

COSTA MESA POLICE DEPARTMENT



SPECIAL WEAPONS & TACTICS PROCEDURE MANUAL

Updated: July 14, 2020

COSTA MESA POLICE DEPARTMENT
Special Weapons & Tactics Team Manual

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Administration

PREFACE

The purpose of the Special Weapons and Tactics (SWAT) Team Manual is to provide operational guidance in the administration and performance of the team. This manual deals with issues specific to the SWAT Team and SWAT operations. It is not intended as a substitute to the Costa Mesa Police Department (CMPD) Policy Manual (Lexipol) and is subordinate to that manual should there be a conflict.

This manual has, however, been approved by the administration of the Police Department, and is policy in regards to SWAT matters. All team members will be held responsible to adhere to the provisions of this manual.

The SWAT Team is dedicated to maintaining a disciplined, constant readiness to respond to and safely resolve high-risk situations. It is the purpose of this manual to aid all of us in reaching that goal.

SWAT Commander

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Administration

I. Administration

- A. Purpose:
The Special Weapons and Tactics (SWAT) Team is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the SWAT Tactical Team. The Team has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. CMPD policy is written to comply with the guidelines established in the Attorney General's Commission on Special Weapons and Tactics Report (September 2002) and the POST 2019 SWAT Operational Guidelines and Standardized Training Recommendations (Penal Code § 13514.1).
- B. Mission Statement:
The mission of the SWAT Team is to maintain a disciplined group of personnel that are committed to continuous improvement and the readiness to respond to high-risk situations.
- C. SWAT Manual:
This manual outlines the purpose and scope of the team, team structure/organization, equipment, and training guidelines. The manual will be modified/updated as necessary and reviewed annually to ensure policies and procedures are current. The SWAT manual will not contain specific tactics on such things as entries, sniper deployment, or crisis negotiations that are continually evolving and changing.
- E. Definition of "High-Risk":
"High-risk" would necessarily include those incidents where officers are in danger because of some inherent hazard in the situation. The following are some incidents that may indicate the need for the activation of the SWAT Team.
1. Barricaded suspects who refuse an order to surrender.
 2. Incidents where hostages are taken.
 3. Certain cases of suicide threats.
 4. Arrests of dangerous persons.
 5. Incidents of snipers.

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6. High-risk warrants service where the probability exists of violent actions by the suspect.
7. Victim/officer rescue operations.
8. Major crowd and riot control.
9. Dignitary protection.

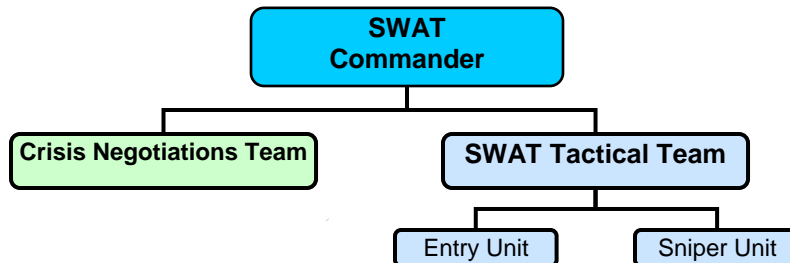
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Team Organization & Function

II. Team Organization & Function



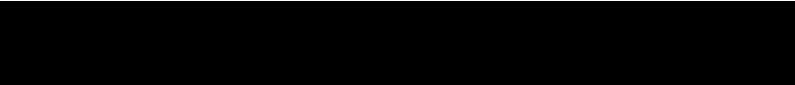
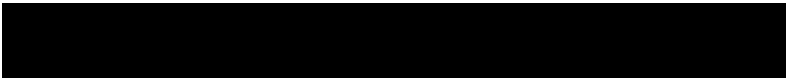
- A. Management / Supervision of the SWAT Team:
The SWAT Team will be under the direct responsibility of a police captain, designated by the Chief of Police. The designated captain will maintain overall authority of the SWAT Team. The training, administration, discipline, and operation of the SWAT Team are to be the responsibility of the SWAT Commander, Team Leaders (TL), and Assistant Team Leaders (ATL)
1. SWAT Commander:
The SWAT Team shall be under the command of a Lieutenant or the designee of the Chief of Police. The SWAT Commander may designate assignments to any TL as needed. When the SWAT Commander is absent from his assignment, he shall designate a TL as the Acting SWAT Commander and notify the SWAT Captain.
 2. Team Leader (TL):
TLs will be at the rank of sergeant and designated by the SWAT Commander and approved by the SWAT Captain.
 3. Assistant Team Leader (ATL):
At the discretion of the SWAT Commander, an assistant ATL may be assigned to assist in the supervision of the team as needed.
- B. Team Organization:
The SWAT Team is comprised of a SWAT Tactical (Entry & Snipers) and a CNT. The following is the organizational chart of the SWAT Team delineating lines of authority and reporting:



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1. **Entry Team:**
The entry team is comprised of sworn personnel with specialized training in, but not limited to, the techniques of breaching, high-risk entry, specialized less-lethal munitions, chemical agents, arrests, and rescues. The objectives of the entry team may include:
 - a. Gaining access to buildings, structures, and/or vehicles.
 - b. Conducting searches in such situations as barricaded suspects, hostage rescues, high risk warrant services, vehicle assaults, and structure clearances.
 - c. Delivery of chemical agents or diversionary devices.
 - d. Arrest and control of suspects.

2. **Sniper Team:**
The sniper team is comprised of sworn personnel with specialized training in the use of long rifles. A sniper element will normally consist of two officers, who depending upon the incident, may be required to assume the role of either sniper or observer; however, snipers maybe deployed individually if needed. The objectives of the sniper team may include:
 - a. 
 - b. 
 - c. 
 - d. 

3. **Logistics Team:**
The logistics team is comprised of sworn and professional personnel who support the SWAT and CNT during training and call-outs. The objectives of the logistics team may include:

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- a. Support Tactical and CNT with equipment, supplies, lines of communications, and other assistance as appropriate.
 - b. Maintain SWAT vehicle and equipment.
 - c. Maintain SWAT arsenal and monitor team inventories.
 - d. Assist in training, call-outs and other incidents that require SWAT.
4. Crisis Negotiations Team (CNT):
The CNT is comprised of sworn officers and professional personnel with specialized training in negotiating techniques for the establishment and maintenance of on-going communications with person(s) of interest in any SWAT incident. The objectives of the CNT may include:
- a. Establish communications with the person(s) of interest.
 - b. Negotiate for the release of hostages.
 - c. Negotiate with the person(s) of interest to a peaceful surrender.
 - d. Gather and provide intelligence to the Tactical Team.
 - e. Interview Witnesses.
 - f. Debrief hostages.
 - g. Provide suicide intervention.

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Roles & Responsibilities

III. Team Member Roles & Responsibilities

- A. SWAT Commander
The SWAT Commander directs, supervises, and manages the operations, training, and personnel of the entire SWAT Team.
 - 1. The following are the on-going responsibilities of the SWAT Commander:
 - a. Responsible for the overall activities and mission of the team.
 - b. Provide for the selection of SWAT personnel, develop a comprehensive training program, and present training material.
 - c. Insure the ongoing competence, fitness, and proficiency of SWAT personnel.
 - d. Monitor equipment needs and cause the procurement of new and/or replacement equipment with the approval via chain of command.
 - e. Provide the Chief of Police and other command staff with an on-going review of SWAT activities as requested.
 - f. Maintain liaison with other public safety entities, which support SWAT operations.
 - 2. The following are the responsibilities of the SWAT Commander in a high-risk incident:
 - a. To command and coordinate all operational activities.
 - b. Liaison with SWAT supervisory and command-level personnel on scene.
 - c. Coordinate with other public safety personnel (outside police agencies, fire department, etc.) on scene.
 - d. Coordinate with the Public Affairs Manager (PAM) the preparation and release of all information released to the media during or after any SWAT operation. The PAM generally should issue the press release. In the

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absence of a PAM, the SWAT Commander shall coordinate the press release.

- e. Responsible for debriefing and analyzing any SWAT operation in which he is directly involved as soon as practical following the conclusion of the incident. The SWAT Commander will cause to be prepared an after-action report summary.

B. SWAT Tactical Team Leader (TL):

The TL directs and supervises the personnel of the entry or sniper teams. In addition, the TL will be responsible for the logistics team supervision. The TL is responsible for the constant and continuous evaluation of the effectiveness of all personnel under his supervision. He or she will maintain liaison among the SWAT Tactical Team, the CNT, and SWAT Commander.

- 1. The following are the on-going responsibilities of the TL:
 - a. Provide operational control of one of the two tactical teams (entry or sniper) within the SWAT Team.
 - b. Assist the SWAT Commander in the selection of personnel, development of training programs, presentation of training material, and procurement and maintenance of specialized equipment for use by both tactical teams.
 - c. Supervise the conduct and performance of all subordinate team members.
 - d. Assist the SWAT Commander by providing operational plans for response to high-risk incidents.
 - e. Coordination of line level operational activities.
 - f. Liaison with non-SWAT supervisory and command level personnel at the scene.
 - g. Coordination with other public safety personnel (outside police agencies, fire department, etc.), at the scene.
 - h. Coordinate with the SWAT Commander the decision-making relative to tactical activities of the SWAT Team

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under his direction. Tactical decisions may include, but are not limited to, the use of negotiation tactics, deployment of chemical agents, deployment of the entry and/or sniper teams, and neutralization of suspects.

- i. The TL, in conjunction with SWAT Commander, is responsible for debriefing and critiquing any SWAT operation in which he is directly involved as soon as practical following the conclusion of the incident.
 - j. The TL shall coordinate the securing, servicing, and replacement of all equipment in a SWAT operation in which he is involved.
 - k. At the SWAT Commander's discretion, the TL may become part of the entry or sniper team in a SWAT operation.
 - l. Monitor equipment needs and cause procurement of new and/or replacement equipment with the approval of the SWAT Commander.
 - m. Ensure that adequate levels of ammunition and chemical agents are maintained.
 - n. Issue equipment to team members as needed.
 - o. Liaison with manufacturers and merchants who deal with SWAT-related products.
 - p. Assist in the coordination and scheduling of training courses and seminars with outside agencies.
 - q. Assist in developing the annual training schedule.
- C. SWAT Tactical Assistant Team Leader (ATL):
The ATL will assume the role of TL in the event the TL is unavailable, injured, or unable to fill his responsibilities. The ATL will provide assistance to the TL in the formulation and implementation of tactical plans for an operation. At the discretion of the TL, ATLs will also assume a leadership and or instructor role in all training.

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- D. Chemical Agent Officer:
The chemical agent officer is responsible for the deployment of chemical agents in tactical situations, at the direction of the TL or SWAT Commander, in a manner that will cause the suspects to surrender, release hostages, or to facilitate the safe ingress of the entry team.
 - 1. The chemical agent officer is also an integral part of the entry team. It is their responsibility to work with other entry team members in achieving a safe and rapid assault on the target location, a thorough search of the interior, the arrest or neutralization of the suspect(s), and the safe removal of hostages, if any. It is also the chemical agent officer's responsibility to deploy additional chemical agents once inside the structure, if needed.

- E. Entry Team Officer:
Entry team officers are responsible for breaching, room clearing, and less lethal munitions deployment.
 - 1. The entry team officer shall maintain proficiency with his primary weapon, and shall maintain the level of physical conditioning and endurance necessary to perform duties of climbing, running, crawling and maintaining a fixed body position for prolonged periods. As well as physically control violent suspects. The entry team officer is also charged with the responsibility of performing within the operational parameters established by the TL or SWAT Commander.
 - 2. Additional tasks may include arrest team responsibilities and inner perimeter control.

- F. Sniper:
The sniper is responsible for obtaining a safe position in a tactical situation, which affords [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - 1. The sniper shall maintain proficiency with his primary weapon, and shall maintain the level of physical conditioning and endurance necessary to perform duties of climbing, running, crawling and maintaining a fixed body position for prolonged

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periods. Sniper/Observer teams will qualify monthly with their long rifles.

2. The sniper must be capable of making split-second critical decisions independently. He is also charged with the responsibility of performing within the operational parameters established by the TL or SWAT Commander.
3. Each sniper shall also be trained and capable of performing the function of Observer.

G. Observer:

The observer shall assist the sniper in acquiring a target in an effort to stop a threat and to minimize danger to hostages, officers, and other innocent persons.

1. 
2. The observer shall act as a radio communications facilitator, relaying radio traffic from the sniper to the TL or SWAT Commander, thus freeing the sniper for the critical task of maintaining a target fix.

H. Crisis Negotiation Team Leader (TL):

The TL directs and supervises the personnel assigned to CNT. The TL is responsible for the constant and continuous evaluation of the effectiveness of all personnel under their supervision. They will maintain liaison among the CNT, Tactical Team, and SWAT Commander.

1. The following are the on-going responsibilities of the TL:
 - a. Provide operational control of the CNT within the SWAT Team.
 - b. Assist the SWAT Commander in the selection of personnel, development of training programs, presentation of training material, and procurement and maintenance of specialized equipment for use by both teams within the team.

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- c. Supervise the conduct and performance of all subordinate team members.
- d. Ensure and or designate personnel to maintain and deploy all equipment used by the CNT.
- e. Coordination of line level operational activities.
- f. Liaison with non-SWAT supervisory and command level personnel at the scene.
- g. Coordination with other public safety personnel (outside police agencies, fire department, etc.), at the scene.
- h. Coordinate with the SWAT Commander in the decision-making relative to activities of the CNT under their direction, including those related to the use of negotiation tactics.
- i. In conjunction with SWAT Commander, TLs are responsible for debriefing and critiquing any SWAT operation in which they are directly involved as soon as practical following the conclusion of the incident.
- j. Coordinate the securing, servicing, and replacement of all equipment in a SWAT operation in which he is involved.
- k. Monitor equipment needs and cause procurement of new and/or replacement equipment with the approval of the SWAT Commander.
- l. Issue equipment to team members as needed.
- m. Liaison with manufacturers and merchants who deal with SWAT-related products.
- n. Assist in the coordination and scheduling of training courses and seminars with outside agencies.
- o. Assist in developing the annual training schedule.

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- I. Crisis Negotiations Team Assist Team Leader (ATL):
The ATL will assume the role of TL in the event the TL is unavailable, injured, or unable to fill his responsibilities. The ATL will provide assistance to the TL in the formulation and implementation of CNT plans for an operation. At the discretion of the TL, ATLs will also assume a leadership and or instructor role in all training.

- J. Primary Negotiator:
The primary negotiator is responsible for communicating with the suspect and/or hostages. The basic tasks are as follows:
 - 1. Establish communication.
 - 2. Establish rapport.
 - 3. Reduce anxiety and frustration (De-escalation).
 - 4. Facilitate suspect in problem solving.
 - 5. Obtain intelligence information.
 - 6. Influence the suspect to release hostages and/or peacefully surrender.

- K. Secondary Negotiator:
The secondary negotiator works directly with the primary negotiator. The basic tasks of the secondary negotiator are as follows:
 - 1. Attempt to keep the primary negotiator calm and focused.
 - 2. Maintain and monitor command post discipline.
 - 3. Assist the primary negotiator by maintaining a written record of significant events during the negotiation.
 - 4. Provide notes for the primary negotiator to assist in maintaining the continuity of communication.
 - 5. Provide relief for the primary negotiator.

- L. Intelligence Negotiator:
The intelligence negotiator will collect and disseminate information to the CNT and tactical team. Primarily intelligence gathering should focus on the following:

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1. Suspect background.
2. Weapons.
3. Hostage background and information.
4. [REDACTED]
5. Interviewing of friends, family, released hostages, captured suspect(s).
6. [REDACTED]

M. Scribe Negotiator:
The scribe negotiator will maintain on-going chronological charts of the negotiations. The basic tasks of the scribe negotiator are as follows:

1. Collect all relevant information from various sources.
2. Chart the information in an organized, comprehensive manner.
3. Disseminate gathered information to the rest of the team. These charts include:
 - a. SMEAC
 - b. Situation status
 - c. Demand/threats
 - d. Suspect profile
 - e. Hostage profile

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Field & Support Personnel / Media Relations

IV. Field and Support Personnel/Media Relations

A. Patrol Supervisors:
While waiting for the arrival of the SWAT Team, the officer-in-charge at the scene should:

1. Establish a perimeter.
2. Establish a Command Post
 - a. [REDACTED]
3. Evacuate any injured persons and citizens caught in the zone of danger.
4. Be prepared to brief the SWAT Commander or TL upon arrival.
5. Contact the Detective supervisor as soon as practical, if appropriate.
6. Plan for the staging of anticipated resources (i.e., fire department/paramedics, mutual aid agencies, etc.)
7. Coordinate traffic and crowd control functions.
8. Maintain security of the crime scene after the conclusion of the incident.

B. Support Resources:



1. Costa Mesa Fire Department (CMFD)
 - a. The Fire Department may, if circumstances require, provide the following type of resources and equipment for use by trained SWAT personnel.

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- (1) Forced-entry tools
 - (2) Breathing equipment
 - (3) Ladders
 - (4) Ropes
 - (5) Firefighting apparatus such as fire hoses
 - (6) Fire Department Paramedics
 - (7) Contract ambulance
- b. In the event that chemical agents are used inside a structure, the potential for a structure fire may exist. Fire Department personnel will be deployed to combat a fire only when the SWAT Commander or TL can assure the Fire Department Incident Commander that the threat of hostilities from suspects has been removed. Fire Department personnel may also be requested to utilize exhaust fans for decontamination at the termination of incidents involving the deployment of chemical agents.
2. Orange County Sheriff's Bomb Squad
- a. The services of this unit shall be requested by the SWAT Commander or TL in situations involving suspects known to possess explosive devices, or where suspects have used such devices. If such devices are military in origin, the services of the U.S. Marine Corps Ordinance Disposal Unit will be requested. In all other cases, the Orange County Sheriff's Department Bomb Squad will be requested.
3. Southern California Edison Company

a.



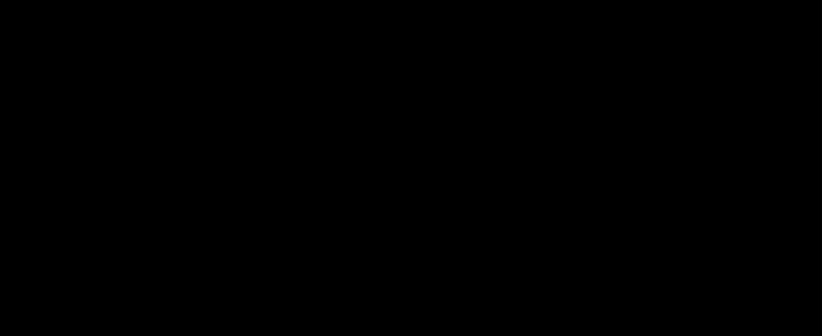
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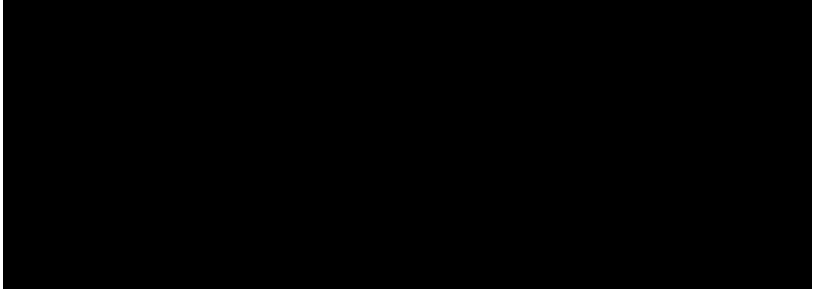
4. Mesa Consolidated Water District

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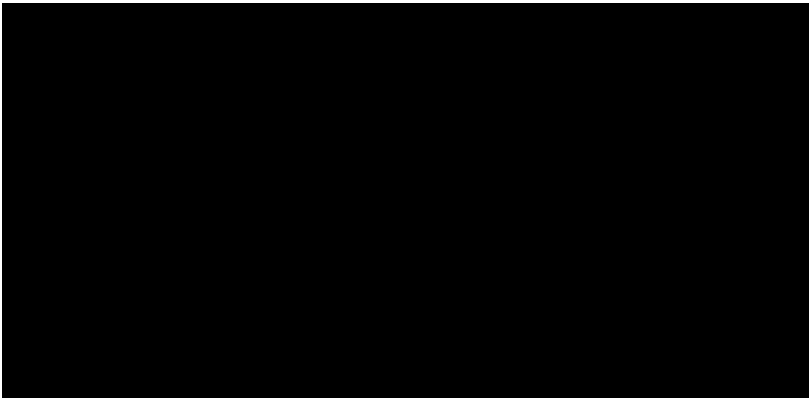


5. Telephone Company

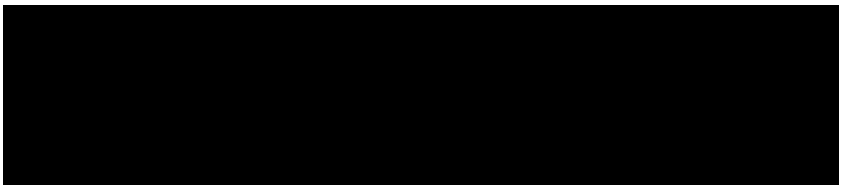
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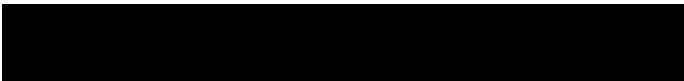
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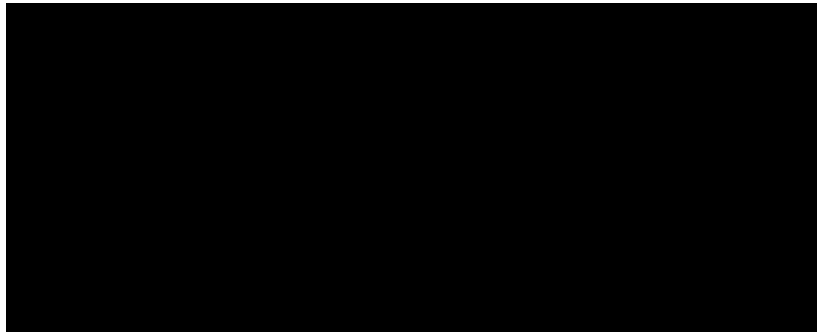
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- (1) The name of the person making the request.
- (2) Circumstances of the incident.
- (3) Telephone numbers at the location that requires alteration.
- (4) 
- (5) The location of the Field Command Post.

d.



C. Media

1. Law enforcement cannot operate in a vacuum without public questions and accountability. A well informed supportive and cooperative public is essential to reaching the goals of community oriented policing. Public trust and confidence are dependent upon open and honest communication. There may be a conflict between the concepts of a free press and a right to a fair trial, and there is a need to provide public information and guard against providing information that would hinder the ability to receive a fair trial.

Hostage/barricaded suspect incidents, however, are uniquely different from the majority of field police activities. It is critical to the safety of team members that suspects in these situations remain unaware of the tactical operations of the unit. Additionally, any use of photographic lighting equipment might serve to silhouette team personnel as they approach or

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Field & Support Personnel / Media Relations

attempt entry into structures occupied by suspects. It becomes necessary in such incidents to restrict media access for the safety of the team, members of the media, innocent citizens and the suspects themselves.

2. Members of the press will be directed by field personnel to a selected secondary site, which will be established close to the scene, but clearly out of the line of fire. At this site, the Incident Commander and Public Affairs Manager will keep the media membership apprised of the progress of the incident.
3. See also Media Relation policies and procedures outlined in the Costa Mesa Police Manual.

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SWAT Activation

V. SWAT Activation

- A. Call-Out Procedure:
The call-out procedure for the SWAT Unit may be found in the Costa Mesa Police Manual under section 404.9.5 – Mobilization of the SWAT Team.
1. The following procedure shall be followed by the Watch Commander for a SWAT activation, or if a question exists as to the appropriateness of a SWAT activation:
 - a. Contact the SWAT Commander.
 - b. If no response from the SWAT Commander, then contact one of the team sergeants (SWAT TL).
 2. The following shall be followed by the Watch Commander for a CNT activation, where a response by the SWAT Tactical Team may not be necessary:
 - a. Contact the SWAT Commander.
 - b. If no response from the SWAT Commander, contact the one of the team sergeants (CNT TL).
 3. If after contacting the SWAT Commander or the TLs a full team response is appropriate, then the SWAT Commander or TLs will send out a text to activate the team. Both the SWAT Tactical Team and CNT will be responsible for notifying their respective team members.
 - a. If a SWAT Team member does not respond to the initial text or phone call to his residence, then the SWAT Commander or TL should text and call that member every 30 minutes for a minimum of three attempts.
 - b. In the event the SWAT Team is activated, the SWAT Commander or TL shall initiate a check-off list logging all SWAT personnel who have been texted and/or called, and who are confirmed as responding. Also the check-off list should include all on-duty SWAT personnel who are already en route or at the scene.

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- B. Call-Out Authorizations:
The following are circumstances under which a SWAT activation may be authorized:
1. Request by CMPD Field Personnel.
 - a. Should the need arise, a field supervisor may request a SWAT response to a situation in which the specialized equipment, weaponry, or tactics of the SWAT Team may be deemed appropriate.
 - b. Per Section 404.9.1-5, of the Costa Mesa Police Manual, the Watch Commander will notify and request a response from the SWAT Commander or his designee, who will then make the final determination.
 2. Mobile Field Force (MFF).
 - a. The SWAT Team may provide for tactical responses to civil unrest and riot control within the City and for mutual aid requests. In the event of an incident requiring immediate response, the Watch Commander will deploy available field officers and then contact the SWAT Commander to decide on the appropriate SWAT Team response. The SWAT Team could replace or supplement field officers as necessary. In the event that a tactical response may be needed in the future, the Watch Commander will contact the SWAT Commander to place the SWAT Team on standby to respond when needed.
 3. Request by outside agency for the CMPD SWAT Team.
 - a. The SWAT Captain may authorize the deployment of the Costa Mesa Police Department SWAT Team to an outside jurisdiction in response to the request by the outside agency (this procedure is for other than a warrant service. See below "Warrant Service by Outside Agency in Another Jurisdiction within Orange County" for warrant service).
 4. Request by CMPD to use outside SWAT Team (not including a warrant service).

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- a. The Watch Commander or SWAT Commander must approve requests by CMPD field supervision for the assistance from outside agency crisis units to respond to Costa Mesa jurisdictional incidents.
- C. Swat Operation – Interjurisdictional
1. **PURPOSE:**
To establish recommended uniform guidelines to govern inter-city SWAT operations. This protocol policy will generally apply to the use of individual agency SWAT teams for the purpose of serving high-risk search and arrest warrants in jurisdictions outside their own.
 2. **A HIGH RISK SEARCH or ARREST WARRANT:**
Should consist of an order from the court, in writing, establishing the legal authority to search a prescribed location for the purposes of taking into custody persons or property named in the warrant. There should be definitive information present to indicate a significant risk exists at the prescribed location to be searched to justify the use of a SWAT team.
 3. **PROTOCOL;**
It is recognized that there is a genuine need for the use of SWAT teams in the service of some high-risk search and arrest warrants. It is further recognized that the primary agency securing the warrant should retain the authority and responsibility to serve the warrant and determine the need for the use of SWAT.
 4. **NOTIFICATION:**
When the primary agency secures a warrant for a location outside their own jurisdiction and it is determined SWAT is needed, the following procedures should be followed:
 - a. The primary agency case investigator, or supervisor in charge, shall notify the Watch Commander of the agency where the warrant is to be served (hereinafter “secondary agency”) of the date, time, and location of the warrant service, and the nature of the investigation. This notification should be made within a reasonable time period prior to the anticipated service of the warrant.

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- b. The primary agency SWAT Commander (or secondary agency watch Commander) shall notify the secondary agency SWAT Commander, as soon as practical, that SWAT will be serving a high-risk search or arrest warrant in the secondary agency's jurisdiction. The notification should include the date, time, and location of the warrant service, as well as the nature of the investigation (including the level of risk involved). Final approval for use of the primary agency SWAT team shall rest with the administration, the Watch Commander or SWAT Commander of the secondary agency.
 - c. The secondary agency SWAT Commander reserves the right to assign a representative from his department to be present or offer assistance during high risk warrant services within their jurisdiction.
5. JURISDICTION:
Whereupon the primary agency encounters resistance at a search location which results in a barricade situation, hostage taking, shooting or the need for the use of chemical agents, the following procedure should be followed:
- a. The primary agency SWAT team supervisor or Commander shall secure an inner perimeter around the location of the incident. The primary agency SWAT team should limit its response to only that activity necessary to counter an immediate threat to life or property and containment of the scene.
 - b. The primary agency SWAT team supervisor or on-scene Commander shall take immediate steps to notify the secondary agency's Watch Commander of the situation which has developed. The primary agency SWAT supervisor should also request the secondary agency's SWAT team to respond to conduct the SWAT operation and formulate a response to the situation. It is the responsibility of the secondary agency SWAT team to handle any barricade situation, hostage taking, shooting, use of chemical agents or other tactical operation which falls under its jurisdiction. These operations should not be initiated by an outside agency without prior approval from the secondary agency. The incident command shall be assumed by the senior

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SWAT Activation

official present from the jurisdiction where the incident occurs. The on-scene Commander from the outside jurisdiction shall assist in the formulation of response and subsequent investigation. In certain situations, the secondary agency Watch Commander and/or SWAT Commander may designate the on-site outside agency SWAT Team to handle the emergency operation. The secondary agency administration reserves the right to take full command of any barricade incident or emergency high-risk situation.

6. Warrant service by Costa Mesa in another jurisdiction outside Orange County.
 - a. No established formal protocol exists for use of SWAT teams serving warrants in other jurisdictions outside Orange County. In the absence of a formal protocol, the CMPD SWAT Team should follow the general guidelines of the protocol when serving a Costa Mesa warrant in another jurisdiction outside Orange County.

7. Warrant service by agency from outside Orange County in Costa Mesa jurisdiction.
 - a. There is no formal or informal agreement as to how an agency from outside Orange County will approach serving a warrant in Costa Mesa. Therefore, these incidents will need to be handled on a case-by-case basis.

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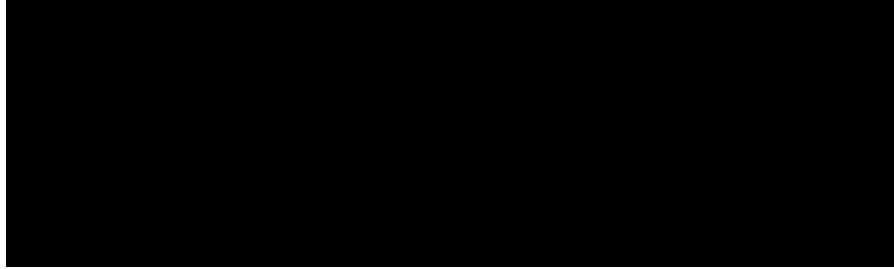
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Communications Procedures

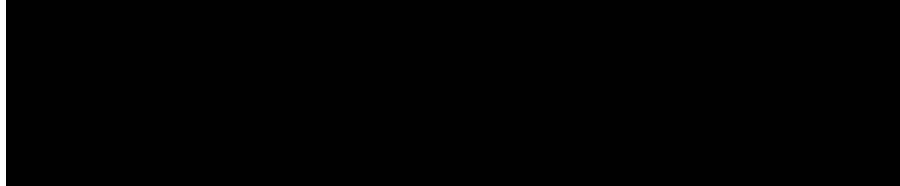
VI. Communications Procedures

A. In the event the SWAT Team is activated, a decision will be made by the SWAT Commander or TL as to which radio frequency shall be utilized during the operation. Depending upon the hour of the day, volume of radio traffic, and the anticipated duration of the operation, one of the following radio channels will be used:

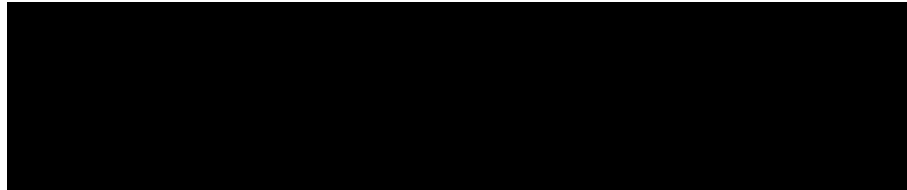
1.



2.



3.



B. During the SWAT operation, the last name of each team member should be used to designate individual officers. Radio transmissions should be clear and concise, with only essential communications being transmitted. Non-SWAT personnel should utilize their radios on the selected tactical frequency only in response to a transmission from a member of the SWAT Team, in an emergency, or as directed by the SWAT Commander or TL.

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Team Member Selection

VII. Team Member Selection

- A. The CMPD SWAT Team selection process is a multi- phase process that is outlined below for the SWAT Tactical Team and CNT. Each applicant must pass each phase of the testing before moving on to the next phase.
 - 1. SWAT Tactical Team officer selection:
 - a. SWAT Tactical Team personnel may be selected from any Division within the Police Department. Tactical officers should be full-time non-probationary sworn officers.
 - b. The CMPD SWAT Team selects personnel based on the candidate's competency in the following:
 - (1) Completion of probation with the CMPD before the final filing date of selection process.
 - (2) Possess a Basic POST Certificate.
 - (3) Current overall performance rating of "meets standards" or better.
 - (4) Review of the employee's personnel file by the SWAT Commander to determine the officer's compatibility with the team and SWAT mission.
 - (6) Performance in the Department's various tactical training programs.
 - (7) Performance during multi-phase testing process.
 - (8) Input from the Officer's immediate supervisor regarding the candidate's performance in his current duty assignment.
 - (9) Performance in tactical, emergency, and/or high-risk scenarios or situations.
 - (10) Ability to communicate effectively.

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Team Member Selection

- c. Recruitment and testing for selection to the SWAT Tactical Team consists of four processes. The successful candidate must successfully complete each process to be considered for final placement on the team subject to availability of positions. The following are the four processes.
 - (1) **Physical Fitness Qualification:**
The physical agility/obstacle course consists of both timed and non-timed events designed to test the applicant's physical fitness level. The course will be selected and authorized by the SWAT Commander.
 - (2) **Combat Shooting Evaluation:**
The shooting course is designed and administered by the Department's Range Master, and or his designee, and overseen by the SWAT leaders. The course is timed with a pass/fail standard. The SWAT Commander, and or his designee, will approve the course of fire.
 - (3) **Peer Review:**
Candidates will participate in an oral interview given by SWAT Team personnel. The interview may consist of a set of questions regarding the candidates experience, qualifications, work history, background, and at least one tactical scenario. After the interview, the SWAT Team will review the candidate's oral interview. Team members will be given the opportunity to discuss the applicants and their qualifications. This discussion should be limited to direct knowledge possessed by the team members and center on the candidate's ability to perform under tactical situations both independently and in a team environment. The SWAT Commander, and or his designee, will select and approve all pre-set questions used in the interview process.
 - (4) **Selection & Approval:**
The SWAT Commander will review the personnel file of the candidate to ascertain the work performance of the candidate. After

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Team Member Selection

verifying the work history and reviewing the candidate's performance on the above three processes, the SWAT Commander will make the final selection and submit the selection via chain of command for approval.

2. SWAT Team CNT officer selection:
 - a. Crisis Negotiators may be selected from any Division within the Police Department. Candidates may be sworn or civilian, and either full-time, part-time, or volunteer personnel.
 - b. The Costa Mesa Police Department CNT selects personnel based on the candidate's competency in the following:
 - (1) Completion of probation with the Costa Mesa Police Department before the final filing date.
 - (2) Competent or better Employee Performance Evaluations rating.
 - (3) Review of the employee's personnel file by the SWAT Commander to determine the officer's compatibility to the team, SWAT mission and philosophy.
 - (4) Performance in the Department's various training programs.
 - (5) Input from the candidate's immediate supervisor regarding the candidate's performance in his current duty assignment.
 - (6) Loyalty and commitment to the Costa Mesa Police Department.
 - (7) Knowledge of Departmental policies and procedures.
 - (8) Judgment and discernment.
 - (9) Performance under the stress of emergency and high-risk situations.

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- (10) Ability to work independently and as part of a team.
 - (11) Decision-making.
 - (12) Ability to use specialized tactical equipment.
 - (13) Ability to communicate effectively.
 - (14) Adherence to the Code of Ethics.
- c. When a position becomes available, personnel interested in the CNT will submit a memo of interest to the SWAT Commander. The recruitment and testing for the CNT has the following processes:
- (1) Skills Assessment:
The TL will confer with the immediate supervisor of the candidate to assess the candidate's ability to work in a team environment and in an independent setting. The candidate's interpersonal skills and communication skills will also be assessed by conferring with the immediate supervisor. The CNT TL will then submit qualified candidates to the SWAT Commander for consideration.
 - (2) Peer Review:
Candidates will participate in an oral interview given by CNT personnel. The interview may consist of a set of questions regarding the candidates experience, qualifications, work history, background, and at least one scenario. After the interview, the CNT will review the candidate's oral interview. Team members will be given the opportunity to discuss the applicants and their qualifications. This discussion should be limited to direct knowledge possessed by the team members and center on the candidate's ability to perform under tactical situations both independently and in a team environment. The SWAT Commander, and or his designee, will select

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Team Member Selection

and approve all pre-set questions used in the interview process.

- (3) Selection and Approval:
The SWAT Commander will review the personnel file of the candidate to ascertain the work performance of the candidate. After verifying the work history and reviewing the candidate's performance on the skills assessment process, the SWAT Commander will make the final selection and submit the selection via chain of command for approval.

B. SWAT Team members serve at the will of the SWAT Commander and maybe removed from the team at his discretion. Grounds for removal from the SWAT Team may be, but are not limited to the following:

1. Unsatisfactory Employee Performance Evaluation rating.
2. Failure to carry out an assigned SWAT related duty satisfactorily.
3. Failure to pass the bi-annual Physical Fitness Qualification (PFQ) course.
4. Failure to pass remediation upon missing training session.
5. More than one unexcused absence from training session.
6. Failure to qualify with primary or secondary weapon.
7. Failure to qualify in Departmental firearms course of fire.
8. Inability to function as a member of the tactical team or CNT.
9. Failure to function independently.
10. Failure to maintain minimum standards of performance, both in primary duty assignment and SWAT assignments.
11. Failure to demonstrate competency in performing the relevant team member operational skills after remediation.
12. Unsatisfactory weapon care and maintenance.

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Team Member Selection

13. Unsatisfactory equipment care and maintenance.
14. Insubordination.
15. Conduct unbecoming an officer either during SWAT function, primary duty, or off-duty.
 - a. SWAT Team members may voluntarily withdraw from team at any time, for any reason.

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Training

VIII. Training

- A. The ability of the SWAT Team to safely and effectively resolve high-risk, crisis situations depends on the quality of training and the level of proficiency in the use of specialized equipment and tactics. The training for SWAT Team members is as follows:
1. Once selected for the SWAT Team, members will complete a POST certified basic SWAT operations course approved by the SWAT Commander as scheduling permits. Under normal circumstances, newly appointed team members should not actively participate in an operation until they have completed a basic SWAT school or academy.
 2. Training shall be conducted as determined by the SWAT Commander. Training sessions will generally be held throughout the year on a monthly basis, but may vary due to scheduling considerations. The SWAT Team will train based on a 10-hour training session per month basis. Additional training may be scheduled.
 3. The following include the basic tactical training for all SWAT Team members.
 - a. Firearms.
 - b. [REDACTED]
 - c. Mapping and diagramming.
 - d. Methods of tactical approach.
 - e. Evacuation techniques.
 - f. Entry techniques.
 - g. Interior search methods.
 - h. Arrest procedures.
 - i. Riot control/Mobile Field Force.
 - j. Executive Protection.
 - j. First aid.

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Training

- k. Diversionary devices.
 - l. Chemical agents and munitions.
 - m. Less lethal munitions.
- B. Training exercises will be arranged in advance and each team member will be given a training notification by the SWAT Commander, TLs or their designee. Team members, upon receiving this or any form of notification from regarding the training date, shall immediately, if necessary, fill out a day off form and submit it to their respective supervisor. It is also the responsibility of individual members to notify the TL of any impending absence from the training session as soon as the member is aware of the conflict.
- C. The Master Training File will be kept under the direction of the SWAT Commander. This file will include monthly training outlines, training roster, and proficiency on any qualifying courses of fire. TLs or Assistant TLs are responsible for forwarding the training information for filing in the Master Training File.
- D. It is expected that all SWAT Team members will maintain proficiency in physical fitness. This proficiency will be assessed by the standards as set by the SWAT Commander. Crisis Negotiation Team members and Logistics Team members are exempt from this expectation.
 - 1. SWAT Team members will be required to pass a Physical Fitness Qualifier (PFQ) course bi-annually. These courses are a pass/fail standard. Team members not passing the PFQ will be given the opportunity immediately to take PFQ again. If the Team member either doesn't elect to take the PFQ immediately again or doesn't pass the PFQ on the second attempt, the Team member will be given four (4) weeks to pass the PFQ. If the Team member doesn't pass the PFQ by the fourth week remediation, he will be removed from the team or reassigned to a non-tactical position.
- E. All SWAT Team members will receive training on use of duty-issued handgun and shotgun. In addition, selected personnel will train on specialized firearms under certified instruction.

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- F. All SWAT Team members will train on all chemical agents used by the Team. This training includes methods of deployment, acceptable concentration levels in a given structure, and first aid. Members will learn to function effectively in a chemical agent environment. All SWAT Team members will train on the basic deployment of diversionary devices. Selected personnel may undergo additional training on chemical agents and diversionary devices.

- G. All SWAT Team members will train on the use and set-up of specialized communication equipment. Further, all team members are expected to maintain the level of proficiency on the duty-issue handheld radio from Departmental training.

- H. Training Day Procedures:
 - 1. Members will report directly and promptly to the assigned meeting place with designated uniform of the day and equipment as indicated in the training memorandum.

 - 2. Members will maintain a professional demeanor at all times during training. Discipline will be maintained at all times as directed by the team supervision.

 - 3. Members will bring their meal and a water supply to training day sessions unless otherwise directed. Generally, the team will brief, train and eat together. Members will not go into public establishments in tactical uniforms without approval of the SWAT Commander or TLs.

 - 4. When the training day is over, all members will work collectively to replace equipment in the SWAT truck and arsenal.

 - 5. TLs will be directly responsible for ensuring that weapons are cleaned in a timely manner after they are used in training. Weapons will be cleaned within forty eight (48) hours after training.

- I. All SWAT Team members must maintain a professional and disciplined attitude, mindful that the team's performance during a call-out will be as effective as our training. Each training day should be viewed as a rehearsal for the next call-out. Whenever simulation exercises are to be conducted using any firearm, the following steps will be taken:

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- J. SWAT weapons training, from a safety standpoint, is divided into two (2) types of training. The first being live fire weapons training and the second being non-live fire weapons training such as FX Marking Cartridges.
1. Live Fire Training:
 - a. Range Master/Range Safety Officer (RSO) will conduct a safety brief prior to any live fire weapons training. This brief will include weapons safety, commands/terminology, assignments, down range zones, first aid location and emergency hospital evacuation plan.
 - b. All members will unload each of the firearms to be used in the exercise. All ammunition will be removed from ammunition magazines and pouches. Absolutely no live ammunition will be carried by, or accessible to any team member during a simulation exercise.
 - c. After each member has personally complied with the last step, a formal weapons inspection will be administered by the TL. All firearms, magazines and pouches will be inspected to ensure that no live ammunition is being carried.
 - d. No member will reload any live ammunition into weapon during the entire training day while simulation problems are still taking place, unless when leaving the training facility with the approval of the TL.
 - e. If, for any reason, there is a break from the exercises, steps "a" through "c" will be re-administered. A break can mean a court response, transportation to a new site, lunch break, or injury to a member.
 - f. Only those few members designated by the Team Commander or TL in charge of the training activity will be authorized to carry a loaded weapon for security of equipment and personnel.
 - g. Any actor or participant in the exercise will also be inspected and will be required to comply with the procedures above.

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2. Non-Live Fire Training:
 - a. Simunitions (“FX”) training will be held periodically. TLs will ensure that all the following are strictly adhered to and that all Simunition equipment and ammunition is properly used during non-live fire training.
 - b. TLs will ensure that training is conducted in a safe area and that no foreseeable hazardous conditions exist.
 - c. TLs will also identify the first aid location.
 - d. Team members will report to the inspection area with an unloaded weapon. Team members are responsible for safe loading/unloading of their weapons prior to inspections.
 - e. Team members will utilize the proper safety equipment including facemasks.
 - f. TLs will inspect all weapons used by Team members for training. After inspection, TLs will tape the barrels/slides of the weapons with colored electrical tape. TLs will conduct an inspection of all personnel involved in the training, including evaluators, supervisors, and role players, to ensure that no ammunition, magazines, impact weapons or chemical agents are in the designated training area. If officers leave the training area, a secondary inspection will be conducted.
- K. Crisis Negotiator training shall be conducted as determined by the SWAT Commander.
 1. Training sessions will generally be held throughout the year on a monthly basis, but may vary due to scheduling considerations. The CNT will train on a 4-hour training session basis. Additional training may be scheduled.
- L. Training exercises will be arranged in advance and each team member will be given a training notification. Team members, upon receiving this or any other form of notification from the TL regarding training date, shall immediately fill out a day off form and submit it to their respective supervisor.

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It is also the responsibility of individual members to notify the TL of any impending absence from the training session as soon as the member is aware of the conflict.

- M. The Master Training File will be kept under the direction of the SWAT Commander. This file will include monthly training outlines, training roster, and proficiency on any qualifying items. TLs are responsible for forwarding the training information for filing in the Master Training File.

- N. The following includes the basic training for all CNT members:
 - 1. Communications equipment.
 - 2. Basic principles of negotiating techniques.
 - 3. Coordination with tactical officers.
 - 4. Interviewing techniques.
 - 5. Intelligence gathering techniques.

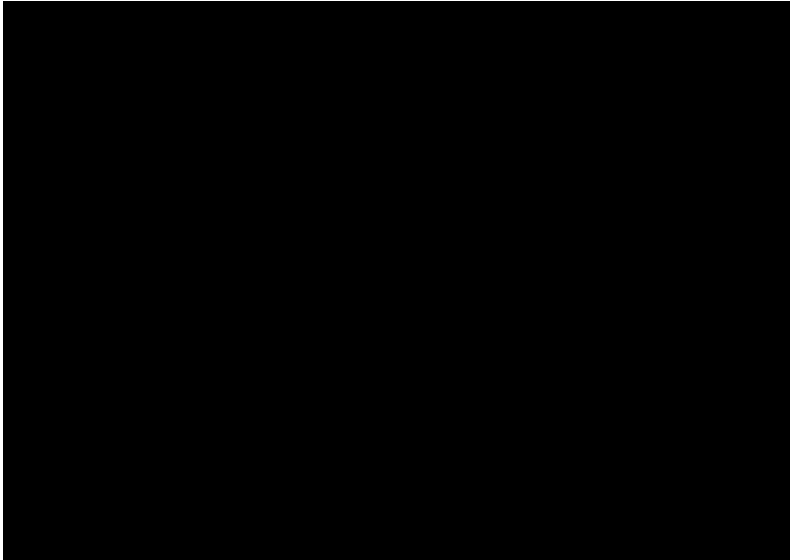
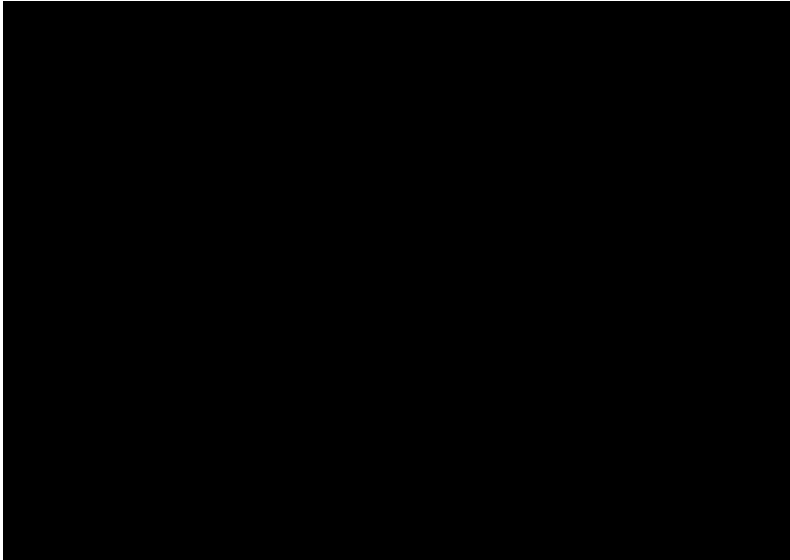
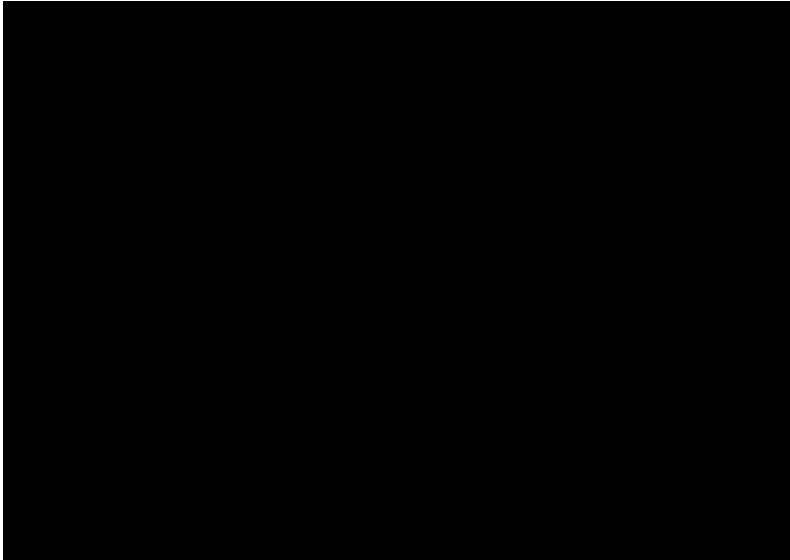
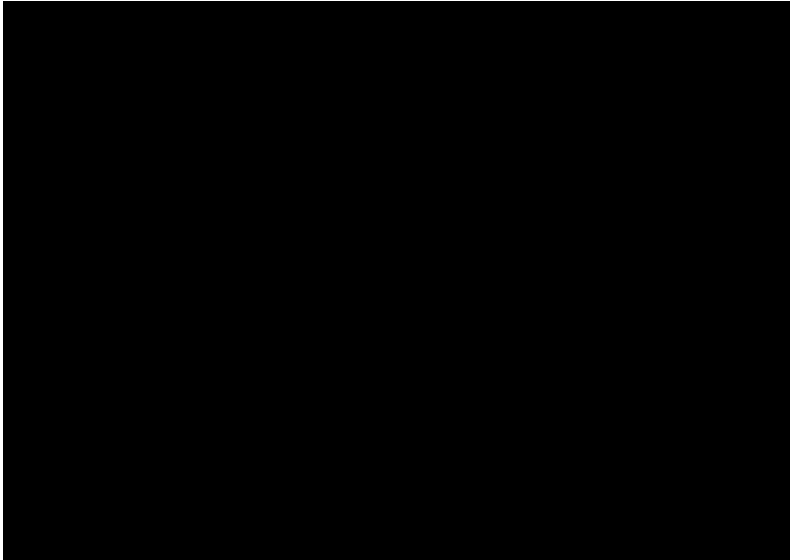
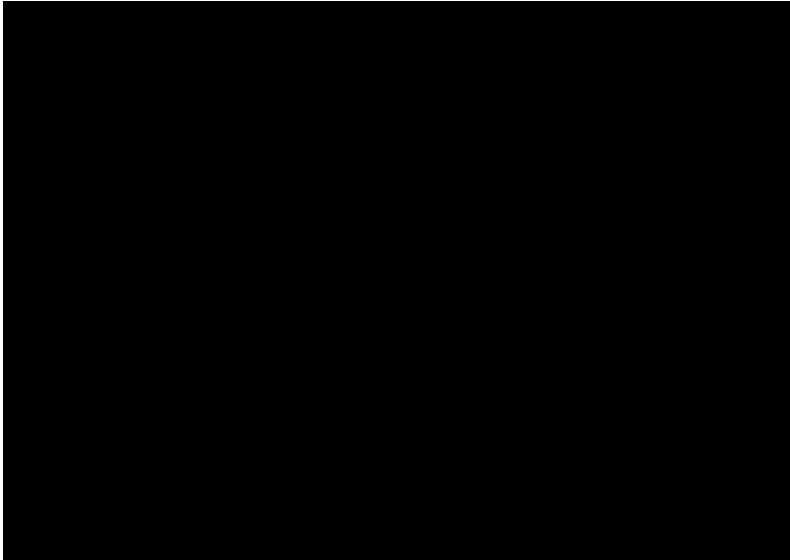
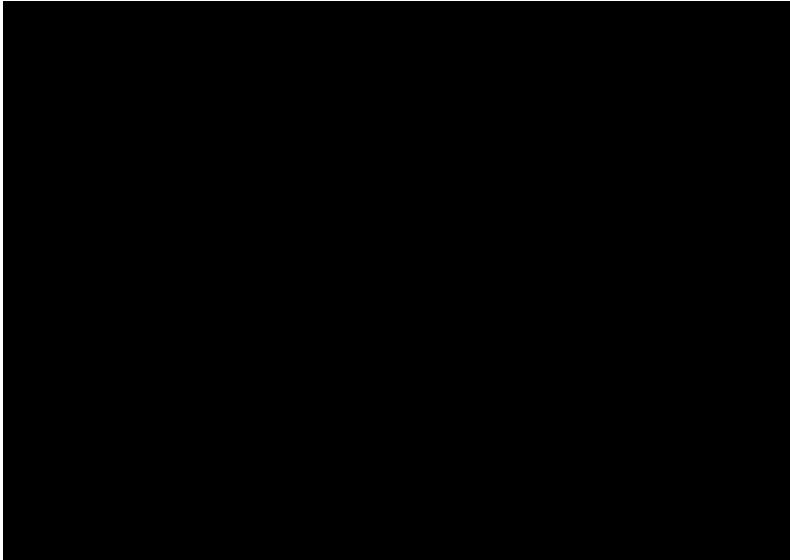
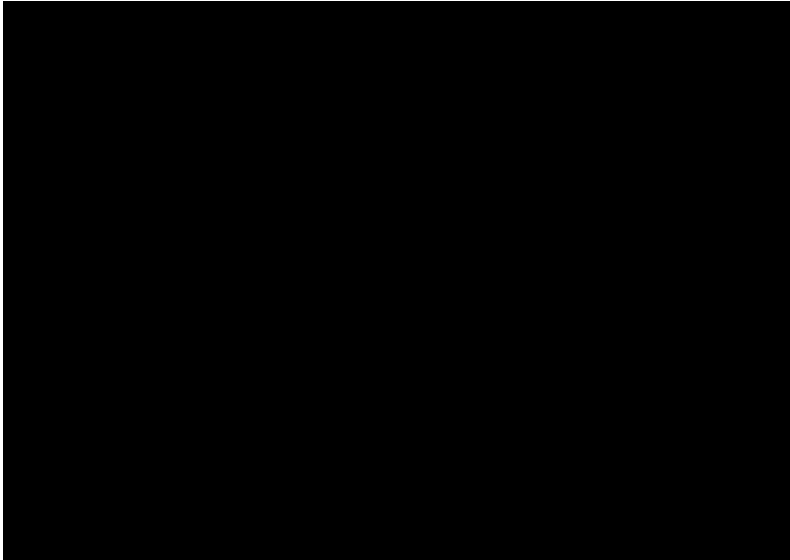
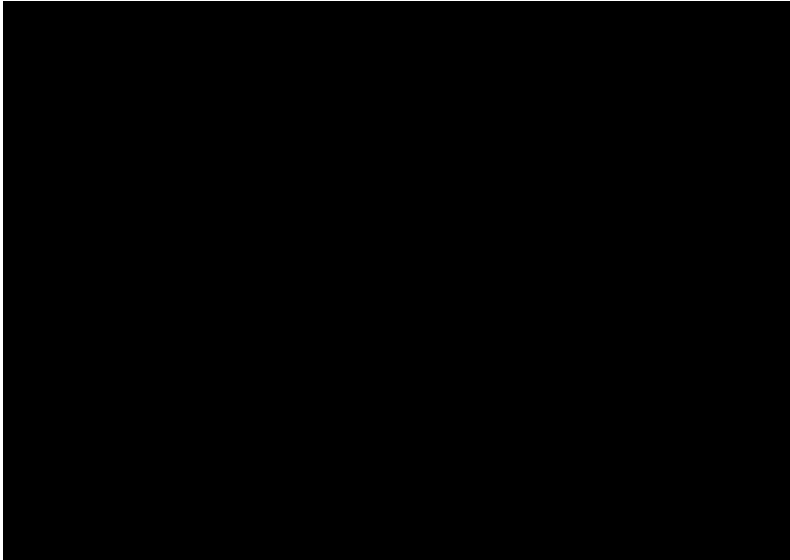
- O. All team members will train on the use and set-up of specialized communication equipment. Further, all Team members are expected to maintain the level of proficiency on the duty-issue handheld radio from Departmental training.

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IX. Equipment

- A. The procurement of SWAT equipment shall be the responsibility of the SWAT Commander. The acquisition and maintenance of SWAT equipment shall be the responsibility of the TLs. Equipment assigned to team members are the responsibility of those members. All assigned equipment shall be maintained in good condition. The TL will be notified of any equipment found defective or rendered unserviceable during training or a tactical incident. No equipment shall be loaned out without the permission of a SWAT supervisor. The loaning of SWAT equipment to personnel not assigned to the team is discouraged.

- B. This section is comprised of the following equipment categories:
 - 1. Basic Individual Equipment:
 - a. Basic Duty Uniform (BDU – OD green uniform).
 - b. Duty issue firearm.
 - c. Duty issue magazines and ammunition.
 - d. Authorized headgear.
 - e. Black nylon belt with holster, cuff-case, double magazine holder, packset holder and gas mask case.

 - 2. Weapons:
 - a. 
 - b. 
 - c. 
 - d. 
 - e. 
 - f. 
 - g. 
 - h. 

3. Ammunition:

a. The type of sidearm, sub-machine gun, carbine, and shotgun ammunition utilized may vary depending upon the incident and the intended application. All ammunition will be reviewed and approved by the Training Bureau and Range Master.

b. In addition to conventional ammunition, the SWAT Team also has 40mm less lethal munitions available. These munitions are as follows:

(1) [REDACTED]

(2) 40mm marking and CS.

c. The following munitions are designed and intended for breaching:

(1) [REDACTED]

4. Distraction Devices:

a. The following light / sound diversionary device is used:

(1) [REDACTED]

5. Chemical Agents:

a. The following chemical agents are used:

(1) [REDACTED]
(2) [REDACTED]
(3) [REDACTED]
(4) [REDACTED]

6. Team Equipment:

a. All Team equipment will be stored in a state of readiness. Ammunition and magazines will be marked

“CALL-OUT” for use during an activation, to distinguish it from training ammunition. The following is equipment for use by the Team:

- (1) 
- (2) 
- (3) 
- (4) 
- (5) 

7. Team Vehicles:

- a. 
- b. 

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