

Burleson Police Department

Administrative Policy and Procedures

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CALEA Standards Referenced: 45.2.1; 43.2.2; 46.2.3; 46.2.4; 46.2.6; 47.2.7

ISSUING AUTHORITY: _____

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- I. The Burleson Police Department will make every effort to maintain an active SWAT and Crisis Negotiations teams to be utilized in the case of extreme risk situations.
 - A. The Mission Statement of the SWAT Team is to resolve extreme risk situations with a minimum of force, personal injury, or property damage. The SWAT Team has been trained and equipped to handle unconventional and high-risk law enforcement situations. These are situations involving a higher than normal risk or one requiring special skills unique to a tactical unit.

High risk situations to be handled by the SWAT team shall include but not be limited to barricaded persons, sniping, high risk raids drug and arrest warrants, VIP protection, hostage situations, special events coverage, civil disorders and civil defense emergencies. [46.2.1a]

1. Selection [46.2.2/ 46.2.4]
 - a. Members of the SWAT team are carefully selected by the Operations Bureau Captain. Officers under consideration must be able to achieve and maintain good physical fitness and firearms proficiency.
 - b. The assignment as a SWAT team member is voluntary. Candidates must submit a letter of interest to the team leader, approved by their supervisor. Candidates must go through an oral interview, a physical agility test, and a psychological screening examination, including a clinical interview by a licensed psychologist.
 - c. Negotiators will be selected by the Operations Bureau Captain with the recommendation of the negotiation team leader on an as needed basis. Standards set by the National Council of Negotiation Associations may be used in the selection process.
 - d. The assignment as a Crisis Negotiation team member is voluntary. Candidates must submit a letter of interest to the team leader, approved by their supervisor. Candidates may go through an oral interview and a psychological screening

examination, including a clinical interview by a licensed psychologist.

2. Physical Fitness / Firearms Proficiency Requirements
 - a. Officers assigned to the SWAT team shall undergo a physical fitness and agility test on a semi-annual basis. The standards of the physical fitness / agility test will be set by the team leader with the approval of the Operations Captain.
 1. The Physical Fitness Test (PFT) will be conducted twice during each calendar year. The PFT will be administered and coordinated by the team leader or their designee.
 2. If any team member is unable to perform a scheduled PFT due to illness or injury, that team member will notify the team leader, and will be placed in an inactive status until a doctor's release is obtained and forwarded to the team leader. The team leader will forward the doctor's release to the Operations Captain. In the case of the team leader being placed in an inactive status due to illness or injury, a doctor's release will be obtained and forwarded directly to the Operations Captain. While in the inactive status, team members will not be permitted to participate in any physical tactical training or operations. They are permitted to participate in classroom training only. Team members will remain in the inactive status after they have secured a doctor's release until they have passed the PFT. Team members will have sixty days to comply with standards.
 - a. If any member fails to attend a scheduled PFT, they will also be placed in an inactive status with the same restrictions as listed above.
 - b. Team members may take the PFT as many times as they desire through the sixty-day period in order to achieve a passing score. Failure to comply will result in dismissal from the SWAT team.
 3. Officers assigned to the SWAT team shall be tested semi-annually for firearms proficiency with the weapons they carry. A passing score that meets the

standards set forth by the Texas Commission on Law Enforcement required (TCOLE).

- a. The type of firearms course and passing score will be determined by the team leader and the firearms instructor.
 4. The results of any physical fitness / agility test and firearms proficiency test shall be maintained in the SWAT personnel file for the duration of the assignment to SWAT.
3. Training
- a. The Burleson Police Department SWAT and Crisis Negotiation teams are committed to mission-oriented training that is consistent with current industry standards, is TCOLE approved, and as such will afford members the opportunity to learn and maintain proficiency in current tasks and skills.
4. Equipment [\[46.2.3\]](#)
- a. Each member of the SWAT team shall be issued (if available) the following equipment
 1. portable radio
 2. gas mask
 3. Class IIIA body armor / ceramic plate
 4. black / blue utility uniform
 5. camouflage uniform
 6. nomex hood
 7. nomex gloves
 8. ballistic helmet
 9. eye protection
 10. additional items as needed
 - b. The SWAT team has the following special equipment available to team members:
 1. high intensity flashlights
 2. special shotguns
 - a. Remington 870 12ga
 - b. Benelli M1 Super 90 12ga
 3. long guns-Rifle
 - a. Remington 700 .308 cal
 4. Rifles
 - a. Colt M4 Commando 5.56 cal
 - b. Colt M16A2 Commando 5.56 cal
 - c. Colt AR-15 Carbine .223 cal
 5. Less Lethal Launcher
 - a. Mossberg 500A 12ga – Yellow Stock
 - b. Defense Technology 40mm Launcher

- c. Penn Arms 40mm Launcher
 - d. Defense Technology 37mm Launcher
 - e. Cobray 37mm Launcher
 6. mirrors
 7. battering ram / breaching tools
 8. bullhorn
 9. chemical agents / distraction devices / less-lethal devices
 10. ballistic shield
 11. Ammunition
 - a. .40 cal – Speer Gold Dot 180 gr HP
 - b. .223 cal Federal 55 gr. SP
 - c. .223 cal Federal 55 gr. FMJ
 - d. 12 ga Federal 2 ¾ 00 Buckshot 9 pellets
 - e. 12 ga Federal 2 ¾ 1 oz Hydra Shock HP Rifled Slug
 - f. .308 Federal 168 gr. BTHP
5. Team Operations / Call Out
- ***If the following command staff cannot be reached in the order in which they are listed, authorization may be given by any Sergeant with the Burlison Police Department.***
Command Staff:
 1. ***Operations Bureau Captain***
 2. ***Support Bureau Captain***
 3. ***Deputy Chief***
 4. ***Chief of Police***
- a. The SWAT team may be used as a supplement to any situation requiring additional manpower or immediate response to an emergency. Request for the SWAT team should be made by the on duty Supervisor to the Operations Bureau Captain. In the event the Operations Captain is not available, the Deputy Chief or Support Bureau Captain can authorize SWAT response. In the event all of the commanders are unavailable, the Chief of Police may be contacted to authorize SWAT response. In an emergency or special detail, the team members may be assigned to supplement any division within the Department and shall be under the command of the supervisor in charge. [\[46.2.1 a/b\]](#)
 - b. Team members will be available for call-out on a twenty-four hour per day basis. If a member is away from their residence, they will be required to carry some form of a communication device. If a team member is unavailable for call out for an

extended period, they shall notify the team leader, in writing, stating the time they will be unavailable.

- c. The team leader shall inform the ranking duty supervisor of any tactical operations that may be carried out during the shift. [\[46.2.1b\]](#)
 1. It will be the responsibility of the on duty supervisor to notify officers assigned to patrol of the nature of the operations and the necessary information to ensure officer safety and to prevent interference with the operation. [\[42.2.1b\]](#)
 2. The on duty supervisor and / or the SWAT leader shall inform the dispatcher of the SWAT operation.
- d. No information regarding a SWAT operation shall be released to persons outside the department without approval of the team leader or Operations Captain.
- e. Team Member Responsibilities
 1. Team leader / Assistant Team Leader
 - a. Responsible for direct supervision of the team during operations and training
 - b. Actively participates in operations and training
 - c. Maintains SWAT personnel file and training records
 - d. the team leader or their designee will conduct a monthly equipment inspection / inventory to ensure operational readiness of the equipment and sufficient supplies on hand
6. Procedures for Handling Special Operations

Listed below are guidelines to be followed when a situation involving a Barricaded Person / Sniper or any situation where SWAT is called to a scene. [\[46.2.1a\]](#)

 - a. Once a barricaded person, sniper, or other extreme risk situation has been verified, the patrol supervisor will notify the Operations Captain.
 1. The Patrol Supervisor shall be responsible for controlling the outer perimeter.
 2. Officers assigned to the outer perimeter shall utilize cover and concealment to maintain visual contact with their assigned area. [\[46.2.1a\]](#)
 3. The team leader shall be responsible for the inner perimeter upon their arrival.

4. No movement shall be made past the inner perimeter without the approval of the team leader.
5. Victims, if any, will be evacuated to a safe location as soon as it is tactically feasible to do so.
6. The patrol supervisor shall be responsible for the evacuation of bystanders from the operations area.
7. Patrol officers involved in the evacuation process shall make reasonable efforts to obtain intelligence information pertaining to the situation. [46.2.1a]
8. The patrol supervisor shall establish and man a centralized command post in a safe location out of sight of the extreme risk situation.
9. The command post must have access to telephone communication, electricity, and be shielded from the natural elements.
10. The command post may be a structure or site for the Mobile Command Post.
11. The Operations Captain shall assume command of the situation and the operation of the command post once he arrives at the scene.
12. The SWAT Team leader shall assume command of the inner perimeter, tactical officers and their operations and firearms discipline.
13. The SWAT Team Leader shall be responsible for the use of force, noise flash diversionary device, chemical agents and deadly force. The use of force shall be reasonable and shall be used only after it is clear that negotiations have failed. The use of chemical agents and noise flash diversionary devices shall be considered use of force. The use of deadly force shall conform to Departmental policy, State and Federal law.
14. The Operations Captain shall assume command of patrol activities, outer perimeter, evacuation, traffic control, security of the command post and communications with the Chief of Police.
15. Emergency services, fire, rescue, ambulance, and as requested, utility companies shall be notified of the situation and be put on stand-by, or respond to the scene, whichever is appropriate. [46.2.1c]
16. Request for surveillance equipment and technical expertise for their operation should be directed to the CID Sergeant or Operations Captain. [46.2.1c]
17. The Public Information Officer or designated Police spokesperson shall establish a media staging area and act as representative for the Police Department.

The PIO shall release no information to the media concerning the incident without approval of the Operations Captain and no information on the team tactics or negotiations without the approval of the SWAT leader.

18. Negotiators shall work in the command post under the supervision of the Operations Captain and the CNT team leader. Negotiators should work as primary and secondary, primary being the negotiator directly in communication with a barricaded person. The secondary negotiator acts as a backup and provides support for the primary negotiator. Additional negotiators may be assigned to the team. If no specific duties are assigned, they will form a “think tank” and be prepared to assist in any capacity.
19. Negotiators shall attempt to negotiate the surrender of the barricaded person and obtain intelligence information for the SWAT officers.
20. Negotiable items may be considered, but not limited to the following:
 - a. food
 - b. drink
 - c. money
 - d. media coverage
 - e. freedom of the hostage
 - f. comfort items
 - g. safety or a promise
21. Non-negotiable items are:
 - a. weapons
 - b. hostage exchange
 - c. transportation
 - d. prisoner release
 - e. alcohol or illicit drugs
22. The following procedures will apply when dealing with a hostage taker who has immediate access to or is in a vehicle.
 - a. arrangements shall be made for marked police vehicles to be staged and prepared for a vehicle pursuit
 - b. arrangements shall be made for unmarked police vehicles to be staged and prepared for surveillance of the hostage taker
 - c. if possible, the hostage taker’s route should be restricted by some means other than roadblocks

- d. if possible, a helicopter may be requested from an outside agency in order to maintain surveillance of the hostage taker's vehicle
 23. SWAT officers shall be responsible for any assault made on the objective.
 24. SWAT officers shall be responsible for arrests.
 7. Special Weapons and Devices
 - a. Irritant, less lethal, and distraction devices consist of:
 1. smoke grenades and projectiles
 2. tear gas grenades and
 3. diversionary (flash bang) devices
 4. less-lethal projectiles
 - b. These are to be used only with prior approval of a SWAT team leader as part of a planned action when deadly force is justified or there are reasonable grounds to believe use of the device or materials will reduce the likelihood of serious bodily injury to or death of any person or during training exercises. (**NOTE:** In extraordinary circumstances when necessary for immediate defense of any person's life or to allow diversion or concealment for an endangered person to move, advance, or withdraw from a position likely to result in serious bodily injury or death, these devices may be authorized by a SWAT officer before the fire department is staged and before the swat team leader's approval)
 - c. Use will be documented in writing every time the devices are used during actual operations or training exercises. Review of the justification for use will be included in the after-operations report (after an actual operation). A copy of the documentation report will be given to the SWAT team leader in charge of equipment and supply to be placed with the SWAT team records. [\[46.1.3\]](#)
 8. VIP Protection [\[46.2.6\]](#)

The following are guidelines to be followed when a situation involving VIP Protection is encountered:

 - a. The SWAT team leader shall be in command of a VIP security operation.
 - b. The SWAT team leader shall appoint a coordinator to act as liaison between the principal and / or the principal's security team and the SWAT team leader.
 - c. The SWAT team leader shall make body armor available to the principal and their staff as needed.
 - d. All officers involved in the direct protection of the principal shall wear body armor.

- e. The SWAT team leader shall arrange for both marked and unmarked police vehicles as needed during the security detail.
 - f. The SWAT team leader shall provide or assist in the reconnaissance of the motorcade routes.
 - g. The SWAT team leader shall provide for or assist in the on-site inspection of all facilities to be used by the principal.
 - h. The SWAT team leader shall work with local, state and federal law enforcement agencies in the gathering of intelligence information relating to the operation.
 - i. The SWAT team leader shall brief all involved Burleson Police Department personnel on the use of a designated radio frequency and special codes or communications procedures to be used during the operation. They shall arrange for portable radio and telephone equipment.
 - j. The SWAT team leader shall ensure that emergency first aid, ambulance, and medical facilities have been alerted and that ambulance personnel have been placed on stand-by. All team members shall be made aware of the location of emergency first aid.
 - k. The SWAT team leader or coordinator shall brief the team and other authorized personnel on the description and use of special lapel pins, or badges, used to designate authorized personnel within the secured area.
 - l. The extent of VIP protection and security operations will be determined on a case-by-case basis. The amount of protection provided may vary.
9. Special Events [\[46.2.7\]](#)
Listed below are guidelines to be followed when the SWAT team is to be used at Special Events:
- a. The SWAT team may be used as supplemental manpower during special events as approved by the Operations Captain.
 - b. The Operations Captain shall appoint a coordinator to act as liaison between the event organizers and the Police Department.
 - c. The Operations Captain shall appoint a supervisor to be in charge of all Police personnel assigned to the special event.
 - d. The event coordinator shall inform the event supervisor, in writing, of the estimated traffic flow and any special problems that could exist, such as crowd control or expected criminal problems.
 - e. The event supervisor and coordinator shall arrange for any special equipment that will be required.

- f. The event coordinator shall be responsible for notifying other departments within the city as to what will be required of them.
 - g. The event coordinator shall be responsible for notification of emergency services personnel.
10. High Risk Raids / Arrests
- Listed below are the guidelines to be followed when the SWAT team is to be used on High Risk Raids and Arrests:
- a. High risk raids / arrests conducted by the SWAT team will be conducted only after sufficient evidence has been obtained by patrol, criminal investigations, or an outside law enforcement agency.
 - b. After the team call-out has been authorized, the team members will be notified and they shall report to the Police Department.
 - c. Upon arrival at the Police Department, team members will gather the needed equipment and dress in the appropriate uniform. Team members will then attend a preliminary briefing where plans will be formulated and assignments made.
 - d. Once the operations area has been secured, uniformed patrol will transport any prisoners to the holding facility.
 - e. Team members may be requested to remain in an operations area as security until all participating agencies or units are finished with their assignments.
 - f. Upon completion of the operation, the team members will return to the Police Department for de-briefing. The purpose of the debriefing is to analyze all aspects of the operation.
 - g. In the event of any unusual occurrence during the raid / arrest, the Operations Captain will be notified.