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|  | <b>Winchester City Sheriff's Office</b><br><b>Manual of General Orders</b><br><br><b>Operations</b><br><b>319</b> | <b>Effective Date:</b> January 1, 2016<br>Accreditation Standards:<br><b>OPR .06.01</b>                                 |
|   |   | <b>Original Policy:</b> January 1, 2016<br><b>Last Review Date:</b> May 1, 2020<br><b>Next Review Date:</b> May 1, 2023 |
|   |   | <b>By Authority of:</b><br><hr/> <b>Les R Taylor, Sheriff</b>   |
| <b>Subject: Special Response Team, (SRT)</b>                                      |   |   |

| Effective /Review Date | Sections Changed | Changes   | Reviewed by | Approved by |
|------------------------|------------------|---|-------------|-------------|
| 11-21-16               | III C-2          | Changed, "twelve" to "six".   | EAS         | LRT         |
| 11-21-16               | III E-1          | Removed, Weapon Light, Gloves, Gas Mask and Holster, Ballistic Goggles or Glasses | EAS         | LRT         |

### I. POLICY

It is the policy to establish and maintain a part-time Special Response Team as a resource for the Winchester City Sheriff's Office in the handling of critical incidents.

### II. PURPOSE

The purpose of this directive is to establish procedures to govern the Special Response Team of the Winchester City Sheriff's Office (WCSO).

### III. PROCEDURES

Note: The Special Response Team was formed to support the WCSO and other law enforcement agencies through a highly trained specialized team, equipped with special weapons and related equipment with expertise in the service of search warrants, barricaded suspects, and hostage rescues.

#### A. Structure and Command

1. The Special Response Team is under the direct control of the Sheriff and is commanded by a Special Response Team Commander appointed by the Sheriff.
2. The unit shall consist of the team commander, assistant team commander(s), and team members.
3. The assistant team commander(s) will assist the commander with coordinating the team's activities and training. The assistant commander(s) will assume control of the team in the absence of the commander.
4. Team members hold no rank while operating with the Tac Team. All members shall possess leadership skills but should work as a team directed by the appointed team commander and/or assistant commander(s).

## B. Member Selection

1. Team members will be selected from interested Law Enforcement Certified Deputies from the WCSO. Interested personnel will submit a request in writing to their Sheriff. The Sheriff makes the final decision.
2. When requested by the Sheriff, the team commander may interview prospective members and make recommendations to the Sheriff. The interview will be for the purpose of explaining the functions of the team and determining the member's suitability. Qualities to be considered include, but are not limited to:
  - a. A self-disciplined person who can accept supervision and instructions without questions.
  - b. A person capable of exercising a balance between using good judgment and the necessity to take immediate action.
  - c. A person that can operate under stressful situations.
  - d. A person who exhibits above average job performance and knowledge.
  - f. Physical agility as well as strength and endurance.
  - g. Proficient with issued firearms with a minimum score of 90%.
  - h. All Special Response Team members must successfully complete the Basic S.W.A.T. course.
3. Each team member shall be informed that they may be removed from the team at any time by the Sheriff.
4. While every consideration will be given to members who express a desire to be removed from the team for their own reasons, the needs of the WCSO and the team must be given first priority.
5. Unsatisfactory performance on the part of any member shall require immediate removal from the team. Unsatisfactory performance will be decided by the Sheriff in consultation with and receiving the recommendations of concerned supervisors or the Special Response Team Commander. Unsatisfactory performance shall include:
  - a. Failure to qualify with issued firearms.
  - b. Failure to perform regularly assigned duties within the team or attend required training.
  - c. Failure to display the required discipline to function as a team member.
  - d. General lack of performance based upon the recommendation of the team commander.
6. The team commander and assistant team commander shall meet all the requirements as set forth for team members. In addition, they shall possess the following qualities:
  - a. Have judgment, initiative, and leadership to direct, support, and control the team.
  - b. Possess a high level of tolerance and be capable of operating with their team for long periods of time under stressful situations.
  - c. Be thoroughly familiar with the concept of a Special Response Team, its equipment, weapons, and operations.
  - d. Be capable of instruction and training others.

9. The team commander will document and maintain all operational reports.

C. Special Response Team Training – all team members will take part in the tactical training. If for some reason the member cannot be present for training, the team commander or assistant commander will authorize the member to miss any training.

1. The team commander will document all training.
2. Training will be conducted a minimum of six (6) times a year unless there are scheduling issues.
3. Biannually, each member shall qualify with all issued weapons unless there are scheduling issues.

D. Procedure for Requesting the Special Response Team

1. Any member requiring the services of the team will make the request by the most expedient method to the team commander or assistant team commander. The same procedure would apply for any member receiving a request for the team from another agency. The team may only be activated by authorization of the team commander or Sheriff.
2. Any time it is anticipated the team may be needed, the team commander and assistant team commander should be notified so team members can be located and put on stand-by.

3. Suggested uses of the team include, but are not limited to:

- a. Hostage Situations
- b. Barricaded Persons
- c. Sniper Incidents
- d. Support for other agencies
- e. High-Risk Apprehension
- f. High-Risk Warrant Service
- g. Serving Search Warrants where a High-Risk of officer safety is expected.
- h. Riots/Civil Disturbances
- i. Any Terrorist Act
- j. Any other situation deemed exceedingly hazardous or technical as to needlessly endanger deputies without the special training and/or equipment.

4. Normally, all members of the team will respond to call-outs. However, it should be kept in mind that many situations do not require the entire team. In these situations, the team commander or assistant team commander will determine the number of team members to respond.

5. Any time that the Winchester City Special Response Team is activated the Sheriff and Major will be notified.

## E. Special Operations Equipment and Uniforms

1. Basic Uniform and Equipment (one per member) – the WCSO will provide the following:

- Tactical Holster
- Nylon Duty Belt and Duty Gear
- Ballistic Helmet
- Ballistic Vest
- Boots
- Battle Dress Uniform (BDU)

2. Team members will not use any equipment for other purposes or make any change to the uniform unless authorized by the Sheriff.

3. Equipment should be evaluated periodically by the team commander with input from team members. Any recommendations for improvements or changes should be forwarded through the proper channels.

## F. Special Response Team On-scene Responsibility

1. The team will not assume responsibility for arrested persons, but will turn them over to the member in charge or the requesting agency.

2. Team members are not trained negotiators and will not assume the prime responsibility for negotiations at the scene. It is understood that unusual circumstances may arise where team members may be forced to enter into negotiations with a suspect.

3. At no time will non-members be permitted to operate as a part of the team. However, this will not prohibit non-members from assisting with perimeters, securing locations, acting as observers, etc.

## G. Incidents in Progress

1. When called to a scene of an incident in progress, the unit commander will immediately contact the officer-in-charge to evaluate the situation. The unit commander or assistant commander will formulate an operational plan, request any additional assistance, and make the unit ready for immediate action.

2. It shall be the responsibility of the officer-in-charge to determine when the services of the unit are needed.

3. When it has been determined that the unit is needed, the responsibility for the unit's operation and manner in which the mission's objectives are accomplished shall be that of the unit commander(s).

## H. Pre-planned Incidents

1. Pre-planned situations, such as raids and searches, command decisions will be the responsibility of the incident commander.

2. It will be the officer-in-charge's responsibility to provide the operational objectives to the team commander.

3. The team commander will formulate an operational plan and prepare the team for action. The responsibility for the team's operation and the manner in which the mission's objectives are accomplished shall be that of the team commander.

4. The team commander will complete a WCSO Special Operation Plan and forward it to the Sheriff for review.

#### I. Diversion Device

1. The use of diversionary devices to aid in entry into building structures is approved for use by WCSO Special Response Team. The following guidelines will be adhered to when utilizing these devices:

- a. Use must be authorized by the on-scene Special Response Team Commander or assistant commander.
- b. Armed resistance must be reasonably expected and the success of the mission and safety of team members and/or hostages is in jeopardy. The devices may also be deployed when distraction is necessary to apprehend a violent subject.
- c. Non-Special Operation's members and other police officers at the scene should be notified that diversionary devices will be used.
- d. The use of diversionary devices will be considered a use of force.
- e. Members deploying diversionary devices will consider the potential for ignition of flammable materials in the structure or building.
- f. Members deploying diversionary devices will consider the potential for material becoming airborne if the device is detonated on loose gravel or similar small objects.
- g. Since young children and elderly persons are more susceptible to potential injury, team leaders must take additional care in authorizing the use of diversionary devices when these individuals are known to be present.
- h. Special Response Team Commanders will be responsible for the proper and safe storage, transportation and utilization of the diversionary devices.
- i. Team members will wear Kevlar gloves and eye protection while actually deploying the devices whenever circumstances allow.

#### J. Fire/Rescue Notification

1. Incidents in Progress – arrangements will be made for fire/rescue services to be notified and an appropriate location will be selected for them to respond to. This site will be as close as safely possible to the actual location of the operation, thus minimizing their response time should an injury occur.

2. Pre-planned Incidents – arrangements will be made for the appropriate fire/rescue agency to be notified that an operation will be taking place in their area of coverage when circumstances allow. This notification will be made by telephone or in person, but should not be done over the radio. When possible, the fire/rescue apparatus should be situated at a location nearby the operation. They should not, however, be situated at a location which could jeopardize the element of surprise and, in turn, the safety of team members and the success of the operation.

#### K. Critique of the Incident

1. Each tactical response operation shall be critiqued and a written report submitted by the team commander to the Sheriff.
2. The oral critique will be conducted as soon as practical after the conclusion of the operation and will include all team members and members of other agencies units involved. The critique should be brief and should concentrate on techniques used, problems encountered, and how improvement can be made.
3. If the operation was in conjunction with another agency, a similar but separate critique should be conducted with that agency by the team commander.
4. In large operations or where major problems were encountered, the critique should be held by the team commander at a later date.

