

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 46.5

Emergency Response Team Operations

**ACCREDITATION STANDARDS: CALEA – 33.6.2, 46.1.3, 46.1.4, 46.1.5
CFA – 17.04, 1710**

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POLICY

It shall be the policy of the Winter Haven Police Department to provide an Emergency Response Team (ERT), which is a specialized team in support of contemporary law enforcement operations. This team shall be classified as a tactical response team per the National Tactical Officers Association (NTOA) guidelines.

PURPOSE

The purpose of this General Order is to establish guidelines for the implementation, organization, operation, operational procedures, and responsibilities for those members assigned to ERT.

SCOPE

This General Order shall apply to all members.

DISCUSSION

The ERT Team consists of designated members who have been specially trained in the use of special weapons and tactics.

PROCEDURE

I. Organization

- A.** ERT shall function as a specialized part-time assignment utilizing members assigned to other primary duties within the Department.
- B.** Rank Structure: Due to the specialized nature of ERT, team rank structure is based on members' abilities and team needs, as determined by the Tactical Operations Commander and the ERT Team Commander, regardless of the Department's assigned rank. No Department rank insignia shall be worn on ERT uniforms.
- C.** The command structure for ERT shall be:
 - 1.** Tactical Operations Commander;
 - 2.** ERT Commander; and
 - 3.** Team Leader(s).
- D.** Duties and Responsibilities: Duties and responsibilities of members assigned to ERT are as follows: (CFA 17.04g)
 - 1.** Tactical Operations Commander: The Tactical Operations Commander is a sworn member, holding the rank of lieutenant or above, appointed by the Chief of Police and serves as administrator of all tactical operations. The Tactical Operation Commander is a member, specially trained in the use of special weapons and tactics, who is responsible for coordinating the selection, training, deployment, and tactical operations of the team.
 - 2.** ERT Commander: The ERT Commander is a team member, specially trained in the use of special weapons and tactics, who is responsible for coordinating the selection, training, deployment, and tactical operations of the team. The ERT Commander, who is appointed by the Tactical Operations Commander with approval of command staff, reports to the Tactical Operations Commander. The ERT Commander assumes the responsibility of the Tactical Operations Commander in their absence.
 - 3.** Team Leader(s): The Team Leader(s) is a team member(s) specially trained in the use of special weapons and tactics, who is responsible for assisting the ERT Commander with the overall supervision of the team. The Team Leader(s) is second in command and shall assume the duties and responsibilities of the Team Commander in the Team Commander's absence. The Team Leader(s) is selected at the discretion of the ERT Commander with the Tactical Operations Commander's approval.

4. Equipment Member(s): The Equipment Member(s) is a team member who maintains the equipment, weapon/firearm, and ammunition inventories, secures the newest equipment for test and evaluation, and coordinates with the Team Leader(s) for any changes of assignment. The Equipment Member(s) shall list all equipment deficiencies and notify the Team Leader(s) and/or ERT Commander. The Equipment Member(s) is selected at the discretion of the ERT Commander.
5. Van Member(s): The Van Member(s) is a team member who maintains the ERT van, ensuring proper vehicle maintenance, quarterly inspection, current inventory on equipment, and their location. The Van Member(s) shall coordinate with the Equipment Member(s) to ensure the van is properly supplied for deployment. The Van Member(s) shall list all deficiencies and notify the Team Leader(s) or ERT Commander. The Van Member(s) is selected at the discretion of the ERT Commander.
6. Marksmen Coordinator: The Marksmen Coordinator is a team member specially trained in the use of special weapons and tactics and specifically trained in the use and deployment of a precision rifle. The Marksmen Coordinator shall coordinate with the Team Leader(s) and ERT Commander and provide input into plans of active deployment of a Marksmen. The Marksmen Coordinator shall maintain records of training, qualification, inventory of weapons, accessories, rifle ammunition, and other equipment associated with the deployment of the Marksmen or rifle ammunition, and other equipment associated with the deployment of the Marksmen. The Marksmen Coordinator shall coordinate with the Equipment Member(s) as to the current inventory available for the Marksmen/rifle team in the ERT van, listing any deficiencies and notifying the Team Leader(s) and ERT Commander. In addition, the Marksmen Coordinator shall secure, test, and evaluate the newest Marksmen equipment available, giving recommendations to the Team Leader(s). The Marksmen Coordinator is selected at the discretion of the ERT Commander.
7. Marksmen: Marksmen are team members specially trained in the use of special weapons and tactics and trained in the use and deployment of a rifle. The Marksmen's function is to provide reconnaissance information in advance of team movement or deployment. The Marksmen provide perimeter defense and security and may be used to deliver accurate, effective fire when required. The Marksmen are selected at the discretion of the ERT Commander.
8. Grenadier(s): The Grenadier(s) is a team member specially trained in the use of special weapons and tactics and/or trained in the use of chemical agents, nonlethal munitions, and their respective weapons. The Grenadier(s) function is to deliver those munitions in support of the team's needs, which may include smoke, tear gas, diversion devices, and nonlethal munitions. The Grenadier(s) is selected at the discretion of the ERT Commander. (CFA 17.10d,e)
 - a. Deployment of explosive devices used for training or demonstrations shall be documented on the ATF form, any explosive devices used by ERT as a result of a case shall be documented on the ATF form and a supplemental report of the incident shall be completed.
9. Entry Member(s): Entry member(s) is a team member specially trained in special weapons and tactics and/or tactical operations and tactical entries. Entry

member(s) function is to conduct tactical entries to secure a structure based on the operational requirements.

10. Perimeter Member(s): The Perimeter Member(s) is a team member specially trained in the use of special weapons and tactics and/or tactical operations and entries. The Perimeter Member(s) function is protection, provide cover, assistance, and possibly be a secondary entry/arrest team. The Perimeter Member(s) is selected at the discretion of the ERT Commander.
11. Tier 1 or 2 ERT Member(s): A Tier 1 or 2 ERT member(s) is a member that meets the physical and weapons qualifications and training requirements listed in this General Order to conduct Tier 1 or 2 SWAT operations as recommended by NTOA guidelines.
12. ERT Member(s): An ERT member(s) is a member that meets the physical and weapons qualifications and training requirements listed in this General Order to conduct tactical response team operations as recommended by NTOA guidelines.

II. Selection of ERT Team Members (CFA 17.04a)

- A. The ERT Commander shall be responsible for posting any vacancies in ERT and requesting submissions from members who may be interested in applying for ERT.
- B. Members interested in applying for ERT shall submit a request in memorandum form, with all background information as to qualifications and experience, to their respective Bureau Commander, via chain of command.
 1. Members applying shall have completed their probationary status in order to become eligible for assignment to ERT.
- C. Upon review, the Bureau Commander shall forward the request with a recommendation to the Tactical Operations Commander.
- D. Tryouts: Selection of prospective team members is made on the basis of certain abilities and characteristics, as listed below:
 1. Personnel records must indicate exemplary performance in regular duties, low sick leave records, low complaint profile, and low to no disciplinary actions.
 2. Prospective members shall meet physical requirements set forth in this General Order.
 3. Prospective members shall qualify with a minimum score of 90% on the FDLE 48-round handgun course.
 4. Members on non-disciplinary probation status may participate in the tryouts but are not eligible until the probationary status has been completed.
 5. An oral review board, consisting of the ERT Commander, Team Leader(s) and two ERT members selected by the ERT Commander, shall interview the prospective members.

6. The ERT Commander shall submit the results of the tryout process to the Tactical Operations Commander for their review.
- E. Final approval for assignment to the team shall be made by the Deputy Chief of Police.
- F. New members shall be placed on a one year probationary period.
- G. New members shall successfully complete a forty hour basic SWAT school. New members shall attend the basic SWAT school as soon as available or practical.
 1. Tier 1 or 2 ERT Member: Shall complete a forty hour basic SWAT school as soon as possible or practical.
 2. ERT Member: Shall complete an approved tactical entry/operations school as soon as possible or practical.
- H. A prior member who has left in good standing can be eligible for ERT if the member:
 1. Is not on probation;
 2. Passes the physical requirements for the team;
 3. Meets the firearm qualifications set for the team;
 4. Passes the oral review board; and
 5. Is approved by the Tactical Operations Commander.

III. Probationary Phase

- A. New ERT and returning ERT members shall be placed on a one year probationary status.
- B. The probationary period is for one year from the date the probationary member is approved by the Tactical Operations Commander. During this period, the probationary member shall be appraised on each call out and training day they attend.
- C. The ERT Commander shall assign the probationary member to a senior ERT member for the entire probation period. The senior member shall be the probationary member's instructor/field training officer for ERT. The probationary member shall work directly with the assigned instructor on all training days and callouts.
- D. The ERT Instructor shall document the probationary member's training on the ERT Training Appraisal form that shall be signed by the probationary member, the ERT Instructor, and the ERT Commander. The ERT Instructor shall review each appraisal with the probationary member and the Assistant ERT Commander and ERT Commander. The appraisals shall be based on the following:
 1. Appearance;
 2. Attitude;

3. Knowledge; and
 4. Performance skills.
- E. There are four critical areas in which the probationary member could be terminated from the probationary period:
1. Call-Out Response: Failing to respond to a call-out after being advised of such activation.
 2. Training Response:
 - a. Failing or willfully refusing to attend a training session; and/or
 - b. Attending less than 90% of all training session hours.
 3. Firearms Qualification Standards: Failing to obtain a minimum score of 90% – only one make-up attempt within the probationary period is permitted.
 4. Physical Fitness Qualification Standards: Failing to meet physical requirements – only one make-up attempt within the probationary period is permitted.
- F. At the end of the probation period, the ERT Instructor shall make a recommendation whether to grant permanent status or dismissal of the probationary member. The Assistant ERT and Team Leader(s) shall review the instructor's recommendation and all appraisal forms and submit their recommendation to the Tactical Operations Commander.

IV. Training of ERT Members: (CALEA 33.6.2) (CFA 17.04c,d)

- A. Members of ERT shall receive technical training in the use of special weapons and tactics.
1. All Tier 1 or 2 members shall successfully complete a forty hour basic SWAT school.
 2. All ERT members shall successfully complete a forty hour basic SWAT school or an approved tactical entry/operations school.
- B. In-service training shall be conducted at the direction of the ERT Commander at a minimum of once a month. (CFA 17.04c)
1. In-service training shall include, but shall not be limited to, weapons and tactics, anti-sniper/terrorist techniques, physical training, and conditioning, and other specialized training deemed appropriate by the ERT Commander.
 2. All training shall be documented and retained by the ERT Commander.
 3. ERT members shall participate as a group during ERT training and readiness exercises. (CALEA 33.6.2) (CFA 17.04d)

4. ERT members shall test and evaluate new equipment which may be utilized in tactical situations.
- C. All members shall attend and participate in all training, except for those members on vacation, sick leave, injured, in-service, or specifically excused from training by the ERT Commander or Team Leader(s).
 1. If a member's direct supervisor will not allow an ERT member to attend ERT training, it shall be the responsibility of that supervisor to contact the ERT Commander and/or Team Leader(s) via memorandum or email of the reason why the ERT member cannot attend training.
 - D. Repeated unavailability to attend training, excused or unexcused, shall subject any member to be removed from the team.
 - E. Members shall notify the ERT Commander and Team Leader(s), via memorandum or email, when they are out of county attending classes or otherwise unavailable for training sessions.
 - F. A member willfully refusing to attend a training session shall be automatically terminated from the team.
 - G. Members assigned special duties (e.g. marksman, grenadier) shall successfully pass an approved training course for that skill. (CFA 17.10a)

V. Physical Requirements

- A. Each team member shall be responsible for an overall self-administered physical fitness program. Members of the team shall not be eligible for team functions if unable to meet prescribed physical standards.
- B. The physical requirements are minimum standards and members are advised that they may be required to participate in longer/shorter runs and various other types of physical conditioning, as deemed necessary by the ERT Commander.
- C. The following events shall comprise the physical requirements for ERT and shall be conducted in the required ERT gear. The ERT gear means the normal equipment worn on an ERT operation to include, at minimum, boots, trousers, long-sleeve shirt, gloves, ballistic vest complete with ballistic panels, gas mask, empty pistol belt, and ballistic helmet. For safety reasons, no ammunition, magazines, Flash Sound Diversionary Device (FSDD), Electronic Control Device, knives, explosives, batons, or chemical agents shall be allowed during the physical fitness test and should be left in the member's vehicle. Members will need their unloaded assigned long gun for the first event only.

Tier 1 or 2 ERT Member Physical Qualifications:

1. One-mile run with unloaded assigned shoulder-fired weapon in under twelve minutes;
2. Sixty yard run with gas mask carrying a one person ram in under fifteen seconds;

3. Thirty yard low crawl with gas mask in under sixty seconds;
4. Negotiate a six-foot fence unassisted in under ten seconds;
5. Perform three vertical raises (pull-ups);
6. Perform five vertical dips;
7. Run up three flights of stairs carrying a one person ram in under 22.5 seconds; and
8. Move the heaviest team member twenty yards in under forty seconds. Any safe carrying, pulling, or dragging technique may be used, but the team member being moved may not offer any assistance. The heaviest team member shall go first and pull the second heaviest team member. The heaviest team member shall then be pulled by the remainder of the members.

ERT Member Physical Qualifications:

1. All members will perform a half (1/2) mile run in under 8 minutes.
 2. Members will one at a time perform a 60-yard run carrying a one person breaching ram while wearing a gas mask in under 30 seconds.
 3. Members one group at a time will complete a 30-yard low crawl in under 60 seconds. Elbows and knees must touch the ground at all times.
 4. All members in full SWAT gear will carry a one-person ram up two flights of stairs or 26 bleacher steps in under 45 seconds.
 5. Members will move the heaviest team member 20 yards. Any safe carrying, pulling or dragging technique may be used. The heaviest team member will go first and carry the second heaviest team member.
- D. All events shall be passed to successfully complete the physical requirements for ERT. If one event is failed then the entire test is failed.
- E. Members failing to meet the physical fitness qualification standard shall:
1. Be suspended from all call-outs and training until meeting the qualification standards;
 2. Attend a makeup physical fitness test, as scheduled by the ERT Commander; and
 3. Failure to meet the qualification standards twice within one calendar year shall result in the member's separation from the team.
- F. Members who are not present for a scheduled physical fitness qualification due to an excused absence shall attend a makeup test, as scheduled by the ERT Commander.

- G. Physical fitness qualifications shall be completed by all members semi-annually and shall be scheduled by the ERT Commander.

VI. Weapon Qualifications

- A. All members shall qualify with their assigned ERT firearms quarterly and/or on demand.
- B. All members qualified to use chemical and nonlethal weapons shall qualify annually, and/or on demand.
- C. All members shall qualify with a minimum score of 90% with all ERT assigned firearms.
- D. Members failing to meet the 90% qualification standard:
 - 1. Shall be given one make-up attempt or shall be given to the next scheduled training date to meet the above qualification standards, if time does not permit the make-up; and
 - 2. Shall be suspended from all call-outs and training, until meeting the qualification standards.
- E. Failure to meet the qualification standards twice within one calendar year shall result in the member's separation from the team.

VII. Specialized Vehicle and Equipment

- A. A specially-equipped vehicle shall be maintained and utilized by ERT, as delineated in General Order 41.2. (CFA 17.10b)
- B. Special equipment is needed to provide ERT members with proper protection and to facilitate a successful resolution of tactical operations. The equipment may be issued to members for storage in their agency vehicles or in an accessible location. The equipment may include, but is not limited to (CFA 17.04b)
 - 1. Portable hand-held radio receiver with earpiece and/or microphone;
 - 2. Flashlight;
 - 3. Chemical agent mask;
 - 4. Body armor;
 - 5. Fatigues of a color pattern consistent with the area of operation.
 - 6. Ballistic helmet;
 - 7. Patrol rifle, carbine, or submachine gun;
 - 8. Hand guns; and
 - 9. Other equipment as dictated by the location of assignment.

- C. Specialized equipment that is not issued to members shall be maintained in the ERT room at the Department or the ERT van as designated by the ERT Commander. (CFA 17.10c)
- D. The Equipment Member(s) shall complete a documented inventory and inspection of equipment stored in the ERT room, quarterly. The documented inventory/inspection shall be forwarded to the ERT Commander, who shall maintain all documentation of inventory/inspections.
- E. The Van Member(s) shall complete a documented inventory and inspection of the ERT van and equipment stored in the ERT van, quarterly. The documented inventory/inspection shall be forwarded to the ERT Commander, who shall maintain all documentation of inventory/inspections.
- F. An annual inventory shall be conducted on all explosive devices to include flash bangs and any other similar devices used by the agency; this inventory will include the attestation of secure storage of those devices in accordance with ATF regulations. (CFA 17.10f)

VIII. Call Out

- A. Based on a twenty-four hour need and the necessity for rapid response, team members may be required to respond to emergency situations during non-duty hours. Team members shall, keep themselves readily available for contact via telephone, radio, or cellular telephone during off-duty hours. (CFA 17.04e)
- B. Utilization of ERT shall be requested by a supervisor, via the Tactical Operations Commander. The Tactical Operations Commander shall evaluate the information and activate the appropriate ERT members. (CFA 17.04f)
- C. When a tactical situation arises, ERT may be deployed to supplement other operational components.
- D. Applications for ERT may include:
 - 1. Anti-sniper tactics;
 - 2. Anti-terrorist tactics;
 - 3. Apprehension of armed and/or dangerous persons;
 - 4. Barricaded subjects;
 - 5. Execution of search and arrest warrants in hazardous situations;
 - 8. Crowd control;
 - 9. Riots;
 - 10. Major disturbances; and
 - 11. Any operation deemed appropriate by the Tactical Commander in a law enforcement situation

- E. ERT's role in hostage rescue or dignitary protection shall be in accordance with General Orders 46.4 and 46.6.
- E. A member willfully failing to respond to call-out, after being advised of such activation, is automatically terminated from the team.
- F. Failure to respond to a call-out may not apply if the member has a valid cause, inclusive but not limited to, illness, injury, mental incapacity, Departmental duty officially assigned, and/or other extenuating circumstances.
- G. Members shall notify the ERT Commander, via memorandum or email, when they are out of county, attending classes, or otherwise unavailable for call-outs.

IX. Deployment of ERT

- A. Tactical Operations Commander shall be responsible for:
 - 1. All tactical decisions relating to deployment and the tactics of ERT shall be the responsibility of the Tactical Operations Commander.
 - 2. The Tactical Operations Commander, with input from the ERT and Team Leader(s), shall be responsible for implementation of the tactical plan and the inner perimeter of a tactical situation.
 - 3. The Tactical Commander or ERT Commander shall designate a primary driver to respond with the ERT van/command vehicle to all call-outs.
 - 4. The Tactical Operations Commander shall maintain communications with the Incident Commander/on scene supervisor and shall coordinate situational intelligence. (CALEA 46.1.5b)
- B. Members responding to assist in a tactical or unusual incident shall report to the command post or staging area for assignment. When assigned to a specific duty or station, assisting members shall perform duties in a prudent and diligent manner to ensure the safety of citizens and prevent the incident from escalating. (CALEA 46.1.3e)
- C. ERT Commander: After receiving a request for deployment of ERT, the ERT Commander shall evaluate the tactical situation; and
 - 1. Determine the members and equipment needed for the initial call-out. The ERT Commander shall designate a primary and secondary driver to respond with special purpose vehicles;
 - 2. Consult with the Tactical Operations Commander on the most effective method of containment to ensure the successful conclusion of the situation;
 - 3. Consult with the Tactical Operations Commander in regard to the degree of authorized use of force;

4. Ensure the establishment of secure inner and outer perimeters that meet the tactical needs of the operation. The use of pursuit/surveillance vehicles may be utilized to maintain the perimeters and control of travel routes; (CALEA 46.1.4a)
5. Coordinate all access within the inner perimeter;
6. Ensure that ERT is strategically deployed to provide for the safety of agency members and citizens; and
7. Develop and implement tactics for the apprehension of a subject(s), or the rescue of injured or captive persons.

D. ERT members shall:

1. During emergency situations, on-duty team members shall advise their immediate supervisor prior to responding to the scene. Off-duty members called to the scene shall promptly respond to the designated area. All team members shall be under the supervision of the ERT Commander; (CALEA 46.1.3c)
2. Provide and deploy members for emergency problems which may be beyond the capabilities of a particular Department component;
3. Establish inner and outer perimeter lines, and control ingress and egress of the inner perimeter in tactical situations; (CALEA 46.1.4a)
4. Staff pursuit/surveillance vehicles should a tactical situation become mobile;
5. Compile intelligence information for the effective deployment of members during tactical situations; and
6. Maintain a proficient knowledge of team positions.

E. Jurisdictional responsibility shall be in accordance with existing mutual aid agreements.

1. When state or federal agencies are involved in emergency operations, an Incident Commander and a chain of command shall be established. (CALEA 46.1.3a)
2. Any Department specialized unit involved working under the authority of another agency shall maintain independent authority for their actions, and shall operate in accordance with Department policy.

X. Team Discipline

- A.** It shall be remembered that the team is entirely voluntary; therefore, each member shall be expected to bring with them a profound sense of duty and self-discipline, due to the hazardous nature of the duty and because the safety of members relies on the total cooperation and compatibility of all members. Any team member who fails to meet disciplinary standards, disrupts team functions, or jeopardizes the effectiveness and/or safety of the team, shall be immediately removed from the team by the ERT or the Team Leader(s). The member's removal shall be documented within the member's personnel file.

- B. Discipline among the team members shall be positive and self-developed. Members who fail to meet team standards shall be assigned additional remedial and/or physical training. The entire basis of the team is built on the individual member's desire to be a team member. Violations of General Orders shall be handled in accordance with General Order 26.1.

XI. Public Information: (CALEA 46.1.3f)

- A. A Public Information Officer (PIO) shall respond to the scene to coordinate a timely and updated release of the appropriate details surrounding an incident.
- B. All requests for news releases concerning in-progress tactical situations shall be referred to a PIO.
- C. A press area shall be established within the outer perimeter, and only those with press credentials shall be allowed access.
- D. During in-progress tactical situations, no information shall be released without approval from the Tactical Operation Commander or higher competent authority.

XII. Definitions-none

- A. *Tactical Response Team-* Tactical Response Teams do not have the number of personnel required and/or capabilities to be Tier 1 or 2 SWAT team as defined below. Tactical Response Teams are typically formed to address one or more mission capabilities other than hostage rescue operations, such as warrant service, barricaded subject or some type of high-risk security operations. NTOA recommendation for a tactical response team is 15 members. (NTOA)
- B. *Tier 1 SWAT Team-* SWAT Tier 1 team must be mission capable in ALL of the following areas: hostage rescue, barricaded gunman, sniper operations, high-risk warrant service and high-risk apprehension, high-risk security operations, terrorism response, special assignments and other incidents which exceed the capability and/ or capacity of an agency's first responders and/or investigative units. The most resource demanding of these missions is clearly planned deliberate hostage rescue operations. An appropriate number of personnel (26) is necessary to rapidly and effectively dominate a structure and have an adequate number of operators in place for a failed breach. A Tier 1 team may be a standalone team or a combination of teams through a MOU. (NTOA)
- C. *Tier 2 SWAT Team-* Those teams that do not possess the appropriate number of personnel for a Tier 1 SWAT team, but maintain all of the necessary mission capabilities are defined as SWAT Tier 2 teams. NTOA number of personnel requirement for a Tier 2 team is a minimum of 19 members. SWAT Tier 2 teams may be faced with conducting emergency hostage rescue operations if circumstances require it. A Tier 2 team may be a standalone team or a combination of teams through a MOU. (NTOA)

APPROVED



**Charles E Bird
CHIEF OF POLICE**