



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **SWAT PROCEDURES** NUMBER: 13.04

ISSUED: 11/2/2021

EFFECTIVE: 11/2/2021

RESCINDS

AMENDS

WILEAG 5TH EDITION

STANDARDS: 13.1.2, 13.1.3,
13.1.4

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

INDEX AS: Mutual Aid
SWAT
SWAT Team

PURPOSE: The purpose of this Policy & Procedure is to establish procedures for the organization, selection, and make-up of the Sturgeon Bay Police Department SWAT Team and the call up procedure for activation of the SWAT Team by any law enforcement agency.

A further purpose of this Policy & Procedure is to aid in the coordination of Department personnel and resources through sound law enforcement planning that will ensure that proper practices are used during unusual events or occurrences.

The SWAT Team is established as a part time unit activated for special operations, utilizing special weapons, tactics, and equipment. This voluntary unit is established in order for the Department to meet the demand of potential terrorist or critical incidents requiring skills, tactics, and training beyond those generally required of a police officer.

This Policy & Procedure consists of the following numbered sections:

I. INTRODUCTION

II. PROCEDURES

III. SWAT RESPONSE TO INCIDENTS/SITUATIONS

IV. ACTIVATION PROCEDURE

IV. SELECTION OF SWAT MEMBERS

V. SWAT REPORTS

VI. EQUIPMENT

VII. MUTUAL AID

I. INTRODUCTION

- A. On occasion situations arise that require a response from law enforcement officers that are specially trained to handle crisis situations. The SWAT Team was created for these situations.

II. PROCEDURES

- A. The SWAT Team (SWAT) is a voluntary part time unit. SWAT members will be trained in the area of Special Weapons and Tactics, hostage negotiations, crisis management and other areas deemed necessary.
- B. The Department will develop and train the officers assigned to SWAT both in groups and as a unit (collectively) to develop an effective team(s) to meet the demands of critical incidents, such as hostage situations, barricaded gunmen, active shooters, high risk warrant service and other type of incidents demanding this high-level response. Unit members will be trained in the proper use and deployment of all equipment and weapons.
- C. Operational Guidelines: SWAT operations include, but are not limited to, service of search warrants; high-risk arrest operations (such as buy-bust drug operations) barricaded suspects; hostage situations; explosive devices; active shooter situations, or other events as they may occur.
- D. Critical Incident Response:
 - 1. Whenever an officer is dispatched to or encounters a situation classified as an unusual occurrence, not fitting into the category of an active shooter, the officer should proceed using these guidelines.
 - 2. Inform the dispatch center of the situation and request that the on-duty supervisor responds to the scene. Observe and report before entering a scene.

3. Contain the subject or subjects who are principals in the incident by covering as many likely escape routes as possible. Officers should attempt containment and await SWAT arrival.
4. Effectively stabilize and/or coordinate the removal of innocent parties and/or injured victims from the area of immediate danger with due respect for the safety of all concerned. Relocate these people to positions of safety or medical care.
5. Brief the on-duty supervisor upon his/her arrival, including status of the situation, victims, and response thus far, perimeters and the deployment locations of assisting officers in the area.

The command of the scene can then be transferred to SWAT command for further action. The SWAT commander may utilize non-SWAT officers to maintain perimeters during the incident as the SWAT commander sees fit.

III. SWAT RESPONSE TO INCIDENTS/SITUATIONS

A. High Risk Incidents

1. SWAT will respond to critical incidents, such as hostage rescue or barricaded suspect. A supervisor may call up the SWAT when all of the following criteria are met subject to activation procedure:
 - a) The suspect(s) is probably armed.
 - b) The suspect(s) is believed to have been involved in a criminal act or is a significant threat to the lives and safety of citizens and/or police.
 - c) The suspect(s) is in a position of advantage, affording cover and concealment; or is contained in an open area and the presence or approach of police officers could precipitate an adverse reaction by the suspect.
 - d) The suspect has refused to submit to an arrest, or has not responded to attempts at communication by the police.

B. High Risk Warrants

1. SWAT will serve those warrants classified as high risk. Request for warrant service will be made to the shift supervisor. High risk warrants are those in which there is no practical way the suspect can be arrested outside the location, and one or more of the following criteria are met:
2. The location is barricaded or fortified and entry to the location is beyond the normal capability of investigation or patrol units.

3. There is reason to believe the suspect(s) is (are) armed and will use the weapon against law enforcement officers.
 4. The suspect(s) background reveals a propensity toward violence; or the suspect(s) is (are) affiliated with a gang which has a propensity toward violence.
 5. The incident location contains superior armament to the standard issued Department firearm.
- C. If the SWAT commander is unavailable, a SWAT team leader will be contacted. The SWAT commander will determine which SWAT personnel will be deployed and initiate the call-in procedure.

Off-duty SWAT members will be contacted either by phone. SWAT members are required to carry their assigned SWAT cell phone both on and off duty.

In conjunction with the stated mission of the Department, SWAT will attempt to resolve incidents as peacefully as possible, with preservation of life as the top priority, above the preservation of property.

SWAT tactics will focus on the continued use of resolution techniques that place the highest priority on minimizing the risks to the innocent and protection of life.

IV. ACTIVATION PROCEDURE

- A. The Chief of Police or designee shall be notified of an existing SWAT situation. Approval for activation of the SWAT will be the decision of the Chief or designee if time permits.
- B. In the event of a critical emergency and providing neither the Chief nor designee are able to be contacted, the shift supervisor shall make the decision whether or not to activate SWAT. In the event SWAT is activated, the Chief will be notified as soon as possible.
- C. Upon approval of the activation the shift supervisor shall advise dispatch to contact the Door County Sheriff's Department to request their SWAT response. The Door County Sheriff's Department will follow their protocol for activating their SWAT and contacting their members to respond.
- D. The responsibilities of operational personnel prior to the arrival of SWAT include:
 1. Establish a perimeter.
 2. Maintain radio communications for all units.
 3. Maintain visual on target(s).
 4. Consider a staging area for resources such as EMS and additional units.

- E. Coordination between SWAT and other operational units is the responsibility of the OIC/shift supervisor.

IV. SELECTION OF SWAT MEMBERS

- A. Selection to be a member on SWAT will be determined in a process determined by the Chief. When any vacancies on SWAT occur, the Chief will post a notice seeking letters of interest from officers. The following criteria will be considered when the selection is made.
 - 1. Number of years of law enforcement/military experience.
 - 2. Training and education.
 - 3. Department evaluations.
 - 4. Oral interview with Department administration.
- B. The Chief of Police will make the selection and forward the name of that officer to the OIC of SWAT. The SWAT OIC will conduct their own review of that officer and determine if that officer will be accepted on the team.
- C. The OIC of the SWAT will set standards for team members such as for decision making, shooting skills, physical fitness and attitude. The OIC of SWAT may remove any officer from the team that he/she does not deem acceptable.

V. SWAT REPORTS

- A. Debriefing: Event debriefing should be held following the conclusion of all SWAT activities. Debriefings may be formal or informal depending on the nature of the incident. On serious incidents, the debriefing time, date and information gathered should be documented in the after-action report submitted by the team leader or commander.
- B. Call-In Report: SWAT call in report is used to record the times when SWAT is activated for an incident, readiness exercise, or pager test times of the call in and officer response are noted on this form.
- C. Off Time Report: SWAT off time record is a yearly running file noting the times SWAT members are not available. This is kept by the SWAT command.
- D. Briefing Sheet: SWAT; used for briefing of search warrant or buy bust operations designating entry or operational assignments, weapons or tools assigned, and designated functions for the operation. This is completed before the operation and explained during the incident briefing.

- E. SWAT Action: Operation records will be kept by the SWAT command of all activities in the SWAT action log program, documenting the type of activity and personnel involved. (Training activities included.) This is a running file.
- F. After Action Reports: The team leader or the commander will complete an after-action report on a Department form summarizing the incident and team member operations. Included in this report should be information brought forth during the event debriefing.
- G. Entry Report: Summarizing the incident and team member operations following any search warrant or buy bust operation. This takes the place of the after-action report on these operations.

VI. EQUIPMENT

- A. Officers of SWAT are provided with equipment above that issued to the average patrol officer for their SWAT activations or other hazardous work environments encountered in the line of duty.
- B. All SWAT vehicles, weapons or other issued and/or approved equipment as designated, to be used only by trained SWAT members.

Officers will be trained in use of available equipment and tactical operations and will be expected to maintain this equipment properly in accordance with other standards and guidelines.

- C. If any SWAT equipment is used in training or an event, the officer utilizing the equipment is required to clean the equipment and return it its proper storage location. All equipment should be checked monthly for wear and function. Any damaged or missing equipment should be reported to the SWAT command or team leader immediately.
- D. Each current SWAT Officer is outfitted with the following equipment:
 - Uniform
 - Rifle/Shotgun if available
 - Tactical Pistol Light
 - Drop Holster
 - Body Armor
 - Duty Belt
 - Baton Holder
 - OC Spray Holder
 - Handcuff Case
 - Magazine holder
 - Radio Carrier

- Flashlight Holder
- Gas Mask Carrier
- Gas Mask
- Gas Mask Filter
- Ballistic Helmet
- Glasses/Goggles
- Ballistic Vest Carrier

E. In addition to the above items provided to each individual SWAT officer, the SWAT tactical team has a variety of Department authorized, owned and provided equipment available to the team. These items include, but are not limited to, flash bangs, pepper agents, CS and CN agents and delivery devices for agents and ballistic shields.

VII. MUTUAL AID

A. Members of the Sturgeon Bay Police Department who are assigned to assist the SWAT team will assist that team when called out under Mutual Aid.

Sturgeon Bay Police Department officers who are assigned to assist the SWAT team will be under the direction of the SWAT team Officer in Charge.

Nothing in this section denies the Chief or designee ultimate supervision and control of members of the Sturgeon Bay Police Department. Sturgeon Bay Police Department officers assigned to SWAT may be recalled to active duty at any time.

Clinton Henry
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/22/2020