

Hamden Police Department General Orders

Policy Number: 029-002

Effective Date: November 01, 2011

Section: Special Operations

Rescinds:

Title: Emergency Services Unit.

Approved By:

Approval Date:

PURPOSE

To establish guidelines, procedures, and standards for the Emergency Services Unit.

POLICY

The primary objective of the Emergency Services Unit is to preserve life. In addition, the Unit will be responsible for the enforcement of State Laws and Local Ordinances, and the successful resolution of high risk situations. This is accomplished through training, discipline, and proper equipment.

This policy shall not limit routine response to any situation. Supervisors have the discretion and authority to handle any situation as they deem necessary. If the situation cannot be resolved by normal Police tactics, the ESU may be called out.

Procedures

A. Command Structure:

1. The Emergency Services Unit will be comprised of the:
 - 1) Special Weapons and Tactics Team (S.W.A.T. Team) and
 - 2) Hostage Negotiation Team (H.N.T. Team)The ESU is part of the Special Operations Bureau and reports directly to the Special Operations Bureau Commander.
2. The designated Commander of the ESU will ensure that these two Teams are adequately trained and equipped, and operationally ready at all times.
3. Normally, only the Chief and Deputy Chief(s) may order the Unit or Teams to be mobilized.

B. Team Composition / Team Incident Duties – SWAT Team:

1. The number of Officers assigned to the SWAT Team, their rank, and assigned equipment may vary, depending on the needs of the Team.

Hamden Police Department General Orders

2. The SWAT Team duties include providing a tactical response to high risk incidents for which the potential for injury or loss of life is present and the circumstances are unusual and beyond the capabilities of a normal Police response. Responses include, but not limited to, the following:
 - a. Hostage situations
 - b. Barricaded subjects
 - c. Suicidal subjects
 - d. High-Risk warrant service
 - e. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) incidents
 - f. Active-Shooter incidents
 - g. Dignitary Protection

C. Eligibility requirements for SWAT Team:

1. All Officers selected for duty with the SWAT Team shall be:
 - a. Volunteers.
 - b. Physically fit and agile.
 - c. Minimum of 3 years in Law Enforcement (unless previous experience qualifies the individual).
 - d. Possesses sound judgment and the ability to make quick decisions.
 - e. Have an acceptable disciplinary record.
 - f. Have an acceptable attendance record with no pattern of sick time abuse, absent exceptional circumstances.
 - g. Not have a beard or facial hair that would preclude the member from wearing a gas mask.
 - h. Be willing to respond to SWAT Team incidents regardless of work hours. Members may be exposed to inclement weather for long durations of time. During the course of an incident, the member must be prepared to stand, sit, kneel, and lie prone for long periods of time while maintaining and carrying equipment assigned to the specific task. Tasks may include but are not limited to surveillance, perimeter coverage, emergency assault, and equipment responsibilities.

Hamden Police Department General Orders

2. SWAT Application/Selection Testing Process:

- a. Physical Agility Test: All applicants for the SWAT Team must complete a timed agility/fitness test.
- b. Firearms Proficiency Test: All applicants for the SWAT Team must pass and complete timed handgun and rifle proficiency tests. These courses are designed to test marksmanship, ability to follow directions, and performance under stress.

D. Training:

1. Officers assigned to the SWAT Team will:

- a. Comply with training standards as determined by the SWAT Commanding Officer. Training will be conducted at least once per month with the entire team present.
- b. Maintain proficiency in handling and firing all weapons assigned to the SWAT Team.
- c. Attend training sessions to obtain and maintain certifications that meet local, state, and national standards.
- d. Travel to locations within and outside of Hamden to participate in training programs.

2. Complete training that includes, but not limited to, the following:

- a. Qualify with a handgun in full SWAT gear while wearing a gas mask, in low light and other adverse conditions.
- b. Qualify with SWAT AR-15 Rifle in full SWAT gear while wearing a gas mask, in low light and/or other adverse conditions.
- c. Meet and maintain SWAT physical fitness testing standards.
- d. Be trained in and must maintain operational knowledge of numerous manual and power tools and have the ability to use them in high-stress and dangerous environments.
- e. Be trained in and must maintain operational knowledge of:
 - i. Taser Devices
 - ii. 40 mm sponge rounds and OC rounds

Hamden Police Department General Orders

- iii. Chemical Agents and Gas Masks
- iv. .12 Gauge Shotgun less lethal rounds
- v. Noise-flash diversionary devices

F. Equipment:

1. Assignment to the SWAT Team requires the issuing of specialized equipment.
2. All equipment will be readily available to the all SWAT Team members for immediate deployment to the scene of an incident.

G. SWAT Deployment:

1. Upon being ordered in for any critical incident, all team members will report as directly.
2. If a SWAT Team Supervisor is at the scene, he shall remain and ensure the incident is stabilized. His weapons and equipment will be brought to the scene.
3. At HQ, SWAT team members will assemble the necessary equipment and prepare for the incident. If time permits, a briefing will be held to disseminate available intelligence information.
4. If the incident is of a violent nature, the ESU Commander may order the team deployed immediately to the scene. Once at the scene and initial incident stabilized, the necessary intelligence information will be disseminated to the team.
5. Supplied and specialized equipment will be stored and transported during SWAT operations in a secure departmental vehicle.

H. Team Composition / Team Incident Duties – HNT Team:

1. The number of Officers assigned to the HNT Team, their rank, and assigned equipment may vary, depending on the needs of the Team. A Team will generally consist of the following:
 - a. Team Leader/Liaison
 - b. Primary Negotiator
 - c. Secondary Negotiator
 - d. Intelligence Coordinator

Hamden Police Department General Orders

2. The HNT Team duties include responding scenes of significant crisis to where the circumstances are beyond the capabilities of a normal Police response. Responses include, but not limited to, the following:
 - a. Hostage Situations
 - b. Barricaded Subjects
 - c. Suicidal Subjects
 - d. Mentally Ill Subjects

- I. Eligibility requirements for HNT Team:
 1. All Officers selected for duty with the HNT Team shall be:
 - a. Volunteers.
 - b. Minimum of 3 years in Law Enforcement (unless previous experience qualifies the individual).
 - c. Possesses sound judgment and the ability to make quick decisions.
 - d. Have an acceptable disciplinary record.
 - e. Have an acceptable attendance record with no pattern of sick time abuse, absent exceptional circumstances.
 - f. Be willing to respond to HNT Team incidents regardless of work hours. Members may be exposed to inclement weather for long durations of time.

- J. Training:
 1. Officers assigned to the HNT Team will:
 - a. Comply with training standards as determined by the ESU Commanding Officer. Training will be conducted at least once per month with the entire team present.
 - b. Attend training sessions to obtain and maintain certifications that meet local, state, and national standards.
 - c. Travel to locations within and outside of Hamden to participate in training programs.

- K. HNT Deployment:

Hamden Police Department General Orders

1. Upon being ordered in for any critical incident, all team members will report as directly.
 2. At HQ, HNT team members will assemble the necessary equipment and prepare for the incident. If time permits, a briefing will be held to disseminate available intelligence information.
- L. Establishment of Command Posts:
1. Operational Command Post:
 - a. The Police commanders (decision makers) will normally operate out of the Operational Command Post. This Post will be the source of all command authority, decisions, and media information. It is also responsible for establishing and maintaining an outer perimeter.
 2. Tactical Command Post:
 - a. The ESU/SWAT commander shall select a location for a Tactical Command Post. The Tactical Command Post reports directly to the Incident Commander and maintains constant contact with the Hostage Negotiation Command Post. It is responsible for developing tactical plans that will gain advantage over the suspect and executing those plans with the approval of the Incident Commander.
 - b. The SWAT Team vehicle shall generally be the Tactical Command Post.
 - c. Also, buildings owned or operated by the Town of Hamden would be useful as they provide all the necessary facilities.
 - d. Business facilities may also be used depending on the location and needs of the operation.
 3. Hostage Negotiation Command Post:
 - a. The Hostage Negotiation Command Post reports directly to the designated Incident Commander and maintains constant contact with the Tactical Command Post. It is responsible for establishing contact with the suspect and will be the exclusive source of all negotiation with the suspect.
- M. Assigned Responsibilities:
1. Chief, or designated Deputy Chief, will be responsible for the overall operation and decision-making.

Hamden Police Department General Orders

2. Designated Incident Commander:
 - a. Assigned by the Chief or Deputy Chief.
 - b. Will be responsible for the overall field operation including:
 - i. Special Weapons and Tactics Team (S.W.A.T. Team)
 - ii. Hostage Negotiation Team (H.N.T)
3. Patrol Supervisor:
 - a. Will be responsible for traffic and crowd control around the perimeter of the incident.
 - b. Reports to the ESU/SWAT commander and command personnel upon their arrival for briefing on the incident.
4. Detective Division:
 - a. Will assist by:
 - i. Obtaining intelligence information regarding the suspects or the hostages.
 - ii. Videotaping the incident when possible.
 - iii. Conducting follow up investigations after the incident.
5. Press Information Officer (PIO):
 - a. Will be responsible for maintaining liaison between the news media and Police Chief, or his designee, for releasing information regarding the incident.
6. Operations Log Officer:
 - a. Will be responsible for setting up and maintaining the operations log.
 - b. This will be a running log of the incident as it transpires.
7. Logistics Officer:
 - a. Will be responsible for any special equipment needed and will assist in scheduling relief personnel assigned to the operation.
 - b. This Officer will be assigned by command personnel at the Mobile Command Post.