

 <p style="text-align: center;">YALE UNIVERSITY POLICE GENERAL ORDERS</p> <p style="text-align: center;"><i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	421 EMERGENCY SERVICES	
	EFFECTIVE DATE: 18 FEB 2015	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this general order is to define the operations and responsibilities of the Department’s emergency services units.

POLICY

The policy of the department is to maintain specialized emergency services units to provide personnel with specialized skills, training and equipment to successfully resolve unusual critical incidents. The Yale PD utilizes the SWAT and HDU teams to preserve life during a tactical response to high-risk situations that exceed those immediately available to the agency’s first responders through special weapons and tactics, containment, de-escalation and control.

The utilization of these emergency service units requires strict adherence to procedures that guide the Tactical Operator in the use of force during a tactical response where force is necessary. Use of force is only authorized when it is objectively reasonable and for a lawful purpose. The use of force by Yale PD officers is governed by department policy and federal and state law, including, but not limited to, the United States Constitution.

DEFINITIONS:

Special Weapons and Tactics Team (SWAT)	a designated group of police officers selected, trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex or unusual they may exceed the capabilities of first responders or investigative units.
Hazardous Devices Unit-Bomb Squad (HDU)	a designated group of police officers with extensive training in the handling of explosives, hazardous materials and weapons of mass destruction including chemical, biological and radiological weapons. The unit is responsible for the proper storage and disposal of recovered explosives, disposal of recovered fireworks, mitigation of improvised explosive devices and assistance with collection of evidence from hazardous devices, technical assistance for dignitary protection details and training for explosives recognition/bomb threat management. Operations include an extensive assortment of technical equipment including a variety of tools, diagnostic equipment, robots and canines.
Team Leader	A supervisor appointed by the Assistant Chief of Operations with the concurrence of the Chief of Police who has operational responsibility for a tactical element.
Tactical Operator	A law enforcement officer who is trained and certified in the use of special weapons and tactics, who is utilized in various capacities meeting the United States Department of Homeland Security SWAT Resource Typing criteria.
SWAT Commander	A certified Tactical Operator holding the rank no less than a police sergeant who has the overall command authority in all matters pertaining to the internal organization of the team and at all the incident deployments. During deployments the SWAT Commander reports directly to the Special Operations Commander or his designee.

Emergency Services Administrator	The Emergency Services Administrator is a police Lieutenant appointed by the Assistant Chief of Operations in concurrence with the Chief of Police who acts as the liaison between Emergency Services Unit elements and upper management and is responsible for equipment procurement/logistics, budgeting, team staffing, training guidance, rules, regulations and standard operating procedures and may serve as the Special Operations Commander, as designated.
Hostage Situation	Any situation where a suspect(s) is holding a person(s) against his or her will by force or the threat of bodily injury or death.
Barricaded Suspect	An armed suspect is wanted on criminal charges or for mental commitment proceedings and has assumed a position that provides him with a significant tactical advantage over officers attempting to make an apprehension.
Suicidal Suspect	An armed suspect who appears to be an imminent threat to him/herself or others and has assumed a position which provides him/her a tactical advantage over officers attempting to make an apprehension.
Operational Plan	A written report of the unit's pre-planned goals, objectives, area of operation, date, time, person(s) or place(s) of interest, type of operations, personnel taking part in the operation, special problem, cautions, concerns of operations, operational instructions, equipment needed and execution that is approved by the Chief of Police of his/her designee.
After Action Report	A written report detailing the results of the tactical operation.
Special Operations Commander	A command officer, designated by the Chief of Police, responsible for the Emergency Services functions of the Department.

Command and Control:

The Assistant Chief of Operations is the department Special Operations Commander and is responsible for the Emergency Services functions of the department.

SPECIAL WEAPONS AND TACTICS TEAM

The mission of the SWAT team is to conduct special police operations where appropriate and as assigned by the Chief of Police. Special Police Operations consist of, but are not limited to,

- Support of dignitary protection missions;
- Active shooter;
- Hostage-barricade or sniper situations;
- Apprehension of high-risk suspects;
- Supporting special events;
- Special assignments;
- High risk warrant service;
- Response to acts of terrorism.

The response process utilized by the SWAT team for handling police special operations will be the NIMS Incident Command System (ICS).

The SWAT team consists of a Commander, Team Leader(s), Assistant Team Leader(s), Operators and Support Personnel determined in number by the Chief of Police.

The Team Commander is responsible for the deployment of the team, tactical decision making and tactical resolution of the incident. The Team Commander is subordinate to the Incident Commander only in terms of when and if the tactical option is exercised, not how it is performed. Unless the Team Commander is incapacitated or relinquishes authority to another person outside the team, no other person outside the team will attempt to direct, supervise or control any element or member of the team.

Criteria for Selection to SWAT

Members of SWAT will be carefully screened and selected, taking into consideration their experience as police officers, verbal skills, problem solving skills, and psychological suitability for the responsibility. The selection process for personnel assigned to SWAT will involve a careful and systematic process similar to that used to select personnel for other specialized assignments within the department.

When vacancies occur on the team, officers will be notified by the posting of notices in the department. Officers requesting assignment to the Team will submit an application to the Assistant Chief of Operations. An oral interview will be conducted by an interview board and the Chief of Police will approve all new members. **CTLEA 3.3.27**

The following is the minimum selection criteria to be utilized by the Department in the selection for officers to SWAT. This is not an all-inclusive listing of all selection criteria as more specific criteria may be listed in the memorandum announcing the vacancy and selection process. The selection criteria are as follows:

- Assignment to SWAT is completely voluntary due to the inherent hazards and rigorous on-going physical training requirement.
- Generally, a candidate must have at least three (3) years of service as a full-time sworn police officer with the Yale University Police Department. However, officers with prior equivalent experience with the military, service with a Department of similar or larger size, or other pertinent skill sets, knowledge, and abilities, may qualify upon completion of eighteen months of service with the department with the approval of the Chief of Police.
- Demonstrate satisfactory level of physical conditioning and agility as determined by testing approved by the Special Operations Commander.
- Demonstrate satisfactory level of firearms proficiency as determined by a test consisting of a course of fire approved by the Special Operations Commander.
- Demonstrate satisfactory level of prior good police performance.
- Recommendation from a screening panel consisting of the Special Operations Commander and SWAT Commander, who will examine the following factors:
 - Evaluations
 - Disciplinary Actions
 - Commendations
 - Use of force incidents
 - Use of firearms
 - Ability to function as a team member
 - Training schools attended
 - Special Skills

The screening committee will make their recommendations in writing to the Chief of Police, listing all of the candidates in order of preference along with their justifications for the recommendations.

- The Chief of Police has the exclusive right of appointment to SWAT.
- All candidates must satisfactorily complete any medical and/or psychological examinations as required by the Department for this assignment.
- Members of SWAT will serve at the pleasure of the Chief of Police, and may be removed upon recommendation of the Special Operations Commander and SWAT Commander.
- All members of SWAT will abide by the responsibilities, duties, rules, regulations, and code of conduct set forth in Yale University Police Department Rules and Regulations. **CTLEA 3.3.25**

Training

- The SWAT team will develop and enact a formalized training program consistent with current National Tactical Officer's Association (NTOA) recommendations and in keeping with the appropriate NIMS "All Hazards Manual" for the development of training calendars, schedules and resourcing. **CTLEA 1.2.17**
- Tactical training is necessary to achieve the results most beneficial to the Department and to the Team and must be accomplished on a regular basis to attain proficiency. The National Tactical Officers Association (NTOA), the International Association of Chiefs of Police (IACP) and case law identify the standard for SWAT Tactical Training is 10% of the officer's duty time. Therefore, Yale University SWAT Team officers will train an average of 4 hours per week, or about 200 hours per year, to maintain those tactical skills or at least 16 hours a month as a team. Specialty assignments (i.e. precision long rifle, tactical emergency medical support, etc.) will train an additional 8 hours per month.
- New officers assigned to SWAT are required to attend a minimum 40 hour basic Tactical Officer Certification course, or equivalent. In the event that the new member fails to obtain certification he/she may be considered to be a part of the support services of the SWAT until certification can be obtained.
- The Emergency Services Administrator will ensure that a schedule of training is made out for a one-year period, and distributed to Team Members. The one year training outline will be prepared by January 1st and distributed to the Chief of Police or his/her designee for approval.
- The SWAT Commander or designee will document all SWAT Team training and copies of that training will be given to the supervisor of the Professional Development Unit.
- Prior to the commencement of all training sessions, a training outline and statement of objective must be prepared and submitted to the Emergency Services Administrator and Special Operations Commander. The training outline will identify the objective of the training program, location; those involved and summarize training principles. Training Outlines will be kept in the training files for five (5) years.
- At the conclusion of the training program the Team Commander, or designee, will prepare a Training Summary Report identifying training conducted and will be kept in the team training files for five (5) years.
- Every effort will be made to ensure that the SWAT Team trains in a manner consistent with its anticipated functions.

Equipment

The SWAT team will conform to the department's procedures for the appropriation, maintenance and removal of obsolete equipment from the team's equipment inventory. The Team Commander will:

- conduct periodic inventories of equipment,
- assign responsibility for the care and maintenance of individual and team equipment to appropriate team members
- develop a program of responsibility and accountability for all equipment.

Team equipment processes will ensure the continuous certification of time-sensitive equipment, such as SCBA and CBRNE equipment items. **CTLEA 3.3.26**

Response Protocol

The SWAT team will, when necessary, utilize a response protocol that includes the following activities during the conduct of an operation:

- Command Post Operations
- Containment
- Staging Area
- Precision Long-Rifle Operations
- Emergency/Deliberate Action Operations
- Negotiation Operations
- Medical Support Operations
- CBRNE Operations.

Critiques and Operational Briefing

As soon as practical following the termination of SWAT involvement operations, an incident de-briefing and critique will be held. All elements involved in the incident should be present; including but not limited to participating SWAT members, department command staff, communication personnel, support services, patrol and investigations.

After Action Reports

- The SWAT team will conduct formal and documented After Action Reports (AARs) of all special police operations and team training events.
- Team training reports will be submitted to the training unit.
- The team will maintain copies of AAR documents for a period of 7 years and will utilize the documents to assist in guiding the training program.
- The SWAT Commander or designee will assign a member who was involved in the operation to complete a written summary of the incident identified as the After Action Report. The summary will include such information as the details leading up to the incident, SWAT deployment, operational command and actions while on the scene and should include a copy of all relevant material. The summary will be presented to the Chief of Police within seventy two (72) hours of the incident.
- A use of force report will be completed by all SWAT entry personnel and by those who utilized any type of force according to current department procedure on use of force reporting.
- The SWAT Commander will:
 - ensure that all members of SWAT comply with policy.
 - produce an annual report that specifies the training, operations and other appropriate information which will be submitted to the Chief of Police.
 - develop and maintain a current Standard Operating Procedures (SOP) manual that provides depth and detail to the above listed criteria and activities.
 -

Mutual Aid

- The Department may establish appropriate agreements with NHPD, state and federal tactical teams for mutual aid support.
- Use of force by the SWAT team will be consistent with applicable laws and Department policy.
- Members who serve as crisis negotiators will receive training in negotiating techniques applicable to crisis situations. Ongoing training in new techniques for situations to include rescue operations should be attended by crisis negotiators periodically. Specialized instructors will be selected in accordance with training needs.

HAZARDOUS DEVICES UNIT (BOMB SQUAD)

The Yale-New Haven Police Hazardous Devices Unit consists of specially trained university and city police officers responsible for detecting, evaluating, and rendering safe, suspected improvised explosive devices (I.E.D.s), incendiary devices, explosives, explosive chemicals, pyrotechnics, ammunition, weapons of mass destruction and hazardous materials and conducting post-blast investigations.

General Duties and Responsibilities:

The Yale-New Haven Police Hazardous Devices Unit is responsible to:

- Render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals, pyrotechnics, ammunition, and weapons of mass destruction.
- Provide for legal, proper, and safe transportation, disposal and/or storage of explosives and explosive materials.
- Provide technical and/or operational assistance or guidance to the Investigative Services Unit, SWAT, Fire Departments, Hazardous Materials Units, and other State, Federal, and local agencies.
- Collect and preserve evidence.
- Prepare and provide courtroom testimony.
- Store, maintain and inventory Unit equipment.
- Provide technical and operational support to other units within the Police Department.
- Maintain and be familiar with a technical library of FBI Bomb Data Center publications and other explosive related materials.

- Maintain professional liaison with other state and local bomb squads, military Explosive Ordinance Disposal units, State and Federal agencies, and professional associations such as the International Association of Bomb Technicians and Investigators.
- Compile and report technical data and reports on explosive devices and incidents.
- Review and develop agency emergency response plans for bomb threats, IEDs, bomb crime scenes, and weapons of mass destruction.
- Develop and promulgate bomb threat awareness and safety programs for public and private organizations.
- Fireworks disposal.

Hazardous Devices Unit members must become certified as a Hazardous Devices Technicians by the United States Army and the Federal Bureau of Investigation, must complete required monthly and annual training, annual reviews and be recertified by the FBI every three years. Members must also obtain and maintain certification as Hazardous Material Technicians.

When vacancies occur on the Hazardous Devices Unit, officers will be notified by the posting of notices in the Department. Officers requesting assignment to the Unit will submit an application to the Assistant Chief of Operations. An oral interview will be conducted by an interview board and the Chief of Police will approve all new members.

Explosive Detection Canine Teams

The Chief of Police or Special Operations Commander approves the procurement and deployment of specially trained explosive detection canine team(s).

ACTIVATION OF EMERGENCY SERVICES

Decision to activate/utilize SWAT and HDU will be limited to instances that exceed the capabilities of the agency's first responders and situations where the risk of death or serious physical injury is likely.

The Chief of Police, Assistant Chief(s) and Shift Commander are authorized to request a SWAT Team and/or HDU, to assist them when their personnel cannot adequately handle an event or situation. Procedures for the deployment of special operations teams to supplement other operational components will be handled according to the type and scope of the incident, including:

Exigent Circumstances/Unplanned Events:

The Shift Commander assumes the role of Incident Commander and coordinates all special operations that require immediate attention, until relieved by a higher-ranking officer. These types of operations generally include the following:

- Special Response Team usage
- Hostage Negotiation Team
- Bomb threats and bomb disposal
- Man-made disasters, riots, crowd control, and civil disorders
- Unplanned civil defense emergencies

Planned Events:

Special operations that do not require an immediate response are delegated to the Special Operations Commander who may then assign the task to the appropriate command officer and/or supervisor for organization and coordination.

These types of operations may include:

- Use of Special Purpose Vehicles
- Undercover surveillance/stakeouts
- Raids and high-risk warrant service
- Decoy operations
- Coverage of special events, such as, fireworks displays, parades, etc.
 - VIP protection
 - Natural disasters

- Planned civil defense emergencies

The Special Operations Commander has the responsibility for planning, managing, assigning personnel, and determining the scope of such callout, based on the factors present. SWAT will be required as warranted, for reasons such as, the potential for weapons, violence, or other dangers at the target location.

Prior to deployment of the SWAT team for raids and warrant service the Special Operations Commander will use the Arrest Warrant Matrix attached as **Appendix A** to ensure that SWAT usage is warranted. It will be the responsibility of the Special Operations Commander to ensure completion and documentation showing use of the Arrest Warrant Matrix. The Matrix should be attached to the After Action Report at the completion of the operation.

Upon authorization to activate Emergency Services, the patrol shift commander will notify the Team Commander who will then initiate a telephone call-out of necessary crisis management personnel (SWAT and HDU) as may be required to properly address and resolve the pending crisis. **CTLEA 3.3.24a**

Whenever the SWAT team is deployed, members of the Hazardous Devices Unit-Bomb Squad will also be deployed.

Critical Incident Situations

Hostage Taker-Barricaded Person:

Whenever practical, the SWAT commander will employ the use of crisis negotiators in an attempt to peacefully resolve the situation prior to conducting an assault on the person's stronghold.

Unless a hostage is in imminent danger of being assaulted or killed, the SWAT commander will consult and coordinate efforts with the Incident Commander prior to taking any tactical actions that may negatively impact the negotiation process.

Bomb and Explosive Threats or Incidents: **CTLEA 2.3.2**

- If SWAT suspects or receives information of a bomb or explosive device, they will secure the area and notify the New Haven-Yale Police Hazardous Devices Unit-Bomb Squad (if they have not already been deployed) and the New Haven Police and Fire Departments.
- If SWAT is activated and responds to the scene of a bomb or explosive device incident, they will secure the area and allow HDU personnel to address the device itself.
- The use of radio communications will be restricted. SWAT should attempt to gather as much field intelligence as possible prior to the arrival of the HDU. However, at no time will any member of SWAT attempt to further identify, move, manipulate, defuse or detonate the device or suspected device.

Command and Control: **CTLEA 3.3.24b**

- Prior to the arrival of ESU, the Incident Commander will establish an inner and outer perimeter, command post, staging area, redirect vehicular and pedestrian traffic away from the area, evacuate the area (if needed), and contain the situation to the best of their ability.
- The Incident Commander will constantly communicate information and updates to headquarters and the patrol shift commander (if the shift commander is not present).
- The Incident Commander should attempt to gather as much intelligence as possible on the situation and communicate that information to the ESU commander upon the unit's arrival.
- Upon arrival of SWAT, the Incident Commander will relinquish control of the inner perimeter to the SWAT commander. The Incident Commander remains responsible for directing and controlling outer perimeter security, traffic, the media, and other non-police support services.
- The SWAT commander will be responsible for the tactics employed by the team. At any time, the Chief or Assistant Chiefs of Police or in their absence their designee may order a withdrawal, delay, or cancellation of SWAT.

ASSISTANCE TO OTHER POLICE AGENCIES

Other law enforcement agencies may request the assistance of Emergency Services components. It will be the policy of the Department to honor such requests when:

- A request is received from the chief law enforcement executive of the requesting agency or his designee,
- Such request is approved by the Chief of Police or in his absence, an Assistant Chief of Police or in their absence, their designee.
- The decision as to providing primary or secondary assistance will be made by the Team Commander after consultation with the requesting agency commanders and Department Command staff.
- Upon arrival of Emergency Services, the unit will assume a support role to the requesting agency, which will retain operational command and control of the incident. ESU integrity will be maintained under the command of the Team Commander. The Team Commander will accept assignments from the requesting agency's incident commander, however, if in the opinion of the Team Commander the orders and directives of the requesting agency are illegal or unsafe in nature, then the Team Commander will notify incident commander of the requesting agency of his opinion and will disengage ESU from such activity and consult with the Chief of Police or his designee.
- The requesting agency will assign a supervisor or command level officer to ESU as a liaison for the duration of the incident

PER ORDER OF



**RONNELL A. HIGGINS
CHIEF OF POLICE**

**APPENDIX A
YALE POLICE DEPARTMENT
WARRANT SERVICE MATRIX**
Obtain updated criminal history before completion.

DATE:		CASE #
DIVISION :		LOCATION:
POINTS	FACTS	SCORE
0	Search Warrant is for evidence of property crime(s).	
1	Search Warrant is for drugs.	
1	Search Warrant is for evidence of crime against person.	
0	Arrest Warrant is for property crime(s).	
2	Arrest Warrant is for crime against person.	
3	Arrest Warrant is for drug possession/distribution.	
0	Suspect has history of property crimes ONLY.	
1	Suspect has history of crime(s) against persons (assault).	
1	Suspect has made statements regarding resisting arrest.	
2	Suspect has history of arrest/ involvement in drugs.	
3	Suspect has violent criminal history or "Officer Cautions" on record.	
4	Suspect has used weapons during the commission of crimes	
1	Service of warrant requires minimal forced entry.	
2	Service of warrant requires use of ram, sledgehammer, etc...	
3	Service of warrant is a "No Knock" entry.	
4	Location is fortified or suspect has guard dogs.	
3	Firearms readily available at location of warrant.	
3	Subject is known to carry firearms / been arrested on firearms charges.	
5	Subject of warrant is believed to be armed.	
3	Multiple suspects are expected at warrant location.	
3	Subject of warrant is a known gang member.	
4	Subject has a history of assault or resisting offenses against police.	
5	Subject of the warrant is believed to be involved in a Shooting or Homicide.	
TOTAL POINTS:		

0 - 14 POINTS - Service may be handled by investigating unit with notification of appropriate command staff.

15 - 24 POINTS - Consultation with SWAT Commander is required for determination of appropriate service. Command staff also notified prior to service.

25 + POINTS – SRT activation is required for service. All appropriate command staff is notified. SWAT will assume authority of service.