



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Special Weapons and Tactics Team* **Number:** 235-G

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Rescinds:	235	Dated: <i>October 28, 2002</i>
	<i>235-A Special Operation Response Team</i>	<i>July 5, 2005</i>
	<i>235-B Special Weapons and Tactics Team</i>	<i>July 20, 2011</i>
	<i>235-C Special Weapons and Tactics Team</i>	<i>March 16, 2016</i>
	<i>235-D Special Weapons and Tactics Team</i>	<i>January 30, 2018</i>
	<i>235-E Special Weapons and Tactics Team</i>	<i>January 08, 2019</i>
	<i>235-F Special Weapons and Tactics Team</i>	<i>May 21, 2021</i>

Approved By:

PURPOSE

To establish the governing regulations in the selection, training, equipping and use of the Myrtle Beach Police Department Special Weapons and Tactics Team (SWAT).

INTRODUCTION

Recognizing that the presence of a highly trained and skilled police tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers and suspects; and recognizing that a well-managed "team" response to critical incidents usually results in the successful resolution of critical incidents, it is the intent of the Special Weapons and Tactics Team to provide this resource for the Myrtle Beach Police Department in the handling of critical incidents.

DEFINITIONS

1. Hostage Situation - The holding of any person(s) against their will by an armed or potentially armed suspect.
2. Barricade Situation - The standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender.
3. Warrant Service - The service of search or arrest warrants where there is a likelihood of armed or potentially armed suspect(s) and there is the potential of armed resistance.
4. Special Assignments - Any assignment approved by the Chief of Police, Assistant Chief of Police, or SWAT Commander, based upon the level of threat or the need for a special expertise.
5. Sniper Situation - The firing upon citizens and/or police by armed suspect, whether stationary or mobile.
6. Apprehension - The arrest or apprehension of armed or potentially armed suspect(s) where there is a likelihood of armed resistance.

SPECIAL WEAPONS AND TACTICS TEAM

PROCEDURE

1. COMPOSITION AND STRUCTURE

- A. The team will consist of: A Team Commander with a minimum rank of Police Lieutenant, a Team Leader with a minimum rank of Police Corporal, two Assistant Team Leaders, and 20 SWAT Officers. The Team Leader will be appointed by the Team Commander, and the Assistant Team Leaders will be appointed by the Team Leader with approval of the Team Commander.
- B. The team will function as a decentralized unit and utilize personnel assigned to regular units of the Department as its members when the teams are not in an activated status.

2. PERSONNEL QUALIFICATION

- A. To be considered eligible for the Myrtle Beach Police Department Special Weapons and Tactics Team an officer shall:
 - 1) Have a minimum of one (1) year continuous service with the Myrtle Beach Police Department as a Class I certified Law Enforcement Officer from the South Carolina Criminal Justice Academy.

- 2) Successfully complete the Physical Fitness Qualification.
- 3) No disciplinary action for a period of one (1) year for the following:
 - a) Improper weapon discharge or safety violations with weapons
 - b) Insubordination
 - c) Untruthfulness
 - d) Sustained unauthorized use of force

3. PERSONNEL SELECTION

A. Officers shall be selected for assignment to the Team in an objective manner based on the following standards:

- 1) Firearms proficiency (90% standard of an approved firearms course of fire)
- 2) Completion of a Scenario Based Critical Thinking Exercise for each applicant. Applicants will be assessed based on fundamental CQB to include decision-making, problem solving, and communication.
- 3) Interview consisting of a series of related questions that will help determine if the applicant works well in a high stress team-oriented environment
- 4) Successful completion of the Physical Fitness Qualification (PFQ) test as follows:

This PFQ test will consist of 5 separate exercises that are graded and scored separately. Candidates must have cumulative score of 35 points in order to pass the qualification. A failure to meet the minimum time or point requirements in more than one of the following tests will result in a disqualification.

All evolutions are completed in traditional training attire (e.g., BDU style pants, training boots/shoes and t-shirt unless otherwise specified).

Test 1: 800 Meter Run

Purpose: Running strengthens the heart, lungs and skeletal muscles. Running is also a common task for operators. This distance measures both the operator's speed and endurance. The 800-meter run is strategically designed to challenge/measure the operator's highest output, while maintaining aerobic activity.

Instructions: *Performed slick (training uniform and boots).*

Test: Run 800 meters – Slick (no gear)

Recover: 10 minutes

Scoring:

- 3:14 or less = 10 points
- 3:15 – 3:29 = 8
- 3:30 – 3:44 = 6

- 3:45 – 3:59 = 4
- 4:00 – 4:29 = 2
- 4:30 or greater = 0

Extra credit – One point for every 15 seconds above MAX Score.

Test 2: 400 Meter Run

Purpose: Running strengthens the heart, lungs and skeletal muscles. This distance, combined with a weighted load, measures a very common task operators must do which is carrying various objects or equipment, quickly, over a short distance.

Instructions: *Performed with a 25 lb. object in each hand; 20 lb. vest / kit / gas mask (no filter).*

Test: Run 400 meters

Recover: 10 minutes

Scoring:

- 2:44 or less = 10 points
- 2:45 – 2:59 = 8
- 3:00 – 3:14 = 6
- 3:15 - 3:29 = 4
- 3:30 – 3:44 = 2
- 3:45 or greater = 0

Extra credit – One point for every 15 seconds above MAX Score.

Test 3: Burpees

Purpose: The burpee is a full body movement that involves the use of multiple muscle groups. It measures the operator's ability to get down and/or back up in an efficient manner. Strength, stamina and agility all increase with this movement.

Instructions: *Operator begins from the starting/standing position, operator must lower chest and hips to the ground. Complete with vertical jump and full hip and knee extension along with arms extended overhead.*

Performed slick (training uniform and boots).

Test: 3:00 minutes – As many burpees as possible.

Recover: 10 minutes

Scoring:

- 50+ = 10 points
- 46-49 = 8
- 43-45 = 6
- 40-42 = 4
- 38-39 = 2

- 37 or below = 0

Extra credit – One point for each rep above MAX score

Test 4: Squats

Purpose: Squats, in the bottom position, are nature's intended sitting position. It is a natural progression to stand from this position, which an operator may do several times in a given scenario. Increased power, stamina and balance come from this movement and increase the operator's biomechanical flexibility for standing and/or getting low and taking a variety of firing positions.

Instructions: *Operator begins from the starting/standing position, hip must descend lower than the knees at the bottom ("below parallel"). Complete at the top with full hip and knee extension.*

Performed with 20 lb. vest / kit / gas mask (no filter).

Test: 2:00 minutes – As many squats as possible

Recover: 10 minutes

Scoring:

- 75+ = 10 points
- 73-74 = 8
- 70-72 = 6
- 67-69 = 4
- 64-66 = 2
- 63 or below = 0

Extra Credit – One point for each rep above MAX score.

Test 5: Pull-Ups

Purpose: The pull-up is a practical strength and stamina movement, combined with accuracy, which demonstrate an operator's capability and capacity to adapt to various tasks such as climbing a ladder, scaling a fence, or entering an attic.

Instructions: *For the strict pull-up portion, the operator must begin with arms fully extended at the bottom hang with a forward grip. Complete when chin is above the bar. Must maintain grip on the bar for all 3 strict pull-ups ("unbroken"). Once the 3 strict pull-up requirement is met, the operator may come off the bar as often as needed.*

Performed slick (training uniform and boots).

Test: 1:00 minute – As many pull-ups as possible

- **First 3 pull-ups must be "strict" and "consecutive"**
- Pull-ups following the required strict repetitions must continue to be strict under hand or overhand pull ups.

Scoring:

- 11+ = 10 points
- 9-10 = 8
- 7-8 = 6
- 5-6 = 4
- 3-4 = 2
- 2 or below = 0

Extra credit – One point for each rep above MAX score.

- B. A panel made of a combination of SWAT Commander, Team Leader, two Assistant Team Leaders and a training officer (non-SWAT member) shall conduct candidate interviews prior to selection and recommendation to the Chief of Police.
- C. No officer shall be appointed to the team who does not meet these requirements, nor shall any officer be arbitrarily assigned to the team outside of the selection process herein described. The Team Commander may reject any candidate who, in his/her opinion, and with input from other team leaders, is not suitable for assignment to the team and such candidate shall be informed of the reason for the decision.
- D. Assignment to the team shall be strictly voluntary and the assignment shall be for minimum of three (3) years. Upon selection for the team, officers will complete a twelve (12) month probationary period, during which they will be closely monitored and evaluated by the Team Leaders. Their performance will be documented and reviewed by the SWAT chain of command. Nothing herein contained shall prevent the removal of any member of the team who, in the opinion of the Team Commander and with the advice of the Team Leaders and approval of the Chief of Police, is no longer suitable for service on the team due to performance issues or safety concerns.

4. Observer/Marksman Team Selection Process and Requirements

- A. Team member in good standing.
- B. Have a 90% accuracy score on initial qualification assessment.
- C. Final selection approved by Chief of Police after recommendation by Team Commander and Team Leaders.
- D. Must successfully complete a basic sniper course through an approved vendor or other Law Enforcement agency.
- E. Marksman will be required to train an additional minimum 4 hours per month over their regularly scheduled SWAT training.
- F. Monthly training records will be saved and reviewed by the Team Leader ensuing compliance.

- G. Each marksman will also be required to maintain a logbook for every round fired through their issued rifle.
- H. Qualify bi-annually with their rifles maintaining a 90% accuracy rate.
- I. Both Marksman and selected observers will be required to qualify with the weapons (with issued marksman platform).

5. TRAINING STANDARD

- A. The Special Weapons and Tactics Team will conduct training a minimum of 192 hours per year. The Team will train on appropriate subjects related to its purpose. All training will be documented, and the Team Commander will maintain training records on file. These records will contain the date of training, topics trained upon, members present and the members performance scores if applicable.
- B. The training program will also include regular updates on legal issues facing tactical operations, Use of Force policy and other related areas. Rifle training will coincide with Patrol Rifle Procedure #261-A.
- C. All members of the team shall attend and participate in training except those members on annual leave, sick, injured or specifically excused from training by the Team Leaders. Additional team training and special training for members shall be held as deemed necessary by the Team Commander or Chief of Police. All training is considered a duty assignment. Personnel participating in training during their off duty time may be granted compensation or allowed to "back out" the training hours upon supervisor approval.
- D. All operational SWAT team members must successfully complete the Physical Fitness Qualification (PFQ) test on a bi-annual basis. Operational team members will maintain a level of physical fitness required to perform required duties under stressful high intensity situations. Operational team members will be assessed during the testing by a Team Leader and/or Team Commander. Individual scores/times will be documented for each section of the testing. If the team member does not successfully pass the Physical Fitness Qualification, they will be provided with their results, and the area needing improvement at the conclusion of the testing. The Team member(s) who did not successfully pass the Physical Fitness Qualification will be provided a 6-month timeframe for improvement and re-assessed during the next Physical Fitness Qualification. If a team member fails two consecutive Physical Fitness Qualifications, they will be removed from the SWAT Team and must reapply in order to be placed back on the team.

6. EQUIPMENT STANDARDS

- A. The Myrtle Beach Police Department Special Weapons and Tactics Team will supply their team members with the following safety equipment:
 - 1) Ballistic Helmet
 - 2) Safety glasses
 - 3) Hearing Protection
 - 4) Complete coverage ballistic entry vest with Threat Level IV insert
 - 5) Load bearing vest or duty belt for tactical equipment
 - 6) Special weapons as authorized
 - 7) Appropriate amount of ammunition for weapons training and qualification
 - 8) Radio equipment
 - 9) Hands free microphones
 - 10) Other equipment as deemed necessary
- B. Special Weapons and Tactics Team members will utilize appropriate utility type uniforms of an approved color/pattern and footwear. Uniforms will utilize clearly identifiable placards, patches, badges or lettering that identifies the wearer of the uniform as a law enforcement officer. The Team Commander must approve all other items of personal wear or equipment.
- C. Special Weapons and Tactics Team members are responsible for the care and maintenance of the equipment. Failure to appropriately care for or maintain the equipment in full mission readiness will be grounds for removal from the team.

7. SPECIAL EQUIPMENT

- A. Recognizing that the missions of the Special Weapons and Tactics Team are performed in hazardous environments and recognizing that the safety of innocent citizens, officers and suspects is often jeopardized by the hazardous conditions, it shall be the intent of the Team to utilize special equipment as listed below in an attempt to lessen the risk or injury to all involved during the performance of an operation. The Myrtle Beach Police Department Special Weapons and Tactics Team recognizes, however, that the use of the special equipment in no way implies or guarantees that injury or death will not occur during an operation.
 - 1) Primary entry weapons: example - Sidearm, entry shotgun; a short barrel weapon that enables the team member to acquire rapid target acquisition, enhances high levels of accuracy and provides maneuverability, reliability, stopping power and sustained fire capability.
 - 2) Less than lethal Weapon or Ammunition: Weapons or ammunition that propel a round or device that is not normally lethal in nature. Designed to offer an alternative to the use of deadly force when appropriate.
 - 3) Noise/Flash Diversionary Devices: Designed to save lives and reduce the potential for shooting situations by providing a diversion for the entry of

the Team members into a hazardous area. The diversionary devices utilize a bright flash of light followed immediately by a loud noise.

- 4) Breaching Tools: Items such as rams, pry bars, hydraulic or electronic machines, which are designed to force entry into barricaded or secured areas.

- B. The Team Commander will insure that only those Team members properly trained and certified in the use of the special equipment will utilize the equipment.

8. MISSION PLANNING

- A. The Special Weapons and Tactics Team will utilize a written planning process for all operations that are proactive or anticipatory in nature, such as warrant service. The written process will include a format that will document how the operation is to be:

- 1) Conducted
- 2) Commanded
- 3) Controlled
- 4) Communication
- 5) Support Required

*All operational plans will be stored and maintained for seven years.

- B. The Team Commander will cause a log of events to be recorded on all Team operations and will also cause all planning or decision-making documents to be recorded. These documents will be stored and maintained in a file for seven years.

9. COMMAND AND CONTROL STRUCTURE

- A. The ranking SWAT Officer (identified by SWAT call sign) present on the scene shall be the Incident Commander, and he/she shall retain the appropriate initial personnel on his/her staff in an advisory capacity in order to assure maximum information availability.
- B. The Team Commander shall insure that he/she and the team are briefed by the Incident Commander as to the nature and circumstance of the high risk situation and all other information available, to include but not limited to location, subject information, number of individuals involved, etc.
- C. A Team commander with a minimum rank of Lieutenant commands the Special Weapons and Tactics Team. When activated for an operation, the Team Commander, or the Acting Commander when the Commander is absent, will

respond to the Command Post where one has been designated or to the on-scene supervisor and establish a Command Post. The Team Commander is responsible for the deployment of the Special Weapons and Tactics Team, tactical decision-making and tactical resolution of the incident.

10. ACTIVATION PROCESS

- A. The Special Weapons and Tactics Team activation takes precedence over all other assignments within the Myrtle Beach Police Department. SWAT Team members assigned to the Special Weapons and Tactics Team become subordinate to the SWAT Commander until the SWAT Team Commander determines that the activation is over.
- B. Any Unit Commander (Lieutenant and above) has the authority to immediately activate the team for any critical incident within jurisdictional boundaries. The activation will commence when the responsible Unit Commander contacts the SWAT Team Commander or the next in the chain-of-command if the Commander is unavailable and briefs him/her on the incident. The Commander or Acting Commander will then take responsibility for the activation. The Chief of Police or his/her designee will be notified when the team is activated.
- C. With the approval of the Chief of Police, the SWAT Team is available to any requesting law enforcement agency. When a request for the team is received, it shall be immediately forwarded to the SWAT Team Commander who will determine if the situation warrants the activation of the team. If the situation warrants the activation of the team, the SWAT Commander will contact the Chief of Police. Once permission is granted, the activation will follow standard procedure.
- D. Any Division or Section within the Myrtle Beach Police Department, such as Street Crimes or Investigations, may request the assistance of the SWAT Team in planning or conducting appropriate operations. The Division Commander or his/her representative will contact the SWAT Commander with the request. The SWAT Commander, if approving the request, will then follow the above-described procedures for team activation.
- E. When a CINT Team is deployed to a call for service, the SWAT Commander (CMD) or their designee will deploy a Quick Reaction Force (QRF) to the call as well. This QRF will serve as a resource for the CINT Team, as well as a link to the SWAT CMD in the event that a full team mobilization is needed.

11. DOCUMENTATION OF ACTIVATION

- A. The Special Weapons and Tactics Team Commander will initiate a team “After Action report” detailing the activations and use of the team. This report will be a typed document which details the operation and pertinent information required for follow-up investigators, prosecutors, etc.

12. AFTER ACTION REPORT

- A. At the conclusion of an operation, team members will be debriefed and will complete an after-action report (AAR) disclosing their actions while deployed on the operation. An after action report will be completed and forwarded through the team’s chain of command to the Chief of Police within 48 hours. This report will be maintained in the team’s records for internal use only. The report will include, at minimum, the following:

- 1) Background information and the nature of the incident
- 2) Call out information, to include all dates and times
- 3) Actions while at the scene, method of deployment; planned operations and executed operation. Specific attention will be given to the reasons behind any deviation from a planned operation
- 4) Account of expended/damaged/lost equipment
- 5) Account of injuries to team members or others involved
- 6) Actions following the close of the operation

13. AFTER ACTION CRITIQUE

- A. At the completion of all operations and significant training events, the Team Commander will conduct an After Action Review. A written summary will be maintained on file with other operation documents. The purpose of this review will be to create a forum for team members to offer information for the improvement of the team. The after action review will be formatted to develop the following information:

- 1) Positive factors
- 2) Negative factors
- 3) Solutions for the negative factors
- 4) Training Issues

14. PERIODIC POLICY REVIEW

- A. The Special Weapons and Tactics Commander will annually review and, when necessary, update this policy. Any update of the policy will require the approval of the Chief of Police.

SWAT TEAM CALL-OUT

1. PROCEDURE

A. Notification and call-out of tactical team:

- 1) A SWAT Team Leader or Team Commander will be notified.
- 2) The SWAT Team Leader will notify the SWAT Team Commander (or designee) who will evaluate the situation. If a response by the SWAT team is deemed necessary, the Team Leader will notify the SWAT Commander, who in turn will notify the Assistant Chief or Chief of Police. After approval by the command staff officer, a telephone call out of tactical team members will be initiated.
- 3) Activation of the SWAT team by either the patrol division or investigative division will result in the initiation of a SWAT team assignment. The Team's operation will be the responsibility of the team commander. The SWAT Team Commander will execute whatever plans are determined to be in the best interest of the department by the Chief of Police, Incident Commander and SWAT Team Commander. Upon completion of the mission, the incident will revert to the division that initiated the call out for reports and follow up investigation.
- 5) Call outs for the SWAT team will include available team members. Only the Team Commander or designee can decide to activate a limited number of team members with approval from the Assistant Chief or Chief of Police.

2. RESPONSIBILITIES

A. The patrol supervisor at the scene will establish:

- 1) Inner perimeter
- 2) Outer perimeter
- 3) Command Post
- 4) Staging area to include press area
- 5) Develop appropriate intelligence information
- 6) Begin evacuation
- 7) Medical standby

B. The incident commander will brief the SWAT Commander of the situation upon his/her arrival at the scene outlining known factors.

C. Control of the inner perimeter will be released to the SWAT commander, who will be responsible for containment and apprehension of the suspect(s).

D. After the situation is resolved, it will be the responsibility of the SWAT team commander or designee to forward a written report through the chain of

command to the Chief of Police on the next working day. The report will include a critique of actions taken by the SWAT team to include:

- 1) Injuries to any persons
- 2) Use of weapons or chemical agents
- 3) Any property damage
- 4) All required City and Departmental paperwork

E. Press relations at the scene and issuance of a timely press release will be the responsibility of the Public Information Officer or his/her designee.

3. PREPARATION FOR TACTICAL TEAM

A. In order to ensure a coordinated effort that is time efficient, it is suggested that the following preparation be made prior to the arrival of the SWAT Team:

- 1) Obtain as much information as possible about the suspect(s) including name, physical description, military background, and mental state. A record check should be made to determine if the suspect is wanted. Station and other files should also be checked to develop the suspect(s) criminal background.
- 2) Obtain, if possible, first-hand information concerning all locations involved. A diagram of these locations should be prepared showing entrances, exits, window, inside rooms, adjacent buildings, and any additional information about the location(s) which might prove useful to the team, (i.e., dogs, security alarms). If possible, a drive or walk by should be conducted.
- 3) Develop a comprehensive plan covering the above information, as well as unit personnel assignments and duties. Copies should be prepared for all personnel. The Team Leader will be responsible for developing the tactical deployment plan for his/her personnel.
- 4) Ensure that someone is prepared to brief a SWAT Team Leader. A formal briefing should be conducted for all personnel prior to commencing the operation.
- 5) If possible, ensure that warrants are obtained, or are in the process of being obtained, prior to the team's arrival.
- 6) When the first report describing the operation is available, send a copy to the SWAT Team leader for inclusion in the Activation file. (If sufficient notice is received, a team leader can be assigned to contact the patrol/detective supervisor and participate in applicable stages of planning. In this way, the patrol/detective supervisor can be made aware of team capabilities, and the team leader can obtain first-hand information prior to the arrival of the team.)
 - a) Detailed tactical briefing of SWAT Team

- b) Separate general briefing for others involved including SWAT

4. DEPLOYMENT

- A. Non-SWAT team members respond to a pre-selected assembly point and remain until called in.
- B. A drive-by is made to obtain last-minute information (unless the location is being observed by assigned personnel).
- C. The SWAT team responds to the location in marked or unmarked vehicles, depending on the situation.
 - 1) Containment positions are assumed
 - 2) Announcements are made (if required)
 - 3) Entry is made
 - 4) If the team is compromised (i.e. observed by the suspect(s) and/or shoots at the team), the location is contained and treated as a barricaded suspect situation
- D. An assigned SWAT team member provides patrol/detective supervisor at the assembly area with periodic situation reports over the radio.
- E. Once the location is cleared, the patrol/detective supervisor is called to the location to conduct a search. At the request of the patrol/detective supervisor, SWAT team members may remain to provide security during the search. SWAT team personnel are not to be used for the searching of evidence.
- F. All SWAT activities should be logged.

5. POST OPERATION ACTIVITIES

- A. Pertinent information is provided to the patrol/detective supervisor for their report.
- B. A property damage assessment is conducted and recorded on video or by digital photos. Loss reports for damage caused by SWAT team entry or otherwise shall be the responsibility of the SWAT team leader at the scene.
- C. All equipment is inventoried.
- D. Diagrams of the location are prepared for critique file purposes

- E. Unless the area is such that the SWAT team is needed for security purposes, their involvement is terminated.
- F. A comprehensive post operation critique is conducted during which all team members are encouraged to participate including command level personnel.

HOSTAGE/BARRICADED SUBJECT INCIDENTS

1. PURPOSE

- A. It is the purpose of this regulation to provide general guidelines for handling hostage/barricaded subject situations.
- B. In hostage/barricaded subject situations it shall be the procedure of the Myrtle Beach Police Department to consider the lives of the hostages, civilians and officers involved to be of the utmost importance; whenever possible, to enhance the prospects of peacefully resolving the incident through communication with the suspect; whenever possible, to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and in hostage situations, to make every reasonable effort to effect the safe release of the hostages.

DEFINITIONS

- 1. Barricaded Subject - Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers or others in the community and who is in a stronghold position.
- 2. Hostage - Any person held by another against his/her will by force or threat of force, expressed or implied

PROCEDURE

1. PATROL OFFICERS

- A. Patrol Officers confronting a hostage/barricaded subject incident shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others consistent with this department's use of force policy. Officers shall then:
 - 1) Notify a supervisory officer of the incident and circumstances;
 - 2) Contain and isolate the incident scene, establishing an inner containment perimeter to provide a reasonable degree of safety while maintaining contact with the incident scene and as time and resources permit establish

an outer containment perimeter to control pedestrian and vehicular traffic into the area; and

- 3) Whenever possible, evacuate occupants of affected residences and businesses to a point beyond the perimeter.

2. OFFICER IN COMMAND (ON SCENE COMMANDER)

A. The ranking officer at the scene shall be in command until specifically relieved by a superior. The OSC shall:

- 1) Inform the senior officer about the nature and circumstances surrounding the incident;
- 2) Delegate the tactical mission to the SWAT Team Commander
- 3) Ensure development of a communications/negotiations process and a response team reaction;
- 4) Ensure establishment of an inner and outer perimeter, command post, if necessary, tactical operations center, negotiations center, and a staging area for officers and others arriving for assignment.
- 5) Ensure Media Liaison is contacted, assign a press center and a press liaison if the Media Liaison is not available;
- 6) Ensure that responsibility for traffic and crowd control is established, and that routes for emergency vehicles have been designated;
- 7) Make provisions for recording personnel assignments and developing a chronological record of events at the command post;
- 8) Ensure that necessary equipment from the fire department is made available at the staging area together with any other units or equipment such as a canine; and
- 9) Ensure that emergency medical services are available at the site.

3. SPECIAL WEAPONS AND TACTICS COMMANDER

A. The commander of the SWAT team shall:

- 1) Assist the OSC in assessing the situation and formulate and provide the OSC with recommended tactical alternatives should communications with the subject fail to resolve the incident.
- 2) Determine equipment needs and assign personnel to control and contain the inner perimeter.
- 3) Designate entry team as necessary.
- 4) Ensure that personnel manning inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate SWAT team members.
- 5) Prepare appropriate logistical plans to include diagrams of the location in question, when available.

- 6) Ensure the establishment of a tactical operations center if necessary; and
- 7) Maintain contact with and keep the command post informed of all developments and operations.

4. CRITICAL INCIDENT NEGOTIATIONS TEAM

- A. In the event of a SWAT callout or planned SWAT Operation, the CINT CDR should activate at least one, preferably two CINT members to assist and or advise SWAT Leaders when/where needed. These CINT members shall be on scene and prepared to initiate negotiations if the situation turns to a barricaded subject, hostage situation or similar type incident.
- B. The individual in charge of communicating with the subject shall:
 - 1) Provide any requested assistance to the OSC;
 - 2) Provide trained primary and secondary negotiators;
 - 3) Obtain all pertinent information about the hostage taker, the hostages, hostage site and other barricaded subjects; and
 - 4) Debrief hostages following the incident

5. TACTICAL CONSIDERATIONS

- A. Determine probable location of suspect within the structure.
- B. Determine access routes and advise involved units.
- C. Determine the location of all personnel assigned to the operation and maintain the roster.
- D. Upon arrival of the SWAT Team, ensure the unnecessary personnel leave the area.
- E. Maintain control of responding personnel and ensure that:
 - 1) All personnel report to the designated area prior to deploying
 - 2) All personnel are adequately briefed regarding tactical problems, assignments and unit designation
 - 3) Assigned units have communication capabilities
 - 4) Weapons fire control is maintained
 - 5) Establish alternative routes for civilian traffic
 - 6) Establish telephonic communications with suspect. Every effort must be expended to obtain the voluntary surrender of the suspect
 - 7) Determine identity and objective of suspects

- 8) If suspect's identity can be ascertained, check record through station, departmental and intelligence resources
- 9) Try to obtain the cooperation of all persons who can supply pertinent information, (i.e. relatives, friends, witnesses), and ensure their safety. Do not locate them in the command post
- 10) Thoroughly brief all relief personnel

6. POST OPERATION CONSIDERATIONS

A. Obtain all applicable statements, forms and other information from all units involved.

- 1) Initial report is taken by the handling unit.
- 2) Account for all departmental equipment and ensure that it is serviced and returned to its proper place.
- 3) Return borrowed equipment.
- 4) Secure location of occurrence for preservation of evidence.
- 5) Release premises to owner or responsible party.
- 6) Supervise the cleanup of areas utilized by Department personnel.
- 7) Provide follow-up service to area residents relative to damaged property, claims against city, etc.
- 8) Determine who assisted departmental personnel, and ensure the letters of appreciation are prepared.
- 9) As soon as possible, critique the operation with involved personnel, and submit a memo to the unit commander and to the Chief of Police within 48 hours with summary of the operation.

HIGH RISK WARRANT SERVICE

1. PROCEDURE

The following procedures can be helpful in achieving operational success for high-risk warrant service.

2. PLANNING

A. Preplanning. (When time and circumstances permit, it must be understood that each situation has its own dynamics and circumstances).

- 1) Meeting between Team Leader and requesting supervisor.

- a) To obtain available intelligence information.
 - b) To determine and assign areas of responsibility.
 - c) To define the mission objective (i.e. arrest suspect, seize evidence).
 - d) To determine that proper legal authority exists (arrest/search warrants) to execute the plan.
- 2) Planning information is obtained from:
- a) Patrol/detective supervisor.
 - b) Scouting the location.
 - c) Informants/witnesses/victims.
 - d) Photos, maps, videotapes, etc.
 - e) Law enforcement computer data sources.
- 3) Preparation of the tactical plan
- a) Use of an established planning format; i.e., map of location to include applicable entrances, exits).
 - b) Use of checklist (i.e., necessary equipment).
- 4) Rehearsal
- a) Ensures everyone knows their assigned role.
 - b) Provides an advanced opportunity to use and test specialized equipment.
- 5) Briefing
- a) Detailed tactical briefing for Team.
 - b) Separate general briefing for others involved including SWAT Team.