

# Davis/West Sacramento Police Special Weapons & Tactics



## SWAT Manual

## **MISSION STATEMENT**

A Special Weapons and Tactics (SWAT) Team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. The SWAT Team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of the Team.

In accordance with the 2003 Yolo County Area Law Enforcement Agreement for an Area Law Enforcement Response Team (ALERT), sworn officers of the Davis Police Department have integrated with members of the West Sacramento Police Department in order to establish a regional SWAT Team serving the needs of Yolo County. The Team shall be available to any other local, regional, state, or federal law enforcement agency upon proper request and approval of the Team Commander, or designee, and subject to the provisions of Davis PD Policy and Procedure 2.09-B, Mutual Aid, PP 2.39-A, SWAT, and West Sacramento Policy Manual 408-Tactical Response and Negotiation/ Crisis Team.

Because situations that necessitate the need for a SWAT response vary greatly from incident to incident, the operating procedures outlined here serve as a guideline to Team and Command personnel allowing for appropriate on-scene decision-making. Further, these procedures were written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2005 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).

The following are the types of situations where the Team may be best utilized:

- Barricaded person(s) who refuse an order to surrender;
- Incidents where hostages are taken;
- Cases of suicide threats involving the potential of violence to others;
- Arrests of dangerous persons;
- Dignitary protection
- Any situation that could enhance the ability to preserve life, maintain social order, and ensure the protection of property.

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# CHAPTER: 1

## ADMINISTRATION AND PERSONNEL

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### I. OPERATIONS MANUAL

#### **PURPOSE:**

To establish and maintain training, equipment, personnel, and operational standards for the Davis/West Sacramento SWAT Team that integrates state law, P.O.S.T standards, and departmental policies.

#### **POLICY:**

The Operations Manual shall be adopted by each agency, jointly, as Policy and Procedure or as a General Order, and will be used in joint SWAT operations/training. The Team Commander shall be responsible for the overall administrative adoption of the Manual and for ensuring compliance with all provisions. The team leader for each agency will be responsible for the update, review, maintenance, and training contained within the Manual.

#### **PROCEDURE:**

A. The Manual will be divided into chapters which address the following subjects:

1. Administration and Personnel
2. Operations
3. Personnel Selection and Training
4. Unit Equipment and Inventory

B. The Manual will contain the following abbreviations:

1. GO - General Order
2. PP - Policy and Procedure
3. ICS - Incident Command System
4. IC - Incident Commander
5. TC - Tactical Commander (note- Tactical Commander is not synonymous with Team Commander)
6. TL - Team Leader
7. ATL - Assistant Team Leader
8. ICP - Incident Command Post
9. TCP – Tactical Command Post
10. EOC - Emergency Operations Center
11. HNT- Hostage Negotiations Team

C. Copies of the Operations Manual will be controlled by the SWAT Team Commander and issued to the following personnel:

1. Chief of Police for each agency
2. Executive Staff and Lieutenants
3. Team members and tactical dispatchers

## **II. CHAIN OF COMMAND/ORGANIZATION CHART**

The Incident Command System will be used for SWAT operations.

The SWAT Team chain-of-command is as follows:

- SWAT Team Commander
- Designated Tactical Commander, if the SWAT Team Commander is not available
- Team Leader
- Assistant Team Leader
- Team Member

During operations, the TC will report directly to the IC. However, the TC may report to the Operations OIC, if the IC opens an Operations Branch (see ICS Chart for Operations Branch).

It is expected that in joint HNT/SWAT operations, the incident SWAT Tactical Commander and HNT Commander work closely to form joint operation plans to resolve an incident. The two shall maintain communications at all times.

Upon arrival of the SWAT Team, the IC shall brief the TC and TL(s). This may occur at the same time the IC briefs the HNT Commander and the HNT TL's. The TC may request to speak directly to those personnel who are present and have the most current/relevant knowledge of the situation. Upon review, it will be the IC's decision, with input from the TC, whether to actually deploy the Team, or not. Once the IC authorizes deployment, the TC will be responsible for the tactical portion of the operation. The IC shall continue to have overall command of the situation, have supervision of the CP, outer perimeter security, and support for the SWAT Team. The IC and the TC, or their designee shall maintain communications at all times. In those cases where an Operations Branch is opened, the TC will maintain communications with the Operations OIC at all times. The Operations OIC will report to the IC.

SWAT Team members are directed to follow the team's chain-of-command in all operations. All persons who are not SWAT personnel should refrain from any contact or interference with any member of the SWAT Team during active deployment. Operations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with SWAT personnel directly. All such communications shall be channeled through the TC or their designee.

## **III. COMMAND AND SUPERVISOR RESPONSIBILITIES**

### **A. SWAT Team Commander**

The Team Commander is responsible for the overall command of the SWAT Team and for developing and implementing the tactical plan for any SWAT operation/deployment, if they are present. This includes the responsibility for deciding what tactics and equipment will be used/deployed to accomplish the mission, as set by the IC.

Additional responsibilities include, but are not limited to: supervision, budgeting, planning, training, staffing, recruiting, discipline, logistics and all other such functions deemed necessary for the Team's operation.

If the appointed SWAT Team Commander is unavailable for an actual operation, a designated Tactical Commander will be identified for the duration of the incident. The IC will appoint a designated Tactical Commander for the duration of the incident.

#### B. Team Leader

A TL is a designated team member who will act as a team supervisor, regardless of the rank the person holds in their normal assignment. A TL reports directly to the TC for all SWAT functions. The TL is responsible for planning, coordinating and completing SWAT tasks assigned by the TC, or in his/her absence, the IC. A TL assumes TC duties in the absence of both the Team Commander and a designated TC appointed by the IC.

A TL must demonstrate leadership ability and knowledge of SWAT policies and procedures to be appointed and to maintain their assignment. Additional TL duties include, but are not limited to, the following:

1. SWAT Team supervisor.
2. Assists in coordinating and directing SWAT activities.
3. Ensures that members maintain and document the minimum level of training, consistent with their duties and responsibilities.
4. Maintain a contemporary level of tactical problem solving knowledge/skills, to manage situations that SWAT is likely to be called upon to resolve.
5. Determines the equipment needs of SWAT and ensure members are adequately equipped to meet the requirements of their job.
6. Ensures a complete inventory list of all SWAT equipment is kept.
7. Ensures the Team Commander is fully apprised of team activities, including:
  - a. Equipment/training needs.
  - b. Personnel matters.

#### C. Assistant Team Leader

An ATL acts as the team leader in the team leader's absence or in those cases where the team is split for operational purposes. An ATL serves in a support capacity in ensuring the TL carries out their duties.

An ATL must demonstrate leadership ability and knowledge of SWAT policies and procedures to be appointed and to maintain their assignment. Rank will not necessarily be a determining factor in selection.

#### D. Team Members

During any SWAT activity or operation, a team member carries out the direction/orders provided by those in the chain-of-command.

Members are required to demonstrate and maintain all established performance standards (fitness, marksmanship, etc.) to be selected and retained. In addition, members are:

1. Required to participate in team training, unless excused.

2. Required to maintain all assigned individual equipment, SWAT equipment, vehicles, and work areas in good condition, subject to inspection at any time.

#### E. Snipers

SWAT snipers are selected by the TC and TL's.

A sniper is a member assigned to provide observation, intelligence, and precision marksmanship in tactical situations and will use their specialized training, positioning, and sight enhancement equipment to observe and report real-time intelligence to their teammates and on-scene command. Since the sniper/observer plays such an integral role in intelligence gathering and team protection, they will be deployed as part of all SWAT operations or any other critical incident deemed appropriate by an IC.

The principal responsibilities of the sniper are to:

1. Provide precision firearms capability, should the need arise.
2. Gather and provide intelligence information and patterns on suspect/hostage movement.
3. Provide cover.

# CHAPTER: 2

## OPERATIONS

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### **I. CALL-OUT PROCEDURES**

The activation of the SWAT Team is governed by Davis PD PP 2.39-A and West Sacramento PD Policy 408– Tactical Response and Negotiations/ Crisis Teams.

#### A. Initial Assessment.

The on-scene commander in charge of a particular incident/event will assess the situation using the Critical Incident Matrix (Appendix A), which will help determine whether the SWAT Team may be needed. Upon a determination of need by the on-scene commander, they will notify the SWAT Team Commander (See Appendix B for Call-Out list), who will make the final determination of whether either or both agencies will respond. The SWAT Team Commander shall notify the Police Chiefs, via the chain-of-command, of any actual or anticipated response.

In the absence of the SWAT Team Commander (designated on Appendix B), a Division or Bureau Commander of the activating department shall be contacted to approve the request.

The on-scene commander should advise the SWAT Commander, or the other executive, as follows:

1. The number of suspects and known weapons/resources at a suspect(s) disposal;
2. If the suspect is in control of hostages;
3. If the suspect is barricaded;
4. The type of crime involved;
5. If the suspect has threatened or attempted suicide;
6. The location of the CP and a safe approach to it;
7. The extent of any perimeter and the number of officers involved; and
8. Any other important facts critical to the immediate situation and whether the suspect has refused an order to surrender.

#### B. Outside Agency Requests

Requests from outside agencies must be made to the on-duty Davis/West Sacramento PD Watch Commander, who shall consult with the SWAT Team Commander. Final approval for the use of the SWAT Team to assist outside agencies must come from concurrence of the SWAT Team Commander, or a Division Commander in the Team Commander's absence, and a Bureau Commander or the Police Chief.

#### C. Mobilization of Team

Once it is determined the SWAT Team will respond, the Team Commander, or activating Division Commander, shall initiate a call-out of either or both teams through the Davis Police Communications Center.

1. Davis Police Department's Communications Center will be called [REDACTED] and will activate the full team notification system. The dispatcher assigned the task of initiating the call-out will send a page to the current SWAT Team list indicating the following:



- a. Intent to activate the team
  - b. Brief description of event
  - c. Location of event
  - d. Required Uniform
  - e. ICP location
2. There may be a situation where a dispatcher will be asked to directly contact some members closest in proximity to the police department to respond to the department and deploy the SWAT van or specialized equipment that may be needed.
  3. Once the call-out has been initiated, all members shall contact Davis dispatch or respond via text message and advise if they are able to respond or not, and their approximate time of arrival. Dispatchers will be responsible to keeping track of the status of all members on the department approved form.
  4. If a member has not called into Davis dispatch within fifteen minutes of the page, the assigned dispatcher shall begin to call each number that is listed for that individual. If the dispatcher is unable to contact the member, they shall make a notation on the department form.
  5. If the tactical dispatchers are scheduled to be on duty for the next shift, an off-duty dispatcher and/or per diem dispatcher will be contacted to cover the tactical dispatcher's normal work shift.
  6. Once the members are on the scene, the communications functions for the SWAT operation will be passed off to the Tactical Dispatch Team.

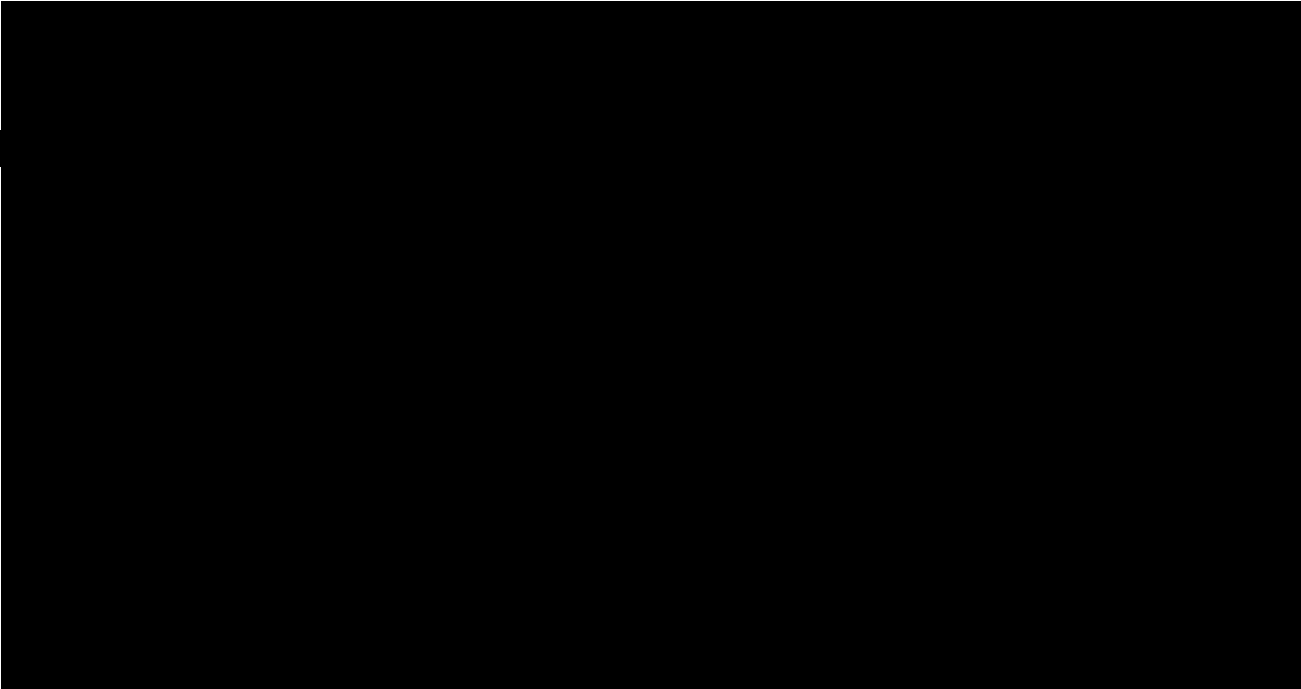
## **II. FIELD OPERATIONS PROCEDURES**

SWAT will use the following procedures when engaged in tactical operations, if applicable:

### **A. Initial Response**

[REDACTED]

[REDACTED]

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6. At the conclusion of the briefing, all personnel will be given an opportunity to ask questions, clarify any points of concern, and make suggestions specific to the mission. It is the duty of every member to communicate any threats or options that may have been overlooked or not planned for.
  7. Before departure to the objective, specialized equipment and weapons will be obtained by individual members, as needed.

#### B. Inspection

Prior to leaving the staging area, each assigned TL will account for and inspect every member of their team, including a;

1. Weapons check - locking and loading live ammunition.
2. Audible radio check.
3. Individual/special equipment check.

The TL's will inspect and radio-check each other. One TL will radio check the TC.

#### C. Mission

1. Members will deploy using their designated routes to their assigned position.
2. Members will remain vigilant, follow orders, and shall perform their assigned task, unless relieved or reassigned. If a member begins to experience fatigue and feels as though they are unable to maintain the necessary level of alertness at their assigned position, the member's TL shall be notified. The TL will replace the member as soon as practical. If a member has requested to leave their post, a TL or ATL must physically speak with the member prior to re-assigning them back in the field in order to assess and evaluate their ability to continue with the mission

3. Members shall, in a timely manner, communicate with the TCP reporting their observations, movement, audible noises, compromises, and team movements.
4. A member shall not change or deviate from their position/assignment without the express permission of the TC or a TL who is in a position to evaluate the request. The evaluation should include; the ease of movement to the position without compromise, proximity to other members, cross fire situations, cover and concealment, and the overall benefit to the mission.
5. Absent an actual mission/safety risk with no other reasonable options, the TC will not perform any part of the tactical plan without express authorization from the IC.

#### D. Event Conclusion

1. Members shall report any action which requires documentation (e.g., Use of Force, Discharge of Weapon, statements of suspects, evidence recovered, property damage, etc.) to their TL, prior to leaving the scene. The TL's shall report this information to the IC, via the TC, prior to leaving the scene.
2. The IC shall coordinate the response of any investigative and evidence collection units to coordinate or initiate any investigation.
3. Any written reports will be assigned out to the appropriate member(s). All reports will be finished, approved by a TL and turned in before the member(s) is released from duty. Only the TC can authorize the delay of a written report.
4. Each TL will account for every one of their assigned personnel and report to the TC before scene departure. No member can leave the scene until every member has been accounted for.
5. All specially issued equipment will be accounted for and turned in.
6. The TC will report to the IC before leaving the scene.

#### E. Debriefing

1. Tactical debrief- Before the team is dismissed, a tactical debrief will take place covering the operational details of the incident and any comments, suggestions, and training issues to be later addressed. The debrief may be delayed up to three days depending on the duration of the mission.
2. Operational debrief- After every deployment, an operational debriefing will be conducted with all involved personnel (SWAT, Patrol, Command, Hostage Negotiations, etc.) to discuss operational issues that occurred during the incident. The IC will be responsible for scheduling and conducting the debriefing.

## F. Reporting

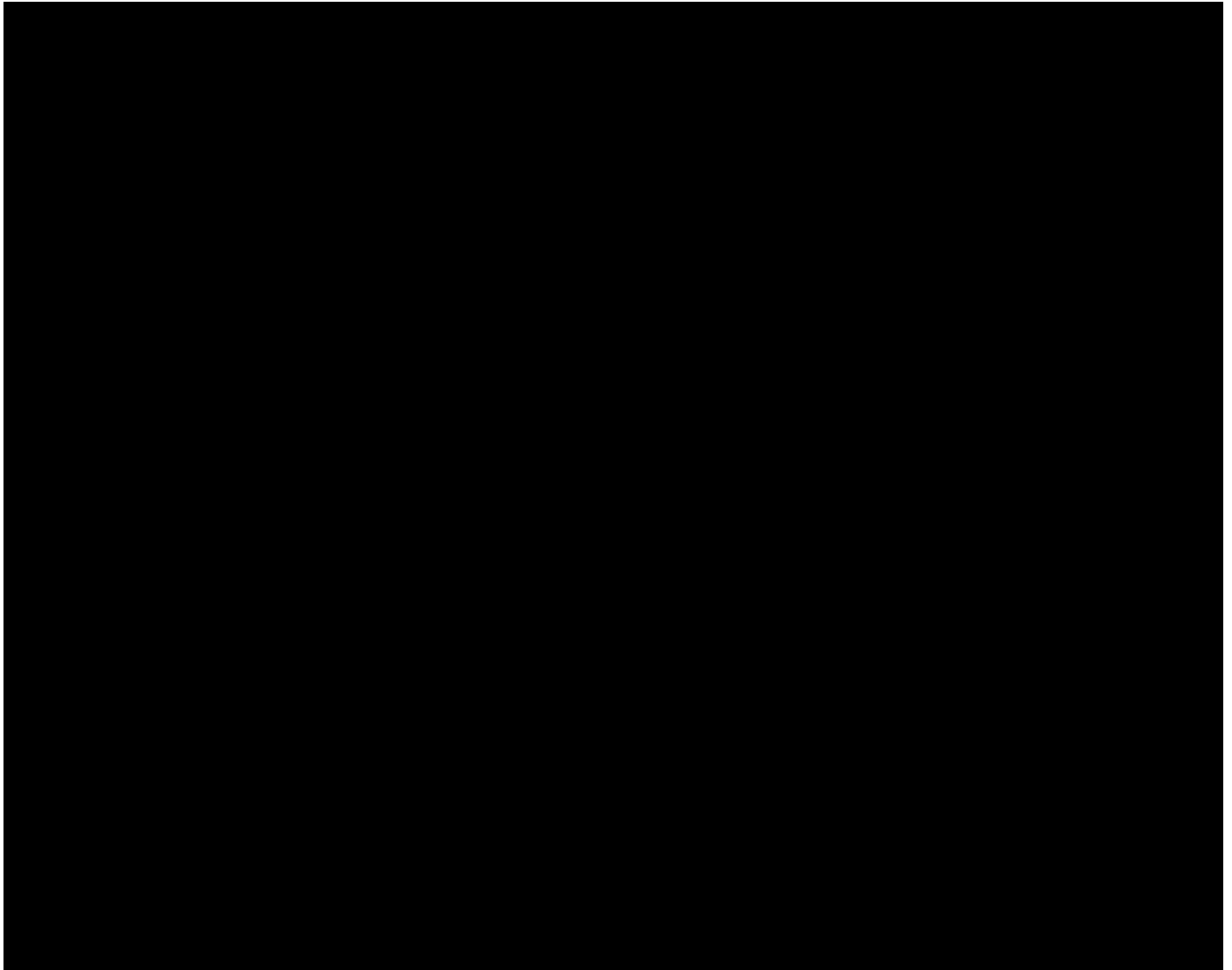
The TC, or their designee, will be responsible for writing an after action report and filing it with the agency that employs the SWAT Commander.

## **III. COMMAND POSTS**

The following procedures will be used to establish, maintain, and utilize command posts during operations:

### A. Incident Command Post

1. The ICP may be set up in an EOC, but is usually better located at or near the outer perimeter of the actual incident where it is protected and there is ease of access for tactical and negotiation's personnel.
2. The structure of the ICP will depend, in part, on the complexity and duration of the incident.



## **IV. OPERATIONS PLANS- Pre-Planned Events**

Proper planning is important to safely and successfully carry out dangerous or high-risk operations. SWAT will use a written planning process for all pre-planned incidents including high risk search warrants, arrest warrants, surveillance operations, and other similar situations. The planning process includes the gathering of intelligence information, scouting, diagramming, and a briefing for all involved. The standardized Davis/West Sacramento PD “ops plan” template will be used to create the written plan.

There are five components in the planning process; (1) the situation, (2) the objective, (3) implementation plan, (4) administration and logistics, and (5) command, control, and communications. This process should be overseen by a TL, who should consult with the Team Commander. The plan should be completed by a member who has the skill set to conduct appropriate scouting and intelligence gathering, which includes all pertinent attachments to be approved by the Team Commander.

### **A. Situation**

The situation section consists of the following minimum information.

- Date of the Operation
- Case Number
- Supervisor’s name, title and phone numbers
- Case agent/coordinating officer’s name, title and phone number
- Type of operation e.g. surveillance, search warrant, etc.
- Staging location
- Start time
- Situation summary that includes a synopsis of the background leading up to the operation
- Location, including address, phone number, description, notation if photos or diagrams are attached, and any known problems associated with the location (e.g., dogs, hazards, children etc.)
- Suspect information, including name, description, pertinent criminal history, prior violence, possible weapons, relationship to victim, etc.
- Suspect vehicle, including color, year, make, body, additional descriptors, and license plate
- Other persons, e.g., victims or relatives of suspect, including name, description, relationship to suspect

### **B. Objective**

This consists of a clear, concise statement of the task to be accomplished.

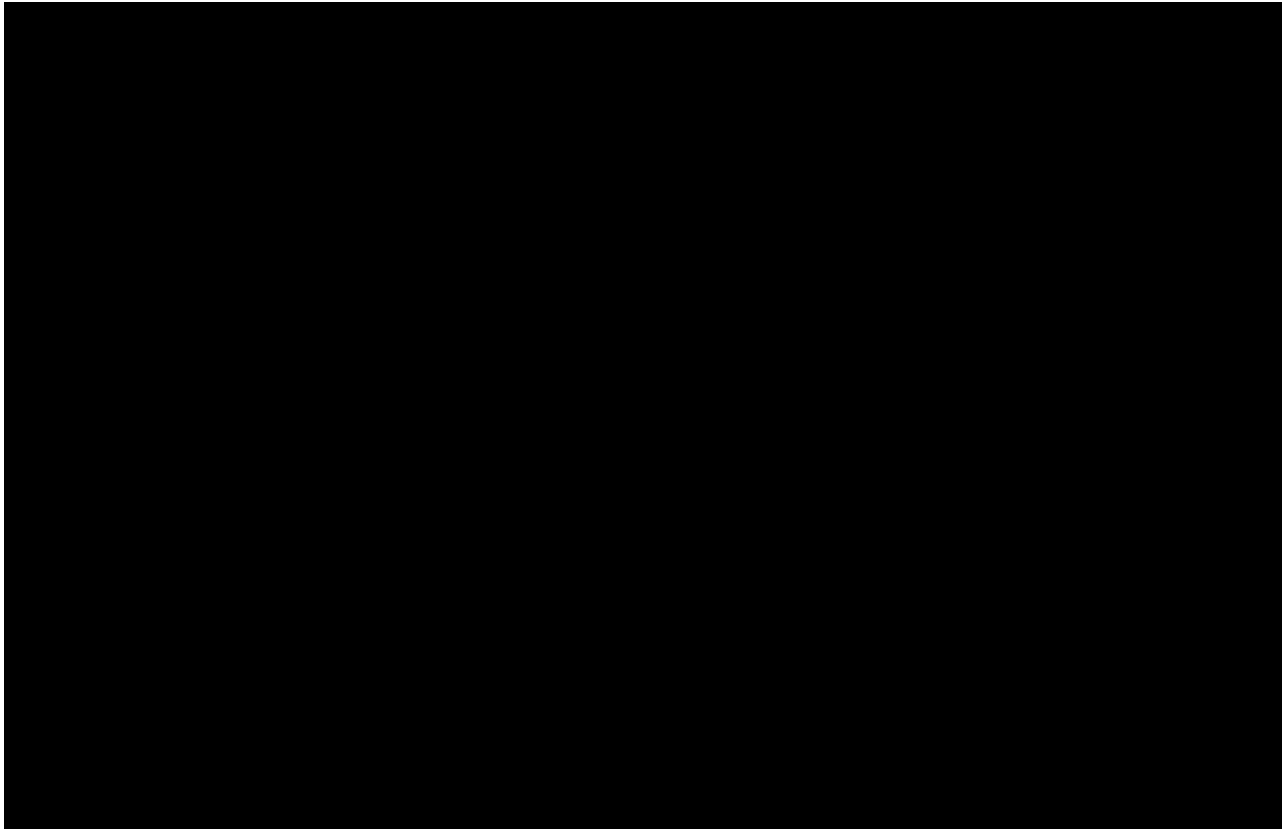
### **C. Implementation Plan**

This consists of the overall plan to be used, including the specific duties of units and personnel, and provides coordinating instruction in terms of:

#### **1. Personnel**

- a. Assigned personnel, including, assignment, radio call sign, specialized weapon/equipment, pager/cellular number (if applicable) and assigned vehicle.

## 2. Assignments



### D. Administration and Logistics

Consists of information or instructions relative to:

1. Weapons and ammunition
2. Clothing, uniforms, and equipment
3. Special equipment
4. Special services (e.g., canine, HNT, etc.)
5. Transportation
6. Rehearsals and inspections of personnel
7. Medical emergencies (e.g., nearest hospital, EMS standby, etc.)
8. Handling of suspects
9. Handling of evidence (i.e. identify a finder, location for search, expected evidence or contraband)
10. Relief personnel
11. Meal/rest/personnel necessity breaks

### E. Command, Control, and Communications

Consists of information or instructions relative to:

1. Chain of command to include outside agencies, if applicable

2. TCP location and phone number
3. Location of HNT
4. Notifications (e.g., outside jurisdictions, communications, etc.)
5. Communications (e.g., primary and secondary methods, radio frequencies, cellular phones, etc.)



F. Attachments

Attachments can include photographs of the location, suspects, undercover officers, informants, diagrams of the scene, and maps of the area.

G. Approval

1. All plans shall be approved by the Team Commander, or the designated Tactical Commander, and the IC before they are implemented. The TC and the IC will indicate the plan is approved by signing and dating the plan.
2. Plan Dissemination - The approved plan can be issued orally or in writing. If orders are issued orally, it should be covered from a written plan to ensure all areas are covered during the briefing. The plan is not part of the police investigation and is confidential for the purpose of safeguarding high-risk police practices and personnel. Individuals who are issued an operation plan are responsible for ensuring the plan's confidentiality is not compromised.
3. Plan Implementation - Each officer is responsible for implementing the plan. If an unplanned critical incident requiring deviation from the plan occurs, the TC should be made aware of the situation and a contingency plan activated.

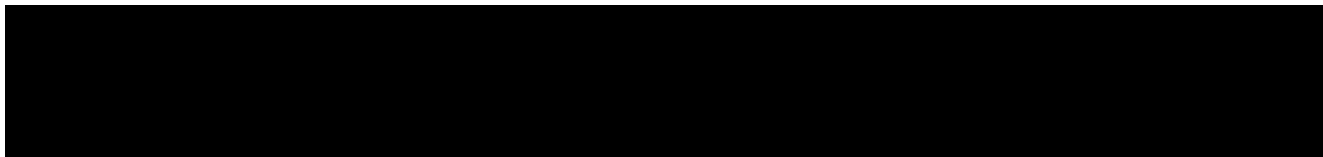
**V. COMMUNICATIONS SYSTEMS**

Members will be issued an individual radio system and a Headset/Microphone System to be used for operations.

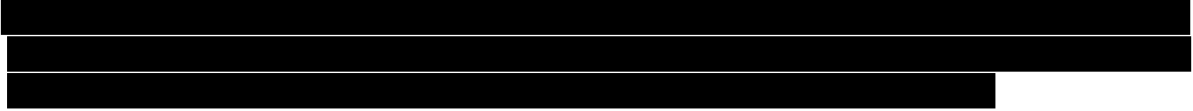
A. Member Responsibility

1. Member shall be responsible for their individual equipment and will immediately notify their TL of any loss, malfunction, or damage.

B. Frequency Use



2.



## **VI. SNIPER TEAM**

There will be a minimum of two (2) members assigned to a Sniper/Observer team.

### **A. Deployment**

1. Deployment will be at the discretion of the TC and IC.
2. Snipers are to provide observation, intelligence, and precision marksmanship in a tactical situation.
3. Snipers shall maintain radio contact with the TCP at all times.

### **B. Qualifications**

The Team Commander, or their designee, is responsible for determining the qualification course of fire and minimum proficiency/training standards for the snipers.

Sniper/Observers will train a minimum of 8 hours per month and shall qualify with their weapon on a quarterly basis.

1. Sniper/Observers who fail to qualify will be allowed to immediately remediate. If unsuccessful in remediation, the member shall not be deployed as a Sniper/Observer Team on any deployment until the next quarterly qualification and only after they have successfully qualified.

All sniper training logs will be kept by the individual sniper with a copy forwarded to the Team Commander for record retention.

## **VII. TACTICAL DISPATCHER**

Tactical dispatchers will support the command staff through the accurate and timely documentation of events during operations. This will be accomplished by processing and posting tactical and operational information, including communications procedures to support the command and control element.

### **A. Procedure:**

1. The primary responsibility of the tactical dispatcher is to support the IC, TC, and HNT Commander during an operation.
2. Tactical dispatchers will be equipped and trained so they will be able to perform the following functions:



- a. Understand and transmit tactical radio communications
  - b. Process and/or brief critical information to commanders
  - c. Understand the objectives, policies, and procedures of the team
  - d. Understand the deployment procedures of the following tactical and support elements:
    1. SWAT
    2. Hostage Negotiations Team
    3. Sniper/Observer Team
    4. Containment Team
    5. Public Information Officer
    6. Command Staff
    7. Monitor and maintain the status and location of deployed personnel
    8. Maintain logs
    9. Other duties as assigned by Command Staff
3. Tactical dispatchers will be used for all operations, whether planned or unplanned. During planned events, a minimum of one tactical dispatcher will be present.
  4. If a team tactical dispatcher is not available, a request will be made to the Yolo County Sheriff's Office to have a tactical dispatcher respond to the TCP.

## **VIII. USE OF FORCE OPTIONS**

Members will use these Guidelines and their Department's Use of Force and Firearms Policy (Davis PD) or General Order (West Sacramento PD) in determining what actions they should take in the defense of themselves or other persons from serious bodily injury or death. In addition, specific rules for the use or non-use of force, which must be within existing policy, may be established by the TC, or higher authority, based upon the circumstances of a particular situation, subject to the provision that a member will exercise independent judgment, using known or reliable information, before using any force to ensure policy compliance.

Any use of force will be documented and investigated by the agency that employs the member that used the force in accordance to their current departmental procedures.

### **B. Force Options**

An incident briefing will contain any special instructions for the use of force or available force options, including non-deadly force options. The goal for establishing force options is to ensure the safety of hostages, citizens, and other personnel, and to ensure there is a coordinated, measured response to a suspect's actions.

If an individual member is unsure or unclear of the available use of force options, it is their responsibility to ask for clarification.

The force options will depend on the situation, time frames, threat potential, and a suspect's actions. Information to be considered in setting the rules of engagement includes, but is not limited to:

1. Type of incident; hostage, barricade, high risk warrant

2. Number/types of suspects (e.g., bank robbers, terrorists, domestic, suicidal, etc.)
3. Types of weapons (e.g., handguns, rifles, automatic weapons, explosives)
4. Hostages numbers and types
5. Threats by suspect(s) (e.g., deadlines, shooting of hostages, suicides, etc.)
6. Motives expressed, implied, or known
7. Actions taken by suspects(s) (i.e., shots fired, injured or dead victims)
8. Known hazards (e.g., explosives, flammables, natural gas lines, stored chemicals, etc.)
9. Incident location (e.g., office building, residences, rural or urban, etc.)
10. Types of building/vehicle (e.g., shot mediums, visibility, size, etc.)
11. Visibility (e.g., darkness, fog, ground cover, drapes, tinted windows, etc.)

### C. Chemical Agents

The TC, with prior permission from the IC, may authorize the use of chemical agents, subject to existing policy.

Chemical agents are defined as any liquid, solid, or micro-pulverized less lethal munitions which can be fired, launched, thrown, or otherwise propelled. Authorized chemical agents include CN, CS, and OC and can be delivered by using Ferret rounds, blast dispersion rounds/canisters, burning canisters and barricade penetrating rounds.

Only members who have successfully completed a department approved training course in the proper use and deployment of chemical agents are authorized to deploy them.

#### 1. Deployment:

- a. The IC may authorize the delivery and use of tear gas for crowd control, crowd dispersal, or against barricaded suspects evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary to result in the safe control of the suspect(s) or crowd. Normally, the intended purpose is to make the target environment so uncomfortable that persons will depart or come to an area where they will surrender or flee to an area where they can be safely taken into custody.
- b. If practical, prior to deployment the IC and TC should have the area around the objective site evacuated to decrease the risk that uninvolved parties will be affected. Care should be taken to ensure there are no infants, small children, invalids, or at-risk individuals in the deployment zone.
- c. The deploying member will develop a Chemical Agents Deployment Plan which will explain how much agent will be used, where it will be introduced, and how it will be deployed. The plan must be presented to the TC and the TL(s) for final approval.
- d. An actual deployment team will have at least two members. One member will be assigned to deploy chemical agents and the other will be assigned to protect or “cover” the other.
- e. In some situations more than one deployment team may be used. Prior to deployment, both teams will inspect the other team’s munitions to avoid confusion or errors.

- f. Once the deployment team(s) are in place, they will advise the TC. The TC will advise them when to deploy the munitions and this order will be repeated by the deployment team, prior to introduction, to eliminate errors.
- g. The decision to wear protective gear shall be at the discretion of the deploying team members.

## 2. Post Incident:

After the incident has been resolved the IC, or their designee, will make contact those who have contaminated property so they can be given decontamination instructions.

## 3. Medical Treatment

Persons who have been affected by the use chemical agents should be promptly provided with the proper solution, which can be clean water, to cleanse the affected areas, if they make themselves available for treatment. Any such treatment shall be fully documented in the accompanying crime report.

## D. Impact Munitions

The TC, with prior permission from the IC, may authorize the use of impact munitions, subject to existing policy.

Only members who have successfully completed a department approved training course in the proper use and deployment of impact munitions shall be authorized to deploy them

The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Approved impact munitions can be fired from 12 gauge shotguns or 40 mm launchers.

### 1. Deployment

- a. Circumstances appropriate for deployment include, but are not limited to, situations in which:
  1. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
  2. The suspect has made credible threats to harm himself/herself or others.
  3. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
  4. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.
- b. Impact munitions shall not be altered in any way. Misfires and duds shall be recovered, rendered safe, and removed from service.

- c. Munitions will be loaded into a weapon in the presence of at least one other member and will be inspected to ensure it's loaded with the correct munitions.
- d. An actual deployment team will normally have at least two members. One member will be assigned to deploy the munitions and the other will be assigned to protect or "cover" the other.
- e. In some situations more than one deployment team may be used. Prior to deployment, both teams will inspect the other team's munitions to avoid confusion or errors.
- f. When shotguns are used to deploy/deliver impact munitions, only specially marked shotguns may be used. Members shall not carry both a designated impact munitions shotgun and a regular use shotgun at the same time. Members carrying these shotguns will inspect the shotgun prior to any deployment to ensure that it is in proper working order and loaded only with approved projectiles.
- g. If possible, prior to deployment, the TL will advise over the radio that munitions are about to be deployed and when they are deployed. These announcements are intended to alert others of what is occurring and to eliminate sympathetic fire.

## **IX. USE OF LIGHT/SOUND DIVERSIONARY DEVICES**

Only members who have successfully completed a department approved training course in the proper use and deployment of Noise Flash Diversionary Devices (NFDD) shall be authorized to use them. Required annual training will be documented in the monthly training logs.

### A. Guidelines for Use

1. Absent exigent circumstances involving potential loss of life, a NFDD shall not be used without prior authorization of the IC and the TC.
2. Generally, a NFDD, which can help create an element of surprise or temporary incapacitation, may be used when the diversion would help facilitate entry, enable an arrest, or potentially reduce the risk of injury.
3. Circumstances where a NFDD may be used include, but not limited to:
  - a. Barricaded suspect and/or hostage situations
  - b. High-Risk warrant services
  - c. In order to distract violent persons, mentally deranged persons, or persons believed to be under the influence of alcohol/drugs.
  - d. In order to protect the movement of a specialized team in close proximity to the target location (e.g. throw phone or logistics delivery team)
  - e. When the IC and TC deems their use necessary to safely resolve an incident.
4. Prior to deploying a NFDD, members shall consider all available intelligence information and circumstances (e.g., presence of small children or elderly persons, etc.). If the device cannot be used safely or may cause harm to uninvolved persons other tactics will be used.

5. A NFDD shall be deployed in an area visible to the deploying member. The deploying member will not throw the device at or near anyone.
6. A NFDD has the potential to ignite flammable materials. A portable fire extinguisher shall be in the immediate area where the diversionary device is being deployed.
7. Members in the deployment zone shall wear gloves.

## CHAPTER: 3

### PERSONNEL SELECTION & TRAINING

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#### I. ENTRY LEVEL STANDARDS/TESTING PROCEDURES

The following guidelines will govern the selection process for team members. Applicants must pass each phase of the selection process to be further considered. Applicants will be interviewed and the final selection made by their own department head.

Once the SWAT Team Commander recognizes the need to fill a position for the Team, a memorandum will be posted announcing the upcoming selection process.

##### A. Minimum Standards:

- Ability to pass the physical fitness test
- Ability to pass the SWAT firearms qualification course.
- Officer must be in good standing within the organization.

##### B. Testing Process:

1. Candidates will be required to pass the fitness test to be considered for an available slot on the SWAT team. The physical fitness test will be as follows:
  - 880 obstacle course run
    - 4 minutes and 30 seconds or less
    - At the 220 yard mark, a cone weave of 10 cones
    - At the 440 yard mark, a 10 yard body drag
    - At the 680 yard mark, push-ups at each cone
  - 40 yard dash with tactical vest and shotgun
  - 2 pull ups with 35 pounds of additional weight
2. The firearms portion of the testing process will consist of the current bi-annual firearms qualification course, as set forth by the firearms instructors.
3. Oral interview with the ATL's, TL's, and the Team Commander. The oral phase will test the applicant's knowledge of basic tactics, officer safety, and presentation skills. The applicant may also have to describe how he/she would handle certain scenarios.

##### C. Selection

Selection will be based on results of the testing process and a review of departmental records, such as personnel and training, personnel file, professional standards, and field training records. The

Team Commander will make a recommendation to the selected candidates Police Chief (or designee) for the final decision.

Team members must successfully complete a P.O.S.T. approved basic SWAT school, which is mandatory for operational deployment. Failure to complete Basic SWAT School will be cause for dismissal from the team.

## **II. FITNESS STANDARDS**

Members must take and pass an annual physical fitness test. The results of the test will be included in the training summary report.

All new candidates hoping to join the SWAT team must successfully pass the physical fitness portion of the SWAT test. The physical fitness course encompasses the rigorous demands of SWAT personnel and consists of the following:

- Two weighted pull-ups with an additional 35 lbs.
- 880 yard obstacle course run that is timed (4 minutes and 30 seconds or less)
- 40 yard sprint with a shotgun

Current members must pass an annual range/physical fitness course in order to remain on active status with the team. The range/ physical fitness course was developed by the SWAT training coordinator with approval of the Team Commander. If an active member is not able to meet the minimum standards of the physical fitness test, they will be placed on an inactive status and will not be able to participate in operations. The member will be afforded one month to meet the standard. Failure to meet the standard during the re-test will result in removal from the team.

## **III. SHOOTING STANDARDS**

The Team uses the following weapons:

- Colt, M-4, .223 caliber, Assault Rifle
- Department Issued/Authorized Handgun
- Breaching Shotguns with stand-offs

Members will qualify twice per year with any firearm they are assigned to carry. The course of fire shall be developed by the SWAT Firearms Instructors with approval of the Team Commander.

A failure to qualify will result in immediate remedial firearms training with a firearms instructor. Following the remedial training, the member must qualify two consecutive times with the firearm. If the member fails to successfully re-qualify, they will be placed on inactive status until they have successfully qualified. Remedial qualifications will take place no more than 60 days after the initial failure to qualify. If the team member fails to qualify during the retesting, they will be dismissed from the team.

#### **IV. TRAINING**

Team members shall participate in all assigned training, regardless of the days and times of training in relation to their regular work schedule, unless excused in advance by a TL or the Team Commander (by phone or email). Members shall make notification as soon as they become aware of any potential scheduling conflict. Unexcused absences will be cause for disciplinary action.

The following knowledge domains will be used to schedule regular training. Training is not limited to these areas and not all training will be conducted as a team.

- Defensive Tactics
- First Aid and CPR
- Building Entries
- Chemical Agents
- Crowd Control
- Firearms
- Tactical Planning
- Legal Updates
- Respective Department Use of Force Policy

#### **V. SPECIALIZED TRAINING REQUESTS**

All requests for specialized training are to be submitted to a Team Leader or the Team Commander, via email, for approval. The request will be approved or denied based on the needs of the team, the member's overall skill set, and budgetary constraints.

#### **VI. TRAINING SAFETY GUIDELINES**

All training will be conducted in such a manner as to promote safety among instructors, participants, and role players alike. These guidelines shall be used for all training.

##### **A. Site Survey**

Prior to training, a site survey/inspection shall be conducted for each training site which consists of all of the following:

1. Hazards (both day and night conditions)
2. Access control issues
3. Sensitive areas/equipment
4. Adjacent businesses, neighbors, affected areas and activities (notification requirement)
5. Site Liaison
6. Essential activities

##### **B. Notifications**

Prior to training, the following notifications will be made, if appropriate:

1. Media
2. Site personnel
3. Neighbors
4. Other agencies (use of radio frequencies that might be scanned)
5. Visitors, delivery persons



### C. Site Controls

Prior to training, the following site controls will be done, if appropriate:

1. Signing, barricading, taping
2. Checkpoints
3. Perimeter control points
4. Staging areas
5. Check-in, check-out locations/procedures
6. Posting of advanced notice
7. Site liaison(s)
8. Public address capabilities/warning systems
9. Special access requirements (e.g. taxiways)
10. Rules of the road (vehicular traffic)
11. Schematics maps-color coded to delineate exercise area, areas that are off limits.
12. Treatment of locked doors/facilities
13. Markings for out of exercise persons, evaluators, observers, controllers, security, and safety personnel

### D. Briefings

Team Leaders shall conduct thorough briefings of all personnel involved in any training exercise, which consists of the following:

1. Role of role players
2. Control group (including security/safety personnel)
3. Responders
4. Observers/evaluators
5. Adherence to scenario/role plays
6. Decision rules for unscripted contingencies/role plays
7. Communications networks/telephone systems
8. Outline of general schedule
9. In-exercise/out-of-exercise persons, area, activities, including markings, color-coding
10. Force ground rules: persons, property, and use of blanks
11. Treatment of role players: comforts, handcuffing, responding to signs of distress
12. Message traffic requirements (eliminate blind spots for controllers)
13. Resource requests (generic phone number)
14. Site use rules/special concerns
15. VIP visits
16. Reference materials/use of SOP's
17. Unacceptable risks/maneuvers/hazards
18. Safety signals; verbal, visual, site wide (horn, whistles)
19. Safety procedures/designation of safety officer and scope of authority
20. Weapons checks (redundancy)
21. Check-in, check-out points, log, verification of compliance with safety checks

### E. Safety Checks

Prior to the start of all training exercises, the Team Leaders and/or designated firearms instructor(s) shall conduct a weapons inspection and shall consider the following factors:

1. Weapons and ammunition (including storage/pouches, etc.)
2. Other force instruments
3. Marking of "cleared" weapons with chambers plugs, tape or similar markings.
4. Buddy checks (importance of redundancy)
5. Checkpoints
6. Documentation of compliance with safety inspections/ground rules (perhaps a written list of rules with a sign off provision)
7. Recheck of any personnel who have left the training area for any reason and for any period of time

#### E. Exercise Completion

At the completion of all training exercises a TL, or his designee, shall consider the following factors before the team departs the site.

1. Notice/acknowledgment from all members
2. Assembly areas
3. Area "policing" rules
4. Maintain containment until "all clear" and specific "relief-of-post" instructions
5. Clear all hazardous conditions
6. Restore normal security
7. Restore normal conditions (e.g. lighting, protective barriers)
8. Removal of specific signing, barricades, tape, etc.
9. Notifications of exercise termination
10. Clearance from site representative

#### H. Critiques

1. Assignments
2. Critiques of exercise design/control
3. Response critique
4. By element
5. Of the whole system
6. Ground rules for critiques (constructive criticism is the focus)
7. Follow-up actions

#### I. Post-exercise Issues

1. Re-stocking equipment
2. Area inspection
3. Hazards/damage
4. Clear radio channels
5. Re-open closed areas
6. Sign removal
7. Notifications
8. Injury checks/reports
9. Documentation requirements

## **VII. DOCUMENTATION OF TRAINING**

The Team Commander, a TL, or an ATL will prepare a training synopsis to document any training. The document will be reviewed/approved by the Team Commander and filed in the “SWAT Training” file, which is to be retained by the Team Commander. The training synopsis format is:

- Date/Time
- Location of Training
- Weather
- Subject(s)/Topic(s) covered
- Instructor(s)
- Personnel Attending/Absent
- Officers who did not meet the minimum standards and recommendations for remediation – if applicable
- Details of training
- Goals/Objectives
- Minimum Performance Standards – if applicable
- Problems with corrective action - if applicable
- Plans/suggestions for next training
- Name of person completing synopsis

## **VIII. SNIPER TEAM**

### A. Selection Process

Minimum Entry Level Qualifications for Sniper Team Applicants

1. Applicant must be a non-probationary employee.
2. Applicant must have a minimum of two years’ experience on the SWAT Team (unless waived by Team Commander).
3. Ability to pass the SWAT and Sniper Team’s firearms qualification courses.
4. Ability to pass the physical fitness test.

### B. Testing Process for Sniper Team Applicants.

All candidates must pass the physical fitness test, which will be conducted by existing Sniper Team members. The results will be forwarded to the Team Commander.

Those who successfully pass the physical fitness will be invited to an oral interview with the existing Sniper Team members and the Team Commander.

The applicant’s Chief of Police, or their designee, will make the final decision on selection.

### C. Required Training

Sniper Team members must successfully complete a POST approved Basic Sniper School. Completion of the Basic Sniper School is mandatory for operational deployment.

#### D. Additional Training Requirements

A sniper/observer must receive instruction and practice in the following skills and disciplines:

1. Fieldcraft Skills: This includes, but is not limited to, stalking movements, camouflaging, and range estimations as well as hide selection, construction, and management.
2. Tactics: This includes, but is not limited to, target selection, communications, site diagramming, and operations planning.
3. Marksmanship: Along with regular, standardized qualification courses, this will include practice in cold shot accuracy, multiple target engagement, target tracking, moving targets, partially obscured targets, intermediate barriers, up and down hill shooting, various distances and shooting positions, low-light and no light shooting, and decision making.

Snipers are required to train 8 hours a month and will attend formal, outside sniper training at least every other year in order to upgrade skills and diversify their knowledge.

All training will be documented in writing. Each individual sniper will maintain their own training records. A monthly training report will be forwarded to the Team Commander.

#### E. Qualification and Performance Standards

##### 1. Physical Fitness Testing

- a. Physical fitness testing will be conducted once a year.
- b. Members who are unable to pass the physical fitness test will be reported to the Team Commander and will be given four weeks to remediate the entire course. During this period, the member is ineligible for operational deployment.
- c. Failure to maintain the fitness standards or failure to remediate in the specified time will render the member ineligible for operational deployment.
- d. Any member who has been inactive for more than four consecutive months is ineligible for operational deployment until they have completed the PT/Range qualifications.
- e. New team members are eligible for operation deployment upon the approval of the Team Commander.

##### 2. Weapons Proficiency Standards and Testing

###### a. Qualifications

1. Members must pass a shooting qualification course each quarter with a score of 90% or better.

2. Any member who fails to pass the qualification course test will be given four weeks to remediate the entire course. During this period, the member is ineligible for operational deployment.
3. Failure to pass the shooting qualification course in the specified time will render the member ineligible for deployment and removal from the Sniper Team.

### 3. Monthly Training

The team will be scheduled to train, day or night, at least one day a month for a period of 8 hours.

Members must attend at least 75% of the scheduled training during a 12 month period. Any member who fails to meet the training attendance requirements is ineligible for operational deployment.

### 4. Physical Fitness Course

“Run, Climb, Communicate, & Shoot”

The Sniper PT test will be administered each year on the same day as the Team PT test. It is a focused, relevant test involving real-world exercises that accurately reflect the physical demands of the sniper assignment, including the ability to apply precision rifle fire during the combined stress of physical exertion and timed testing. All phases of testing are performed wearing BDUs, combat boots, a backpack and/or load-bearing harness containing all essential sniper call-out equipment (optics, full box of rifle ammunition, veils, tools, hide-building supplies, dope books, etc.). The snipers must also carry a scoped, high-powered rifle during all phases of testing.

PHASE ONE: The sniper will run 200 yards, assume a stable shooting position, load their weapon, veil up, range their target, confirm correct turret settings, communicate with a simulated Team Commander, advise CP of status, confirm the order of engagement, and accurately engage 2 targets within 5 seconds after receiving the order. The sniper has a total of 2 minutes and 20 seconds to successfully complete this phase, which includes both shots striking within a 3” circle target at 100 yards.

PHASE TWO: The sniper will sprint 50 yards, assume a stable, crouching firing position across a bench (simulating a car hood) and accurately engage a bowling pin target with one shot at a range of 50 yards. The sniper has 20 seconds to successfully complete this phase.

PHASE THREE: The sniper must climb a 6 foot chain link fence, run 55 yards, climb an extension ladder onto an elevated platform or roof, low crawl across half the building, get into position, and veil up. The sniper will locate and estimate the range to their target, adjust or confirm turret settings, communicate with the CP, and engage two simulated targets. The sniper has 90 seconds to successfully complete this phase.

PHASE FOUR: The sniper will scale a cinderblock wall with a minimum height of 6 feet using the Buddy Lift technique.

## CHAPTER: 4

### UNIT EQUIPMENT & INVENTORY

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#### **I. INVENTORY/EQUIPMENT CONTROL**

The assigned TL, or their designee, will maintain a written inventory of all SWAT equipment and may, with the approval of the Team Commander, order new or placement equipment as needed.

The TL will forward a written inventory report to the Team Commander once per calendar year.

Each member is responsible for maintaining all of their issued equipment and will bring equipment to each training exercise and operation.

Each member will carry or have access to the following equipment:

- ACU Gear Bag
- OD Green, ACU or black Nomex Gloves
- Handcuffs / Key
- OC Spray
- Doorstops
- Nylon Straps
- Goggles
- Mirror
- Glasses
- Heavy duty ballistics vest with trauma plate
- Hi profile / Low profile patches
- Radio Headset
- Ballistic Helmet
- Gas Mask
- Nylon Belt
- Nylon Pistol Magazine Holders (optional)
- Nylon Radio Holder (optional)
- Nylon Handcuff Case (optional)
- Nylon Flashlight Holder (optional)
- Holster w/ flap
- Holster w/o flap
- Extra Handgun Magazines
- Rail Light
- ACU tactical uniform
- Rappelling harness (provided by team)
- Carabineer
- M-4
- M-4 Magazines (Minimum of 4)
- M-4 Cleaning Kit
- M-4 carrying Bag

## **II. SPECIAL WEAPONS INVENTORY**

Certain members will be assigned special weapons consistent with their assignment and training. These weapons are to be used in training or during actual operations and shall be returned to their police department upon completion of training or an operation.

Each member will be responsible for the maintenance, cleaning, and security of the weapons they are assigned.

If for any reason a weapon is damaged, inoperable, or not functioning it shall be clearly marked so anyone handling the weapon will know it is not functioning. Immediate arrangements shall be made to have the weapon repaired by an authorized armorer.

## **III. CHEMICAL AGENT INVENTORY**

A TL, or their designee, shall be responsible for ordering and maintaining the chemical agent inventory. When ordering additional chemical agents, the TL should consider training and tactical needs.

All inventory used during a tactical exercise shall be replaced as soon as practical. Surplus chemical agents will be stored in the location designated by the Team Commander and shall be locked and secured at all times.

Storage of less lethal munitions should conform to manufacturers' recommendations. Generally, they should be stored in their original container in a cool dry place. Munitions which have been removed from their original container shall be clearly marked what they are. Under no circumstances shall less lethal be kept in a manner which might lead to confusion between less lethal and lethal munitions. Less lethal and lethal munitions will be stored in separate containers or cabinets.

## **IV. DIVERSIONARY DEVICE INVENTORY**

A TL, or their designee, shall be responsible for ordering and maintaining the Noise Flash diversionary device inventory. When ordering additional light/sound diversionary devices the TL should consider training and tactical needs.

All inventory used during a tactical exercise shall be replaced as soon as practical. Surplus light/sound diversionary devices will be stored in a designated secure location and should be locked and secured at all times.

The designated TL is responsible for notifying the Explosive Ordinance Disposal (EOD) Technician whenever a NFDD is deployed in either training or an actual operation. The EOD Technician will be responsible for making the appropriate Alcohol, Tobacco and Firearms (ATF) written notification as required by federal law.

## **V. COMMUNICATIONS INVENTORY**

A TL, or their designee, will be responsible for maintaining accurate inventory control over all radios assigned team members.

The following guidelines will be followed by all team members regarding their assigned radio:

1. Each member will be assigned a radio and tactical radio headset and shall bring their issued radio and headset to training exercises and operations.
2. Each team member shall be responsible for maintaining all communications equipment in working order.
3. Members shall immediately report missing or damaged radios and/or headsets to their TL.

## **VI. TEAM EQUIPMENT INVENTORY**

The team uses special equipment in its operations including, but not limited to:

- High Caliber Rifles.
- Specialized breaching shotguns with stand-offs
- Impact Munitions: (40 mm baton or Bean Bag rounds deployed from a 12 gauge shotgun).
- Noise Flash Diversionary Devices: The light/sound diversionary device utilizes a bright light of light followed by a loud noise that is intended to disorient people.
- Breaching Tools and Ammunition: (Pry Bars, door rams and special frangible shotgun rounds). These tools and items are designed to enter a locked or fortified door.
- Chemical Agents and Smoke: (Liquid, micro-pulverized dust or burning canisters).
- Ballistic Shields: These shields are manufactured out of a material which will not allow bullets to penetrate them. These shields are deployed so team members are protected from gunfire.
- Ladders: The SWAT team possesses several ladders so team members can move to various positions of advantage during tactical operations.
- Nightvision Headset.
- Nightvision Tactical Sniper Rifle Scope.



**Authorization**

Each of the undersigned hereby warrants and represents that he/she has the full authority to execute this agreement on behalf of his/her own agency and that such agency's governing body has previously and duly approved this agreement in its final form.

**West Sacramento Police Department**

\_\_\_\_\_  
**Chief Thomas McDonald**

\_\_\_\_\_  
**Date**

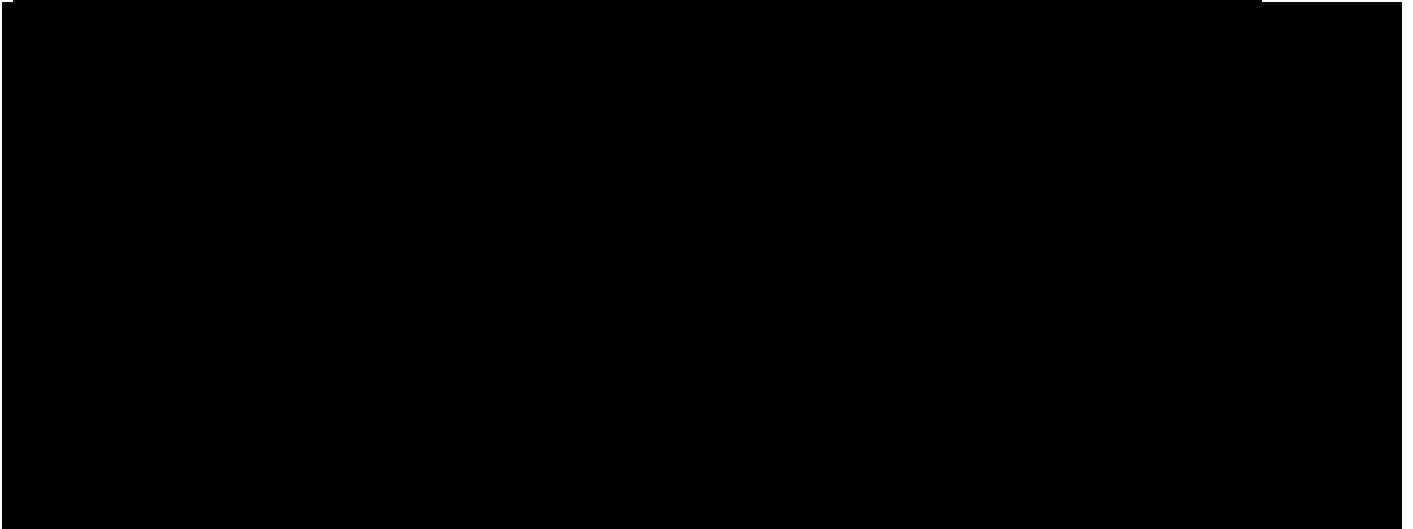
**City of Davis Police Department**

\_\_\_\_\_  
**Chief Darren Pytel**

\_\_\_\_\_  
**Date**

## Appendix A

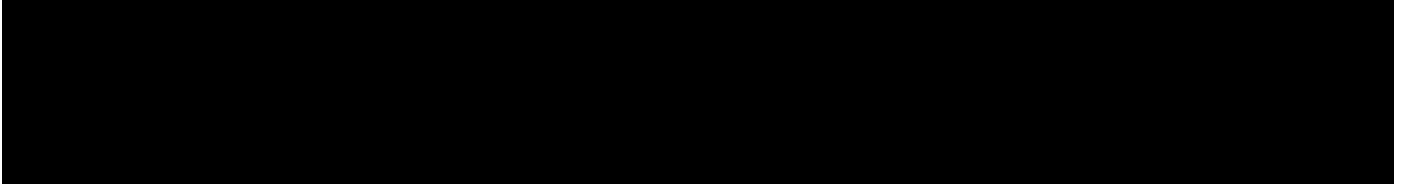
### Critical Incident Matrix



Answering yes to any “\*\*” response requires a mandatory consultation between the on-scene commander in charge of any incident and the SWAT Team Commander, or designee.

## **Appendix B**

Team activation can be initiated through one of our Team Commanders:



In the absence of the Lieutenants listed above, a Division or Bureau Commander of the activating Department shall be contacted to approve the request.