

# **OCEANSIDE POLICE DEPARTMENT**

## ***SPECIAL WEAPONS AND TACTICS***

**Tactical Teams  
Long Rifle Team  
Crisis Negotiation Teams  
SWAT K9  
SWAT Medics**

## **ADMINISTRATIVE AND OPERATIONAL MANUAL**

*Revised June 2019*

## TABLE OF CONTENTS

### I. ORGANIZATION

1.1	MISSION	1
1.2	GOAL	1
1.3	PURPOSE OF THE MANUAL	1
1.3.1	Review	2
1.4	ORGANIZATION CHART	2
1.4.1	Organization	2
1.5	COMMAND AND CONTROL	2
1.5.1	Commanding Officer	2
1.5.2	Executive Officer	3
1.6	TACTICAL TEAMS	3
1.6.1	Tactical Team Officer	3
1.6.2	Tactical Team Leader	5
1.7	LONG RIFLE TEAM	5
1.7.1	Long Rifle Team Officer	5
1.7.2	Long Rifle Team Leader	6
1.8	CRISIS NEGOTIATION TEAM	7
1.8.1	Crisis Negotiation Team Officer	7
1.8.2	Crisis Negotiation Team Sergeant	8
1.9	SWAT CANINE (K9)	8
1.10	TACTICAL MEDICS (OFD)	9

### II. PERSONNEL SELECTION AND REMOVAL

2.1	SWAT COMMANDING AND EXECUTIVE OFFICERS	10
2.2	TACTICAL TEAM AND LONG RIFLE TEAM SERGEANTS	10
2.3	TACTICAL TEAM AND LONG RIFLE TEAM OFFICERS	12

Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).

## II. PERSONNEL SELECTION AND REMOVAL (CONT.)

2.4	CRISIS NEGOTIATION TEAM SERGEANTS	14
2.5	CRISIS NEGOTIATION TEAM OFFICERS	15
2.8	SWAT K9	17

## III. OPERATIONS

3.1	USE OF SWAT	19
3.1.1	Pre-planned Operations	19
3.1.2	Pre-planned Operations Procedures	20
3.1.3	Pre-planned Operation Briefing	21
3.1.4	Pre-planned Operation Service	21
3.1.5	Field Request for SWAT	21
3.1.6	SWAT Stand-by	22
3.1.7	Use of SWAT Munitions for Non-SWAT Operations	22
3.2	ACTIVATION PROCEDURES	22
3.3	MISSION DEPLOYMENT	23
3.3.1	Crisis Response	23
3.3.2	4 <sup>th</sup> Amendment Considerations	24
3.4	INCIDENT COMMAND	24
3.4.1	Incident Commander	25
3.4.2	Tactical Commander	25
3.4.3	Negotiation Commander	25
3.4.4	Incident Command Structure	26
3.5	CRISIS NEGOTIATIONS	27
3.5.1	Use of Crisis Negotiation Teams	27
3.5.2	CNT Activation Procedures	27
3.5.3	CNT Response Duty	27
3.5.4	CNT Response Structure	27
3.5.5	Negotiation Transition	27
3.5.6	Mission Leader	27

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

3.5.7	Primary Negotiator	27
<b>III.</b>	<b>OPERATIONS (CONT.)</b>	
3.5.8	Secondary Negotiator	28
3.5.9	Intelligence Officer	28
3.5.10	Liaison	28
3.5.11	Logistics Officer	29
3.5.12	Scribe/Security Officer	29
3.5.13	General Negotiation Operating Procedures	29
3.5.14	Persons Threatening Suicide	31
3.6	DEMOBILIZATION	31
3.7	DEBRIEFING	32
3.8	MISSION REPORTS	32
3.8.1	Administrative Review	32
3.9	USE OF FORCE	32
3.9.1	Adherence to Department Policies and Procedures	32
3.9.2	Reactionary Authority	32
3.10	MUTUAL AID	33
<b>IV.</b>	<b>TRAINING</b>	
4.1	SCHEDULING AND OVERTIME	34
4.2	ATTENDANCE	34
4.2.1	Non-Deployment Status	34
4.3	ANNUAL TRAINING PLAN	35
4.3.1	Development	35
4.3.2	Publication	38
4.3.3	Modifications	38
4.4	TRAINING FACILITATION	38
4.4.1	Responsibilities	38
4.5	FIREARMS QUALIFICATIONS	38
4.5.1	Qualifications	38

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

4.5.2	Long Rifle Team Qualifications	39
<b>IV.</b>	<b>TRAINING (CONT.)</b>	
4.5.3	Remedial Firearms Training	39
4.5.4	Responsibility	39
4.5.5	Consequences	39
4.5.6	SWAT Applicant Firearms Qualifications	39
4.6	<b>PHYSICAL AGILITY TESTING</b>	40
4.6.1	Applicability	40
4.6.2	Failed Physical Agility Test	40
4.6.3	SWAT Applicant Physical Agility Testing	40
4.7	<b>SAFETY GUIDELINES</b>	40
4.8	<b>DOCUMENTATION</b>	40
4.8.1	Training Presentations	40
4.8.2	Training Reports	40
4.8.3	Administrative Review	41
<b>V.</b>	<b>UNIFORMS AND EQUIPMENT</b>	
5.1	<b>UNIFORMS</b>	42
5.1.1	Uniform Standardization.	42
5.1.2	Condition and Appearance.	42
5.1.3	Command, Tactical, Long Rifle, and SWAT K9's	42
5.1.4	Crisis Negotiation Teams	43
5.2	<b>SWAT EQUIPMENT AND SUPPLY LOCKER</b>	44
5.2.1	Issued Equipment and Supplies	44
5.2.2	Care and Maintenance	44
5.2.3	Inspections of Issued Equipment and Supplies	44
5.2.4	Inspections of assigned SWAT weapons	44
5.2.5	Inspections of Team Equipment	44
5.2.6	Supply Locker Security	44
5.2.7	Inventory	45

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

5.3	ARMORED RESCUE VEHICLE	45
5.4	ARMORED TRUCK	45
5.5	EQUIPMENT TRUCK	46
5.6	CNT VAN	46
<b>VI.</b>	<b>WEAPONRY AND MUNITIONS</b>	
6.1	FIREARMS	48
6.1.1	Tactical Team Members	48
6.1.2	Long Rifle Team Members	48
6.1.3	Handguns	48
6.2	AMMUNITION	48
6.3	SPECIAL MUNITIONS	48
6.3.1	Special Munitions Delivery Systems	49
6.3.2	TASER	49
6.3.3	Pepperball	50
6.3.4	Reporting and Documentation	50
<b>VII.</b>	<b>FILES AND DOCUMENTATION</b>	
7.1	Divisional Files	51
7.2	Annual Performance Appraisal	51
7.3	Training Files	51
7.4	Annual Report	51

## **APPENDIX**

### **A. FORMS**

1. OPERATIONAL PLAN
2. EXPLOSIVE BREACHING WORKSHEET
3. CHEMICAL AGENT COMPUTATION FORM
4. MISSION REPORT
5. CNT CHECKLIST
6. CNT BACKGROUND INVESTIGATION FORM
7. TRAINING PLAN AND SCHEDULE FORM.
8. SCENARIO OUTLINE
9. TRAINING WORKSHEET
10. FIREARMS QUALIFICATION SHEET
11. PHYSICAL AGILITY TEST SHEET
12. COST ANALYSIS WORKSHEET
13. TRAINING ROSTER
14. ISSUED EQUIPMENT CHECKLIST
15. HIGH RISK OPERATION CHECKLIST

### **B. POSITION ANNOUNCEMENTS**

1. TACTICAL TEAM AND LONG RIFLE TEAM OFFICER
2. TACTICAL TEAM AND LONG RIFLE TEAM SERGEANT
3. CRISIS NEGOTIATION TEAM OFFICER
4. CRISIS NEGOTIATION TEAM SERGEANT
5. SWAT K9 OFFICER

## **I. ORGANIZATION**

### **1.1 MISSION**

SWAT is a specialized group of units that includes officers who provide Incident Commanders with special weapons and tactical resources to aid in safely resolving critical incidents. SWAT is specifically used in hostage and barricaded suspect incidents, very important person or package protection details, high risk warrant service, high risk apprehension details, and other details requiring the use of specialized tactics, weaponry and related resources.

### **1.2 GOAL**

It is the goal of SWAT to utilize contemporary tactical strategies and techniques to minimize risk and maximize the safety of hostages, innocent bystanders, public safety personnel, and suspects through communication when possible and a calculated use of force when necessary.

SWAT recognizes and abides by the established concept known as the **Priorities of Life** which places an emphasis on the protection and life preservation of hostages first, followed by other innocent bystanders, law enforcement personnel, and then suspects.

### **1.3 PURPOSE**

This manual outlines the organization and structure of SWAT and describes the purpose of each component of the team to enable members of the Department to have a full understanding of SWAT's mission and operational practices. The manual also serves as an operational guideline for members of SWAT. While it is the responsibility of SWAT to operate utilizing contemporary tactics in order to bring about a safe resolution to a critical incident, it is recognized that no single plan or policy can be universally applied to every unique situation. It is expected that members of SWAT will abide by the policies and procedures of the Oceanside Police Department, as well as the provisions outlined in this manual. However, during a SWAT mission, it is entirely possible for members to depart from the provisions of this document and would do so correctly if the decision was based upon sound reason and good judgment. It is not the intent of this manual to detail specific tactical procedures, as to do so would compromise the safety of the SWAT team and possibly other members of the Department.

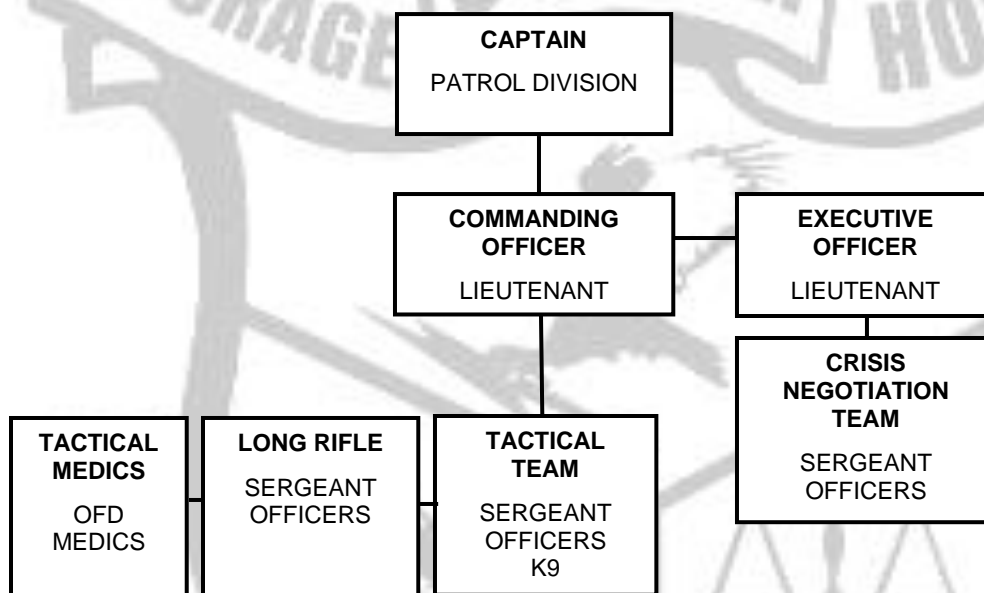
This manual has been composed based upon recommendations set forth in the *California Peace Officer Standards in Training: SWAT Operational Guidelines and Standard Training Recommendations*, the *California Attorney General's Commission on Special*



*Weapons and Tactics Final Report (September 10, 2002), The National Council of Negotiation Associations Recommended Negotiation Guidelines and Policies, and the National Tactical Officers Association SWAT Standards for Law Enforcement.*

**1.3.1 Review.** The SWAT Commanding Officer shall review the SWAT Administrative and Operational Manual annually. The purpose of the review shall be to ensure SWAT is operating in accordance with contemporary best practices.

#### 1.4 ORGANIZATIONAL CHART



##### 1.4.1 ORGANIZATION

SWAT is comprised of Tactical Teams, Long Rifle Team, Crisis Negotiation Teams, Tactical Medics (OFD) and is supported by SWAT K9's. SWAT is a collateral assignment administered by the Patrol Division and is managed by lieutenants.

#### 1.5 COMMAND AND CONTROL

**1.5.1 Commanding Officer.** The SWAT Commanding Officer is a lieutenant and has the overall responsibility for administration and operations. The SWAT Commanding Officer responds to all SWAT call-outs and is in overall command of the SWAT portion of an incident.

Operationally, the SWAT Commanding Officer reports to the Incident Commander and

provides tactical resources within the capabilities of SWAT. The SWAT Commanding Officer establishes a SWAT Command Post and Crisis Negotiations Operations Center. The Commanding Officer assigns specific missions to each component of SWAT in order to accomplish the overall SWAT mission assigned by the Incident Commander. The Commanding Officer continually briefs the Incident Commander as to the overall progress of SWAT and the tactics being used to accomplish assigned missions. In the absence of the SWAT Executive Officer, The SWAT Commanding Officer may respond to all CNT call-outs that do not include a full SWAT activation.

Administratively, the SWAT Commanding Officer ensures team members are adequately trained and equipped according to the overall capabilities of the team; develops and implements an annual training plan; reviews training and mission summaries; acts as a liaison to neighboring agency SWAT teams, and provides briefings and presentations to Department Command Staff.

**1.5.2 Executive Officer.** The SWAT Executive Officer is a lieutenant and assists the Commanding Officer in the administration and operation of SWAT. In the absence of the Commanding Officer, the Executive Officer assumes the role and responsibilities of the Commanding Officer.

Functionally, the SWAT Executive Officer is the Commanding Officer of CNT and responds as necessary to CNT call-outs that do not include a full SWAT activation. The SWAT Executive Officer shall also serve as the procurement officer for SWAT.

The purpose of this command structure is to ensure a SWAT lieutenant, either the Commanding or Executive Officer, responds to all SWAT call-outs and CNT call-outs as necessary. This is necessary because although all SWAT call-outs include each component of SWAT, CNT may be activated as a separate component based upon the nature of a critical incident and needs of an incident commander. In addition, this structure maintains continuity in command. When the Commanding Officer is re-assigned, the Executive Officer shall become the Commanding Officer and a new lieutenant shall be selected as the Executive Officer.

## **1.6 TACTICAL TEAMS**

There are two Tactical Teams, each led by a sergeant. Tactical Teams are the primary moving elements of SWAT. Tactical Teams are directly responsible for containing and apprehending suspects and rescuing hostages or downed persons. The Tactical Teams utilize contemporary hostage rescue, building entry, vehicle/tubular assault, and field search tactics to accomplish assigned missions.

**1.6.1 Tactical Team Officer.** Tactical Team Officers fulfill specific missions assigned by the Tactical Team Leader. Tactical Team Officers participate in immediate action, contingency, and deliberate planning. Tactical Team Officers are assigned specific duties, which, depending on the mission, generally include: Scout, Back up, Entry, Containment, Chemical Agents, Bearcat Operations, Less-Lethal, Mechanical Breacher, and Tactical Explosive Breacher. A Tactical Team Officer may fulfill more than one of the above described duties during a mission. Tactical Team Officers participate in recurrent and specialized training. The Tactical Team Officers qualify with assigned weapon systems each quarter per SWAT Firearms Qualifications Standards and must pass annual physical agility tests. Additionally, testing of tactical decision making and skills in both written and practical forms will be conducted annually.

Scout: This officer is responsible the tactical planning involved in any operation. He/She prepares the plan and presents it to the Team Leader for approval. The Scout conducts reconnaissance of a target and determines locations for personnel. The Scout participates in the search and apprehension of suspects and rescuing hostages or downed persons. The Scout facilitates training days and is a conduit between Commanding Officer, Team Leader(s) and team members.

Back up: This officer assists the Scout. The Back up participates in the search and apprehension of suspects and rescuing hostages or downed persons. The Back up facilitates training days and is a conduit between Commanding Officer, Team Leader(s) and team members.

Entry/Arrest: This officer participates in the search and apprehension of suspects and rescuing hostages or downed persons.

Containment: This officer maintains a perimeter position in order to contain a suspect(s) in a specific location. This officer may also be responsible for the delivery of chemical agents or less lethal and impact munitions.

Chemical Agents: This officer is responsible for delivering chemical agents into a structure or other area.

Bearcat Operations: This officer is responsible for the safe and tactical positioning/operation of the Bearcat during operations and ensuring it's readiness for mission responses. This officer may be assigned tasks with either Entry/Arrest or Containment.

Less-Lethal: This officer is specifically assigned to deliver impact munitions as needed.

Mechanical Breacher: This officer is responsible for providing an entry into a structure with the use of traditional mechanical tools such as a ram.

Tactical Explosive Breacher: This officer is responsible for providing an entry into a structure with the use of explosives specifically calculated to cause an entry with little to no collateral damage.

**1.6.2 Tactical Team Leader.** The Tactical Team Leader is a sergeant and is responsible for the supervision of highly trained tactical officers. Operationally, The Tactical Team Leader receives missions from the SWAT Commanding Officer and then assigns tactical officers specific duties in order to safely accomplish assigned missions. Upon acceptance of a Mission, the SWAT Commander will designate a Team Leader as the Mission Leader. The Tactical Team Leader is responsible for implementing immediate action, contingency, and deliberate plans as necessary to accomplish assigned missions and provides situational updates to the SWAT Commander. The Tactical Team Leader reviews operational planning documents and presents them to the SWAT Commanding Officer for approval. The Tactical Team Leader also prepares after action reports for planned and unplanned events. Although primarily responsible for supervision, the Tactical Team Leader shall be capable of fulfilling any duty of a tactical team officer, with the exception of the duties specifically pertaining to that of a tactical explosive breacher.

Administratively, the Tactical Team Leader develops and implements training plans and prepares training summaries, conducts equipment inspections, provides procurement assistance, and is a liaison with neighboring agencies. The Tactical Team Leader participates in recurrent and specialized training. The Tactical Team Leader qualifies with assigned weapon systems each quarter per SWAT Firearms Qualifications Standards and must pass annual physical agility tests and tactical decision making and skills certification.

## **1.7 LONG RIFLE TEAM**

The Long Rifle Team provides long range cover, intelligence, and precision marksmanship. Long rifle operators can be positioned at a distance that allows for concealment, while being equipped with optics and long range firing capabilities to enable a precise shot when necessary to disable a threat to hostages, officers, or other uninvolved bystanders. The optics also allow for intelligence gathering.

**1.7.1 Long Rifle Team Officer.** Long Rifle Team Officers fulfill specific missions assigned by the Long Rifle Team Leader or a Tactical Team Leader, utilizing contemporary tactics. Long Rifle Team Officers participate in immediate action, contingency, and deliberate planning. Long Rifle Team Officers are assigned specific

duties, which, depending on the mission, generally include either Long Rifle Operator or Observer. Long Rifle Team Officers are cross-trained to augment the Tactical Teams when not deployed in a long rifle capacity. Long Rifle Team Officers participate in recurrent and specialized training. Long Rifle Team Officers qualify with .308 precision weapons quarterly and other assigned weapon systems each quarter per SWAT Firearms Qualifications Standards. They must also pass annual physical agility tests and tactical decision making and skills certification.

Long Rifle Operator. The long rifle operator is primarily responsible for carrying out the assigned mission of the element. Utilizing contemporary tactics, the long rifle operator inserts him/herself in a position of advantage in order to gain intelligence, cover the movements of other SWAT operators, and disable any threats. When not deployed in the capacity of the Long Rifle Team, members augment the tactical teams. Operationally, this position is interchangeable with the Observer as needed at the discretion of the Long Rifle Operator and Observer.

Observer. The observer is responsible for all radio traffic and security for the long rifle element. The observer deploys with the same weaponry as the long rifle operator and is responsible for providing relief during extended operations to ensure continuity of operations for the long rifle element. Operationally, this position is interchangeable with the Long Rifle Operator as needed at the discretion of the Long Rifle Operator and Observer.

- **1.7.2 Long Rifle Team Leader.** The Long Rifle Team Leader is a sergeant who has administrative responsibility for the team. The Long Rifle Team Leader participates in training and long rifle qualifications and can be deployed in a long rifle operator or an observer capacity if needed. Operationally, The Long Rifle Team Leader receives missions from the SWAT Commanding Officer or Team Leader and then assigns long rifle officers specific duties in order to safely accomplish assigned missions. The Long Rifle Team Leader reviews operational planning documents and presents them to the SWAT Commanding Officer for approval. He/She prepares after action reports for planned and unplanned events. Although primarily responsible for supervision of the Long Rifle Team, the Long Rifle Team Leader shall be capable of fulfilling any duty of a tactical team leader or officer, with the exception of the duties specifically pertaining to that of a tactical explosive breacher. The Long Rifle Team Leader will also fill other roles as necessitated by staffing.

Administratively, the Long Rifle Team Leader develops and implements training plans and prepares training summaries, conducts equipment inspections and procurement, and is a liaison with neighboring agencies. The Long Rifle Team Leader participates in recurrent and specialized training. The Long Rifle Team Leader qualifies with a .308

precision weapon quarterly and other assigned weapon systems each quarter per SWAT Firearms Qualifications Standards. He/She must also pass annual physical agility tests and tactical decision making and skills certification.

## **1.8 CRISIS NEGOTIATION TEAMS**

The Crisis Negotiation Team attempts to resolve critical incidents through communication and persuasion.

The Crisis Negotiation Team provides Incident Commanders with negotiators who are specifically trained and equipped to diffuse critical incidents involving suspects who are suicidal, barricaded, hostage-taking, or engaged in terrorist activities. The goal of the negotiator is to bring about a peaceful resolution through persuasion and minimize the need for a tactical intervention. Should a tactical intervention be necessary, negotiators provide needed intelligence to the tactical components of SWAT.

**1.8.1 Crisis Negotiation Team Officer.** Crisis Negotiators are assigned to any one of the below duties by the CNT sergeant. Each negotiation is staffed with a team leader, primary negotiator, secondary negotiator, and an intelligence officer. Additional intelligence officers and the other listed assignments are utilized only when necessary and depending on the complexity of the negotiation. Not every assignment outlined below is necessary in all cases. The Crisis Negotiator will respond to all SWAT call outs and suicide attempts when requested.

Primary Negotiator: The primary negotiator establishes communication with the subject and deals exclusively with him/her until relieved.

Secondary Negotiator: The Secondary Negotiator monitors all conversations between the primary negotiator and the subject(s) and or hostage(s). This position acts as a coach by making suggestions and offering assistance as needed. This position also maintains a log of the negotiations and keeps the team leader informed of the overall progress of the negotiation.

Intelligence: The intelligence officer conducts a background check of the subject(s) and or hostage(s) to develop information for the negotiators, SWAT and Incident Commander. The Intelligence Officer interviews and debriefs anyone who may have information vital to bringing about a successful resolution to the incident.

Liaison: The CNT liaison works with the tactical liaison to exchange information keeps the SWAT commander informed of the overall progress of negotiations. This role will generally be filled by the Crisis Negotiation Team Sergeant.

Logistics: A logistics officer is responsible for the set up and operation of all CNT equipment. Gathers pertinent information and prepares a warrant authorizing entry into structures or for the utilization of eavesdropping devices.

Scribe/Security: This position is responsible for the security of the negotiations operation center. He/She maintains a log to track the arrival times of CNT members and records the highlights and progress of negotiations.

Crisis Negotiators may also be assigned collateral duties within the team which include the maintenance and upkeep of equipment, training facilitation, and other related duties.

**1.8.2 Crisis Negotiation Team Sergeant.** The CNT Sergeant responds to all SWAT call outs and incidents when CNT is formally requested. The CNT Sergeant will assemble a team of negotiators and assign specific duties, to include primary negotiator, secondary negotiator and intelligence officer(s). Depending on the complexity of the negotiation, additional duties may be assigned to include liaison, logistics, and scribe/security.

The CNT Sergeant's primary role is to supervise all aspects and components of a negotiation. The CNT sergeant may make changes in the assignments of the negotiating team members at any time during a negotiation. The CNT Sergeant may be assigned to any position at an incident when a team member is not available.

The CNT Sergeant is also responsible for preparing detailed and timely after action reports, developing and scheduling team training activities, preparing training summaries, and for the maintenance and up keep of all CNT equipment.

## **1.9 SWAT CANINE (K9)**

A component of the Department's canine program is attached to SWAT. Specific handlers and canines attend a specialized course, *SWAT K9 Interacting During Deployment School (SKIDDS)*. During the course, the handler teams participate in entry training with SWAT officers. The handler teams as well as the SWAT officers learn how to best utilize canines as a tool in conducting searches.

## **1.10 TACTICAL MEDICS (OFD)**

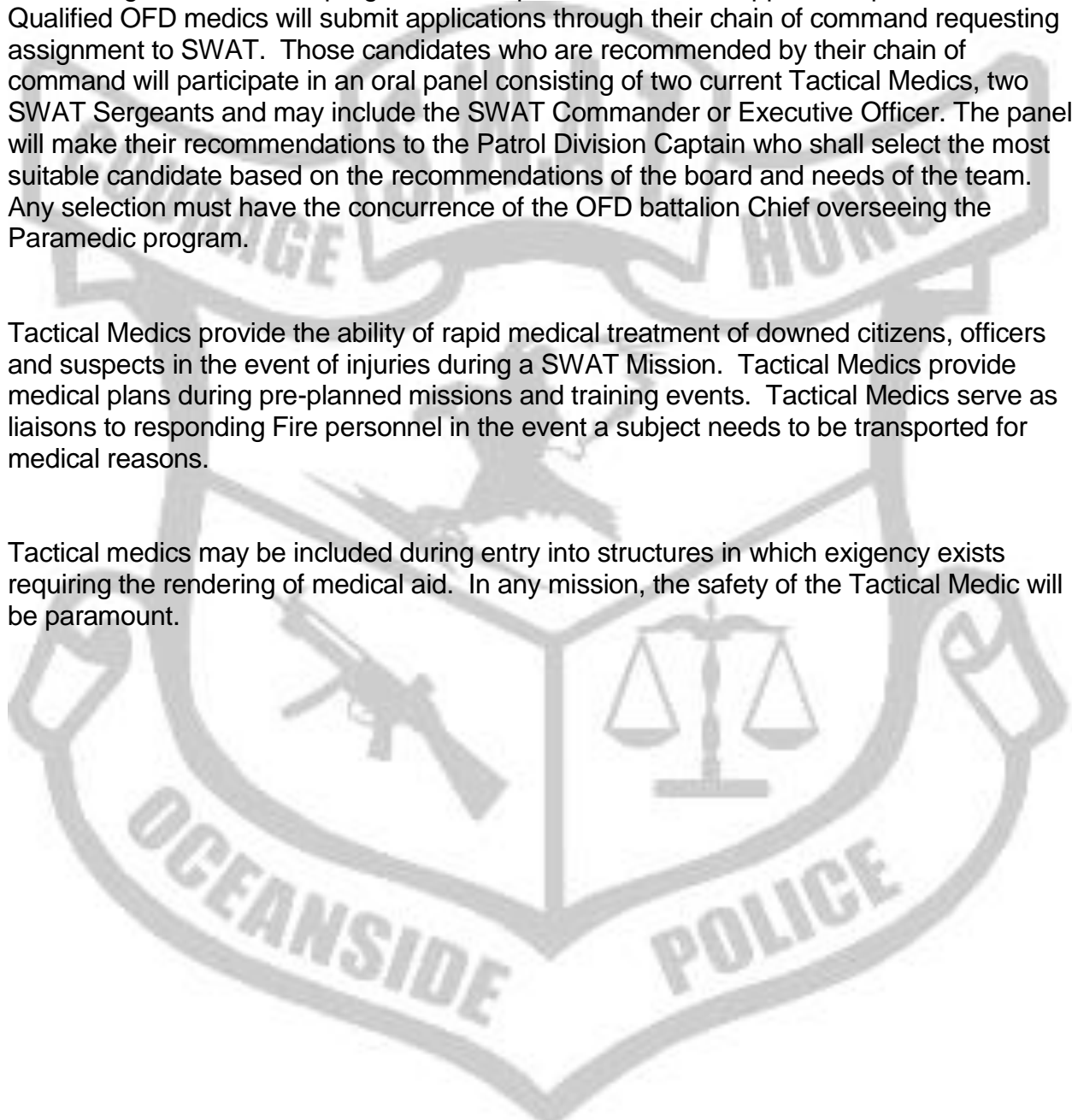
Tactical Medics are selected from members of the Oceanside Fire Department Paramedic program. The number of Tactical Medics will be predicated on the status of staffing for



the Oceanside Fire Department (OFD) and at the direction of an OFD Battalion Chief. When an opening exists, the SWAT Commander will contact the Battalion Chief overseeing the Paramedic program and request to initiate the application process. Qualified OFD medics will submit applications through their chain of command requesting assignment to SWAT. Those candidates who are recommended by their chain of command will participate in an oral panel consisting of two current Tactical Medics, two SWAT Sergeants and may include the SWAT Commander or Executive Officer. The panel will make their recommendations to the Patrol Division Captain who shall select the most suitable candidate based on the recommendations of the board and needs of the team. Any selection must have the concurrence of the OFD battalion Chief overseeing the Paramedic program.

Tactical Medics provide the ability of rapid medical treatment of downed citizens, officers and suspects in the event of injuries during a SWAT Mission. Tactical Medics provide medical plans during pre-planned missions and training events. Tactical Medics serve as liaisons to responding Fire personnel in the event a subject needs to be transported for medical reasons.

Tactical medics may be included during entry into structures in which exigency exists requiring the rendering of medical aid. In any mission, the safety of the Tactical Medic will be paramount.





## **II. PERSONNEL SELECTION AND REMOVAL**

### **2.1 COMMANDING AND EXECUTIVE OFFICERS.**

The Patrol Division Captain selects the Commanding Officer and Executive Officer. Generally, the lieutenants assigned to these positions have demonstrated strong leadership and management skills, as well as sound tactical decision making. Fiscal management and strategic planning abilities are also critical to these positions. Within six-months of appointment, lieutenants assigned to SWAT must successfully complete a SWAT Commander course. SWAT Lieutenants are expected to attend other related courses as needed.

Lieutenants assigned to SWAT may be removed at any time when, in the judgment of the Patrol Division Captain, their ability to effectively manage SWAT has been compromised.

### **2.2 TACTICAL TEAM AND LONG RIFLE TEAM SERGEANTS**

Whenever a vacancy exists, a position announcement may be published for the purpose of soliciting applications. In order to be considered for assignment to SWAT, a sergeant must be off probation and performing their regularly assigned duties at an Above Standard or higher level and possess the following attributes:

- Must meet the physical and mental challenges required of this high-risk assignment.
- Must have above average judgment skills and the ability to reason through complex problems.
- Must openly accept constructive criticism.
- Must exercise restraint and make sound judgments in high stress situations.
- Must follow and execute orders with minimal direction or supervision.
- Must have a consistent record of firearms proficiency established by a review of prior Department firearms qualifications as outlined in SWAT Firearms Qualification Standards.
- Must promote and operate in a teamwork environment.
- Must identify the mission and objectives in critical deployment situations.
- Must communicate such a mission and objectives to others.
- Must competently and decisively lead a team of tactical operators through potentially dangerous circumstances.

The selection process for Tactical and Long Rifle Team Sergeant consists of:

- Written application accompanied by an endorsement from his/her lieutenant and captain.
- Firearms Proficiency Examination.
- Physical Agility Test
- Oral Board

The oral board shall consist of the SWAT Commanding Officer, and/or the SWAT Executive Officer, and other members of the SWAT Team as designated by the SWAT Commanding Officer. The SWAT Commanding Officer or SWAT Executive Officer shall serve as the chairperson. The composition of the board may be modified at the discretion of the Patrol Division Captain. At the conclusion of the oral board, the chairperson shall submit a memorandum to the Patrol Division Captain, detailing the recommendations of the board. The Patrol Division Captain shall select the most suitable applicant for the position based upon the recommendations of the board and the needs of the team as well as the Department.

When a selection is made, the Patrol Division Captain shall publish a Department-wide memorandum announcing the selection and effective date of assignment. The SWAT Commanding Officer shall ensure the applicants Divisional File is updated to hold documents pertinent to their activities on SWAT and include a copy of the Captains memorandum. The SWAT Commanding Officer shall compile all documents associated with the testing process and maintain them in a file for the period prescribed by law. Any applicant who was recommended and not selected shall remain on an eligibility list for ninety (90) days. Should a vacancy occur within the ninety days, an applicant may be selected from the eligibility list.

Upon selection, a sergeant may be assigned to either a tactical team or the long rifle team at any time during their assignment to SWAT. Tactical and Long Rifle Team Sergeants must successfully complete a basic SWAT course with within six-months of selection, or as soon as a recommended course becomes available, unless they have already successfully completed an approved course. Generally, newly selected sergeants shall not assume a team leader role until having first completed a basic SWAT school and a team leader school. Once selected, sergeants are expected to remain on SWAT for a minimum of three years.

Tactical and Long Rifle Sergeants serve at the discretion of the Patrol Division Captain and the SWAT Commanding Officer. They may be removed at any time with or without cause. The following performance indicators may subject a sergeant to removal from SWAT:

- Failure to qualify with SWAT weaponry
- Failure to pass physical agility tests
- Failure to attend training
- Poor tactical judgment
- Lack of tactical competence
- Ineffective leadership skills
- Failure to submit timely and complete administrative reports
- Below an overall Above Standard performance rating in regularly assigned duties
- Violations of Department policies and or procedures

### **2.3 TACTICAL TEAM AND LONG RIFLE TEAM OFFICERS.**

Whenever a vacancy exists, a position announcement may be published for the purpose of soliciting applications. In order to be considered for assignment to SWAT, an officer must have a minimum of two years of law enforcement experience, be off probation, and have an overall rating of at least Above Standard on their most recent performance appraisal. Additionally, officers selected for this position will at a minimum possess the following personal attributes:

- Must meet the physical and mental challenges required of this high-risk assignment.
- Have above average judgment skills and the ability to reason through complex problems.
- Must openly accept constructive criticism.
- Must exercise restraint and make sound judgments in high stress situations.
- Must follow and execute orders with minimal direction or supervision.
- Must have a consistent record of firearms proficiency established by a review of prior Department firearms qualifications as outlined in SWAT Firearms Qualification Standards.
- Must work effectively and decisively with others in a close team environment.

The selection process for Tactical and Long Rifle Team Officer consists of:

- Written application accompanied by an endorsement from his/her sergeant, lieutenant, and captain.
- Firearms Proficiency Examination.
- Physical Agility Test
- Oral Board

The oral board shall consist of the SWAT Commanding Officer and/or the SWAT Executive Officer and one or more Tactical Team Sergeant or Long Rifle Team Sergeants. The SWAT Commanding Officer or SWAT Executive Officer shall serve as the chairperson. The composition of the board may be modified at the discretion of the Patrol Division Captain. At the conclusion of the oral board, the chairperson shall submit a memorandum to the Patrol Division Captain, detailing the recommendations of the board. The Patrol Division Captain shall select the most suitable applicant for the position based upon the recommendations of the board and the needs of the team as well as the Department.

When a selection is made, the Patrol Division Captain shall publish a Department-wide memorandum announcing the selection and effective date of assignment. The SWAT Commanding Officer shall ensure the applicants Divisional File is updated to hold documents pertinent to their activities on SWAT and include a copy of the Captains memorandum. The SWAT Commanding Officer shall compile all documents associated with the testing process and maintain them in a file for the period prescribed by law. Any applicant who was recommended and not selected shall remain on an eligibility list for ninety (90) days. Should a vacancy occur within the ninety day period, an applicant may be selected from the eligibility list.

Upon selection, an officer may be assigned to either a tactical team or the long rifle team at any time during their assignment to SWAT. Tactical and Long Rifle Team Officers must successfully complete a basic SWAT course with within six-months of selection, or as soon as a recommended course becomes available, unless they have already successfully completed an approved course. Generally, newly selected officers shall be placed in a non-deployment status until they have completed a basic SWAT school. Once selected, officers are expected to remain on SWAT for a minimum of three years.

Tactical and Long Rifle Officers serve at the discretion of the Patrol Division Captain and the SWAT Commanding Officer. They may be removed at any time with or without cause. The following performance indicators may subject an officer to removal from SWAT:

- Failure to qualify with SWAT weaponry
- Failure to pass physical agility tests
- Inability to attend training
- Poor tactical judgment
- Lack of tactical competence
- Inability to follow and competently execute orders with minimal direction or supervision.
- Below and overall Above Standard performance rating in regularly assigned duties

- Violations of Department policies and or procedures

## **2.4 CRISIS NEGOTIATION TEAM SERGEANTS.**

Whenever a vacancy exists, a position announcement may be published for the purpose of soliciting applications. In order to be considered for assignment to SWAT-CNT, a sergeant must be off probation and performing their regularly assigned duties at an Above Standard or higher level and possess the following attributes:

- Have excellent interpersonal and communication skills;
- Must remain poised and calm under pressure;
- Must lead and facilitate a small group of negotiators working in a team concept
- Have above average judgment skills and the ability to reason through complex problems.
- Must openly accept constructive criticism.
- Must exercise restraint and make sound judgments in high stress situations.
- Must identify the mission and objectives in critical deployment situations.
- Must communicate such a mission and objectives to others.

The selection process for Crisis Negotiation Team Sergeant consists of:

- Written application accompanied by an endorsement from his/her lieutenant and captain.
- Oral Board

The oral board shall consist of the SWAT Executive Officer and/or the SWAT Commanding Officer or SWAT Team Leader(s). The SWAT Executive Officer shall serve as the chairperson. The composition of the board may be modified at the discretion of the Patrol Division Captain. At the conclusion of the oral board, the chairperson shall submit a memorandum to the Patrol Division Captain, detailing the recommendations of the board. The Patrol Division Captain shall select the most suitable applicant for the position based upon the recommendations of the board and the needs of the team as well as the Department.

When a selection is made, the Patrol Division Captain shall publish a Department-wide memorandum announcing the selection and effective date of assignment. The SWAT. The SWAT Executive Officer shall compile all documents associated with the testing process and maintain them in a file for the period prescribed by law. Any applicant who was recommended and not selected shall remain on an eligibility list for ninety (90) days.

Should a vacancy occur within the ninety day period, an applicant may be selected from the eligibility list.

Upon selection, a sergeant will be assigned to the Crisis Negotiation Team. CNT Sergeants must successfully complete a basic Crisis or Hostage Negotiation course within six-months of selection, or as soon as a recommended course becomes available, unless they have already successfully completed an approved course. Generally, a newly selected sergeant shall not assume a primary or secondary negotiator role until they have completed a basic crisis or hostage negotiation school. Once selected, sergeants are expected to remain on SWAT-CNT for a minimum of three years.

Crisis Negotiation Team Sergeants serve at the discretion of the Patrol Division Captain and the SWAT Executive Officer. They may be removed at any time with or without cause. The following performance indicators may subject a sergeant to removal from SWAT:

- Failure to attend training
- Failure to effectively communicate with others
- Failure to conform to contemporary negotiation tactics
- Ineffective leadership skills
- Failure to submit timely and complete administrative reports
- Below standard performance in regular assigned duties
- Violations of Department policies and or procedures

## **2.5 CRISIS NEGOTIATION TEAM OFFICER.**

Whenever a vacancy exists, a position announcement may be published for the purpose of soliciting applications. In order to be considered for assignment to SWAT-CNT, an officer must have a minimum of two years of law enforcement experience, be off probation, and have an overall rating of at least Above Standard on their most recent performance appraisal. Additionally, officers selected for this position will at a minimum possess the following personal attributes:

- Have excellent interpersonal and communication skills;
- Must remain poised and calm under pressure;
- Must work effectively and decisively with others in a close team environment.
- Must openly accept constructive criticism.
- Must exercise restraint and make sound judgments in high stress situations.

The selection process for Crisis Negotiator consists of:

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

- Written application accompanied by an endorsement from his/her sergeant, lieutenant, and captain.
- Oral Board

The oral board shall consist of the SWAT Executive Officer and one or more Crisis Negotiation Team Sergeants. The SWAT Executive Officer shall serve as the chairperson. The composition of the board may be modified at the discretion of the Patrol Division Captain. At the conclusion of the oral board, the chairperson shall submit a memorandum to the Patrol Division Captain, detailing the recommendations of the board. The Patrol Division Captain shall select the most suitable applicant for the position based upon the recommendations of the board and the needs of the team as well as the Department.

When a selection is made, the Patrol Division Captain shall publish a Department-wide memorandum announcing the selection and effective date of assignment. The SWAT. The SWAT Commanding Officer shall compile all documents associated with the testing process and maintain them in a file for the period prescribed by law. Any applicant who was recommended and not selected shall remain on an eligibility list as determined by the position announcement that is posted. Should a vacancy occur within the six-month period, an applicant may be selected from the eligibility list.

Upon selection, an officer will be assigned to the Crisis Negotiation Team. Crisis Negotiation Team Officers must successfully complete a basic Crisis or Hostage Negotiation course with within six-months of selection, or as soon as a recommended course becomes available, unless they have already successfully completed an approved course. Generally, newly selected officers shall not assume a primary or secondary negotiator role until they have successfully completed a basic crisis or hostage negotiation course. Once selected, officers are expected to remain on CNT for a minimum of three years. CNT members who promote to Sergeant may be retained on the team solely in a Negotiator role due to valuable training and experience they have developed. This will be at the discretion of the Patrol Division Captain and the SWAT Executive Officer.

Crisis Negotiation Team Officers serve at the discretion of the Patrol Division Captain and the SWAT Executive Officer. They may be removed at any time with or without cause. The following performance indicators may subject an officer to removal from SWAT:

- Failure to attend training
- Failure to effectively communicate with others
- Failure to conform to contemporary negotiation tactics
- Failure to follow and execute orders with minimal direction or supervision.



*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

- Below standard performance in regular assigned duties
- Violations of Department policies and or procedures

## **2.8 SWAT CANINE (K9).**

Whenever a vacancy exists, a position announcement may be published for the purpose of soliciting applications. In order to be considered for assignment to SWAT, a K9 officer must have a minimum of two years of law enforcement experience, be off probation, and have an overall rating of at least Above Standard on their most recent performance appraisal. Additionally, officers selected for this position will at a minimum possess the following personal attributes:

- Must meet the physical and mental challenges required of this high-risk assignment.
- Have above average judgment skills and the ability to reason through complex problems.
- Must openly accept constructive criticism.
- Must exercise restraint and make sound judgments in high stress situations.
- Must follow and execute orders with minimal direction or supervision.
- Must work effectively and decisively with others in a close team environment.
- Have contemporary knowledge of case law and other training and litigation issues relevant to police service dogs
- Must pass all basic certifications and applicable re-certifications

The selection process for SWAT Canine (K9) Officer consists of:

- Written application accompanied by an endorsement from his/her sergeant, lieutenant, captain, and Department K9 Trainer.
- Oral Board

The oral board shall consist of the SWAT Commanding Officer, and/or SWAT Executive Officer, and other members of the SWAT Team as designed by the SWAT Commanding Officer. The SWAT Commanding Officer and/or SWAT Executive Officer shall serve as the chairperson. The composition of the board may be modified at the discretion of the Patrol Division Captain. At the conclusion of the oral board, the chairperson shall submit a memorandum to the Patrol Division Captain, detailing the recommendations of the board. The Patrol Division Captain shall select the most suitable applicant for the position based upon the recommendations of the board and the needs of the team as well as the Department.



When a selection is made, the Patrol Division Captain shall publish a Department-wide memorandum announcing the selection and effective date of assignment. The SWAT Commanding Officer shall ensure the applicants Divisional File is updated to hold documents pertinent to their activities on SWAT and include a copy of the Captains memorandum. The SWAT Commanding Officer shall compile all documents associated with the testing process and maintain them in a file for the period prescribed by law. Any applicant who was recommended and not selected shall remain on an eligibility list for ninety (90) days. Should a vacancy occur within the ninety (90) days, an applicant may be selected from the eligibility list.

Upon selection, a K9 officer will be integrated into SWAT and assigned to a position where the utilization of the K9 is most advantageous. This position is fluid and can change based on each missions needs. SWAT K9 Officers must successfully complete a SWAT K9 Interacting During Deployment School (SKIDDS) or equivalent course within six-months of selection, or as soon as a recommended course becomes available. K9 Officers may be sent to a SWAT Operators course after assignment to SWAT. Once selected, K9 officers are expected to remain on SWAT for a minimum of three years. This may vary depending on the expected service life of the K9 at the time of assignment to SWAT.

SWAT K9 Officers serve at the discretion of the Patrol Division Captain and the SWAT Commanding Officer. They may be removed at any time with or without cause. The following performance indicators may subject an officer to removal from SWAT:

- Failure to qualify with assigned firearm(s)
- Failure to attend training
- Poor tactical judgment
- Lack of tactical competence
- Failure to follow and execute orders with minimal direction or supervision.
- Failure to conform to contemporary SWAT K9 tactics
- Failure to maintain basic K9 certifications
- Below an overall Above Standard performance rating in regularly assigned duties
- Violations of Department policies and or procedures

### **III. OPERATIONS**

#### **3.1 USE OF SWAT.**

Factors to be considered in requesting SWAT are potentially high-risk situations that appear to require weapons, tactical expertise, and specialized support not normally available to patrol officers. In appropriate circumstances, the SWAT Commander may opt for a partial deployment of SWAT personnel in lieu of the calling out the entire team.

**3.1.1 Pre-planned Operations.** When planning for warrant operations, apprehension details or other events where the use of tactical resources are being considered, the below criteria shall be used to determine whether SWAT is to be utilized. The High Risk Operation Checklist will be filled out and presented to the SWAT Commander or designee by the unit planning the operation. The SWAT Commanding Officer or designee shall be consulted to give a recommendation on whether SWAT should be utilized.

To facilitate tactical planning, a High Risk Operation Checklist shall be completed as early as possible in the investigative and planning process for all warrant operations. The checklist shall be submitted to the SWAT Commanding Officer or designee. After review and final determination of whether SWAT will be utilized, the original High Risk Operation Checklist shall be included with the originating case file or operational plan if the matter is not related to a criminal investigation. A copy of the checklist shall be included with the SWAT Mission Report. Checklists that are determined not to meet the SWAT threshold will be retained by the SWAT Commander.

**3.1.2 Pre-planned Operation Procedures.** Once SWAT has accepted a mission for a pre-planned operation, the SWAT Commanding Officer shall designate a Tactical Team Sergeant as the Mission Leader. The Mission Leader will assign personnel to prepare the Operational Plan. In addition, the requesting unit shall identify the Incident Commander for the event.

Once the operational plan is prepared, it is presented to the Mission Leader. After the Mission Leader has reviewed the plan, it is presented to the SWAT Commanding Officer and Patrol Division Captain for final approval. The SWAT Executive Officer, and the Incident Commander may also be briefed for review.

**3.1.3 Pre-planned Operation Briefing.** Prior to the mission, a tactical briefing shall be held that includes all SWAT members assigned to the mission. During the briefing, specific roles and responsibilities are assigned, equipment checks are conducted, and rehearsals, if necessary, are performed. An operational briefing shall follow the tactical briefing and include all personnel assigned to the mission. An overview of the mission is

provided, to include any relevant background information.

**3.1.4 Pre-planned Operation Service.** Prior to releasing the scene to the requesting unit, the Mission Leader shall meet with Incident Commander or designee and identify any damage caused by SWAT. The Incident Commander or designee shall ensure photographs of any damage are obtained and placed into evidence. It shall be the Mission Leader's responsibility to ensure all persons detained by SWAT are identified for the requesting unit.

**3.1.5 Field Request for SWAT.** Requests to activate SWAT in response to an unplanned event shall be made by the Incident Commander and cannot be changed except by the person making the request or a higher-ranking officer who has assumed field command of the situation, or when it is obvious the request does not fall within the criteria for the use of SWAT after that request is reviewed by the SWAT Commanding Officer, the SWAT Executive Officer or Patrol Captain. Requests for SWAT shall be made to the Watch Commander, who will notify the SWAT Commanding Officer or designee. The SWAT Commanding Officer or designee will facilitate the actual call-out of SWAT personnel.

**3.1.6 SWAT Stand-by.** There may be occasions in which a SWAT response is not warranted, however the circumstances are such that activation may be likely. In such instances, the SWAT Commanding Officer or designee may be contacted to have SWAT placed on a "stand-by" alert status. The decision to deploy a scouting element during a stand-by alert status will only be made with the concurrence of the Incident Commander and SWAT Commanding Officer or designee.

## **3.2 ACTIVATION PROCEDURES.**

When the need for SWAT has been determined, the Incident Commander shall notify and brief the Watch Commander. The Watch Commander shall contact the SWAT Commanding Officer. If unable to contact the SWAT Commanding Officer, the Watch Commander shall contact SWAT Executive Officer. If the Watch Commander is unable to contact the SWAT Commanding Officer or the SWAT Executive Officer within a reasonable time period, they shall contact the Patrol Division Commander directly. The SWAT Commanding Officer or the SWAT Executive Officer shall contact the Patrol Division Commander. Upon determining the situation constitutes a SWAT incident and with the approval of the Patrol Division Commander, the following shall occur:

1. The SWAT Commanding Officer will notify a Team Sergeant who will send a call-out page to SWAT team members.
2. The SWAT Commanding Officer will contact the Incident Commander for a briefing.

3. The Incident Commander will assign a mission for SWAT.
4. The Tactical Team Sergeant will assign SWAT personnel to identify a SWAT Command Post and a Crisis Negotiations Operation Center. The Tactical Team Sergeant will ensure SWAT equipment and vehicles are deployed if not already done so.
5. The CNT Mission Leader will assign personnel to drive the CNT van to the Crisis Negotiations Operation Center.
6. All SWAT tactical, long rifle and K9 personnel will respond directly to the scene unless otherwise directed. It will be at the discretion of the SWAT Executive Officer or CNT Sergeant(s) to determine how many negotiators will deploy.

### **3.3 MISSION DEPLOYMENT.**

**3.3.1 Crisis Response.** The first Tactical Team or Long Rifle Team member to arrive shall assume the role of Tactical Commander until relieved by a higher ranking member. The Tactical Commander shall check in with the Incident Commander to receive a situational update and mission.

The first arriving Tactical Team or Long Rifle Team sergeant shall assume the role of Tactical Commander until relieved by the SWAT Commanding Officer or SWAT Executive Officer. The Tactical Commander shall identify one Tactical Team or Long Rifle Team sergeant as the mission leader. Generally, this will be a Tactical Team duty sergeant.

The Tactical Commander shall be responsible for radio communications between the team and the SWAT Command Post. Once Tactical Team and Long Rifle Team elements are in place, the Tactical Commander shall broadcast a situational update. The situational update shall include a very brief overview of the incident, a description of the suspect(s), hostage(s) or other occupants and state the mission assigned to SWAT.

When possible, the Tactical Commander will broadcast additional situational updates as circumstances of an incident change significantly or at regular time intervals.

**3.3.2 4<sup>th</sup> Amendment Considerations.** Absent exigent circumstances; a search, and/or arrest warrant, shall be obtained prior to a SWAT entry under the following circumstances:

- A suspect is barricaded in his/her own residence and a signed consent to enter and search waiver cannot be obtained from a competent adult member of the household

- A suspect is barricaded in any third party residence and a signed consent to enter and search waiver cannot be obtained from a competent adult in possession of control of the dwelling
- A suspect is barricaded in any structure, business, or location where possession or control of the location is unclear

Without a warrant or signed consent to enter and search waiver, an entry cannot be made into a location unless an exigent circumstance exists

The actual timing and manner of the entry shall be based upon sound tactics which are designed to minimize the risk of harm to life whenever possible. However, under these circumstances, a warrant shall still be sought to facilitate the follow-up investigation. It shall be the responsibility of the Incident Commander to ensure signed consent to enter and search waivers and warrants are obtained when applicable.

### **3.4 INCIDENT COMMAND.**

**3.4.1 Incident Commander.** The Incident Commander is responsible for mobilizing and directing resources necessary to safely resolve critical incidents. Although technically the first officer on scene is the Incident Commander until relieved by a higher ranking officer, depending on the complexity of the problem, the Incident Commander is generally a sergeant or commanding officer. The Incident Commander assigns a mission to the Tactical Commander. The Tactical Commander develops a plan to accomplish the mission and it is the Incident Commander's responsibility to approve or reject the plan. Once the plan is approved it is the Tactical Commander's responsibility for implementing the plan and managing the SWAT resources assigned to the incident.

**3.4.2 Tactical Commander.** The first Tactical Team or Long Rifle Team supervisor to arrive at an incident in which SWAT has been activated shall serve as the Tactical Commander until relieved by either a Tactical Team or Long Rifle Team sergeant, the SWAT Commanding Officer or SWAT Executive Officer. Normally, the SWAT Commanding Officer or Executive Officer will serve as the Tactical Commander. The Tactical Commander shall meet with the Incident Commander to receive a situational update and mission. The Tactical Commander will then assign specific operational tasks in order to accomplish the mission. The Tactical Commander shall manage all the elements of the SWAT Team.

Generally, the SWAT Commanding Officer and SWAT Executive Officer will respond to SWAT activations. When this occurs, the SWAT Commanding Officer serves as the Tactical Commander and is responsible for managing the entire SWAT response and

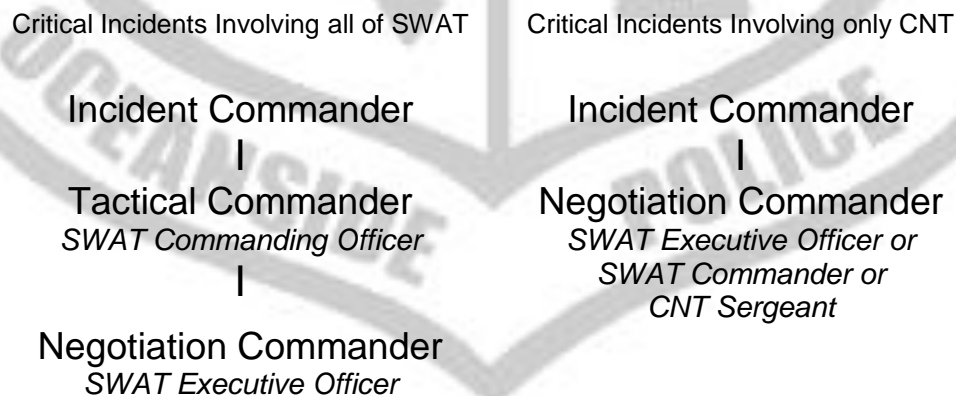
reports directly to the Incident Commander. The SWAT Executive Officer will manage the crisis negotiation efforts and serve as a liaison to tactical units from outside agencies should their assistance be needed.

The Patrol Division Captain retains the authority to override the Tactical Commander or assume the role of the Tactical Commander at his/her discretion.

**3.4.3 Negotiations Commander.** There may be occasions when CNT is activated without the other tactical elements of SWAT. Generally, these occasions are limited to critical incidents involving suicidal subjects. In such events, the incident command structure shall include a Negotiation Commander. The first arriving CNT supervisor shall serve as the Negotiation Commander until/unless relieved by the SWAT Executive Officer. If the incident necessitates a Command Officer the SWAT Executive Officer will respond. In the event the Executive Officer is unavailable, the SWAT Commander will respond and assume the role of Negotiation Commander. A CNT sergeant may serve as the Negotiation Commander in the absence of the SWAT Commanding or Executive Officer.

The Negotiation Commander shall respond to the incident and meet with the Incident Commander to receive a situational update and a mission and establish a Negotiations Operation Center. The Negotiation Commander shall be responsible for determining and implementing the procedures and strategies to be used to accomplish the mission. The Negotiation Commander shall report directly to the Incident Commander and keep him or her apprised of the progress of the negotiation.

**3.4.4 Incident Command Structure.** The command structure for incidents in which SWAT is activated is as follows:



For complex or large scale critical incidents in which an Incident Command System (ICS)

has been implemented, the Tactical Commander shall report to the Operations Section Chief. In such events, if only the CNT component of SWAT is activated, the Negotiation Commander shall report to the Operations Section Chief.

### **3.5 CRISIS NEGOTIATIONS.**

**3.5.1 Use of the Crisis Negotiation Teams.** With the exception of pre-planned missions, all components of SWAT respond to call-outs. The CNT will respond to pre-planned missions on an as needed basis. The CNT may respond to incidents involving persons threatening suicide or any other event that does not require an entire SWAT activation and the skills of trained negotiators are needed.

**3.5.2 CNT Activation Procedures.** Once an Incident Commander determines there is a need for CNT, he/she shall notify the Watch Commander who will contact the SWAT Executive Officer or designee. The SWAT Executive Officer or designee will contact the Duty CNT Sergeant, who will facilitate the actual call-out of CNT officers. The CNT Sergeant will assign one negotiator to be responsible for driving the CNT van to the scene. All other negotiators shall respond directly to the scene unless directed otherwise.

**3.5.3 CNT Response Duty.** The SWAT Executive Officer will coordinate with CNT Sergeant(s) to determine how many negotiators will respond. The complexities, dynamics and information from the Incident Commander regarding the situation will influence the size of the CNT response.

**3.5.4 CNT Response Structure.** Crisis negotiations are managed by a team of negotiators. At minimum, the SWAT Executive Officer, and or a CNT sergeant and three negotiators will respond to a call-out. This allows for a, team leader, primary negotiator, secondary negotiator, and an intelligence officer at the minimum. Additional negotiators may be activated as deemed necessary by the CNT Sergeant and SWAT Executive Officer or designee.

**3.5.5 Negotiation Transition.** Once CNT is on scene, the Incident Commander shall assign CNT's mission. At that time, the negotiation commander or CNT Sergeant shall determine when to assume control of negotiations and how to make the transition from the first responder to the CNT negotiator.

**3.5.6 Mission Leader.** This position is mandatory on all CNT missions. The Negotiation Commander shall designate a Mission Leader. Generally, the Mission Leader is a CNT sergeant; however a CNT officer may be designated as the Mission Leader in the absence of a CNT sergeant. The Mission Leader shall be responsible for the assignment of duties and number of personnel needed to accomplish the mission. The Mission Leader is also



responsible for preparing the Mission Report.

**3.5.7 Primary Negotiator.** This position is mandatory on all CNT missions. If not already done, the primary negotiator shall set up the communications equipment. The Primary Negotiator's role is to establish contact with the suspect(s), and deal exclusively with him/her until relieved.

**3.5.8 Secondary Negotiator.** This position is mandatory on all CNT missions. The Secondary Negotiator assists with setting up the communications equipment. The Secondary Negotiator shall also be responsible for the operation of the communications equipment during the negotiation. The Secondary Negotiator shall work directly with the primary negotiator, monitor all conversations, and offer assistance and suggestions whenever appropriate. The Secondary Negotiator shall maintain the Negotiations Log and keep the CNT sergeant apprised of the overall progress of the negotiation as well as any tactically sensitive information that is obtained. Should a face-to-face negotiation become necessary, the Secondary Negotiator may be used as a cover officer.

**3.5.9 Intelligence Officer.** This position is mandatory on all CNT missions. Depending on the complexity of the incident, multiple Intelligence Officers may be assigned. This position gathers intelligence on the suspect(s), hostage(s), or other involved persons in the company of the suspect(s) necessary to accomplish the mission and for the safe resolution to the incident

**3.5.10 Liaison.** This position is recommended on all CNT missions that include the tactical components of SWAT. The Liaison shall facilitate the exchange of information and intelligence between the negotiation and tactical elements of SWAT. The Liaison may also assist in keeping the Tactical and/or Negotiation Commanders informed of the overall progress of the negotiation. In instances that SWAT components have not been activated, the CNT Mission Leader or their designee will fill this role.

**3.5.11 Logistics Officer.** This position is mandatory on any mission involving criminal suspect(s). Normally, this is a position of collateral responsibility for the Secondary Negotiator. The Logistics Officer will be responsible for writing and obtaining any Search Warrants required either for entry into a structure. Additionally, the Logistics Officer shall be responsible for the operation of equipment and the replacement and procurement of supplies during the negotiation.

**3.5.12 Scribe/Security Officer.** This position is optional. This position is responsible for maintaining a log to track the arrival times of CNT members and record the highlights and progress of the negotiation and for providing security at the Negotiations Operation Center. When an officer is not assigned as the dedicated Scribe/Security Officer, it shall



be the responsibility of the Mission Leader to ensure security for the Negotiations Operation Center.

**3.5.13 General Negotiation Operating Procedures.** It is recognized that no one plan or set of procedures can be universally applied to every unique situation involving the use of trained police negotiators. The provisions herein should be followed during the use of CNT personnel, however, it is also recognized that anyone involved in a negotiation could depart from these provisions and would do so correctly if the decision was based upon sound reason and good judgment. When the decision is made to deviate from these procedures, it shall be the responsibility of the decision maker to justify his/her actions.

- During the course of the incident, negotiators will maintain a chronological log of events.
- Only trained police negotiators should communicate directly with the suspect(s).

**3.5.14 Persons Threatening Suicide.** When dealing with a person threatening suicide, officers are cautioned to avoid placing themselves in a position of physical jeopardy. This is particularly important in incidents involving persons threatening to jump from high places, such as bridges, overpasses, and buildings. Grabbing a person in an effort to save their life may result in an extreme hazard to both persons, either from the lack of control due to the physical momentum caused by such an action or from the person's reaction to being grabbed.

**3.6 DEMOBILIZATION.** At the conclusion of each SWAT mission, it shall be the responsibility of the SWAT Mission Leader, assisted by Team Leader(s), and the Scout and Back-up, to ensure all personnel are accounted for, any injured personnel have received medical attention as needed and injury reports are prepared, reporting assignments have been made, equipment is collected and rendered mission ready, and any damaged or lost property is documented according to Department policies and procedures.

**3.7 DEBRIEFING.** At the conclusion of each SWAT mission, a debriefing shall take place with SWAT personnel assigned to the mission. Each member is expected to contribute any lessons learned from the mission. The Mission Leader shall incorporate issues identified during the debriefing in the Mission Report. The information shall be used to make adjustments to training and operational procedures whenever necessary.

**3.8 MISSION REPORTS.** Mission Reports are prepared by SWAT sergeants. They include the following:

- Operational Plan Package (when applicable)

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

- High Risk Operation Checklist (when applicable)
- Copy of the requesting unit operational plan (when applicable)
- Post incident diagram of the location (when applicable)
- After Action Report – the Mission Leader for the tactical response and the Mission Leader from the negotiation response shall prepare separate after action reports
- Copies of any officer's reports prepared as a result of the mission
- Cost Analysis Worksheet – the Mission Leader for the tactical response shall prepare one Cost Analysis Worksheet for the entire SWAT response

The Mission Report shall be submitted to the SWAT Commanding Officer within fourteen (14) calendar days of the mission.

**3.8.1 Administrative Review.** Upon receipt of a mission report, the SWAT Commanding Officer shall review the documents to ensure accuracy and completeness. The review shall also include whether any modifications in operations or training are warranted and, if so, the SWAT Commanding Officer shall commence a process for implementing the changes.

After the report has been reviewed and approved, the SWAT Commanding Officer shall maintain the report in a mission file for a period prescribed by law.

### **3.9 USE OF FORCE**

**3.9.1 Adherence to Department Policies and Procedures.** The use of physical, less-lethal, and deadly force by members of SWAT shall conform to Department policies and procedures.

**3.9.2 Reactionary Authority.** Unless otherwise specified during a SWAT mission, SWAT officers are authorized to react to deadly threats with deadly force. Officers are cautioned that the use of sound tactical judgment is to be utilized when reacting to deadly threats and the safety of innocent victims is paramount.

**3.10 MUTUAL AID.** SWAT may be used to assist other law enforcement agencies outside the jurisdiction of the Oceanside Police Department with the approval of the Patrol Captain.

## **IV. TRAINING.**

**4.1 SCHEDULING AND OVERTIME.** Training for the Tactical Teams and Long Rifle Team is conducted based upon either a ten (10) hour or eight (8) hour training day. Training hours will meet or exceed the California POST SWAT Operational Guidelines

and Standardized Training Recommendations. Training for the Crisis Negotiation Teams is conducted monthly when operationally feasible and is conducted based upon a 10-hour workday. SWAT K9's are expected to attend training days unless standard K9 training conflicts with SWAT training. Once per quarter all of SWAT-CNT shall participate in scenario-based training when possible.

The dates and times for training are published in advance. Unless an exemption is granted in advance by the SWAT Commanding Officer, overtime for training is not authorized.

## **4.2 ATTENDANCE.**

**4.2.1 Non-Deployment Status.** When a Tactical Team or Long Rifle Team member is absent from three consecutive training days or upon the third absence within any three-month period they shall be placed in a non-deployment status. The member shall remain in a non-deployment status until they attend and participate in the next scheduled training day. An exception to this rule may be granted based upon the recommendation of a SWAT supervisor and concurrence from the SWAT Commanding Officer when doing so is necessary for the safe resolution to the crisis. Examples include but are not limited to; attending other approved training, family emergencies.

When a Crisis Negotiator is absent from two consecutive training days, the SWAT Executive Officer may place the negotiator in a non-deployment status

When a SWAT K9 is absent from two consecutive training days they may be placed in a non-deployment status. The member shall remain in a non-deployment status until they attend and participate in the next scheduled training day.

An exception to this rule may be granted based upon the recommendation of a SWAT supervisor and concurrence from the SWAT Commanding Officer or in his/her absence, the SWAT Executive Officer when doing so is necessary for the safe resolution to the crisis.

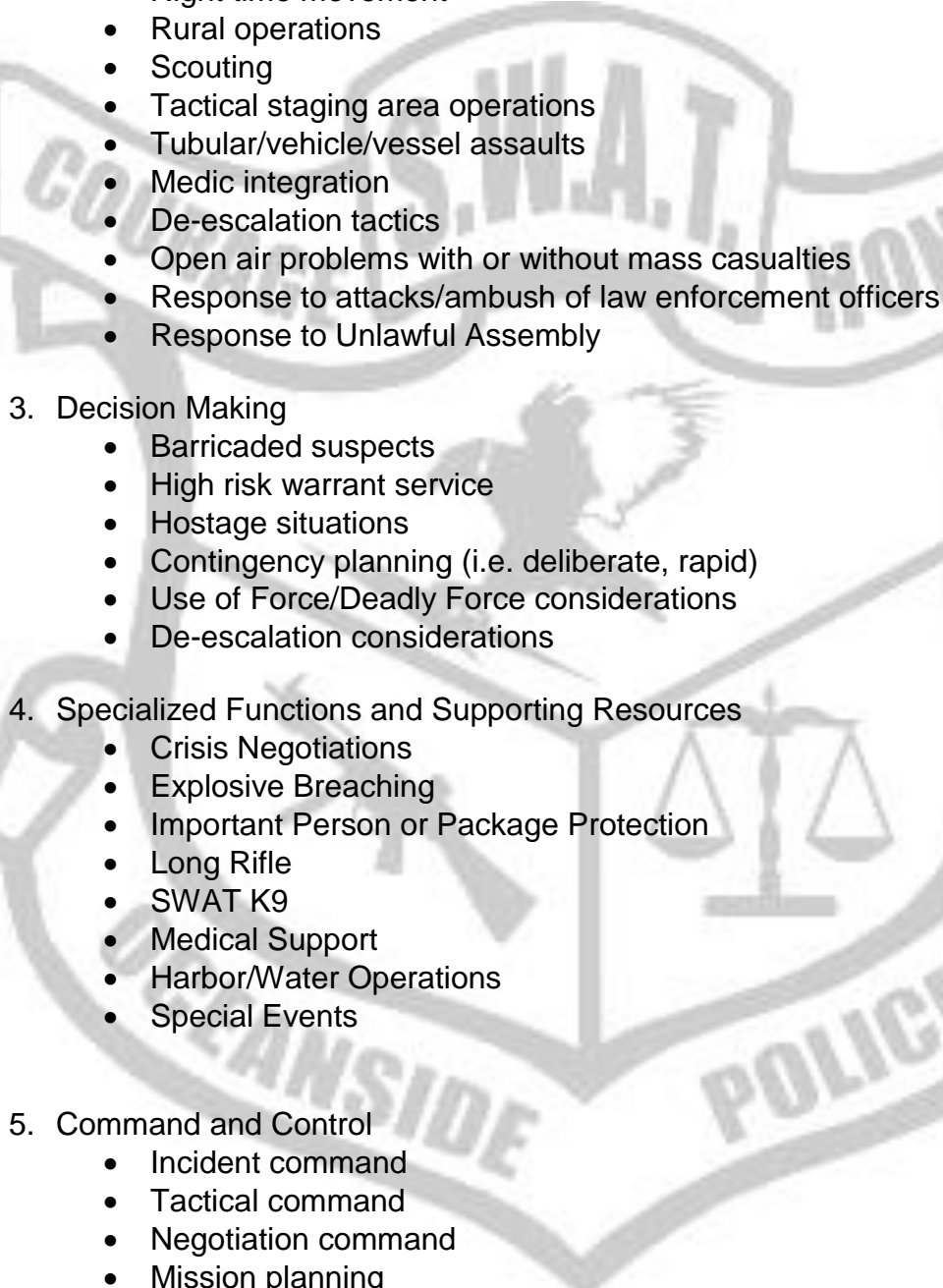
When placed in a non-deployment status, the member may be assigned to the TSA or the SWAT Command Post in the event of a SWAT mission. Except in the case where the member's non-deployment status is due to an injury or other condition in which their normal duty has been modified and administrative related duties at the TSA or the SWAT Command Post have been restricted. In such cases, the member shall not participate in the mission.

## **4.3 ANNUAL TRAINING PLAN.**

**4.3.1 Development.** In November of each year, a training needs assessment will be conducted. The assessment shall consider specialized training courses; however, it will be primarily focused on recurrent training. Once the needs have been identified, an annual training plan shall be developed for the coming year. At minimum, the plan shall contain the following core competencies for members of the SWAT Team:

1. Weapons, Munitions, and Equipment
  - Armored Vehicle Operations
  - Equipment Familiarization
  - Firearm Skills
  - Lighting Systems
  - Mechanical Breaching
  - Chemical Agents
  - Less lethal impact munitions and delivery systems
  - Other less lethal devices
  - Light and sound diversionary devices
  - Night vision equipment
  - Use of ballistic shields
  - Weapons maintenance
  - Medical equipment
  
2. Individual and Team Movement/Tactics
  - Active shooter response
  - Barricaded suspect operations
  - Containment techniques
  - Cover and movement
  - Covert movement
  - Downed Officer / Citizen rescues
  - Controlled speed movement
  - Rapid deployment techniques
  - Entries
  - High risk warrant service
    - Controlled speed
    - Remote take downs
    - Ruses
    - Surround and call-outs
    - Limited Penetration
    - Breach and Hold
  - Hostage rescue operations

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

- 
- Immediate action drills
  - Long rifle initiated assaults
  - Night time movement
  - Rural operations
  - Scouting
  - Tactical staging area operations
  - Tubular/vehicle/vessel assaults
  - Medic integration
  - De-escalation tactics
  - Open air problems with or without mass casualties
  - Response to attacks/ambush of law enforcement officers
  - Response to Unlawful Assembly
3. Decision Making
- Barricaded suspects
  - High risk warrant service
  - Hostage situations
  - Contingency planning (i.e. deliberate, rapid)
  - Use of Force/Deadly Force considerations
  - De-escalation considerations
4. Specialized Functions and Supporting Resources
- Crisis Negotiations
  - Explosive Breaching
  - Important Person or Package Protection
  - Long Rifle
  - SWAT K9
  - Medical Support
  - Harbor/Water Operations
  - Special Events
5. Command and Control
- Incident command
  - Tactical command
  - Negotiation command
  - Mission planning
  - Tactical staging area operations
  - Command post operations

*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

- Small unit leadership
- Legal issues and case law pertaining to tactical teams and use of force
- Information gathering and Intelligence development
- Development of Intelligence documents
- Long Rifle intervention

The Crisis Negotiations Team shall also develop a training plan for the proceeding years. At minimum, the plan shall contain the following core competencies specific to Crisis Negotiations:

1. Knowledge of incident management, team roles and responsibilities
  - Negotiation operation center
  - Mutual aid protocols
  - After action reports
  - Legal issues and case law pertaining to crisis negotiations
2. Equipment and technical knowledge
  - Linguistics
  - Socio-cultural awareness
  - Holding facility issues
  - Emerging technologies
3. Communication skills
  - Active listening
  - Tactical communications
  - Interview and interrogation skills
  - Third-party intermediary skills
4. Risk assessment and incident evaluation
  - Behavioral and emotional factors
  - Diminished capacity
  - Drug and alcohol interactions
  - Juvenile issues
  - Homicide and suicide indicators
  - Faith-based negotiation
  - Extremist groups
  - Media influence and effects
  - Suicidology
  - Mental disorders
  - Special circumstances (negotiations with known persons, agency

personnel, etc.

The plan shall also contain an assessment of any supplies or equipment that will be needed for training and operations. With the approval of the Patrol Division Captain, any needed supplies or equipment shall be procured by the SWAT Executive Officer.

**4.3.2 Publication.** As part of the training plan development, specific dates for the entire year shall be identified. The training plan shall be completed and distributed to all members of SWAT by November 30 of each year. A separate training calendar, listing the dates and anticipated times for each element of SWAT shall be also be distributed to Department supervisors and managers for scheduling purposes.

**4.3.3 Modifications.** Whenever any modifications to the training plan become necessary that result in changes to the published dates and times, advanced notice shall be given to all members of SWAT as well as Department supervisors and managers.

#### **4.4 TRAINING FACILITATION.**

**4.4.1 Responsibilities.** Team Leaders and the Scout and Back-up are directly responsible for ensuring the delivery of recurrent training. Generally, for explosive breaching, chemical agents, impact munitions and other specialized functions, SWAT officers must have received advanced training in the specific discipline they are tasked with teaching in order to be utilized as an instructor. For non-specialized function, a SWAT officer must have at least one year of experience on SWAT and have endorsement of a Team Leader in order to be utilized as an instructor.

#### **4.5 FIREARMS QUALIFICATIONS.**

**4.5.1 Qualifications.** Tactical Team and Long Rifle Team officers and sergeants shall qualify with their assigned weapons quarterly. A course of fire determined by SWAT supervisory staff and Department Firearms Instructor staff must result in a 90% or greater score to pass. The qualifications shall be administered by the Department Firearms Instructor Staff. Scores shall be verified by a SWAT sergeant and will be documented as pass or fail. This will suffice as the departmental quarterly qualification. Long Rifle Team officers and sergeant shall also qualify with their assigned rifle quarterly.

Tactical Team and Long Rifle Team officers and sergeants who do not shoot during the scheduled quarterly qualification shall do so within three weeks. Generally, failure to qualify within this period will result in a non-deployable status.

Tactical Team and Long Rifle Team officers and sergeants who fail to achieve a passing score on any weapon system during a SWAT qualification shall not deploy with that weapon system until a passing score is achieved.

**4.5.2 Long Rifle Team Qualifications.** In addition to the provisions outlined in section 4.5.1 above, Long Rifle Team members shall qualify quarterly with their assigned .308 caliber rifles. The qualifications will vary in distance, timing, and shooting platforms. The qualification course will minimally consist of one cold bore shot to be taken within a specified amount of time. The bullet strike must fall within the qualification area of the assigned target. The distance will minimally be 50 yards. Targets will generally be of a realistic looking human face, or head, with the qualification area outlined on the target.

Members are required to qualify at night utilizing the Universal Night Scope (UNS) on a bi-annual basis.

**4.5.3 Remedial Firearms Training.** Time permitting, Tactical Team and Long Rifle Team officers and sergeants will have two attempts in order to achieve a passing score on a SWAT Firearms Qualification. If a passing score is not achieved by the second attempt on a particular weapon system during two separate SWAT qualification shoots within a 12-month period, the member shall be placed on a Remedial Firearms Training Plan.

**4.5.4 Responsibility.** The designated range staff member and the member's SWAT supervisor shall develop a Remedial Firearms Training Plan. The plan shall identify the member's deficiency(s), outline a training plan to assist the member in overcoming the deficiency(s), and identify a timeline for completion. The plan shall be submitted to the SWAT Commanding Officer. The SWAT Commanding Officer shall review the plan, and if sufficient, authorize its implementation. The member's SWAT Sergeant shall be responsible for implementing the plan and in consulting with the members primary supervisor.

**4.5.5 Consequences.** Members who fail to successfully complete a Remedial Firearms Training Plan may be removed from SWAT.

Any member who has been identified for a Remedial Firearms Training Plan on more than two occasions in an 18-month period may be removed from SWAT. SWAT Team Members released under such circumstances will not be eligible to reapply for 12 months.

**4.5.6 SWAT Applicant Firearms Qualifications.** SWAT Team applicants who have been identified for remedial firearms training within the preceding 12-month period are not eligible to apply for the team.



SWAT Team applicants must pass a thirty-round firearms marksmanship course and an eighteen-round firearms decision making evaluation course. The applicant must score 90% or greater on each course of fire. An applicant will have two opportunities to shoot each course of fire during the qualification.

#### **4.6 PHYSICAL AGILITY TESTING.**

**4.6.1 Applicability.** All Team Leaders, Tactical Team, Long Rifle Team, SWAT K9, and SWAT Medic members shall pass a physical agility test. Physical Agility Testing shall be conducted once a year at a minimum. The physical agility test shall be validated by SWAT Team Leaders and the SWAT Commander. Minimally, the testing will include a timed running and obstacle course that incorporates cardio-vascular and strength tests. SWAT Medic(s) will be standing by during all physical agility testing.

**4.6.2 Failed Physical Agility Test.** Whenever a member fails to pass a physical agility test, they will be placed in a non-deployment status. The member will remain in a non-deployment status until they pass the physical agility test. Re-scheduling shall be coordinated by a Tactical Team or Long Rifle Team sergeant.

**4.6.3 SWAT Applicant Physical Agility Testing.** SWAT Team applicants must pass the current physical agility test utilized by SWAT. At the time of the physical agility test, an applicant will have two opportunities to successfully pass. If the applicant passes on the first attempt, a second attempt is not necessary. If after two attempts the applicant does not pass they are prohibited from continuing on in the testing process. A SWAT Medic(s) will be standing by during all physical agility testing.

**4.7 SAFETY GUIDELINES.** Safety guidelines shall be included in the Training Plan and Schedule document that is prepared in advance of each training day. The guidelines shall include emergency medical response procedures and safety precautions specific to the venue and training being conducted.

#### **4.8 DOCUMENTATION.**

**4.8.1 Training Presentations.** Members tasked with facilitating and delivering training are responsible for preparing expanded course outlines, hourly distributions, and scenario scripts when applicable.

**4.8.2 Training Reports.** SWAT Team Leaders and the Scout and Back-up are

responsible for preparing training reports. The training report shall be submitted to the SWAT Commanding Officer within one week of the training and consist of the following documents:

- Training Plan and Schedule (to include safety guidelines)
- Scenario Outline (when applicable)
- Firearms Qualifications Sheet (when applicable)
- Physical Agility Test Sheet (when applicable)
- Cost Analysis Worksheet
- Training Roster

**4.8.3 Administrative Review.** Upon receipt of a training report, the SWAT Commanding Officer shall review the documents to ensure accuracy and completeness. The review shall also include whether any member is subject to remedial firearms training and, if so, the SWAT Commanding Officer shall assign the appropriate supervisor to prepare and submit the plan for review prior to implementation. Significant deficiencies either tactical or decision making based will be noted in the training report.

After the report has been reviewed and approved, the SWAT Commanding Officer shall ensure that copies of the Expanded Course Outline, Hourly Distribution sheet, Training Roster and Firearms Qualifications Sheet are forwarded to the Training Unit. Training reports shall be maintained for a period prescribed by law.

## **V. UNIFORMS AND EQUIPMENT**

### **5.1 UNIFORMS**

**5.1.1 Uniform Standardization.** The uniform shall be a complete uniform as described herein with no unauthorized variations.

**5.1.2 Condition and Appearance.** The condition and appearance of the uniform, footwear, and equipment worn with it, shall be well maintained. Clothing which is unprofessional in appearance shall not be worn.

**5.1.3 Command, Tactical Teams, Long Rifle Team and SWAT K9's.** All Command, Team Leaders, Tactical Team, Long Rifle Team, SWAT K9, SWAT Medic personnel shall be issued the tactical uniform. This shall be the standard uniform worn for training and missions unless otherwise directed. The uniform shall not be worn in any other circumstances unless authorized by a SWAT supervisor. In addition, the following specifications shall be adhered to:

- a. Black crewneck undershirt and black socks are to be worn with the uniform.
- b. A black “D-ring” rescue/utility belt is to be worn with the pants.
- c. Shirts shall be worn tucked into the pants and the pant legs shall not be “bloused”.
- d. Footwear shall be tan with tan soles, round toed, such as “Hi Tech”, “Oakley”, “Rocky” or similar tactical boot. Footwear shall be in good condition and professional in appearance
- e. The OD green or black with SWAT insignia baseball cap is the only approved baseball cap that may be worn when in an approved SWAT uniform.
- f. A approved OD green “boonie” type hat may be worn during training or missions when not wearing a ballistic helmet.
- g. An approved cold weather jacket may be worn when marked in accordance with the uniform shirt specifications.

**5.1.4 Crisis Negotiation Teams.** Crisis Negotiation Team members shall minimally comply with Department policies and procedures related to non-uniformed members on a call-out or the standard attire for their regularly assigned duties. Approved attire for non-uniformed members on a call-out is as follows:

- a. Short or long sleeve shirts, including sweaters, which may consist of any of the following or similar: dress shirt, collared polo, button down, turtle necks or mock turtle necks, banded, or collar-less dress shirts (no T-shirts).
- b. Cargo pants tan in color manufactured by 5.11 or other comparable vendor.
- c. Shoes may include any of the following or similar; athletic shoes, canvas type hiking boots, boots, loafers, lace up casual, and oxfords (no sandals).

## **5.2 SWAT EQUIPMENT AND SUPPLY LOCKER.**

**5.2.1 Issued Equipment and Supplies.** Each member of SWAT is issued equipment based upon their respective duties. Refer to Appendix A for issued equipment lists.

**5.2.2 Care and Maintenance.** All SWAT members are expected to comply with Department policies and procedures related to the care of equipment and property, Policy and Procedure Manual, Volume II, Section 210 et al.

**5.2.3 Inspections of Issued Equipment and Supplies.** SWAT Sergeants shall conduct a complete inventory of equipment and supplies issued to each member of their respective team. The inventory shall take place during annual block training. Any items found to be damaged or unaccounted for shall be documented in accordance with Policy and Procedure Manual, Volume II, Section 210.01. The documentation shall be forwarded to the Review Board, via the SWAT Commanding Officer.

**5.2.4 Inspections of Assigned Weapons.** SWAT supervisors shall insure that a complete inventory of SWAT assigned weapons is maintained and accurate. Inspections of SWAT assigned weapons shall be conducted in accordance with the procedures established by the Firearms Training Unit (FTU). Minimally an inspection of all SWAT assigned weapons shall occur annually.

**5.2.5 Inspections of Team Equipment.** During annual SWAT block training, SWAT supervisors shall coordinate an inspection of SWAT Team equipment. Team equipment shall include, but is not limited to, all breaching tools, shields, deployment bags, camera and robotics equipment, night vision equipment, firearms, launchers and chemical agents delivery systems, throw phone and negotiation equipment. Each supervisor shall submit a memorandum to the SWAT Executive Officer detailing the results of the inspection noting any serviceability issues. The SWAT Executive Officer shall facilitate the repair or replacement of equipment.

In addition to the annual inspection of team equipment, an inspection is to be conducted after each use. The member using the equipment shall ensure the item is fully operational before returning it to its storage location. Any items that cannot be rendered fully operational without cost are to be reported to a supervisor immediately. The supervisor shall immediately notify the SWAT Commanding Officer who shall determine whether the equipment needs to remain in service and if so facilitate its repair or replacement.

**5.2.6 Supply Locker Security.** Unless occupied, the supply locker is to remain in a secure status at all times.

**5.2.7 Inventory.** In May of each year SWAT supervisors shall complete an inventory of all SWAT supplies not issued to individual team members. The SWAT Executive Officer shall assign specific supervisors to submit memorandums detailing the results of the inventory. The SWAT Executive Officer shall be responsible for procuring necessary supplies.

### **5.3 ARMORED RESCUE VEHICLE**

A 2011 Lenco BearCat has been acquired for use as the primary armored vehicle used by SWAT, Fleet designator 832. The ARV is the primary tactical delivery and rescue vehicle for SWAT. When SWAT is activated, a SWAT Sergeant or Scout or Back-up assigns an officer to drive the ARV either to the area identified for the Tactical Staging Area (TSA) or directly to the scene. Additional Keys shall be provided to designated SWAT Personnel and made available to patrol supervisors. The BearCat Operations Officer will be responsible for ensuring the readiness of the ARV. Additionally the

BearCat Operations Officer will facilitate basic operations training for patrol officers at the direction of a SWAT supervisor. This will ensure the ARV is available in the absence of SWAT operators.

At the conclusion of any mission or training, the BearCat Operations Officer shall ensure the ARV is mission ready.

#### **5.4 ARMORED TRUCK.**

A Ford armored van has been acquired and outfitted as the secondary SWAT Armored Truck, Fleet designator 644. The Armored Truck is the secondary tactical delivery and rescue vehicle for SWAT. This vehicle is also used as a medical evacuation vehicle. When SWAT is activated, a Tactical Team or Long Rifle Team Sergeant assigns an officer to drive the Armored Truck to the area identified for the Tactical Staging Area (TSA). All Tactical Team and Long Rifle Team officers shall be issued keys to the Armored Truck.

At the conclusion of any mission or training, the Tactical Team or Long Rifle Team Sergeant assigned as the mission leader or training facilitator shall ensure the armored truck is mission ready.

#### **5.5 EQUIPMENT TRUCK.**

A 2016 Ford F550 Cab/Chassis has been acquired and outfitted by California Truck Equipment (CTE) as the SWAT Equipment Truck, Fleet designator 600

The equipment truck facilitates a rapid response to incidents by allowing team members to respond directly to an incident. When SWAT is activated, a SWAT Supervisor, Scout or Back-up will assign an officer to drive the equipment truck to the designated Tactical Staging Area (TSA). The Officer who drives the vehicle to the TSA will be responsible for ensuring the vehicle is secured during the mission.

All SWAT members shall be issued keys to the main compartments in order to retrieve equipment. The equipment truck primary driver(s) will be issued ignition keys and a separate set of ignition keys will be maintained in the SWAT locker and with the SWAT Commander. In the event the equipment truck needs to be left for service at COC, the SWAT Commander shall be notified and the equipment will be transferred to either another vehicle or the SWAT locker. During short visits to COC, a SWAT member will be assigned to remain with the truck during servicing and returning it to the secured parking lot.

At the conclusion of any mission or training, the officer assigned to drive the equipment truck shall ensure the equipment truck is mission ready.

## **5.6 CNT VAN.**

A 2016 Ford E-450 Super Duty chassis panel truck has been acquired and outfitted by LDV as the mobile Crisis Negotiation Operations Center. The CNT truck will typically become the base of operations for the SWAT Commander unless it is determined the Mobile Command Vehicle is needed. The CNT van may also be used by an Incident Commander as a Command Post. When not in use, the CNT van shall be locked and parked within the secured parking area at the station. Each CNT member shall be issued keys for the van. Additional keys will be maintained in the Patrol Sergeants office in the event the van is needed and no CNT members are available. When CNT is activated, a CNT sergeant will assign a negotiator to drive the CNT van to the area identified for the Negotiations Operation Center.

When not in use the CNT truck will be plugged into shoreline power. CNT sergeant(s) will ensure the truck is checked weekly for readiness status.

At the conclusion of any mission or training, the CNT Sergeant assigned as the mission leader or training facilitator shall ensure the equipment truck is mission ready.

## **VI. WEAPONRY AND MUNITIONS**

### **6.1 FIREARMS.**

**6.2 AMMUNITION.** Only the following Department issued ammunition is authorized for SWAT:

- Ammunition as required for use of specific training venues, such as frangible, Simmunitions, and reloaded ammunition is authorized for training use only unless their use is needed in order to accomplish an assigned mission and only with the specific authorization of the SWAT Commanding Officer.

**6.3 SPECIAL MUNITIONS.** The use of special munitions is intended to assist personnel in safely resolving crisis situations. These munitions may be used for training or deployment purposes and shall be used in accordance with the manufacturer's recommendations for testing, use and application.

Every tactical situation is unique and may require the use of several special munitions.

The decision to use these munitions will vary with each situation.

All SWAT personnel shall be trained in the use of special munitions and are authorized to deploy these devices during training and operations.

**6.3.1 Special Munitions Delivery Systems.** There are specific delivery systems for each type of special munition.

**6.3.2 TASER.** The use of a TASER shall be in accordance with Department policies and procedures.

**6.3.3 Pepperball.** The use of a Pepperball launcher system shall be in accordance with Department policies and procedures.

**6.3.4 40mm.** The use of a 40mm launcher system shall be in accordance with Department policies and procedures.

**6.3.5 Reporting and Documentation.** The use of any weapon and/or special munition against any person shall be considered a use of force incident and be documented as such in an officer's report under the same case number as the incident for which SWAT was activated. A Team Leader not involved in the use of force shall also complete the appropriate Use of Force documentation. Any person struck by special munitions shall receive medical treatment for any resulting injuries. SWAT supervisors shall be responsible for adhering to Department use of force reporting requirements. In the event of a firearms discharge, the Department policies and procedures for officer involved shootings shall be followed.

## **VII. FILES AND DOCUMENTATION**

**7.1 ANNUAL PERFORMANCE APPRAISAL.** SWAT supervisors shall coordinate when possible with the member's regular duty supervisor to ensure the member's annual performance appraisal includes comments relative to their performance on SWAT.

**7.2 TRAINING FILES.** The SWAT Commanding Officer shall maintain a file for all recurrent training reports and annual training plans. These reports shall be maintained for the period prescribed by law.

**7.3 ANNUAL REPORT.** It shall be the responsibility of the SWAT Commanding Officer to prepare an annual report for SWAT. The report shall be submitted to the Field Operations Captain each year by February 1 for the preceding calendar year. The report shall consist of the following:



*Portions of this document may be deemed by the Oceanside Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).*

Summary of Missions  
Summary of Recurrent Training  
Summary of Specialized Training  
Equipment Procurements  
Personnel Changes  
Current Roster and Team Assignments  
Status of Mission Readiness and Team Capabilities  
Goals for the upcoming year  
Program Cost Analysis

