association with gangs or other groups that might increase the risk factor.

b. Threat Conditions

- i. Threat conditions should include the type and number of the weapons the suspect is known to have in their possession or has access to.

Threat conditions should also include (REDACTED)

ii.

c. Incident Site Information:

- i. Incident site information includes the type of structure where the event is planned and information about the surrounding area.

Information (REDACTED)

d. Breaching Information:

Planned events that require high-risk entry should include as much detailed information (REDACTED)

e. Tactical Deployment:

- i. The operation plan will include the tactical deployment of all SWAT Team Members and other officers involved or assigned to the event.
- ii. This information includes, but is not limited to, staging areas, route to the incident site, perimeter location, entry assignments, and command post locations.
- iii. Two members of the CNT will accompany the Team on all deployments to begin negotiations if they become necessary.

f. CNT participation:

- i. The Members of CNT will assist in gathering information in preparation for possible negotiations.

C. Tactical Operations Plan:

1. Operations plans will be documented on the SRU SWAT Team Tactical Operational Plan. The operational plan should follow this format as closely as possible.
2. In some instances it will be necessary to include or exclude categories.
3. The SWAT Team Tactical Operational Plan will be used for describing the overall mission, tactical assignments, and briefing.

D. Briefings:

1. Event Briefing:

- a. All personnel assigned to the operation will attend a briefing prior to the execution of the planned event, including support personnel such as the Patrol Sergeant, detectives and communications.
- b. The briefing should include information in the Operation Plan such as situation, mission, intelligence, concept of operation, coordinating instructions, and Rules Of Engagement.

2. SWAT Team Tactical Briefing:

- a. All SWAT Team personnel assigned to assist in the operation will attend the overall briefing and a tactical briefing.
- b. The tactical briefing should include tactical assignments, equipment, contingency plan, and the action the tactical units will take during the operation.

3. Rehearsals:

- a. When possible, SWAT Team personnel will rehearse the planned event prior to execution.

E. Tactical Operation:

1. The tactical operation of the planned event will be initiated in accordance with the Operational Plan.

F. Post Operation:

1. At the conclusion of the event, it is the responsibility of the Team Leader to account for his / her personnel and all assigned equipment. No member of the Team can leave the objective site until every Team Member has been accounted for.
2. Each SRU Team Member is responsible for the safe return of assigned equipment.
3. Team Leaders and Team Members shall meet with the Tactical Commander or his / her designee at the conclusion of the operation and report on the status of personnel and equipment.
4. The SWAT Team will remain on scene until all reporting requirements have been assigned.
5. The Team Leader shall ensure an effective transition from the tactical operation to the investigative function.
6. The Tactical Commander will make a full oral report to the Incident Commander of that particular agency that has jurisdiction over the incident before releasing the mission.

G. Reporting Requirements:

1. SRU personnel may be required to write reports to complete the investigation.
2. Team Leaders shall be responsible for assigning required reports.
3. The SWAT/CNT Team Leader or their designee will be responsible for completing a Team After Action report (AAR). The AAR will contain all documentation associated with that element's mission. These reports will be maintained in the Team files by the Logistics Commander.

H. Tactical Debriefing:

1. Tactical debriefings may follow the conclusion of the incident.
2. The tactical debriefing will include operational details of the mission, recommendations, comments, suggestions, and training or equipment issues to be addressed.

I. Critical Incident Stress Management Team:

1. Agency CISMT may be requested to assist with a traumatic incident debriefing of Team Members.

2.4 – INDIVIDUAL RESPONSIBILITIES

Purpose: This order will establish command and supervisory responsibilities for SWAT / CNT during operations.

Command and supervisory personnel are responsible for implementing the Statewide Emergency Management System (SEMS) at critical incidents. They will assume responsibilities during operations commensurate with this procedure and the agency with jurisdiction over the incidents policies.

Procedure:

A. Incident Commander:

1. The Incident Commander for the venue agency is in charge of the overall incident and responsible for all aspects of that critical incident. This includes all personnel and equipment as well as the incident outcome.
2. Activates the Incident Command System (ICS).
3. Makes assignments as required to support the operation by delegating responsibility and authority to qualified subordinates through mission tasking.
4. Authorizes the implementation of all tactical plans and strategies required at a critical incident.
5. Establishes the Incident Command Post.
6. Conducts briefings.
7. Reports to the Chief of Police or designee that has command over the incident.

B. Officer In Charge (OIC):

1. If designated, will have responsibility for the coordinated tactical response to the critical incident. Operational functions may include but are not limited to:
 - a. Establishment of the inner and outer perimeters; traffic posts; and deploy tactical and crisis negotiation team.
 - b. Ensures the evacuation of endangered non-involved parties.
 - c. Coordinates resolution of the critical incidents with Planning/Intelligence, Logistics, and Finance/Administration.
 - d. Exercises direction and control over on-going operational activities
 - e. Maintains log of operational issues.
 - f. Operational officer reports to the Incident Commander.

C. Tactical Commander (SWAT Team):

1. Has responsibility for all tactical ground operations conducted by personnel assigned.
2. Coordinates the formation of tactical plans.
3. Responsible for the implementation of tactical plans and assignment of specific missions to tactical teams.
4. Reviews assignments with subordinates.
5. Conducts post operation actions including debriefing.
6. Establishes a Tactical Command Post.
7. Reports to the Operations Officer and Incident Commander and provides timely informational updates on the progress of the incident.
8. Reviews all reports of intentional and non-intentional weapons discharges associated with SWAT activities.

D. SWAT Team Leader:

1. Has direct supervision of tactical Team Members including entry teams, rescue teams, chemical agent teams, arrest / react teams, and inner perimeter teams.
 - a. Has responsibility for individual tactical assignments.
2. Is a member of the tactical planning team.

3. Has responsibility for the implementation of tactical plans and makes essential changes to plans.
4. Responsible for post-operational procedures including accounting for all personnel, equipment, and reporting assignments.
5. Participates in tactical debriefings.
6. Reports to the Tactical Commander.

E. CNT Commander:

1. Has responsibility for all CNT operations conducted by personnel assigned.
2. Coordinates the formation of negation tactics/plans.
3. Reviews assignments with subordinates.
4. Conducts post operation actions including debriefing.
5. Establishes a CNT Command Post.
6. Reports to the Operations Officer and Incident Commander and provides timely informational updates on the progress of the incident.

F. Crisis Negotiation Team Leader:

1. Has direct supervision responsibility for negotiations Team Members.
 - a. Delegates individual negotiator assignments.
2. Is a member of the tactical planning team.
3. Has responsibility for the negotiations process and directs changes to negotiations strategies.
4. Responsible for post-operational procedures including accounting for all personnel, equipment, and reporting assignments.

2.5 - K9 INTEGRATION AND UTILIZATION

Purpose: To establish policies and procedures for K9 integration, deployment, and subsequent record management with the SRU. The SRU may integrate SRU member agency K9 teams to be utilized in tactical situations. K9 handlers will be responsible to maintain mandated training standards and provide documentation of training to SRU command staff.

Procedure:

A. Selection: The selection criteria for K9 teams integrated and utilized by SRU include, but are not limited to:

- 1) K9 handlers shall be current members of SRU in good standing that are currently assigned as K9 handlers with their agency.
- 2) K9's shall be deemed suitable for use in tactical situations requiring use of SRU by the SRU Commander and K9 handler.
- 3) Approval of SRU member agency head.

B. Training: K9 handlers assigned to SRU are expected to train with their K9 and SRU at the monthly SRU training. K9 handlers will attend a POST approved S.K.I.D.D.S. (SWAT-K9 Integration During Deployment School) or similar approved specialized training. K9 handlers will fulfill their minimum mandated monthly department and POST training requirements.

C. Documentation: K9 handlers will maintain their monthly training records to include their mandated POST training, ongoing inter-department training, additional outside training, and training with the SRU.

K9 handlers will provide the SRU Commander or designee with documentation of their K9's training for each calendar year. A summary of training topics covered and total hours in each topic shall suffice.

D. Deployment: Deployment of K9's teams integrated with SRU during tactical operations shall be the decision of the Tactical Commander and shall follow acceptable K9 deployment procedures of the allied agencies.

The SRU Commander, Tactical Commander, Team Leader, or K9 handler shall have authority to not deploy the dog. The K9 handler will evaluate each situation and determine if the use of the K9 is technically feasible.

Due to the nature of SRU tactical operations, it is recognized it may not be feasible nor recommended to make announcements or warnings of the use of the K9.

The K9 handler shall make all their department specific required notifications and complete all their department specific required reports regarding the use of their K9 while deployed with the SRU. Copies of the report(s), except reports used for departmental internal review purposes only, will be forwarded to the venue agency that requested the activation and use of the SRU.

3.1 – TESTING / SELECTION PROCESS FOR SWAT

Purpose: To establish minimum entry-level standards and a testing process for applicants interested in becoming members of the SRU SWAT Team.

The SRU will fill vacancies from the ranks of the participating law enforcement jurisdictions pool of qualified candidates. Qualified peace officers from participating departments may become members of the SRU.

1. Peace officers from SRU participating agencies must meet all standards, qualifications, and training required who are selected for SWAT.
2. The needs of the SRU and the overall needs of the participating agencies will govern selection and testing of potential Team Members.
3. A minimum standard will be used for candidates interested in the SWAT Team.

Procedure:

A. New Position Announcements:

The SRU Commander or designee will post an announcement for the position throughout the participating agencies. Officers interested in the assignment will complete and submit a memo of interest to their Chief of Police.

B. Minimum Entry Qualifications for SWAT Team applicants:

1. Must have successfully completed their agencies FTO program.
2. Ability to pass the SWAT Team's rifle / pistol qualification course.
3. Ability to pass a physical fitness test as set by the SWAT Team.

C. Entry Level Qualifications:

1. Must be in good physical condition.
2. Successful performance on an Oral Board Examination.
3. Maintain good work attendance record with no indications of abuse.
4. Maintain a good working relationship with peers and supervisors.
5. Overall standard job performance as expressed in Personnel Records may be considered.

D. Testing Process for SWAT Team Applicants:

The testing process for SWAT operators will consist of an oral panel, a PT test, as well as a handgun/rifle qualification. The SRU Commander will determine the order of testing.

1. A physical fitness test will be conducted for all candidates. The testing will be conducted by SWAT Team Members and test results will be forwarded to the SRU Commander. (See Appendix 6.1 for physical fitness tests administered to SWAT Team Members and applicants.)

2. Candidates will be tested to assess their handgun and rifle shooting skills. Candidates must pass the SWAT Team handgun and rifle qualification course to complete this part of the testing. Candidates will have two attempts to pass the course. The range shoot will be conducted under the supervision of SWAT Team range personnel. (See Appendix 6.2 for SWAT Team handgun and rifle qualification course.)

3. Candidates will be invited to an oral interview. The interview panel will consist of SWAT Team Members and others as determined by the SRU Commander.

4. Candidates who successfully complete the testing procedure will be placed on an eligibility list. Vacant positions will be filled off of the list. The length of the eligibility list will be determined by the SWAT Team Leader and the SWAT Team Commanders.

Selection of candidates for the SWAT Team shall be made by the SWAT Team Leader and the SWAT Team Commander, subject to final approval of the SRU Commander and Chief of Police for the agency the officer represents.

5. After selection to the Team, new SWAT Team Members must successfully complete a Basic SWAT school. Completion of the Basic SWAT course is a condition for membership on the SWAT Team.

6. The Chief of Police from each agency will have the final authority for the appointment of any person from their agency to the SRU.

3.2 – PHYSICAL FITNESS STANDARDS AND TESTING FOR SWAT

Purpose: This order will establish policy for the minimum standards of physical fitness for SWAT Team Members.

The SWAT Team will establish physical fitness standards to require physical fitness among its members and for the purpose of enabling them to accomplish any given mission.

Procedure:

A. Physical fitness testing will be utilized to measure minimum levels of physical fitness for a Member of the SWAT Team. Physical fitness testing for SWAT Team Members will be conducted at least two times a year. (See Appendix, 6.1)

B. SWAT Team Members who are unable to pass the physical fitness test will be reported to the SWAT Team Commander. The SWAT Team Commander will make the decision on the particular SWAT Team Member involved regarding future levels of participation in SWAT Team call outs and activities. This decision will be based on the individual Member's physical fitness test scores, the deficient areas of testing and any special considerations regarding the deficient areas, and the Member's overall value to the Team.

C. Any Member failing the physical fitness test will be given 30 days to remediate the entire physical qualification course. During this period, the Member may be considered inactive at the discretion of the SWAT Team Commander. The re-test will be conducted by the SWAT Team Leader with another SWAT Team Member present.

D. Failure to maintain the fitness standards or failure to remediate in the specified time may result in dismissal from the Team (Refer to Removal Process, Section 3.5).

3.3 – SWAT TEAM WEAPONS STANDARDS / TESTING

Purpose: To establish standards of firearm proficiency for SWAT Team Members.

The SWAT Team maintains in its inventory special weapons for the purpose of providing tactical flexibility and effectively operating in a variety of situations. SWAT Team Members will maintain an acceptable level of proficiency with all weapons employed by the Team. The SWAT Team will provide training and testing for all Team Members to ensure familiarity and proficiency with such weapons.

Procedure:

A. Each SWAT Team Member will be assigned two or more special weapons depending on their team assignment, training and qualifications. Some of these weapons will be the same as their individual agencies duty weapons.

1. Each Team Member assigned a special weapon is responsible for its care and maintenance.
2. Team Members may employ any weapon in the SWAT arsenal if they have demonstrated proficiency.

B. SWAT Team Members will be required to shoot a passing score with all weapons employed by the SWAT Team, excluding long rifles, unless part of the long rifle/observer team (refer to qualification standards, Appendix 6.1).

1. Qualification courses shall be fired on a bi-annual basis. Each year Team Members shall be required to qualify with their weapons wearing their issued gas mask once, annually.
2. The Team's Firearms Instructors may adjust the course of fire and the minimum qualification standards, as he/she deems appropriate with the approval of the SWAT Team Commander.
3. Each participating agency will be required to provide a letter indicating that all SWAT operators from their agency are in compliance with agency qualification requirements on both handgun and tactical rifle (see Appendix 6.4 for Sample Agency Firearms Qualification Compliance Letter).

C. SWAT Team Members will be required to demonstrate knowledge of the function and nomenclature of all weapons employed by the Team. The demonstration and knowledge regarding each special weapon will be to the satisfaction of a SWAT Team Firearm's Instructor.

3.4 – TESTING / SELECTION PROCESS FOR CNT

Purpose: To establish minimum entry-level standards and a testing process for applicants interested in becoming members of the SRU CNT.

The SRU will fill vacancies from the ranks of the participating law enforcement jurisdictions pool of qualified candidates. Qualified peace officers from participating departments may become members of the SRU.

1. Peace officers from SRU participating agencies must meet all standards, and training required who are selected for CNT.
2. The needs of the SRU and the overall needs of the participating agencies will govern selection and testing of potential Team Members.
3. A minimum standard will be used for candidates interested in CNT.

Procedure:

A. New Position Announcements:

The SRU Commander or designee will post an announcement for the position throughout the participating agencies. Officers interested in the assignment will complete and submit a memo of interest to their respective Chief of Police.

B. Minimum Entry Qualifications for CNT Applicants:

1. Must have successfully completed their agencies FTO program.

C. Entry Level Qualifications:

1. Successful performance on an Oral Board Examination.
2. Maintain good work attendance record with no indications of abuse.
3. Maintain a good working relationship with peers and supervisors.
4. Overall standard job performance as expressed in Personnel Records may be considered.

D. Testing Process for CNT Applicants:

1. Applicants will participate in an oral interview panel. The interview panel will consist of CNT Team Leaders and others as determined by the SRU Commander and CNT Commander.
2. Candidates who successfully complete the testing procedure will be placed on an eligibility list. Vacant positions will be filled off of the list. The length of the eligibility list will be determined by the CNT Team Leader and the CNT Commander. Selection of candidates for CNT shall be made by the CNT Team Leader and the CNT Commander, subject to final approval of the SRU Commander and Chief of Police for the agency the officer represents.
3. After selection to the Team, new CNT Members must successfully complete a Basic Hostage Negotiation course. Members should also attend Domestic Violence for Hostage Negotiators, Hostage Negotiation Update 1, and Crisis Intervention Training as available and appropriate.
4. The Chief of Police from each agency will have the final authority for the appointment of any person from their agency to the SRU.

3.5 – REMOVAL PROCESS

Purpose: The purpose of this section is to establish guidelines for removal of SWAT / CNT Members.

Membership and participation in the SRU's SWAT / CNT Team is "at will". Members may be removed at any time without recourse.

Procedure: The following are general examples for when a Team Member may be removed from SWAT / CNT. The below examples are by no means the only grounds for removal.

- A. Failure to meet physical fitness standards.
 - B. Failure to demonstrate proficiency with assigned weapons.
 - C. Failure to attend or significantly participate in training as directed by the Team Leader.
 - D. Inability to work with other Team Members or inspire the confidence of fellow Team Members, the Team Leader or SWAT Commander.
 - E. Actions either at training, on call-outs, during regular duty assignments, or off duty that demonstrate poor judgment.
 - F. Voluntary resignation or leave of absences.
- Team Members removed from the Team will receive an intra-office communication advising them when their participation is terminated.

A. All equipment, weapons, gear and uniforms will be returned to the Team Leader upon termination.

B. Since SWAT / CNT participation requires a high level of personal commitment and training, decisions to remove a Team Member will not be undertaken lightly.

1. Whenever practical a Team Member will be counseled on deficiencies and encouraged to correct deficiencies before removal from the team is considered.

2. Decisions to remove a Team Member may be recommended by the Team Leader but will be finalized by the SRU Commander, after consultation with the Team Member's Chief of Police.

3.6 – SWAT TEAM UNIFORM SPECIFICATIONS

Purpose: This order will establish a policy for the uniforms worn by the SWAT Team.

Procedure: SWAT Team Members will be issued a total of two tactical uniforms. The uniforms will be digital camo worn during high-profile operations; i.e., High Risk Warrant Service. One of the uniforms should be a training uniform, and the second uniform will be reserved for call-out operations.

Specifications:

A. Baseball Cap:

1. Black cap.
2. The front of the cap will display the embroidered SRU logo.
3. Caps are to be worn in the "forward" position and are to be in good condition.

B. "Battle Dress Uniform" Long Sleeve Shirt:

1. BDU long-sleeve shirts are to be "digital camo" in a color approved by the SRU Commander.

2. Uniform shirts are to have subdued SRU patches attached to each shoulder, unless otherwise authorized by the Team Leader. Patches may be displayed on “outer-most layer of clothing” to include tactical/ballistic vests.
3. One large “POLICE” patch, attached to the rear of the uniform shirt, or the outer-most layer of clothing.
4. All uniform shirts will bear the Team Member’s last name above the right breast pocket.
5. “BDU” shirts must be free of wrinkles and have a clean and neat look to them. It is not necessary for the “BDU” shirt to be “Military Pressed”.

C. “Battle Dress Uniform” Long Pants:

1. “BDU” long pants are to be “digital camo” in a color approved by the SRU Commander.
2. “BDU” long pants must be free of wrinkles and have a clean and neat look to them.

D. “T-shirts”:

1. T-shirts are to be worn under the “BDU” shirt. T-shirts are also to be worn as a uniform shirt during physical fitness training.
2. T-shirts can be either long sleeve or short sleeve. T-shirts are to be black in color.
3. T-shirts may display the embroidered SRU Team logo on the left breast.
4. If an SRU Team shirt is not available, an all-black T-shirt can be worn. The black T-shirt must be free of logos.
5. Extremely faded black T-shirts are also unacceptable.

E. Belts:

1. Only approved “military” style belts or nylon webbing belts will be acceptable.

2. All belts must be black in color. Belt buckles must also be black in color.

F. Tactical Duty/Gun Belt:

1. The tactical duty / gun belt must be constructed of nylon webbing. All equipment attached to the duty / gun belt must be black in color, unless a different style is approved by the SRU Commander.

2. Equipment pouches or holsters that have been dyed black must be completely black. If fading occurs, the item must be re-dyed.

G. Socks:

1. Socks will be black in color.

H. Boots:

1. Boots must be above the ankle and black in color. Boots are to be clean and neat looking.

I. Physical Fitness Training – Uniform Sweat Shirt:

1. Sweat shirts are allowed to be worn over the above-described T-shirt. Sweat shirts are to be long sleeve, and are to have no logo's on them, unless they have the SRU logo.

2. Extremely faded sweat shirts are also unacceptable.

J. Physical Fitness Training – Running Shorts / Sweats:

1. Physical fitness running shorts or sweats are to be in good condition and not faded.

2. Tight fitting "bicycle" type shorts worn under shorts must be black in color.

3.7 – CNT TEAM UNIFORM SPECIFICATIONS

Purpose: This order will establish a policy for the uniforms worn by the CNT.

CNT Team Members will generally be expected to respond immediately to the scene of an incident without the benefit of being able to stop and change into a specific uniform. For this purpose, CNT personnel will be issued attire with the designation “Negotiator” on the back and on the front.

When attending planned events or training, CNT personnel will be expected to wear a dark blue SRU polo shirt, black pants, or other clothing approved by the CNT Commander.

Specifications:

A. Baseball Cap (optional):

1. Black cap.
2. The front of the cap will display the embroidered SRU logo.
3. Caps are to be worn in the “forward” position and are to be in good condition.

B. SRU Polo Shirt:

1. Polo shirts shall be dark blue in color and display the SRU logo over the left front chest.

C. CNT Uniform Pants:

1. CNT members will wear black pants, preferably tactical (5.11 style), or other pants that have been approved by the CNT Commander.

D. Shoes/Boots:

1. CNT members will wear black shoes or boots with black socks (if visible).

E. External Assault Shell:

1. External assault shells (equipped with ballistic panels) with “NEGOTIATOR” designations on the front and rear of the vest will be maintained by the CNT team and assigned to CNT members that may be in a “forward” negotiation position where protection is required.

2. CNT members will generally be expected to respond directly to the scene of an incident and should have their personal body armor readily available for their protection and identification purposes.
3. CNT members are encouraged to keep shells in their POV or Department take-home car at all times to assure availability during a response.

4.1 – SWAT & CNT TEAM LEADERS

Purpose: To establish standards for SRU SWAT and CNT Team Leaders

Team Leaders shall be qualified veteran operators of any of the member agencies for the SRU who are also members of SWAT or CNT.

- A. Team Leaders shall be instrumental in developing outlines and summaries for monthly training session and submitting these documents to the SRU Commander for approval and retention.
- B. Team Leaders will work with the Tactical and CNT Commanders respectively to develop strategies and options during operations.
- C. Team Leaders are expected to assign and direct team members during training and operations.

Standards: Team Leaders will be selected based on demonstrated leadership ability, experience, dedication, performance, and organizational skills.

Selection: Candidates for Team Leader positions will be identified by Tactical and CNT Commanders respectively and the final selections will be made by the SRU Commander in conjunction with the selectee's respective Chief of Police and the SRU Board of Chiefs.

4.2 – STANDARDS FOR LONG RIFLE / OBSERVER TEAMS

Purpose: To establish standards for SRU SWAT Team Long Rifle / Observers.

Long Rifle Operators and Observers shall be qualified employees of any of the member agencies for the SRU who are also members of the SWAT Team.

- D. During critical incidents the Long Rifle/Observers have primary responsibility for gathering and reporting information to the Tactical Command Post.
- E. In critical events the Long Rifle / Observer may be required to utilize deadly force on command to prevent the loss of innocent life.

Standards: Long Rifle / Observer Team Members will be selected based on proven ability and are expected to maintain the acceptable proficiency to effectively perform the duties of the position.

- A. Long Rifle / Observers shooting skills shall consistently meet the established marksmanship standards.

1. Long Rifle / Observers are responsible for maintaining their

marksmanship skills and proficiency.

2. Each Department will provide ammunition and training time as needed to ensure Long Rifle / Observer proficiency.
 - a. On-duty time will be available to maintain marksmanship skills.
 - b. This training time will consist of 10 hours of training per month specific to Long Rifle / Observer duties, in addition to the 10 hours standard time per month for all members of the SWAT Team.
 - c. Long Rifle / Observers will record all practice sessions and each individual shot in a Shooting Log.
3. Long Rifle / Observers will attend a POST approved basic Long Rifle / Observer school prior to being deployed.

B. Long Rifle Operators / Observers will participate in training specific to their specialty.

1. Long Rifle Operators will be aware of the tactics and operational functions of command and the individual teams to fully utilize their skills.

C. Observers will be trained to accurately observe, record and communicate what they see.

D. Long Rifle / Observers equipment at all times will be kept in working condition and ready to respond to a critical event or training.

1. Equipment will be maintained clean and serviceable and subject to inspection at any time.
2. Log books will be promptly and accurately maintained.
3. Long Rifle / Observers will know the mechanics and proper care and maintenance of their assigned weapons.
4. Malfunctions or damage to the weapons will be reported to the Team Leader and Team Rangemaster immediately for corrective action.
5. All work or repairs to the weapon will be recorded in the proper rifle record.

4.3 – DEPLOYMENT OF LONG RIFLE / OBSERVER TEAMS

Purpose: To establish deployment guidelines for deployment of Long Rifle / Observer Teams.

Long Rifle / Observer Teams may be deployed to positions of greatest advantage during critical incidents, while recognizing they may be required to utilize deadly force under departmental guidelines.

Procedure:

- A. Long Rifle / Observer Teams shall confirm the Rules of Engagement prior to deploying.
- B. Long Rifle / Observer Teams will deploy in teams of two, if at all possible.
- C. Long Rifle / Observers will proceed to their assigned vantage point.
 - 1. Once Long Rifle / Observers are in position, they will notify Tactical Command of their location and observations.
 - a. Long Rifle / Observers are to maintain an advantageous position to observe and contain the incident area.
 - b. If the Long Rifle / Observer identifies a better vantage point than assigned, they shall request permission from the Tactical Command Post to reposition themselves and await instructions to move.
 - c. They will remain in position until relieved by the Team Leader or Tactical Command.
 - d. All position and status changes shall be reported to Tactical Command.
 - 2. Long Rifle / Observers will stay in visual or whisper distance to support each other and maintain perimeter integrity.
 - 3. Long Rifle / Observers will rotate “On-Gun” duties to minimize fatigue.

- a. If both members of the Long Rifle / Observer team are Snipers, they may both be “On-Gun” if needed, but this time should be limited as much as possible.
 - b. Snipers will both be “On-Gun”, if practical, when entry teams approach a target to provide cover for the teams.
 - c. Snipers may both be “On-Gun” for simultaneous shots and for Tactical Command initiated shots to ensure neutralization of the suspect(s).
4. Once Entry Teams enter a target, Long Rifle Operators shall not take a shot inside the target area **absent exigent circumstances**.
 - a. They must, however, remain alert to observe, cover, and contain the scene.
 - b. Long Rifle / Observers are to remain alert to report and act upon possible injuries to Entry Team Members, to cover retreating Team Members, and for escaping suspect(s).
 - c. Should a suspect be observed preparing to, or shooting at Entry Team members, the Sniper may decide to use lethal force consistent with the adopted use of force policy for the SRU Team.
5. Call-Out Log will be maintained while on scene.
 - a. Long Rifle / Observers are to update Tactical Command and record the information in their logs.
6. Long Rifle / Observers will remain on-scene throughout the event until properly relieved by the Team Leader or Tactical Command.
 - a. At the end of a critical event, the Long Rifle / Observer Teams will de-brief to consolidate and review logs and discuss the various aspects of the event.
7. The Team Leader will collect all logs and reports.

4.4 – LONG RIFLE PROFICIENCY STANDARDS AND TESTING

Purpose: To establish standards required for selecting Long Rifle / Observers.

Long Rifle / Observers will be a qualified law enforcement employees selected from the agencies participating in the SRU Team based on demonstrated skills and ability.

A. Qualifications:

1. Selection: Long Rifle / Observers will be selected by the SWAT Commander and Team Leader, with approval by the officer's Chief of Police. Criteria will include, but not be limited, to: good judgment, physical condition, marksmanship, dependability, SWAT knowledge, leadership and conduct. Long Rifle / Observers shall maintain membership on the SWAT Team.

2. Active Status – Observer & Long Rifle: The Observer will be assigned to a fully trained Long Rifle / Observer team on call-outs. The Observer will carry an assigned sidearm and/or secondary weapon with which they have qualified. To become a Long Rifle Operator, the Observer must successfully complete a Basic Long Rifle course.

3. Inactive Status: Failure to maintain minimum fitness standards or adequate marksmanship can result in placement in an inactive status as a Long Rifle / Observer.

a. Physical Fitness: Inability to complete the physical fitness qualification shall result in an inactive status. If inactive due to an injury or medical condition, the Member has ninety days from the date they are returned to full duty status to re-qualify.

b. Marksmanship Skills: Inability to maintain marksmanship skills shall immediately result in Observer status or removal from the Long Rifle / Observer Team.

c. Conduct: Removal from the Long Rifle / Observer Team will be at the discretion of the SWAT Commander.

B. Testing

1. Physical Fitness Testing: Long Rifle / Observers will meet or exceed the minimum physical fitness standards established for the SWAT Team.

2. Marksmanship Testing: Rifle marksmanship tests will be conducted up to four times a year, with a minimum of two.

a. Any Member who cannot attend a scheduled marksmanship test must qualify within 30 days of the scheduled test date.

b. If a Member cannot pass the marksmanship tests, the Member must re-test another day in the presence of the Team Leader or Assistant Team Leader or a SWAT range master.

c. Rifle marksmanship re-testing should be done as soon as possible, since the Member is automatically reduced to Observer status upon failure.

4.5 – TEAM TRAINING POSITIONS

Purpose: To define the responsibilities of SWAT Team personnel who train others in specialized aspects of SWAT Team operations.

Instructors are responsible for training and qualifying Team Members in the safe use and deployment of specialized equipment and specialized aspects of SWAT Team operations.

Procedure:

A. SWAT Team Firearms Trainer.

1. Firearm Trainers must successfully complete a Firearms Instructor Course that has been approved by the Tactical Commander.
2. Firearm Trainers are responsible for maintaining and updating the SWAT Team's courses of fire as they pertain to all qualification courses.
3. Firearm Trainers will attend updated training and maintenance of their training skills as required by POST.
4. Firearm Trainers are responsible for documenting all firearms training sessions to the SWAT Team Leader.

4. Firearm Trainers are responsible for maintaining an inventory of all specialty ammunition maintained by the SWAT Team.

B. Chemical Agent Trainer.

1. Chemical Agent Trainers will successfully complete a Chemical Agent Instructor course that has been approved by the Tactical Commander.
2. Chemical Agent Trainers are responsible for maintaining and updating SWAT Team Member's skills as they pertain to the application and/or exposure to chemical agents.
3. Chemical Agent Trainers will attend a Chemical Agent course for updated training and maintenance of their training skills as required by POST.
4. Chemical Agent Trainers are responsible for maintaining an inventory of all chemical agents maintained by the SWAT Team. Chemical Agent Trainers are also responsible for the procurement of all SWAT Team chemical agents. These purchases shall be made in accordance with normal departmental procedures.
5. Chemical Agent Trainers shall be responsible for the disposal of all expired and/or used chemical agents.

C. Diversionary Device Trainer.

1. Diversionary Device Trainers must successfully complete a Diversionary Device Course that has been approved by the Tactical Commander.
2. Diversionary Device Trainers are responsible for maintaining and updating the SWAT Team's training and qualification as they pertain to the deployment of diversionary devices.
3. Diversionary Device Trainers will attend at least one course related to diversionary devices for updating training and maintenance of their training skills as required by POST.
4. Diversionary Device Trainers are responsible for maintaining an Inventory of all diversionary devices maintained by the SWAT Team. The inventory and disposal of diversionary devices shall be in accordance with local, state, and federal guidelines.

D. Breaching Trainer (Shotgun).

1. Breaching Trainers must successfully complete a Breaching Instructor Course approved by the Tactical Commander.
2. Breaching Trainers are responsible for maintaining and updating the SWAT Team's courses of fire as they pertain to shotgun breaching entry techniques.
3. Breaching Trainers will attend at least one course related to shotgun breaching techniques for updated training and maintenance of their skills as required by POST.
4. Breaching Trainers are responsible for documenting all breaching Training sessions to the SWAT Team Leader.
5. Breaching Trainers are responsible for maintaining the inventory of shotgun entry ammunition maintained by the SWAT Team. Breaching Trainers are also responsible for the procurement of SWAT Team munitions used for breaching. These purchases shall be made in accordance with normal departmental procedures.

E. Less Lethal Trainer.

1. Less Lethal Trainers must successfully complete a Less Lethal Instructor Course approved by the Tactical Commander.
2. Less Lethal Trainers are responsible for maintaining and updating SWAT Team's courses of fire as they pertain to less lethal munitions.
3. Less Lethal Trainers will attend at least one course related to less lethal munitions for updated training and maintenance of their skills as required by POST.
4. Less Lethal Trainers are responsible for documenting all less lethal training sessions to the SWAT Team Leader.
5. Less Lethal Trainers are responsible for maintaining the inventory of Less lethal ammunition maintained by the SWAT Team. Less Lethal Trainers are also responsible for the procurement of the SWAT Team's less lethal munitions. These purchases shall be made in accordance with normal departmental procedures.

5.1 – USE OF CHEMICAL AGENTS

Purpose: Establish guidelines for the safe introduction and use of chemical agents during call-outs and training exercises.

Chemical agents may be deployed to incapacitate dangerous or hostile subjects, unruly persons, or to overcome resistance to lawful law enforcement actions. SWAT may tactically deploy chemical agents to induce suspect(s) movement or deny or restrict movement and access to areas. They will be deployed under the below guidelines and only with the concurrence of the Tactical and Incident Commander.

Definition: For the purpose of this policy, chemical agents are defined as any liquid, solid, or micro-pulverized non-lethal substances which can be fired, launched, thrown, or otherwise propelled for the purpose of dislodging a barricaded suspect or sniper to facilitate the arrest procedure.

Examples of chemical agents include CN, CS and OC. Delivery methods include Ferret rounds, blast dispersion rounds/canisters, burning canisters and barricade penetrating rounds.

General:

A. The deployment of chemical agents is a tactical option that may be selected with the goal of protecting life and property and/or restoration of order. It is considered a “use of force” option and should be applied consistent with use of force at the level of OC.

1. The decision to deploy chemical agents will be solely the responsibility of the Incident Commander.
2. Generally this option will be exercised after the suspect has been given opportunities to surrender.
 - a. The Incident Commander is satisfied that negotiations have been exhausted, or communication with the suspect will not result in the suspects' surrender.

B. The deployment of this non-lethal option is intended to resolve the situation without creating a confrontation between the police and the suspect.

1. The deployment of chemical agents is to make the suspect's environment so uncomfortable that he/she seeks

to exit the structure or vehicle and can be safely taken into custody by an arrest team.

2. It is never the intent of SWAT to punish the suspect by using these devices.

Procedure: Only Team Members who have successfully completed training approved by the SWAT Commander in the proper use and deployment of chemical agents shall be authorized to use them during actual operations.

A. The Tactical Commander should arrange to have the Fire Department stand by before releasing CS or CN and consider evacuating areas around the objective site that may be effected by the application of those chemical agents.

1. The Tactical Commander should make every effort to determine whether there are infants, handicapped or developmentally disabled individuals or others with special needs that may be adversely affected in the specified deployment site.

2. The Team Member assigned to deploy the chemical agents will develop a Chemical Agents Deployment Plan that will determine how much agent will be used.

a. Where it will be introduced.

b. How it will be deployed.

c. The plan will then be presented to the Team Leader and Tactical Commander.

B. Prior to the introduction of chemical agents, contingency plans will be made for unexpected reactions by the suspect to the chemical agents and/or the failure of the chemical agent to affect the suspect.

C. CS and CN Chemical Agent Deployment Teams will have at least two members.

1. One Team Member will be assigned to deploy CS or CN and the other will be assigned to protect or "cover" the Team Member deploying these chemical agents.

a. Prior to the deployment both Team Members will inspect the munitions to avoid confusion or errors.

2. In some situations more than one Chemical Agent Deployment Team may be deployed.
3. Once the Chemical Agent Deployment Team(s) are in place, they will advise the Tactical Command Post.
4. The Tactical Commander will advise them when to deploy the munitions and this order will be repeated by the Chemical Agents Deployment Team to eliminate any confusion.
5. During deployment, the deploying officer and "cover" officer shall wear their chemical agent masks or have them readily available.

Post Incident:

- A. The Tactical Commander will ensure First Aid is administered to subjects coming into contact with the chemical agents.
- B. The Tactical Commander will ensure the responsible party for the site is given decontamination instructions for the site.

5.2 – USE OF DIVERSIONARY DEVICES

Purpose: To establish a guideline regarding the use of Flash/Sound Diversionary Devices for the SWAT Team.

Only those personnel who have successfully completed training as approved by the SWAT Commander which covers the proper deployment of flash/sound diversionary devices shall be authorized to deploy them in operations. Their use will be restricted to trained personnel.

Procedure: Except in extreme emergencies (i.e.; life-threatening situations), flash/sound diversionary devices shall not be used without prior authorization of the Incident Commander or Tactical Commander.

- A. Generally, flash/sound diversionary devices may be considered whenever the use of a less lethal diversion would help facilitate entry, enabling arrest and potentially reducing the risk of injury by disorientation of potentially dangerous suspects.
- B. Circumstances for the use of flash/sound diversionary devices shall include, but not be limited to:

1. Barricaded suspect and/or hostage situations
2. High-risk warrant services
3. In order to distract a violent person, mentally deranged persons or persons believed to be under the influence of alcohol/drugs and necessary to facilitate apprehension.
4. When the Incident Commander or Tactical Commander deems their use necessary to safely resolve an incident.

C. Prior to deploying flash/sound diversionary devices, SWAT Team Personnel shall consider all available intelligence information and circumstances (i.e., presence of small children or elderly persons, etc.) and shall evaluate the feasibility of alternative means of distribution.

D. Flash/sound diversionary devices should be deployed in an area visible to the deploying officer. The deploying officer will not throw the device at or near anyone.

E. When deciding whether to use diversionary devices, consideration will be given to the potential for fire danger resulting from the proximity to flammable materials.

F. Due to the fact flash/sound diversionary devices have the potential to Ignite flammable materials, the Fire Department will be requested to stand by and a portable fire extinguisher will be readily accessible when there is a planned deployment of these devices. In any situation a flash/sound diversionary device is deployed, all SWAT Team Members in the area will wear Nomex hoods and gloves as appropriate.

G. The Tactical Commander will review the use of flash/sound diversionary devices, as soon as practical following each incident or operation to ensure the devices were used according to policy and that the devices functioned properly.

5.3 – USE OF LESS LETHAL AMMUNITION

Purpose: To establish a policy regarding the handling, deployment and reporting procedures for less lethal impact projectiles when used by SWAT.

The SWAT Team permits the use of less lethal munitions to assist with the de-escalation of potentially violent confrontations. Only personnel who have successfully completed training approved by the SWAT Commander

in the proper use and deployment of less lethal impact projectiles shall be authorized to use them during actual operations.

Procedure: The deployment and use of these devices can assist in achieving the goal of protection of life, property, and/or restoration of order.

A. Less lethal impact projectiles constitute a use of force and shall be deployed consistent with the level of the baton.

B. Less lethal weapons should be considered whenever the use of less lethal options could reduce the risk of more serious injury, assist in an arrest and/or the restoration of order.

C. Circumstances justifying the use of these munitions include, but are not limited to:

1. Restoration or maintenance of order during a civil disturbance.
2. Control violent/armed persons.
3. Subduing fleeing felons
4. Subduing vicious animals
5. Situations wherein the Incident Commander or Tactical Commander deems their use necessary to resolve an incident and minimize injury to those involved.
6. Any potentially dangerous suspect who fails to comply with Team Member's commands.

D. Storage and Handling: Storage of less lethal munitions should conform to manufacturers' recommendations.

1. Generally, they should be stored in their original container in a cool dry place.
2. Munitions which have been removed from their original container shall be clearly and conspicuously identified as "less lethal" to prevent confusion with lethal munitions.
3. Under no circumstance will less lethal be kept in a manner, which might lead to confusion between less lethal munitions, lethal munitions, and chemical agents.
4. Generally, less lethal and lethal munitions should be stored in separate containers or cabinets.

5. Under no circumstances shall any person be authorized to alter in any manner any less lethal impact projectiles.

6. Misfires and duds shall be recovered, rendered safe and removed from service.

E. Use of Less Lethal Munitions

1. When deployment is necessary SWAT Team Members designated to deploy less lethal will load their respective weapons in the presence of another SWAT Team Member.

a. Both Team Members shall examine the munitions prior to loading them into the weapon. Members will insure the correct less lethal ammunition is loaded into the weapon.

2. All less lethal deployment teams will include a minimum of two members.

a. One member to deploy the less lethal munitions and the other(s) to provide cover.

3. The SWAT Team will designate shotguns and/or .40 mm launchers that are dedicated strictly to deploying less lethal munitions. These weapons will be clearly marked or color-coded for identification purposes.

4. If possible, prior to deploying the less lethal option, the SWAT Team Leader will advise the team by radio that less lethal munitions are about to be deployed.

5. Immediately after the deployment, the Team Member deploying the munitions will advise, via radio, the round fired was less lethal.

a. These announcements are intended to alert team members of what is occurring and to eliminate "sympathetic fire."

6. Team Members shall not aim less lethal projectiles at the head, neck, or throat of any suspect unless lethal force would be appropriate.

F. Medical Considerations

1. Although less lethal munitions are designed not to be fatal, there exists a potential for these rounds to cause death or serious physical harm.
2. Every subject who is struck with a projectile will be examined by Paramedics at the scene.
 - a. Upon the completion of the examination by paramedics, the subject will be transported to the hospital emergency room for evaluation and medical clearance.
 - b. The subject must have medical clearance prior to being booked or placed on a psychiatric hold.

5.4 – SHOTGUN BREACHING PROCEDURE

Purpose: To establish a policy regarding the use of shotguns to breach doors and windows during high-risk entries.

Only those personnel who have successfully completed training approved by the SWAT Commander covering the use of a shotgun for breaching will be authorized to utilize this technique during operations.

Procedure: Except in extreme emergencies (i.e., life-threatening situations), shotgun breaching will not be used without prior authorization of the Incident Commander or Tactical Commander.

A. Generally, shotgun breaching may be considered whenever the use of less lethal force would help facilitate entry, enabling arrest and potentially reducing the risk of injury.

B. Circumstances for the use of shotgun breaching shall include, but not limited to:

1. Barricaded suspect and/or hostage situations.
2. High-risk warrant services.
3. In order to distract a violent person, mentally deranged person or persons believed to be under the influence of alcohol/drugs and necessary to facilitate apprehension.
4. When the Incident Commander or Tactical Commander deems their use necessary to safely resolve an incident.

C. Prior to breaching doors and windows with a shotgun, SWAT Team personnel shall consider all available intelligence information and circumstances (i.e., presence/location of small children or elderly persons, innocent parties, etc.) and shall evaluate the feasibility of alternative means of entry.

D. When employing the shotgun to breach secure accesses to buildings, the following steps will be taken.

1. Load the shotgun to capacity with tampered mass rounds.
2. Identify the target.
 - a. Door locking mechanism
 - b. Door hinges
 - c. Bolts
 - d. Window locks
 - e. Padlocks
 - f. Assess background

E. Shotgun breaching is potentially a lethal use of force, however, the technique is only to be approved when directed against inanimate objects.

F. The Tactical Commander will review incidents where the shotgun was used to breach doors and windows, as soon as practical following each incident or operation to ensure the technique was used according to policy.

Equipment

A. Ammunition

1. Tampered mass round (preferred) that breaks into non-lethal particles after the target is destroyed.
2. Although not designed for breaching, standard 12-gauge ammunition including buckshot, birdshot and rifle slug can also be utilized as breaching rounds. It is important to remember that a lethal projectile(s) will be introduced into the objective.

6.1 SRU PHYSICAL FITNESS TEST – Pass / Fail

1. Pull Ups

A SWAT Team Member must complete two (2) pull ups, wearing a tactical vest with trauma plate. For the pull up to count, the Team Member must start from a hanging position (palms forward) on a pull-up bar. The Team Member must pull their body weight up until their chin is above the pull-up bar. The Team Member must then lower their body until their arms are fully extended to the hanging position. All pull ups must meet the approval of the SWAT Team Leader.

2. Push Ups

A SWAT Team Member must complete thirty (30) push ups. For the push up to count, the Team Member must fully extend their arms, lower their chest to another Team Member's fist (upright), and then return to the extended arm position. All push up movements must meet the approval of the SWAT Team Leader.

3. Crunches

A SWAT Team Member must complete fifty (50) crunches under 1:45 minutes. For the crunch to count, the Team Member must start with their shoulder blades flush on the ground. The Team Member must lift their shoulder blades completely off the ground, then return to the start position. All crunch movements must meet the approval of the SWAT Team Leader.

4. Obstacle Course

A SWAT Team Member must complete the $\frac{3}{4}$ mile obstacle course in under 10:00 minutes. The course will include a seven cone weave pattern on the first lap (cone pattern 4 yards wide, 5 yards apart). At the completion of the first lap, the Team Member will complete a ten (10) yard dummy drag (165 lb. dummy). The Team Member must lift the dummy from under the arms and drag the dummy completely through the 10 yard distance. The Team Member will then continue running and do a push up at a point outside each of the cones marking the seven cone weave pattern on the second lap.

On the third lap (last $\frac{1}{4}$ mile), a tactical vest will be worn. The Team Member will then run up and down a flight of stairs carrying a breaching ram. The Team Member will then complete a 10 yard "bear crawl" near the end of the course (hands and feet only on the ground).

6.2 SRU – SWAT HANDGUN / RIFLE QUALIFICATION COURSE

Rifle / Handgun Course – 50 Yard Range

Ammunition: 29 rounds rifle; 27 rounds handgun

Rifle: 2 ten round mags, 1 nine round mag

Handgun: 3 nine round mags

Gear: Full entry gear

Target: 1 target per Operator

Course Description:

The shooter starts at the paper targets (zero yard line) and runs to the 50 yard line. Shooting begins shooting at each station on order of the Rangemaster.

Rifle: 50 yard line. Using 10 round mag. The shooter will shoot 5 rounds kneeling, 5 rounds prone, all to center mass.

Rifle: The shooter moves to the 30 yard line. Using 10 round mag. 5 rounds standing; 5 rounds kneeling, all to center mass.

Rifle: The shooter moves to the 15 yard line. Using 9 round mag. 2 rounds standing, center mass; 1 round to the head. **Repeat three times.**

Transition to Handgun

Handgun (all standing): At 15 yard line. 3 rounds center mass. **Repeat 3 times.**

Shooter moves to the 7 yard line. 2 rounds to center mass; 1 to the head. **3 times.**

Shooter moves to the 5 yard line. Two-hand grip: 3 head shots. Strong hand unsupported: 3 rounds center mass. Weak hand unsupported: 3 rounds center mass.

Reloading:

The shooter shall stop, advise of reloading when necessary, reload and then advise when coming back to the ready position. The shooter must be reloaded and ready to shoot, prior to moving to the next shooting station.

Scoring: This qualification is pass/fail. Any rounds off center mass/head is a fail.

The shooter is responsible for clearing all malfunctions. The Rangemaster may grant an alibi if there is sufficient cause.

6.3 MEMBER AGENCY – OPERATOR AVAILABILITY – EXAMPLE

****EXAMPLE/TEMPLATE****

POLICE DEPARTMENT

SRU ACTIVATION PROCEDURE

This activation procedure will be for unplanned critical incidents that require the use of Police Department personnel who are members of the SRU, both CNT and SWAT elements. Pre-planned incidents should not require this same procedure, as scheduling for patrol coverage and officer availability will be easier to coordinate when the date and time for a planned SRU operation is known (i.e.: search warrant/arrest warrant service).

General SRU Call-Out Procedure:

Once the SRU Commander confirms that the SRU will respond to a given unplanned critical incident, County Dispatch will send out a page for all needed team members. Each team member must then respond to the page by calling in to one of the designated SRU Commanders, giving their availability for the call-out and ETA to the scene, once cleared by their own agency. The individual team members then respond to the staging location after picking up any necessary assigned gear.

Police Department – Officer Availability Protocol:

- Once an SRU call-out page is sent from County Dispatch, individual team members will first contact the appropriate representative/supervisor from their own agency to confirm their availability to assist in the call-out. Availability depends on agency staffing, current assignment, etc. This will be done prior to notifying the SRU of their availability.
- Individual team members will understand that they are not exempt from normal Department responsibilities such as court, training, etc. just because there is an SRU call-out.
- Each member on the team must let their Team Leader know of any additional duties that may hinder their response on a call-out, such as a jury trial or other already planned duty assignment.

At times, officers will be allowed to respond to an incident for a certain time duration, then be replaced by other personnel so they can return to normal duties or other required assignments. This info should be relayed to SRU command.

6.4 Agency Firearms Qualification Compliance Letter - SAMPLE

AGENCY LETTERHEAD

****EXAMPLE/TEMPLATE****

April 17th 2017

Bill Clark, Commander, Monterey Peninsula Regional Special Response Unit
Monterey Police Department
351 Madison Street
Monterey, CA 93940

RE: Current weapons qualification letter for **CITY NAME** Police Department members of the Monterey Peninsula Regional Special Response Unit's SWAT Team

CMDR Clark,

This letter serves as notification that **CITY NAME** Police Officers and members of the Monterey Peninsula Regional Special Response Unit's SWAT Team: **INSERT OFFICER NAMES HERE** are currently handgun and rifle qualified pursuant to the **CITY NAME** Police Department's policies and procedures regarding firearms training.

Sincerely,

RANGEMASTER NAME, Rangemaster
CITY NAME Police Department



Monterey Peninsula Regional Special Response Unit

Risk Assessment Matrix*

LOCATION: _____ DATE: _____

Instructions

- Step 1: Read through each of the five sections and make a “√” mark in the “**highest risk**” statement that applies to this incident for each of the five sections.
- Step 2: Write the number in the section score box. Write “0” in the score box if the section does not apply.
- Step 3: Add the numbers from each section score box and write the total in the “total score” box.

*The purpose of this matrix is to determine the need for Special Response Unit (SRU) deployment. While it cannot address every conceivable scenario, it is to be utilized as a guide to maximize officer and citizen safety. The Commander has the discretion to deploy SRU SWAT, CNT and other resources for extraordinary circumstances that this matrix may not address.

SECTION 1: CRIME(S) INVOLVED IN PLANNED OPERATION, SEARCH OR ARREST WARRANT √ POINTS

Drug Crime		4
Crime involving a firearm or crime against person		8
Homicide		10
Section Score		

SECTION 2: CRIMINAL / MENTAL HISTORY OF PRIMARY SUBJECT OR INVOLVED SUBJECT(S) √ POINTS

Subject(s) has a criminal arrest record		2
Subject(s) has a criminal arrest record for drug crimes or crimes against persons		4
Subject(s) has resisted apprehension or search; or has utilized surveillance measures or tactics		6
Subject(s) has committed a violent felony, has gang affiliation, is suicidal, or has made threats to kill		8
Subject(s) has possessed dangerous weapons, firearms or explosives during any incident		10
Section Score		

SECTION 3: METHOD OF ENTRY AND STRUCTURE TYPE
 ✓ **POINTS**

Use of a ram or other tools may be required for forced entry		4
Structure is significant in size and tactically challenging		8
Specialized breaching is required; location is "fortified"; "booby traps" or "guard dogs" are likely present		10
Section Score		

SECTION 4: AVAILABILITY OF FIREARMS / WEAPONS TO INVOLVED SUBJECT(S)
 ✓ **POINTS**

Firearms are believed to be present at the location of the operation		8
Subject(s) has access to assault weapons / high powered firearms		10
Section Score		

SECTION 5: ASSAULTS OR THREATS TO POLICE OFFICERS
 ✓ **POINTS**

Subject(s) has assaulted police officers or has threatened police officers		10
Section Score		

TOTAL SCORE:

COMMENTS & ADDITIONAL INFORMATION:

Decision Matrix Guidelines:

- 0-14 Points:** Patrol supervisor or Investigations supervisor may handle planned operation or warrant service.
- 15-24 Points:** Typically, SRU deployment is **recommended**. Planned operation or warrant service requires notification of the SRU Commander in advance, if possible.
- 25+ Points:** Typically, SRU deployment is **mandatory**. Planned operation or warrant service requires notification of the SRU Commander in advance, if possible.

MPRSRU Procedure Manual
 Revised:02/2020

Confidential – Law Enforcement Sensitive

Initiating Supervisor/Agency _____ Date _____

SRU Commander _____ Date _____

