



Division Procedure

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POLICY MANUAL 2019

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The policy and procedures contained herein, supersedes any and all prior Specialized Enforcement Division or SWAT policy and is effective from the date of publication until further notice.



Mission Statement

The San Bernardino County Sheriff's Department's Special Weapons and Tactics (SWAT) Team, consists of a group of highly trained, highly motivated, well-conditioned, and specially equipped individuals that, as a team, can be safely and effectively deployed to handle high risk situations that exceed patrol capabilities.

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GLOSSARY

VOLUME 1 - GENERAL PROVISIONS

- 1/100 SPECIALIZED ENFORCEMENT
DIVISION POLICY MANUAL
- 1/101 NUMBERING SYSTEM
- 1/102 MAINTENANCE OF DIVISION MANUAL
- 1/103 ADDITIONS OR AMENDMENTS TO DIVISION
MANUAL

VOLUME

1

1/100 Specialized Enforcement Division Policy Manual

The Specialized Enforcement Division Policy Manual will be maintained electronically in the SED Division Policy Manual folder. This folder will be accessible to all SED personnel on their department computers.

The rules and regulations set forth in the Specialized Enforcement Division Policy Manual are guidelines for the actions of members assigned to the division. They are an aid to interpret the department policy as it relates to this division.

Under no circumstances will the contents of this manual supersede the rules and regulations as written in the San Bernardino County Sheriff's Department Manual.

The intent of this manual is to address and clarify situations that are unique to the Specialized Enforcement Division. Therefore, the information contained in the department manual will generally not be duplicated herein.

Employees of the Specialized Enforcement Division are expected to be familiar with the contents of the departmental manual and this division manual and are responsible to act according to their policies and procedures.

Department Policy Manual Changes

The member shall be familiar with the department and division written policies, rules, and procedures under their span of control. In addition, supervisory personnel shall alert their personnel of any changes in the department and/or division policies.

Procedures

1. The Specialized Enforcement Division Captain (Division Commander) will review changes in department and/or division policy. Upon review, the new policy change will be given to the Division Lieutenant (SWAT Commander), who will review the changes. He will post the changes electronically and notify all SED members of the changes.

Division Procedure for Alerting Personnel

Each squad sergeant will:

1. Review changes with personnel under the span of his control.
2. Provide "in service" training for new changes if applicable.
3. Ensure implementation and adherence to the new policy.

1/101 Numbering System

The numbering system used in this manual is similar to that used in the department manual. Example:

1/234
Volume = 1
Chapter = 2
Section = 34

1/102 Maintenance of Division Policy

The Specialized Enforcement Division Administrative Sergeant will be responsible for keeping the division manual current. He will review the manual during the first quarter of each calendar year, checking for any sections that should be amended or updated. Any revisions or corrections will be presented to the SWAT Commander for review.

1/103 Additions or Amendments to the Division Policy

Proposed additions or amendments to the division policy will be directed by a memo to the SWAT Commander, Division Commander or county counsel for review. Any additions or amendments approved by the SWAT Commander will be forwarded to the Division Commander for final approval.

Upon final approval, the Division Commander will initial the memo and it will be added to the appropriate section in the division policy. Additions and amendments will be presented to supervisory personnel as a directive from the Division Commander.

VOLUME

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VOLUME 2 MANAGEMENT PROCEDURES

- 2/100 CHAIN OF COMMAND
- 2/101 ORGANIZATIONAL BREAKDOWN
- 2/102 DIVISION RESPONSIBILITIES
- 2/103 TIMELY NOTIFICATIONS
- 2/104 DIVISION KEY CONTROL
- 2/105 VACATION POLICY
- 2/106 TIMELINESS OF SWAT AFTER ACTION REPORTS
- 2/107 MANDATORY SWAT TRAINING
- 2/108 SWAT QUALIFICATIONS

MANAGEMENT PROCEDURES

2/100 Chain of Command

To ensure the unity of command, defined lines of authority must be drawn to delineate a working relationship between each employee and the Division Commander. Each employee must be aware of his relative position within the division, to whom he is responsible, and those persons who are accountable to him. Each employee should strive at all times to operate within the division's chain of command. Refer to the Specialized Enforcement Division's Organizational Chart.

The Division Commander maintains an "open door" policy regarding all matters concerning the division. The Division Commander is available either in person or by phone to any member of the division. This policy is not meant to discourage employees from bringing matters of concern to their immediate supervisors or the SWAT Commander.

The chain of command for the Specialized Enforcement Division is as follows:

1. Sheriff
2. Undersheriff
3. Assistant Sheriff
4. Deputy Chief, Special Operations Bureau
5. Captain, Specialized Enforcement Division
6. Lieutenant, Specialized Enforcement Division
7. Sergeant, Specialized Enforcement Division
8. Detective/Corporal, Specialized Enforcement Division
9. Deputy, Specialized Enforcement Division

Note: In the absence of a sergeant, a detective/corporal or deputy with a title of "acting sergeant" will act as the squad leader assigning on-scene responsibilities on criminal investigations. The "acting sergeant" cannot assume the administrative responsibilities of a sergeant and should call another squad's sergeant or the SWAT Commander when in need of assistance.

MANAGEMENT PROCEDURES

2/101 Organizational Breakdown

The Specialized Enforcement Division consists of personnel employed by the Sheriff's Department with the following designations:

- Captain
- Lieutenant
- Sergeant
- Detective/Corporal
- Deputy
- Reserve Deputy
- Secretary I
- Office Specialist
- Office Assistant
- Sheriff's Service Specialist
- Public Service Employees
- Extra Help Positions

Additionally, there are a number of personnel assigned to the Specialized Enforcement Division who are employed by other law enforcement agencies. This includes positions used to augment the division in "task force" assignments. This number varies and is not included in this breakdown.

2/102 Division Responsibilities

For the purpose of division responsibilities, there shall be three separate designation terms used to identify segments of the division.

1. The entire Specialized Enforcement Division under the control of a Division Commander.
2. Platoon, or Squad, under the command of the SWAT Commander.
3. Squads, those areas under the control of a sergeant.

The span of control of each area is defined below and includes some major responsibilities.

SPECIALIZED ENFORCEMENT DIVISION ORGANIZATIONAL BREAKDOWN

Under the command of the Division Commander, the span of control encompasses the entire division.

Green Platoon:

Green Platoon is under the command of the SWAT Commander. Green Platoon consists of sergeants, corporals, and deputies assigned to Squads 1 and 2.

Tan Platoon:

Tan Platoon is under the command of the SWAT Commander. Tan Platoon consists of sergeants, corporals, and deputies assigned to Squads 3 and 4.

Squad 1:

Squad 1 is under the control of a sergeant and assigned to the high-desert offsite office. The responsibilities of Squad 1 include but are not limited to:

- Assisting stations, divisions, and other agencies at the direction of the SWAT Commander
- Investigation of fugitive cases
- SWAT responsibilities

Squad 2:

Squad 2 is under the control of a sergeant and assigned to the Specialized Enforcement Division office. The responsibilities of Squad 2 include but are not limited to:

- Assisting stations, divisions, and other agencies at the direction of the SWAT Commander
- Investigation of fugitive cases
- SWAT responsibilities

Squad 3:

Squad 3 is under the control of a sergeant and assigned to the high-desert offsite office. The responsibilities of Squad 3 include but are not limited to:

- Assisting stations, divisions, and other agencies at the direction of the SWAT Commander
- Investigation of fugitive cases
- SWAT responsibilities

Squad 4:

Squad 4 is under the control of a sergeant and assigned to the Specialized Enforcement Division office. The responsibilities of Squad 4 include but are not limited to:

- Assisting stations, divisions, and other agencies at the direction of the SWAT Commander
- Investigation of fugitive cases
- SWAT responsibilities

Arson/Bomb Detail:

The Arson/Bomb Detail is under the control of a sergeant and assigned to the Specialized Enforcement Division office. The responsibilities of the Arson/Bomb Detail include but are not limited to:

- Fires where arson is suspected
- Bombs and bombings
- Explosives and explosive permits
- Weapons and weapons of mass destruction
- SWAT responsibilities (Tactical Tractor Operation, Long Rifle Team, and Entry for cross trained employees)
- Conducting explosive magazine inspections

Administrative Training Detail:

Under the control of a sergeant, the Administrative Training Detail's responsibilities include but are not limited to:

- At the direction of the SWAT Commander, planning, facilitating, and documenting division training.
- Evaluation, issuance, inspection, repair, and recordkeeping associated with division equipment and weapons.
- Administrative functions at the direction of the SWAT Commander.

Professional Staff:

Under the control of the Administrative Sergeant, the Professional Staff Employees consist of clerical staff and a Sheriff's Service Specialist, who assist in the day to day operations of the Specialized Enforcement Division.

2/103 Timely Notifications

All personnel are required to make timely notifications to a supervisor or to the on-call sergeant, in compliance with department policy. This includes weekend call outs, noteworthy arrests, or any other event that might be of interest to the Executive Staff, or the Division Command Staff.

It is the responsibility of each sergeant to notify the SWAT Commander or the Division Commander of the Specialized Enforcement Division, either personally (preferred) or by leaving a message, as soon as practical.

2/104 Division Key Control

[REDACTED]

[REDACTED]

2/105 Vacation Policy

A vacation list will be circulated during November of each year. This list will be used for planned vacations, which extend from one week to four weeks in duration. Selections will be made on a seniority basis (based on rank, date of rank, and time on the department). A separate list will be made for all designations within the organizational breakdown. First vacation picks will be consecutive. Employees may split their vacations only after all personnel have been afforded the opportunity to choose vacation.

Impromptu or short-term leave may be approved by a sergeant. However, each request will be considered on an individual basis depending on the needs of the division. A sergeant may authorize vacation leave consisting of no more than three days. The SWAT Commander shall be notified of all short-term leave.

Generally, the following guidelines will govern the number of employees off at any given time. Exceptions will be considered on an individual basis.

Professional Staff

Generally, only one clerical employee will be allowed vacation at any given time.

Squads with SWAT Responsibilities

To maintain sufficient personnel to handle SWAT responsibilities throughout the county, those squads that have SWAT responsibilities shall generally only have one sergeant off on vacation at any time.

No more than three safety employees with SWAT responsibilities may be on vacation at any time.

2/106 TIMELINESS OF SWAT AFTER ACTION REPORTS

To assure timely completion of SWAT after action operation reports, it shall be the responsibility of the Entry Team sergeant to ensure that all SWAT after action reports are completed within forty-five (45) days of the incident and that they are thorough and complete. Included in the report shall be the following:

1. SWAT after action report completely filled out including a diagram of the incident location.
2. CAD printout of incident.
3. Any related station reports. These may have to wait until completion by the station personnel, but the responsibility exists to ensure that they are placed in the file after completion.
4. An IOM from the first call sergeant to the SWAT commander outlining the following:
 - a. Munitions expended, to include chemical agents, light sound, diversionary devices, or any other munitions.
 - b. Documentation of any damage, or lack thereof, to any private property.
 - c. Documentation of damage, or lack thereof, to county property.
 - d. Documentation, of any injuries to citizens, suspects, officers, or lack thereof.
 - e. Summary of circumstances surrounding the incident.
 - f. Any other reports or information deemed important and related to the incident.

The short form shall be utilized for limited call outs or warrant service that falls within the following parameters:

- No **major** damage to any of the structures or vehicles (ex: broken door or window is considered minor damage)
- No reportable use of force
- No chemical agent deployment
- No threat of litigation by suspect and / or victim

The mere presence of any of the Armored Rescue Vehicles (ARVs) does not negate using the short form. If the call falls within the above parameters, even with an ARV, you may still use the short form.

The short form shall consist of the After-Action Report (AAR) in the standard binder, the standard AAR, criminal report, call-history, copies of warrants, photographs; and belt recordings. No IOM or dispatch recording is necessary to complete the short form.

The long form shall be utilized for all other SWAT incidents.

All SWAT After Action Reports shall be kept in a file maintained by the Administrative Sergeant for a minimum of five years.

2/107 Mandatory SWAT Training

Every safety employee who is assigned to the Specialized Enforcement Division and tasked with SWAT responsibilities shall receive 120 hours of basic instruction in SWAT operations. This training shall be provided at the next available department basic SWAT course.

Every safety employee tasked with a “specialty” assignment within the division (e.g. long rifle, chemical agent’s grenadier, non-lethal, AARV operator) shall be provided the required training as soon as practical, pursuant to POST SWAT Standardized Training Guidelines.

2/108 SWAT Qualifications

SWAT operations are demanding and require operators to sustain a high state of readiness. Operators are required to be mentally and physically fit. To ensure each operator maintains a high level of proficiency, mandatory qualification tests will be administered twice a year, approximately six months apart.

Safety personnel assigned to the SWAT Team must pass all applicable qualification tests. Failure to qualify during a given cycle will cause the operator to be ineligible to deploy during SWAT operations with the team. Failure to qualify for two cycles may result in permanent removal from the division. An extension may be granted on a case by case basis, at the discretion of the Division Commander or SWAT Commander.

Safety employees will maintain passing qualifications for physical fitness, handgun, and select-fire carbine proficiency. In addition to these qualifications, any safety employee assigned a specialty weapon shall maintain a passing qualification.

VOLUME

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3/100 MANDATED TRAINING

3/101 FIREARMS

3/102 INFORMANTS IN DIVISION/OFF-SITE OFFICES

3/103 RADIO FREQUENCY POLICY

3/104 UNDERCOVER INVESTIGATIONS

3/105 ON-CALL PROCEDURES

3/106 PERSONAL APPEARANCE/DRESS

3/107 STATISTICAL REPORTS

3/108 EXPENSE REPORTS

3/109 SAFETY EQUIPMENT

3/110 INVESTIGATIVE FUNDS

3/111 INVESTIGATIVE FUND REIMBURSEMENT

3/112 EQUIPMENT

3/113 SECURITY OF EQUIPMENT AND VEHICLES

3/114 TRANSFER AND/OR DISPOSITION OF EQUIPMENT

3/100 Mandated Training

All safety employees assigned to the Specialized Enforcement Division are required to participate in the department trimester training, and any other department mandated training. Additionally, every safety employee assigned SWAT responsibilities shall attend weekly SWAT training. under the supervision of the SWAT Commander. The Administrative Training Detail will maintain an electronic copy of all SWAT training. The documentation will include the names of participants and a detailed description of the training.

At the discretion of the SWAT Commander, the Administrative Training Detail shall ensure that all training documents are submitted and maintained in the SED share drive. This will generally include the training lesson plan, detailed notes, the safety briefing, and a roster of attendees.

3/101 Firearms

All firearms utilized by safety employees assigned to the Specialized Enforcement Division shall comply with Department Manual Section 2.616. In addition, all safety employees shall qualify each trimester with their duty, alternate duty, off duty, and/or back-up weapons. All weapons shall be inspected by range personnel.

Division safety employees having SWAT responsibilities shall comply with guidelines set forth by the SWAT Commander with reference to firearms and other specialty weapons.

3/102 Informants in Specialized Enforcement Division Offices

[REDACTED]

3/103 Radio Frequency Use

[REDACTED]

[REDACTED]

3/104 Undercover Investigations – Safety Employees

Undercover transactions of either controlled substances and/or property shall be approved by a squad sergeant prior to the transaction.



All safety employees shall conform to departmental policy as outlined in Department Manual Section 3.256 – 3.256.10, with regard to conduct.

3/105 On-Call Procedures

SWAT Call-Outs:

The SWAT Commander shall be the primary contact person for dispatch for all requests for SWAT assistance. The SWAT Commander will evaluate all SWAT requests and assign SWAT personnel as needed.

Arson/Bomb Detail On-Call:

Each week, two Arson/Bomb Detail members will be designated as “on-call.” One Arson/Bomb Detail member will be designated as first “on-call” and the other will be designated as second “on-call”.

On-Call Personnel Responsibilities

Personnel assigned to the Special Enforcement Division shall maintain a state of readiness when placed on “on-call” status. Accordingly, personnel shall ensure immediate access to any and all required equipment and ensure that the equipment is properly maintained. On-call personnel shall not consume alcoholic beverages. Additionally, on-call personnel shall ensure a response time within one hour. If a delayed response time is expected, personnel must first secure permission from their supervisor.

3/106 Personal Appearance and Dress

It is understood that by the very nature of assignment to this division, certain dress and grooming standards established by the department do not apply. Departure from department grooming and dress standards shall be at the discretion of the Division Commander.

Clothing

Safety employee personnel are authorized to wear civilian attire. Employees are prohibited from wearing shorts, sweat suits, open toed shoes, tank tops, and shirts with inappropriate logos or attire otherwise deemed offensive and non-professional.

The squad sergeant will monitor the squad member's attire when involved in surveillance or during investigative work.

When personnel are appearing in court for reasons other than jury trials, appropriate civilian attire, to include the approved division polo shirt shall be worn. When personnel are appearing in court for jury trials, a "Class A" uniform or suit and tie shall be worn.

All safety employees assigned to the division with SWAT responsibilities will maintain a "Class A" uniform at their assigned duty location, or at a location where it is readily available.

Tactical Uniform

The operational uniform shall be the same amongst all SWAT operators to maintain a standardized appearance. The current SWAT operational uniform is the Crye Precision Combat Shirt (Ranger Green), Combat Pant (Ranger Green), and approved green Salomon hiking style boot.

During training, the Crye uniform other uniform styles approved by the SWAT Commander that fall under the following guidelines:

SWAT Team Shirt

The shirt shall be long sleeved and waisted and shall be olive drab green or similar in color. All patches shall be subdued in color.

SWAT Team Trousers

Trousers shall be olive drab green or similar in color.

SWAT Team Boots

Due to the wide range of weather and terrain conditions encountered throughout the county, boots worn by members of the SWAT Team while in tactical uniform shall be mission specific.

During most tactical situations, personnel shall wear a hiking style boot that is green and black in color. Prior to use, all boots must be approved by the SWAT Commander.

During periods of inclement cold weather, the hiking style boot may be replaced with appropriate boots that have been approved by the SWAT Commander.

SWAT Dress Uniform

SWAT Dress Shirt

The shirt shall be long sleeved and waisted, olive drab green or similar in color, having (2) breast and (2) side pockets. The pockets shall have "hook and loop" tab closures and the front of the shirt shall have button closures and shall be worn over the division approved t-shirt. The shoulder patches and cloth patches shall be subdued in color.

SWAT Dress Trousers

Trousers shall be olive drab green in color, with drawstring ties at the ankles. The trousers shall have a quarter-cut side pocket, blouse-type legs, front and rear pockets that close with Velcro tabs.

SWAT Dress Boots

The department standard polished black boot shall be worn with the "Class A" uniform. The hiking style boot will be worn with the SWAT Dress Uniform.

Tactical Vest

 An embroidered patch with the member's call sign will be affixed to the top right portion of the vest. In addition, a call sign patch will be affixed to the back of their tactical helmet. The call sign policy will be in compliance with Penal Code Section 830.10.

The same policy will apply to the issued "day-to-day" protective vest.

Tactical Helmet

An embroidered patch with the member's call sign will be affixed to the rear portion of the helmet. Tactical helmets shall be worn by the operator during preplanned tactical operations.

Physical Training Uniform

During all physical training activities, personnel shall wear the division approved t-shirt, shorts, and shoes appropriate for physical training.

Instructor Uniform

Instructor Uniform Shirt

When serving as an instructor, personnel shall wear the division approved black polo shirt, over the division approved t-shirt.

Instructor Uniform Pants

When serving as an instructor, personnel shall wear either the division approved tactical pant or dress uniform pant.

Instructor Uniform Boots

When serving as an instructor, personnel shall wear the green hiking style boot only.

3/107 Statistical Reports

Each sergeant will be required to submit a weekly statistical report, which will cover their squad's preceding week's activities.

The report will be sent electronically to the Administrative Sergeant or his designee. The clerical staff will compile the weekly reports to generate both a monthly and annual report.

3/108 Expense Reports

All expense account expenditures for mileage, meals, and travel shall be in accordance with the Memorandum of Understanding (MOU) for both safety and safety management groups and department policy.

All reimbursement requests shall be submitted per Bureau of Administration's guidelines. Squad sergeants shall review all expense reports prior to submission.

3/109 Safety Equipment

Safety employees assigned to the Specialized Enforcement Division serve in several capacities. These range from undercover investigations to the service of search warrants. [REDACTED]

When safety employee members are conducting enforcement actions, the need to be identified as a peace officer is critical.

When a member of the Specialized Enforcement Division is acting in an enforcement capacity, that safety employee shall utilize appropriate safety equipment and peace officer identification.

[REDACTED]

3/110 INVESTIGATIVE FUNDS

Certain funds have been set aside for use during criminal investigations. The funds are administered and controlled by the SWAT Commander and distributed as needed.

Generally, each sergeant may be given a predetermined squad fund, which will be distributed to each safety employee under his control. Each sergeant will be responsible for the money issued to him/her. Each sergeant is responsible for the accounting and tracking of all squad funds. Upon the SWAT Commander or the Division Commander's request, the sergeant shall return all funds issued to him.

Each sergeant will maintain a record of all investigative funds. The record will document to whom money was issued, the amount, the date, and the employee's signature. Sergeants shall submit reimbursement slips to the SWAT Commander, who will then reimburse the sergeant.

Prior to any transfer or reassignment, the sergeant shall return all squad funds to the SWAT Commander.

3/111 INVESTIGATIVE FUNDS REIMBURSEMENT PROCEDURE

To receive reimbursement for funds spent, safety employees shall complete an expenditure report form. The expenditure report form consists of three pages: one white (original), one yellow (informant file copy), and one pink (sergeant's copy.)

The safety employee expending the funds shall fill out the form and take it to their sergeant for reimbursement.

The sergeant shall submit the form to the SWAT Commander.

The SWAT Commander shall then log the transaction, attach the funds to the sergeant's copy of the form, and return both to the sergeant.

The sergeant shall maintain his copy of the form and return the funds to the safety employee.

The SWAT Commander shall maintain the white and yellow copy of the form in a locked safe, until account reconciliation.

Upon reconciliation, the Division Commander's secretary shall document the originals, and file them in a locked cabinet or drawer.

3/112 EQUIPMENT

The Administrative Sergeant will have the responsibility for control and maintenance of division equipment. This includes, but is not limited to: vehicles, radios, monitoring equipment, computers, and all items assigned to the division and normally used by employees assigned to this division.

The Administrative Sergeant is responsible for the division's equipment. This does not relieve employees from those duties normally associated with maintaining proper order of any items assigned to them or to the division. Vehicles, radios, cell phones, and other equipment are generally assigned directly to an individual employee, who shall assume the responsibility of ensuring that the issued equipment is maintained, serviced, and/or repaired in a timely manner.

This service and/or repair will be completed under the direction of either the administrative sergeant or the team sergeant. The administrative sergeant should be consulted and advised with regard to service or repair of any equipment. To alleviate any potential problems with other departments within the county, the lieutenant or the Administrative Sergeant will act as the representatives from this division concerning equipment.

[REDACTED]

Any malfunctioning piece of equipment should not be returned to the storage room without first notifying the Administrative Sergeant so that necessary repairs can be completed.

VEHICLES

Generally, vehicles will be assigned to all sworn personnel within the division according to the need and assignment. It will be the individual employee's responsibility to ensure that routine service and repairs are completed in a timely manner.

- 1. Most vehicles assigned to the Specialized Enforcement Division are equipped with lights and a siren as described in the California Vehicle Code.

- 2. Squad sergeants shall inspect vehicles assigned to their respective personnel monthly to ensure that the vehicles are properly equipped and in good working order.

3/113 SECURITY OF EQUIPMENT AND VEHICLES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



3/114 TRANSFER AND/OR DISPOSITION OF EQUIPMENT

No employee shall transfer or destroy division equipment without first consulting the Administrative Sergeant and/or lieutenant.

Volume

4

4/100 ARSON/BOMB DETAIL

4/101 RELATED DUTIES OF ARSON BOMB DETECTIVES

4/102 ADMINISTRATIVE OFFICER

4/103 RANGE SAFETY OFFICER

4/104 BOMB MAGAZINE OFFICER

4/105 TRAINING ASSIGNMENTS

4/106 WORK SCHEDULE

4/107 VACATION SCHEDULE

4/200 PERSONAL APPEARANCE AND EQUIPMENT

4/201 UNMARKED ARSON BOMB UNITS

4/202 'ABG' NUMBERS AND LOG BOOK

4/300 EXPLOSIVE INVESTIGATIONS

4/301 FIRE INVESTIGATIONS

4/302 REPORT WRITING AND ROUTING

4/303 REQUEST FROM OUTSIDE AGENCIES

4/400 EXPLOSIVE PERMITS AND INSPECTIONS

4/100 ARSON/BOMB DETAIL

Due to the nature of the job requirements in the Arson/Bomb Detail and the requirements of the Hazardous Devices School (HDS) bomb training at Redstone Arsenal Huntsville, Alabama, a physical is required. This training is mandatory to maintain the unit's accreditation with the Department of Justice (DOJ). Technicians are also required to complete training and become Hazmat Technicians prior to attending HDS. The prospective bomb technician must also be able to pass the Department of Justice background investigation to obtain the appropriate security clearance.

Each bomb technician must comply with the minimum training, physical and operational requirements to maintain active duty status. These duties shall include the essential job functions of a detective as provided in the county personnel rules. Failure to comply with the minimum requirements should result in suspension from operational status and may result in removal from the unit altogether.

These requirements include, but are not limited to, the wearing of personal protective suits, wearing and using a SCBA type respirator, lifting and carrying of bomb disposal, fire suppression, and investigation equipment. Bomb Technicians will also be required to attend and complete a basic SWAT course.

All Arson/Bomb Detail members will submit to and pass a yearly physical. The physical will be conducted by the County Department of Occupational Health.

4/101 RELATED DUTIES OF ARSON/BOMB DETECTIVE

There are additional detail and divisional responsibilities required outside of the normal caseload and management duties of these employees. Assignments will be delegated by the sergeant assigned to the Arson/Bomb Detail. Those responsibilities shall include:

Administrative Officer

Range Safety Officer

Magazine and Evidence Officer

Information/Training Officer

Explosives Permitting

4/102 ADMINISTRATIVE OFFICER

ADMINISTRATIVE OFFICER

The Administrative Officer shall be the acting sergeant in the absence of the assigned sergeant. The Administrative Officer will be assigned on a rotational basis. Some of the Administrative Officer's responsibilities include the following:

- Prepare weekly reports.
- Schedule
- Maintain posted weekly and yearly calendar
- Prepare special statistical projects as assigned.
- Maintain statistical files.

EQUIPMENT ASSIGNMENT

Ensure maintenance of the bomb truck, bomb trailers, and other equipment.

4/103 RANGE SAFETY OFFICER

RANGE SAFETY OFFICER

The range safety officer is responsible for maintaining employee, student, and outside agency safety on the bomb range. The officer will identify and document unsafe working conditions.

RANGE MAINTENANCE

Organize and conduct periodic range maintenance including the cleaning of the areas around the bomb range, magazines and range offices.

MAINTENANCE OF RANGE EQUIPMENT

- Maintain inventory of weapons and ammunitions.
- Maintain equipment and tools stored in the armory.
- Organize and maintain cleanliness of the armor

4/104 MAGAZINE AND EVIDENCE OFFICER

BOMB MAGAZINE OFFICER

Arson/Bomb detectives shall be responsible for the evidence magazine. They shall also ensure adherence to all department and detail policies and procedures regarding the handling of evidence and property. [REDACTED]

4/105 TRAINING ASSIGNMENTS (SERGEANT & DETECTIVE}

The Arson/Bomb Detail is routinely called upon to instruct at the Sheriff's Academy and other venues. These assignments will be given high priority and should not be disrupted by routine casework. Priority cases and calls for service will be handled first, as they are received.

INDIVIDUAL TRAINING REQUIREMENTS

Initial training shall include the satisfactory completion of the FBI Hazardous Devices School (HDS) and a Hazmat Technician course. In addition, each technician shall complete a training program under the supervision of a HDS certified, experienced technician.

Members will also complete a basic SWAT course offered by the SED. Arson/Bomb members are called upon to deploy specialized equipment.

Members need to possess basic tactical knowledge and abilities.

On-going and in-service training is required to maintain a minimum standard of proficiency. This will include but is not limited to sixteen (16) hours of training a month with their team. The use of hands on training and research and development by individual technicians is encouraged.

Each technician shall attend the HDS recertification training program every three (3) years after their initial HDS certification.

Individual technicians are encouraged to attend any available training that will increase their knowledge in related fields as duty assignments to the detail permits.

Each technician shall attend State Fire Marshall Arson Investigation 1a, 1b, 2a, and 2b and the National Fire Academy Arson Investigation Course. These courses should be completed by technicians as soon as practical and as manpower within the detail permits.

Individual technicians are encouraged to maintain memberships in professional associations and take advantage of FBI and IABTI training conferences and training courses.

4/106 WORK SCHEDULE

The normal working shift of the Arson/Bomb Detail is a 4/10 work schedule which covers Monday through Friday, 0800 to 1800 hours. Two members will have Monday off and two will have Friday off, to cover the five-day work week.

Because this detail is responsible for 24-hour coverage, on-call status will be utilized for non-working hours.

Beginning each Tuesday at 0700 hours, the first on-call employee, will have the primary responsibility for any new or incoming investigations during a seven-day period. Should the first call be called to a crime scene, the second call will be activated to respond to any new or incoming assignments until the first team is again free. If necessary, the third or fourth team member will be utilized in the same manner.

4/107 VACATION SCHEDULE

Generally, the Arson/Bomb Detail will follow the SED vacation procedures (2/105). No more than two detectives will be on vacation or out of town at the same time.

4/200 PERSONAL APPEARANCE AND EQUIPMENT

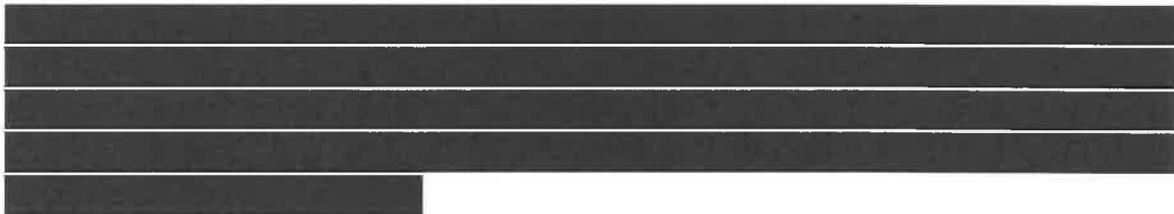
PERSONAL APPEARANCE AND DRESS

The daily dress or uniform attire and appearance of all personnel assigned to

the Arson/Bomb Detail shall be as follows. Employees will wear a unit specific t- shirt, OD green "BDU" blouse and OD green "BDU" pant. The uniform shall be maintained in a condition that is free of stains, tears or excessive wear. Employees will have access to "Class A" uniform and department approved clothing for court testimony. While teaching classes or attending meetings, personnel shall wear the designated black polo and BDU pants.

The change from prescribed dress shall be determined by the type of assignment, weather, etc. or determined by the Arson/Bomb sergeant.

4/201 UNMARKED ARSON BOMB UNITS



4/203 "ABG" NUMBERS AND LOG BOOK

Arson/Bomb or General 'ABG' case information and magazine inspections are recorded in the Arson/Bomb Detail logbook. The log book is kept up date by the detail sergeant and contains information on every investigation handled by the Arson/Bomb Detail for that statistical year. The information is available to any sheriff's personnel.

4/300 Explosives Investigations

The following operational procedures are established as guidelines for handling explosives related calls by the detail. They are in addition to the established policy in the Sheriff's Policy Manual (3/1012.50).

Nothing in this policy is intended to limit or restrict the investigator from seeking innovative and imaginative solutions to problems, based upon their personal assessment of the situation or experience.

The protection of human life shall be the primary consideration during explosive related incidents. The protection of property will be considered when it does not conflict with the safety of the public or law enforcement personnel.

Any explosive related call will require the response of a minimum of one (1) HDS certified Bomb technician.

GENERAL ON SCENE PROCEDURES

[REDACTED]

[REDACTED]

[REDACTED]

4/301 Fire Investigations

The following operational procedures are established as guidelines for handling arson and suspicious fire related calls by the detail. They are in addition to the established policy in the Sheriff's Policy Manual (3/1066.20).

Due to the nature of fire investigations, a close working relationship should be maintained with the fire agency having jurisdiction. It should be noted that the sheriff of any county has the responsibility for all criminal investigations in their county. (Government Code section 26602)

GENERAL ON SCENE PROCEDURES

[REDACTED]

4/302 REPORT WRITING AND ROUTING

Members of the Arson/Bomb Detail will complete their reports as soon as possible. The investigator will maintain his work file copy as per his/her sergeant's directives.

A disposition report (CR-4) will be completed and routed as follows:

- A) When a complaint has been filed or rejected.
- B) Upon release of property seized as evidence.
- C) Upon destruction of property.

During normal business hours, requests for services may come directly to the Specialized Enforcement Division. The request and accompanying information will be forwarded to the sergeant as soon as possible. The sergeant will cause notifications to be made to the appropriate details depending on the nature of the call-out:

- 1)The Division Commander
- 2)The Coroner (in cases of death)
- 3)Crime Lab and Identification Technician
- 4)Other, i.e., Public Affairs, Air Squadron, etc.

During the on-call hours, the first call investigator will be contacted by a dispatch center. The investigator will be required to assess the call and contact additional personnel if needed. If the case involves a fire death/injury or news worthy case the detail sergeant will be advised as soon as possible to respond. If the sergeant is out of town the acting detail sergeant will provide a summary of the case to the Division Captain, SWAT Commander, and Sergeant.

4/303 REQUESTS FROM OUTSIDE AGENCIES

Department protocol dictates that requests from other jurisdictions/departments shall be made through the Office of the Sheriff. Most departments in this county have an existing memorandum of understanding with our detail and requests may be made through dispatch. If contacted by dispatch or an officer from another agency to respond to investigate an incident for their department, use the same procedure as we would a normal call-out. Ascertain from dispatch or the agency from which the request is being made who they are, and how they can be contacted. In almost every case, the team receiving the call should prepare to respond immediately, however, do not assume responsibility of the investigation until given authorization.

Evidence taken at the scene should be handled per department policy. All post blast patterns should be documented and photographed prior to collection. Explosive evidence shall be maintained by the Arson/Bomb Detail in the explosive storage magazine. These items include but are not limited to high explosives, low explosives, fireworks, etc.

4/400 EXPLOSIVE PERMITS AND INSPECTIONS

Detectives are also responsible for explosive permits within the county. Explosive magazine inspections and state and federal license verification will be completed by members of the Arson/Bomb Detail.

Also refer to the Arson/Bomb Detail Permit Procedures and **ATF 5400.7** Federal Explosives Laws and Regulation.

Pyro-technicians and Special Effects Technicians who are licensed by the California State Fire Marshal will **generally** be permitted by the county contracted Inland Empire Film Commission and the San Bernardino County Fire Department Movie and Film liaison.

Volume

5

5/102 RESPONSIBILITIES OF THE SWAT DETAIL

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5/201 SWAT ON CALL STATUS

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5/405 TACTICAL TRACTOR OPERATIONS

5/406 ARMORED RESCUE VEHICLE (ARV)

5/407 PERIMETER CONTAINMENT TEAM (PCT)

5/102 RESPONSIBILITIES OF THE SWAT DETAIL:

Deploy as the department's response to high-risk incidents such as:

1. Barricaded suspect incidents.
■ Barricaded suspect incidents with hostage(s).

Service of high-risk search or arrest warrants.



All other assignments as deemed necessary by the Specialized Enforcement Division Commanding Officer or the Executive Staff.

5/103 SELECTION AND RETENTION OF SWAT MEMBERS

Not all members of SED are part of the SWAT team. Selection into the SWAT team will include the following desired characteristics:

1. The ability to work effectively in a team environment under high stress and often heightened danger.
2. The ability to learn, understand, and demonstrate a wide variety of tactical disciplines. This includes tactics of all kinds, weapons skills, physical stamina, critical reasoning under stress, and the ability to complete complex demanding tasks.
3. Personnel selected to join the SWAT team are not members of the team until they pass the 120-hour SED basic SWAT course.

Retention on the SWAT team will be based upon the following:

1. Satisfactory completion of the 120-hour SED basic SWAT course.
2. Qualifying twice a year with all assigned SWAT weapons.
3. Qualifying twice a year on the Physical Fitness Test.

5/104 SWAT FITNESS STANDARDS AND ASSESSMENT

The San Bernardino County Sheriff's SWAT physical fitness standards were established in 2005 based upon California POST requirements for law

enforcement recruits. These standards adhere to the POST SWAT Blue Ribbon Panel report for SWAT team operational requirements and physical fitness.

SWAT Team members, also referred to as “operators,” are frequently tasked with completing assignments which surpass the general working conditions normally associated with patrol deputies or other field assignments. These assignments often require SWAT operators to utilize various pieces of physically demanding forcible entry tools and or weapons, while wearing several layers of clothing and personal protective equipment for long periods of time. The physical and mental proficiency of tactical operators during the mitigation of these types of incidents is absolutely paramount to the safety of the victim(s), public, deputies, and suspects involved in a SWAT crisis. Negotiators, reserve deputies, and some personnel from Arson/ Bomb will not be required to adhere to these physical standards.

The SWAT Team will utilize a SWAT Physical Fitness Qualification Course as the baseline for a physical fitness testing instrument for the selection and retention of all prospective and current members of the SWAT Team.

SWAT Physical Fitness Qualification Course

The SWAT Physical Fitness Qualification Course will consist of the following:

A bi-annual, single, timed event wearing a 20-pound weighted vest, with all components being executed in the prescribed order:

Run .25 mile

5 pull-ups

15 push-ups

30 squats

Run .25 mile

5 pulls-ups

15 push-ups

30 squats

Run .25 mile

Integrity of the Movements: Pullups, Pushups, Air Squats

It is of the utmost importance to maintain the integrity of the movements of the physical test to avoid injury and to preserve the fundamental reliability of the test. When performing the various movements, proper performance is essential to test current and potential operator’s fitness capabilities.

Pullups

The pullups must begin from the down position. The operator must hang from the pullup bar with elbows locked open before performing the pullups. The operator can grip the bar with any method they choose (i.e. hands over the bar, hands under the bar, or opposite hand grip). The operator may also utilize a kip or maintain a strict pullup. Upon pulling the body upward, the pullup is not complete until the chin moves over and above the bar. Once the pullup has been completed, the operator must drop back down into the hanging position to lock open their elbows before attempting their next pullup. This movement will be performed 5 times.

Pushups

The pushups must begin in the front leaning rest position with elbows locked open. Kipping is not authorized for this movement. The operator must lower themselves completely downward until their chest rests on the ground. Once the chest is on the concrete, the operator must either completely raise their hands off the ground or roll their hands forward enough to completely raise the palm off the concrete. Once the hands have been raised off the concrete, the operator must completely push themselves back up into the front leaning upright position until their elbows are locked open before attempting their next pushup. This movement will be performed 15 times.

Air Squats

The air squat must begin in the full upright standing position with the knees locked open, back straight, and hips fully extended. The operator must lower themselves completely downward in a squat position, until their hip crease exceeds 90 degrees. Once the hip crease exceeds 90 degrees, the operator must completely return to the full upright standing position with the knees locked open, back straight, and hips fully extended before attempting their next repetition. This movement will be performed 30 times.

Any repetitions deemed unsatisfactory for lacking integrity of the movement will be added to the operator's overall count for fundamental accountability of the physical test.

Test Administration and Standard

The test will be given by the Physical Training SWAT sergeant or a designee trained to administer and grade the test. All final scores will be reviewed by the Physical Training SWAT sergeant and forwarded to the Specialized Enforcement Division Commander.

The test will be given to new or prospective members prior to being transferred to SWAT. The test will be completed in 11:30 minutes or less. Any new or prospective member who does not complete the test in the allotted time shall not be considered for placement on the SWAT Team.

The test will be given bi-annually to existing members. The test will be completed

in 11:30 minutes or less. Any existing member who does not complete the test in the allotted time will remediate within thirty (30) days. If the member does not pass the remediation test, that member may be suspended from SWAT operations.

The Division Captain, SWAT Commander, and reserve deputies are exempt from the physical fitness qualification course.

PHYSICAL CONDITIONING-MAINTENANCE

Specialized Enforcement Division personnel who are required to meet the minimum physical SWAT standards (SWAT Physical Fitness Qualification Course), will be provided 60 minutes of on duty time (time and assignment allowing), during their assigned shift to participate in aerobic, anaerobic, and or plyometric activities, to maintain the physical conditioning requirements related to their SWAT assignment.

These activities should be conducted with the same safety considerations given to other hazardous training.

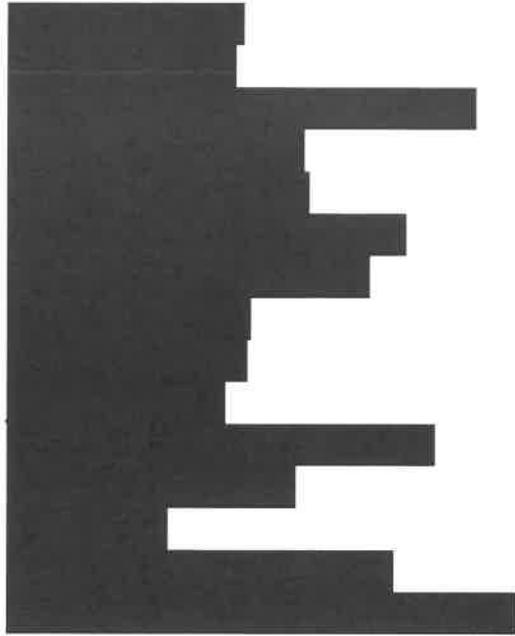
Organized team sports such as basketball, baseball, or football, are not considered appropriate activities for the overall physical development required of a SWAT team member. And as such, are not acceptable forms of physical conditioning accepted by the division.

Physical fitness activities will be evaluated and model the current trends which reflect the industry standards for SWAT and the law enforcement community. These activities will also be consistent with POST standards for physical training.

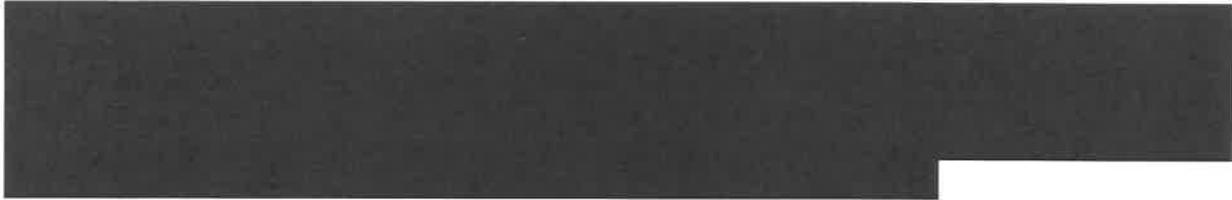
5/200 STRUCTURE AND DUTIES

The Specialized Enforcement Division Commander is responsible for the administration, coordination, and readiness of the SWAT Team. To assist the Division Commander in meeting these responsibilities, the Specialized Enforcement Division Commander shall designate the lieutenant from the Specialized Enforcement Division as the Operational Commander of the SWAT Team.

The Specialized Enforcement Division lieutenant is the SWAT Commander and will be responsible for the training of the SWAT Team as well as the coordination of all SWAT responses to ensure that the following are provided for:



In analyzing the situation to determine the best solution, the SWAT Commander should solicit suggestions from experienced and/or knowledgeable team members. However, when a solution is decided upon, all team members shall follow the operational plan authorized by the SWAT Commander.



The team sergeant is generally the team leader. In the absence of the team sergeant, another sergeant or team member can be designated as the acting team leader. The duties and responsibilities of the team leader include:

1. Devise a tactical plan and present it to the SWAT Commander based on his team's particular assignment for a call-out.
2. Be responsible for the tactical deployment of personnel assigned to him
3. Coordinate the tactical response of his team pursuant to his assignment.
4. Maintain necessary dialogue with the SWAT Commander for updates and/or changes.

[REDACTED]

The acting team leader's duties shall include:

1. Assist the team leader with his duties when requested.
2. Act as a team leader in his absence.
3. The remainder of the team will be responsible to complete assignments delegated by the team leader.

Members of the Crisis Negotiations Team (CNT) shall respond to all SWAT incidents and are under the direct command of the SWAT Commander.

Duties and responsibilities of the CNT shall include:

1. Establish a negotiation command post.
2. Select a safe, secured location with the ability to maintain communications with the tactical command post.
3. Ensure the availability of telephones, cellphones, and throw phones.
4. Establish suitable room space for negotiators and tactical liaison.
5. Ensure flow of information to the SWAT Commander through the negotiation liaison.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

9. Members of the SWAT reserve medics should respond to all SWAT mobilizations. Duties and responsibilities shall include:
- a. Provide medical care for injured or ill tactical team members and injured civilians or suspects until appropriate transfer to the EMS system can be affected.
 - b. Act as a liaison between medical service providers, the Sheriff's Department, and families of injured tactical team members.
 - c. When necessary, conduct an assessment of physical status of suspect(s) by monitoring telephone negotiations when requested.
 - d. Assess status of injured or ill hostage(s) based on the available information and data elicited through crisis negotiations. Conduct "medical threat assessments" to determine the potential medical/health factors present during an incident and the impact on the outcome of the mission.
 - e. Acquire and maintain important medical and health status information on team members to be provided to appropriate medical personnel in case of injury or illness.
 - f. Advise the SWAT Commander of the medical status of SWAT team members and advise if other resources are needed, for example, extra water on hot days when SWAT personnel are exposed for prolonged time periods.
 - g. SWAT medics are generally not to be involved with the tactical entry or other high-risk activities that may limit their ability to respond to medical situations.

5/201 SWAT ON-CALL STATUS

SWAT on-call responsibility. The weekly on-call status starts at 0700 hours Tuesday and concludes at 0659 hours the following Tuesday. Two platoons (Tan and Green) and the Perimeter Containment Team (PCT) will be utilized to rotate through the SWAT on-call.

1. Generally, the SWAT Commander will be briefed of the situation and determine if the SWAT team will be mobilized. The SWAT Commander may notify limited personnel to assess the situation for a limited call out.
2. There may be situations when the SWAT Commander activates all members of the teams. In these situations, the commander will have an "All-Call" SWAT page, designating all members to respond. All available members should respond.
3. Periodically, a team member will find it necessary to have an off-call member cover his on-call status for various reasons:
 - a. The team member shall find a replacement of equal or higher rank to agree to cover his call. SED personnel who have not successfully completed the 120-hour SED basic SWAT course are not authorized to cover an operator's call.
 - b. Both affected team sergeants will be notified and will approve the change.
 - c. The responsibility to cover the call rests with the original deputy that had the call.

5/202 SWAT SEQUENCE OF DEPLOYMENT

The SWAT Team will respond to requests for assistance pursuant to Department Manual section 3/1005.15.

1. [REDACTED]

[REDACTED]

When a station or division requests the assistance of the SWAT Team with the service of a search or arrest warrant, the SWAT Commander shall be notified as soon as possible.

1. As soon as is practical, the SWAT Commander will notify the Division Commander of the Specialized Enforcement Division of the possibility of the service of a high risk warrant. The Division Commander can then make the necessary executive staff notifications.

[REDACTED]

After the completion of the operation, the SWAT Commander should make arrangements for a critique of the operation.

5/204 SECURITY ASSIGNMENT CONSIDERATIONS

Periodically, the SWAT Team will be assigned to provide security to individual(s) or specific sites when a verifiable and credible threat exists. When this occurs, the SWAT Commander will assign sufficient personnel to manage the situation.

[REDACTED]

4. Once the protection mission has been completed, the SWAT commander will ensure a critique of the mission is conducted.

5/300 TRAINING ISSUES

Given the fact that the SWAT mission is extremely specialized, all members assigned to the team shall successfully complete a specialized course of instruction consisting of a POST approved 120-hour basic SWAT course. Members must complete their required courses prior to being utilized during a SWAT mission for entry or another assignment situation where the SWAT Commander deems the tactical training necessary.

A disciplined, well-trained SWAT Team can be an invaluable resource to the department, and these qualities can only be developed through regular, meaningful training. Therefore, the team shall conduct weekly training to maintain tactical and firearm proficiency necessary to operate in the inherently dangerous environment.

1. The SWAT Commander will ensure that relevant training is planned weekly. The assigned Administrative Training Detail will assist in the training.
2. Regular firearm training shall be a priority.
3. It is important that the training sessions are mission or skill set specific, and considerations should be made for practical application of the training provided.
4. Deputies shall make every effort to participate in all training exercises and shall not schedule conflicting activities unless approved by their supervisor.
5. At the start of the training session, the person coordinating the training should document the performance of all tactical team members engaged in the training. A training documentation form will then be completed and then forwarded to the SWAT Commander for review, which will be stored electronically in the SED shared file.

The SWAT mission necessarily entails physically challenging activities which may heavily tax an individual's endurance. Well-conditioned and physically fit operators are better able to respond to physically demanding tasks, which will, enhance the probability of safe resolution of high-risk assignments. Therefore, division members assigned SWAT responsibilities will participate in a regularly scheduled physical fitness program to maintain an adequate level of physical fitness. Members are encouraged to maintain high levels of cardiovascular conditioning and strength training.

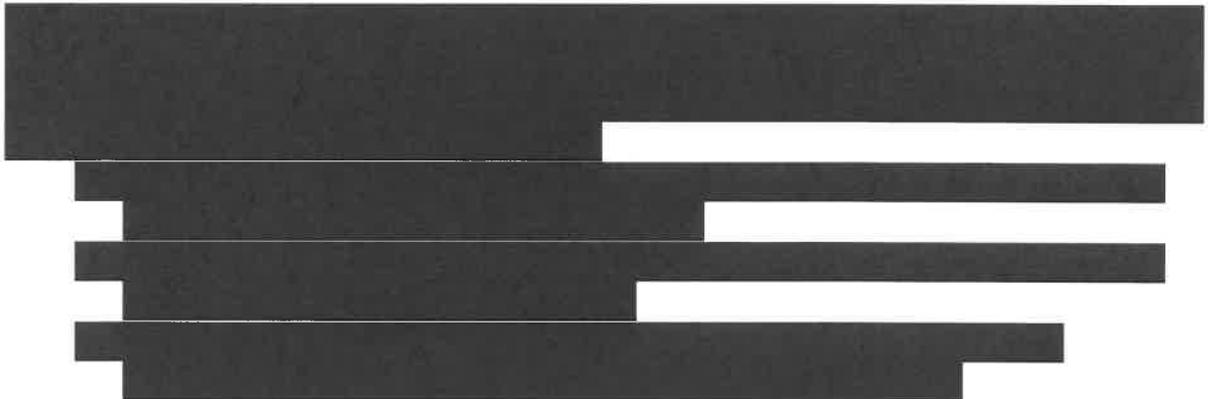
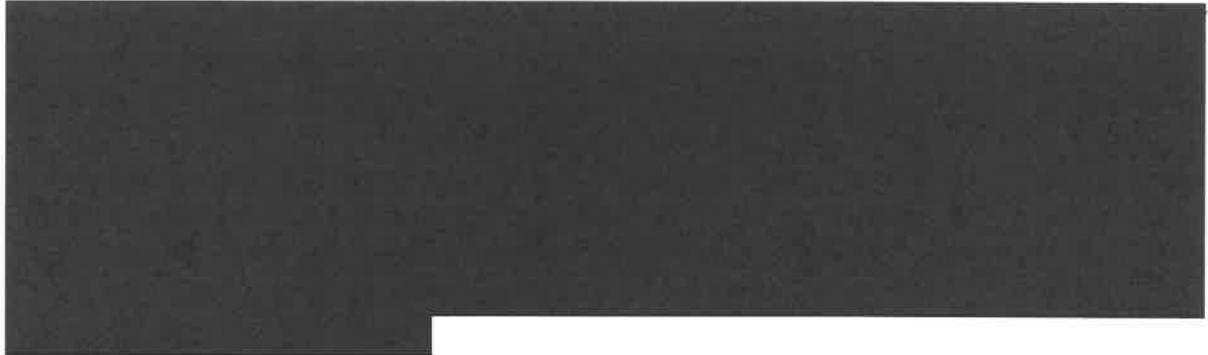
5/301 LONG RIFLE TEAM

The Specialized Enforcement Division trains and employs a Long Rifle Team (LRT).

Members are selected to the Long Rifle Team and can be removed at the discretion of the SWAT Commander if they become unable to maintain acceptable performance.

To be deployable as a long rifle operator, the following must be met:

1. Completion of a 40-hour long rifle/sniper course
2. Successfully pass the SED long rifle qualification



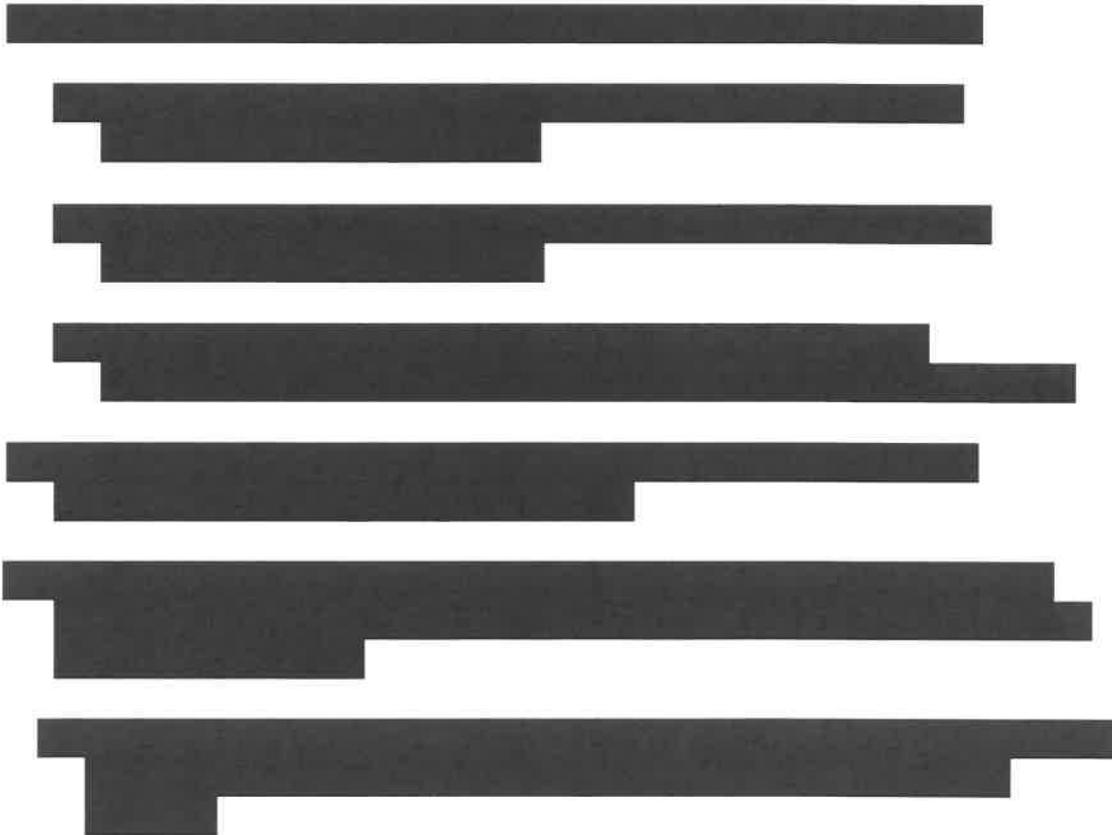


GRENADIER/ CHEMICAL AGENT OPERATORS

Grenadier have received specialized training in utilizing and deploying chemical agents and selected individuals may receive additional training to qualify as chemical agent instructors.

1. Generally, trained grenadiers will be utilized to deploy chemical agent(s).
2. Personnel designated as chemical agent instructors shall complete a POST-certified instructor's course.
3. Selected grenadiers may be utilized to instruct other team members in the utilization of chemical agents as well as instruct the 120-hour basic SWAT course and reserve academies in chemical agent familiarization.

Storage



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

12. Posting notice of contamination

- a. Any time a chemical agent is introduced into a residence or other building, prior to leaving the scene the grenadier generally assures that a "Chemical Agent Notice" is properly completed and posted at two points of entry (e.g., front door/entrance) The form will advise what type of chemical agents were introduced into the location.
- b. The grenadier will ensure that the "Chemical Agent Notice" is photographed after posting. All photographs are to be placed in the AAR.

5/302 LIGHT-SOUND DIVERSIONARY DEVICES (LSDD)

The use of LSDD's is a nationally recognized tactic that saves the lives of sworn personnel, innocent civilians, and dangerous suspects. To reduce the potential for accidental injuries, devices must be properly deployed.

1. Only authorized, specially trained and equipped personnel will be allowed to deploy LSDDs after successfully completing training in:
 - a. Use of the device.
 - b. Deployment of the device.
 - c. Necessary associated safety equipment.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5/400 EQUIPMENT

The SWAT Commander shall designate one tactical team member as the equipment deputy to coordinate all matters associated with the issue and tracking of SWAT-related equipment and firearms.

1. The equipment officer will be responsible for the issuance of all SWAT equipment.
2. All issued equipment will be appropriately tracked.
3. The equipment officer will be responsible for ordering new equipment or replacing equipment as approved by the commander.
4. The equipment deputy will be responsible for ordering and maintaining SWAT ammunition.
5. The equipment officer will maintain a running inventory of all SWAT related equipment items.

All non-SWAT related equipment issues shall be the responsibility of the SED Administrative Sergeant.

Each individual SWAT member will be responsible for the maintenance, cleanliness, and upkeep of equipment issued to him/her.

[REDACTED]

2. Team members shall properly maintain the equipment issued to them and shall not give or trade equipment without the knowledge and/or approval of the equipment officer.
3. Any operator with damaged, lost, or stolen equipment shall report the issue as soon as possible to their squad sergeant and the division armorer for replacement or repair.

[REDACTED]

[REDACTED]

[REDACTED]

2. The equipment deputy will be responsible for developing a system for tracking the removal, use, and return of equipment utilized during a SWAT operation.
3. When a call-out occurs and the SWAT Team is mobilized, it will be the responsibility of the on-call Perimeter Containment Team (PCT) personnel to make arrangements to get the mobile command post and armored rescue vehicles to the scene of the incident.

SED maintains armored rescue vehicles for use in tactical situations.

[REDACTED]

Specialized SWAT firearms

[REDACTED]

3. They may be utilized in tactical operations with the approval of the squad sergeant.

[REDACTED]

- a. Training shall include cleaning and maintenance of the weapon
- b. Team members will be instructed on the use of the weapon in semi-automatic and/or full automatic settings.

[REDACTED]

[REDACTED]

- e. Team members [REDACTED] shall satisfactorily complete a qualification course twice a year to remain qualified to carry the weapon. See qualification course outlines.

[REDACTED]

- a. Operators must become familiar with their weapons, to include disassembly, cleaning, and maintenance.
- b. Operators shall satisfactorily complete a qualification course twice a year with their assigned firearms.

6. Long rifles (cover weapons) (See section 5/301.)

[REDACTED]

[REDACTED]

[REDACTED]

8.Munitions:

- a. Chemical agents (See section 5/301)
- b. Light-sound diversionary devices (See section 5/302)
- c. Less-lethal munitions

1. Team members shall receive training in the use of less lethal munitions prior to being authorized to use them in a tactical situation

d. [REDACTED]

5/401 SWAT STANDARDIZED OPERATING PROCEDURES (SOPs)

SOPs are a set of guidelines used to standardize and clarify tactics and special procedures used by SED SWAT. Changes to any SOP or tactics should be done with sobriety, humility and an understanding that the safety of citizens and deputies must be foremost.

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

- d. The BEAR requires a class "B" driver's license to operate, with airbrake endorsement.

5/407 PERIMETER CONTAINMENT TEAM (PCT)

A. Philosophy

One responsibility of the Specialized Enforcement Division is response to high-risk incidents. These incidents pose a high level of risk to all those involved. The Department's Perimeter Containment Team (PCT) is a resource that can be utilized by the SWAT Commander or his designee when additional resources or expertise are needed during a SWAT Operation.

The PCT members will generally be assigned to perimeter or logistical positions at the discretion of the SWAT Commander.

PCT duties are collateral duties and as such members of the PCT will remain under the control of their assigned duty station when not actively engaged in PCT duties. Assignment to the PCT is voluntary, at will and PCT members may ask to be removed at any time.

B. Organization

The team shall be managed by The SWAT Commander or his designee. The SWAT Commander or his designee shall oversee PCT activities department-wide to ensure that each member is in compliance with PCT and SED protocol.

Administrative reports involving PCT members who are responding to SWAT training or SWAT activations, shall be the responsibility of the SED Administrative Sergeant.

PCT members are not assigned to the SED in a full-time capacity. Members of the PCT are not entitled to the 60-minute workout period pursuant to the MOU.

C. Training of Personnel

Personnel assigned as a department PCT member shall meet the minimum SWAT training requirements as determined by the Specialized Enforcement Division. These requirements shall be met before PCT members can be deployed during SWAT activations.

Additionally, the SWAT Commander will ensure all PCT members successfully complete the SED physical fitness qualification, pistol qualification, and rifle qualification. PCT members will be required to successfully complete all mandated qualifications on a bi-annual basis.

PCT operators will complete a minimum of sixteen hours of specialized SWAT training each month. Any missed training shall be scheduled and completed as soon as practicable. Additional training may be required at the direction of the SWAT Commander.

D. Call-Out Criteria and Procedures

PCT members will be placed on a rotating on call schedule. During their on-call period, PCT member are subject to call and are expected to respond absent extenuating circumstances. The cost associated with PCT on-call status will be billed to SED.

E. Overtime

All overtime related to a Department SWAT call out (initial call out) shall be billed to SED. Any follow-up work such as incident documentation or related supplemental reports shall be pre-approved by the affected station commander or their designee as per department policy.

F. Equipment

PCT members will be issued all appropriate SWAT safety equipment at the direction of the SWAT Commander. [REDACTED]

Inspection, repair, and replacement of PCT safety equipment will be the responsibility of SED.

G. Station Level Incidents

PCT members assigned to stations are expected to lend their expertise if requested, during critical incidents. They are also expected to be a conduit for information between the Incident Commander and the SWAT Commander if needed or requested.

H. Uniforms

Any PCT member, whether attending SWAT training or during SWAT activations, shall wear the approved SWAT uniform. During call outs, PCT members shall wear the appropriate issued SWAT safety equipment.

After-action report

A document to be completed following a debriefing or after-action review of a planned or spontaneous operation to include the actions taken (or failures to act and omissions) by personnel, mission results and any pertinent and relevant information related to same operation including lessons learned and any training recommendations identified. Documentation should be supported with the operational plan, related reports, and any other written or photographic material associated with the operation.

After-action review

A structured process for analyzing an operation or exercise and usually includes subject matter experts or superiors, not assigned to the team, specifically tasked with identifying areas for improvement.

Armored rescue vehicle

A vehicle that is or has been hardened to protect the occupants from small arms fire and fragmentation. Also known as an "ARV."

Arrest team

A team of operators established to contact, control and detain suspect(s). Primary function is to safely and effectively receive anyone exiting a location. May also serve as the Immediate Reaction Team or Emergency Reaction Team depending on personnel available.

Barricaded subject

A barricade situation may be defined as the standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with lawful orders for surrender.

Breach and hold

A tactical technique by operators to maintain and hold their positions in close proximity of the entry point of an incident location after breaching that entry point. Also known as "breach and delay."

Brief back	The formal process after an operational briefing (or as part of that process) wherein an operator will recite back to the team leader or operational leader his/her specific assignment/s and tactical/equipment responsibilities for a pending operation.
Casualty collection point	Designated secure location for the collection of injured persons.
Chemical agents	Any liquid, solid, or gas compound that works psychologically and/or physiologically to create discomfort in humans.
CNT	Crisis Negotiation Team. Responsible for developing actionable intelligence regarding any negotiations/tactical problem, contribute to a risk assessment, open lines of communication with a suspect, and use active listening and bargaining techniques to negotiate a surrender.
Command and control	The exercise of authority and delegated by a properly designated commanding officer over law enforcement personnel in the accomplishment of the mission.
Compromise authority	Direct action authority granted by the Incident Command/Tactical Commander to a team leader authorizing the initiation of specific action and or series of actions in response to actions taken by the suspect(s).
Containment	Pre-designated perimeter positions of incident location(s) to control and contain suspect movements.
Contain and call out	A technique associated with a tactical element surrounding and establishing containment of an incident location before contact with occupants to facilitate a subsequent callout of those occupants in a controlled manner to a secured and safe area. Also known as "Surround and Call Out."

Diversion	A physical or psychological tactic used to draw a suspect away from the principal point of contact, used to draw attention away from the primary action.
Dynamic tactics	Tactics comprised of a group of techniques that are characterized by continuous productive activity and not specifically by the speed of movement.
Emergency entry/rescue	Making an emergency entry into a location with little or no intelligence when there is an imminent threat of death or serious bodily injury to civilians or law enforcement personnel.
Entry	Any procedure to gain entrance to any tactical threat environment, such as structures, conveyances or property.
Explosive breaching	Use of explosives to breach entry/access points and porting. The precise application of measured amounts of explosive compounds in order to affect an opening.
Light Sound Diversionary Device (LSDD)	A device creating a bright flash and loud report designed to temporarily divert the attention of persons in the immediate vicinity, giving tactical teams a window of opportunity to exploit to their advantage. May also be referred to as a Noise Flash Diversionary Device (NFDD).
Hard target weapon system	A weapon system, that due to its unique kinetic energy and terminal penetration qualities, is capable of defeating armored locations and/or vehicles that pose a threat to public safety.
High-risk apprehension	A search for or arrest of a suspect in any environment that is characterized by known or suspected hazards and risks to such a degree that the service of which exceeds the capabilities of the normal patrol and investigative functions.

High-risk warrant	A search or arrest warrant characterized by known or suspected hazards and risks to such a degree that the service of which exceeds the capabilities of the normal patrol and investigative functions.
Hostage	A person held by force or fear by a hostage taker who intends to harm the person or as security that specified terms or an ultimatum will be met.
Hostage rescue	Deployment of a tactical team in defense of life to save and rescue hostages.
Improvised Explosive Device (IED)	A homemade explosive device.
Immediate reaction team	A team prepared to respond to unplanned events at the crisis site. This team may also be tasked with Arrest Team responsibilities based upon personnel available.
Incident commander	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident command post / ICP	The field location at which the primary tactical-level, on-scene incident command post functions are performed.
Inner perimeter	A close proximity boundary maintained initially by first responding officers, later transferred to the tactical team and designed to contain the situation and suspect(s) to the smallest possible area and control access to the area of operation.
Knock & announce entry	Verbal notice, to include identity and purpose, required by law before entering a building during service of a search or arrest warrant.

Last Cover and Concealment (LCC)

A specific area in relation to the operational sight that provides the team or individuals from the team cover and concealment prior to being exposed to specific threats while on approach.

Limited penetration

A tactical maneuver where forward access by an entry team is limited to a measured and partial entry into an incident location rather than fully entering the location. Suspects and other occupants can be detained at the point of the entry and/or be called out from other places within the location to the area controlled by the entry team.

Linear takedowns

A planned approach to clear a linear-shaped confined space conveyance or elongated area such as a bus, train, subway, airplane or close-quarter hallways.

Limit of exploitation (LOE)

A separation of areas within the operational site where team members can advance to but not cross. Also known as Limit of Advancement (LOA).

MACTAC

Multi-Assault, Counter Terrorism Action Capabilities. Multiple deadly force incidents occurring simultaneously or concurrently; a terrorist attack involving explosives (IED), high-powered weapons; or a hostage siege where the armed persons have used deadly physical force or are preparing to use deadly force on other persons, and it is an ongoing dynamic incident.

Multi-casualty violence

An act or acts of violence resulting in multiple casualties when committed by a subject or subjects (active killer) by any means that may or may not be conventionally classified as a weapon.

No-knock entry

Any tactical operation in which law enforcement officers have been legally exempted from the usual requirements of knocking, identifying themselves and demanding entry. Circumstances and justifications must

Objectives	The desired result or final outcome of a tactical operation. Used to provide a focal point for directing the efforts to attain it without requiring excessive instructions or meticulous supervision.
Operator	A sworn law enforcement officer trained, equipped and assigned to a tactical law enforcement operations unit or team.
Operational plan	Any plan, written or unwritten, which seeks to achieve an acceptable resolution by allocating resources and affixing responsibility to members of the organization.
Performance standards	Levels of performance required for planning and carrying out missions or tasks, used to evaluate individual and team performance, serve as a guide for evaluating a training session and as a basis for debriefing an operation.
Personal protection detail	Perform duties associated with providing protection to dignitaries, VIP's, witnesses, or other protectees.
Port and cover	Breaching and/or removal of all obstructions/barriers within a window, door or wall and/or similar opening to allow operators to enter location, deploy FSDD and/or safely observe and cover a room's interior and any occupants from outside the location after porting.
Rapid deployment	The immediate deployment of law enforcement resources to life-threatening situations where the delay in such deployment could result in death and/or great bodily harm to persons.

Slow and deliberate	Movement technique characterized by stealth and without regard for time.
SMEAC	Acronym used for operational planning: Situation, Mission, Execution, Administration/Logistics and Command/Signal.
Sniper	A highly-trained operator whose missions include intelligence gathering, observation and the capability of delivering precision fire with a rifle. Operator with long rifle capability; long rifle marksman.
Sniper-initiated takedown	The tactic of initiating a coordinated approach on a building or vehicle immediately after the sniper takes a dedicated pre-planned or spontaneous precision shot.
Standard Operating Procedures/SOPs	Established or prescribed methods followed routinely for the performance of designated operations or in designated situation in accordance with agency policy.
SWAT	Acronym for Special Weapons and Tactics team. A designated law enforcement team whose members are recruited, selected, trained, equipped and assigned to resolve critical incidents involving a threat to public safety which would otherwise exceed the capabilities of traditional law enforcement first responders and/or investigative units.
Tactical medic	A tactical medic is a licensed medical practitioner with specialized training and a demonstrated ability to work in and provide medical care within an operational environment.
Target-specific directed fire	Controlled gunfire that is directed at the suspect, reducing the suspect's ability to return fire while a tactical team, element or individual movement is conducted. Also known as "suppressive fire," "cover fire," "return fire" and "weapons fire."

Team commander

The designated individual(s) responsible for the management, operation and deployment of a tactical team.

Team leader

A team member, regardless of rank, with an appropriate level of experience and competence who works directly with team members. Acts in an administrative, tactical and operational capacity under the Team Commander to coordinate and supervise training, planning and deployment activities.

TEMS

The mission-preplanning, preventative care and medical treatment rendered during mission-driven, high-risk, large-scale, and extended law enforcement operations. The TEMS scope of practice includes medical interventions that further the health and safety of all law enforcement personnel and are intended to reduce the incidence of injury, illness, disability, and death associated with police operations. TEMS adapts and incorporates sound medical practices with police tactics for use in operations characterized by competing mission objectives, diagnostic uncertainty, limited resources, and performance decrement under stress to permit the delivery of effective medical care in an unfolding law enforcement mission. The needs and operating environment of the SWAT team determine the medical capabilities of the TEMS element.

Terrorism

The calculated use of violence or the threat of violence to create fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious or ideological.

Tactical operations center (TOC)

The location that supports Tactical Command decision-making processes by analyzing, assessing and evaluating information on, and activities of, the suspect(s). In doing so, the TOC documents activities and processes of the Commander and Team Leader(s). The four primary activities of the TOC include operations, intelligence, negotiations liaison and sniper control.

Vehicle takedown

Perform duties associated with approaching an armed suspect contained within a stationary vehicle. Also known as "high-Risk vehicle takedown."

Warrant service

Performing or carrying out an arrest or search warrant on a location.

Window of opportunity

A set of favorable circumstances that offer an advantage during a tactical operation if appropriately exploited in a timely manner.