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**SPECIAL RESPONSE TEAMS**

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## CHAPTER THIRTY-SIX

### SPECIAL RESPONSE TEAMS

#### I. PURPOSE

The purpose of this directive is to establish guidelines for the operation and utilization of the Special Response Teams.

#### II. DISCUSSION

This directive shall apply to all Sheriff's personnel. The primary responsibilities of Special Response Teams are to support the law enforcement functions within the Monroe County Sheriff's Office.

#### III. POLICY AND PROCEDURE

- A. The Special Weapons and Tactics Team is to provide specialized services in support of law enforcement operations that require the use of special weapons, tactics, decoy operations, undercover surveillance / stakeouts, coverage of special events, VIP protection, assistance in bomb discoveries, coverage of disasters, coverage of civil disorders and coverage of civil defense emergencies. The Special Weapons and Tactics Team reports to the Commander of the Special Crimes Investigations Unit.

1. The team functions as follows:

- a. Team Leader - Specially trained in the use of special weapons, tactics, decoy operations, undercover surveillance / stakeouts, coverage of special events, VIP protection, bomb discoveries, coverage of disasters, coverage of civil disorders and coverage of civil defense emergencies and who is responsible for the coordination of selection, training, deployment, and tactical operations involving members of the Special Weapons and Tactics Team. The Team Leader shall be responsible for tactical decisions regarding the selection of advance routes, points of entry into buildings or structures, directing target acquisition and all other operational components associated with the Special Weapons and Tactics Unit. The Team Leader shall coordinate all team responses with the corresponding patrol, CIU or other unit supervisor/commander on the scene or detail.
- b. Sniper - A Deputy trained in the use of special weapons and tactics whose primary function is to provide security for the Team during movement and act as a specialized sharpshooter when needed. The sniper also acts as an observer and gathers intelligence for Unit objectives.
- c. Sniper Observer - A Deputy trained in the use of special weapons and tactics whose primary function is to act as an observer for the sniper and gather intelligence for Team objectives. The observer is also trained as a sharpshooter in order to relieve the sniper and provide auxiliary sniper when needed.
- d. Team Member - A Deputy trained in the use of special weapons, tactics, decoy operations, undercover surveillance / stakeouts, coverage of special events, VIP protection, bomb discoveries, coverage of disasters, coverage of civil disorders, and coverage of civil defense emergencies who is utilized in various capacities which include, but are not limited to the following:
  - 1) Perimeter Security
  - 2) Building Entry and Suspect Apprehension
  - 3) Hostage Rescue
  - 4) Unit Security

- 5) Chemical Agent Delivery
- 6) Anti-Sniper Techniques
- 7) Anti-Terrorist Techniques
- 8) Directed Patrol Assignments in High Crime Areas
- 9) Stakeouts for Felony Crime
- 10) Covert Criminal Investigations
- 11) Dignitary Protection Details
- 12) Security at Special Events
- 13) Anti-Sniper Tactics
- 14) Anti-Terrorist Tactics
- 15) Barricaded Subjects
- 16) Apprehension of Armed and Dangerous Persons
- 17) Execution of Search Warrants in Hazardous Situations
- 18) Crisis Situations and Hostage Rescue Situations

e. When requested the Team will provide support to other operational components of the Sheriff's Office. These may include but are not limited to, inmate and court security - high profile trials, officer rescue detail during Fantasy Fest or other large crowd event, narcotic search warrant execution , etc....

2. Team Member Availability - Based on a twenty-four (24) hour need for rapid response, Team members may be required to respond to emergency situations during non-duty hours. Team members shall remain readily available for contact via telephone, radio, or pager during off-duty hours. The Special Investigations Commander shall be informed and approve vacation schedules or other activities that would render a Team member unavailable for duty.

a. Emergency Response (On-duty) - Upon notification of a crisis situation, Communications shall dispatch on-duty Special Weapons and Tactics Team members to the scene. Additional Team members may be requested as needed by the Special Investigations Division Supervisor. The minimum personnel to be utilized shall be five (5) team members.

b. Emergency Response (Off-duty) - Upon notification of a crisis situation call-out, off-duty Team members shall respond to the crisis scene as rapidly as safe transport permits.

c. Use of Emergency Equipment - Special Weapons and Tactics Team members shall use emergency lights and sirens when responding to a crisis situation, unless otherwise directed. Driving safety is a must and emergency lights and siren shall be used in conjunction with existing traffic conditions. The use of emergency equipment shall be discontinued at a reasonable distance from the crisis scene to avoid antagonism of crisis perpetrators.

d. Other Requests - Non-emergency requests for use of the Special Weapons and Tactics Team shall be directed through the chain of command and coordinated with the Special Investigations Division Commander. Such activities include, but are not limited to, assisting other operational components in the service of search warrants, apprehension of dangerous criminals, or directed patrol.

### 3. Team Safety

a. Team Members are responsible for their own individual safety as well as the safety of other Team members, members of the Sheriff's Office, and the public.

b. Each Member shall utilize standard techniques in handling crisis situations and shall immediately respond to the Team Leader's directions.

- c. Deadly force shall not be used unless directed by the Team Leader, or in defense of life of self or others as outlined in Sheriff's Office directives.

#### 4. Training of Team Members

- a. Formal Training - Members of the Special Weapons and Tactics Team shall receive technical training in the areas of:

- 1) Special Weapons and Tactics
- 2) Decoy Operations
- 3) Undercover Surveillance / Stakeouts
- 4) Coverage of Special Events
- 5) VIP Protection
- 6) Bomb Discoveries
- 7) Coverage of Disasters
- 8) Coverage of Civil Disorders
- 9) Coverage of Civil Defense Emergencies

- b. In-Service Training

- 1) In-service training shall be conducted **at least annually**. The location and curriculum shall vary for each training session. Instructors specialized in area of Team-related functions shall be selected in accordance with training needs.

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- 2) In-service training shall include, but not be limited to, weapons and tactics, anti-sniper, anti-terrorist techniques, and physical training and conditioning.
- 3) Each Team Member shall be responsible for an overall self-administered physical fitness program. This program should include fitness in the areas of endurance, strength and agility, as set by the Team Leader. Periodic physical fitness tests shall be performed by Team members and certain standards met to insure Unit readiness. Members of the Team shall be removed from the Special Weapons and Tactics Team if unable to meet physical standards.
- 4) Each Team Member shall be required to meet semi-annual qualification standards with assigned weapons. Team members who fail to meet the qualification standards established by the Sheriff's Office firearms instructors shall not be permitted to engage in official team actions until qualification standards are met.

#### 5. Equipment

- a. Maintenance - Each Team member shall be responsible for the routine maintenance of issued equipment including, but not limited to, weapons, web gear, protective vests, clothing, and other designated equipment. Equipment shall be subject to periodic inspection by the Team Leader. Team members shall carry body armor, helmets, portable radios and additional equipment in their assigned vehicles. Supplemental equipment shall be stored at the Special Investigations Division's Office and the SWAT vehicle.
- b. Weapons - Weapons utilized by the Team shall be designated by the Team Leader in accordance with Sheriff's Office directives.

c. Uniforms - Uniforms utilized shall be designated by the Team Leader.

- 1) Under normal assignments, all Special Weapons and Tactics Team members will wear their standard duty clothing.
- 2) Military type jungle boots, jump boots, or other footwear, as designated by the Team Leader shall be worn.
- 3) Vehicle - The Special Weapons and Tactics Team van is specially equipped with the following:
  - a) Repelling ropes and gear
  - b) Non-pyrotechnic gas and gas delivery system
  - c) Bull horn
  - d) Radio communications equipment
  - e) Telephone and telephone line for hook-up
  - f) Extra load-bearing gear
  - g) Night vision gear[CALEA 41.1.3 D]

## 6. Records

- a. Following a crisis situation in which the Special Weapons and Tactics Team is utilized, the Team Leader shall prepare and submit to the Special Investigations Division Commander, which shall be forwarded to the Undersheriff, an after-action critique which shall include the following:
  - 1) All reports relating to the incident
  - 2) Copies of written logs relating to the incident
  - 3) Photographs of the incident scene, if available
  - 4) Diagram of the incident scene
  - 5) Critique of operational tactics
  - 6) Any suggestions for correction of operational errors or procedural deficiencies
- b. A record of all training sessions shall be maintained by the Team Leader or designated officer in addition to the Training Unit. This shall include copies of training schedules, training outlines, firearms qualifications records, and proficiency records of each team member in all phases of team activities and training.

## 7. General

1. Prior to a member of the Office being considered for placement on the Special Weapons and Tactics Team, the following criteria must be met:
  - a. The applicant for the Special Weapons and Tactics Team shall have at least one year of experience with the Office or an equivalent from another agency.
  - b. The one-year experience may be waived if the applicant can show specialized training that would benefit the Special Weapons and Tactics Team. If selected, the team leader will forward a memorandum to the Special Weapons and Tactics Team Commander outlining the reasons for the waiver.
  - c. The applicant must pass a physical standard test as set by the Team Leader.

- d. The applicant shall submit to a Psychological Screening Examination. If the applicant is selected for the Special Weapons and Tactics Team, the Psychological Screening Examination will be scored. Applicant must pass the Psychological Screening Examination to be considered as a Team Member of the Special Weapons and Tactics Team. Test results will be kept on file.
- e. An oral board that is comprised of a representative of Human Resources, Special Weapons and Tactics Team Commander/Leader and a member of the Special Weapons and Tactics Team will interview the applicant and make their recommendation and selection of a new member.
- f. Once the applicant has met and passed the above criteria, the recommendations for acceptance to the Special Weapons Tactics Team will then be forwarded for approval to the Special Weapons and Tactics Team Commander by the Team Leader

2. Coordination

- a) Prior to assignments by the Special Weapons and Tactics Unit taking place, the respective Division Commander shall be notified by the Special Investigations Division Commander.
- b) The only assignments by the Special Weapons and Tactics Unit that will not be relayed to the Division Commanders are those where disclosure may jeopardize a tactical operation, and then, only with the approval of the Sheriff or Undersheriff.

8. Special Purpose Vehicle – SWAT Truck

- a. Objectives of use: The vehicle is to be maintained with all necessary equipment needed for a SWAT call-out and kept in close proximity to the SWAT equipment lockers for quick loading of any necessary equipment.
- b. Instructions of operations of special vehicles listed under guidelines of the Monroe County Sheriff's Office Operations Manual of police vehicles.
- c. SWAT vehicles can be operated by any authorized person that may operate other Monroe County Sheriff's Office vehicles.  
[CALEA 41.1.3 A]
- d. Limitations of operations of these vehicles is limited to transport and use as a staging area for tactical command post at a critical incident. Only authorized SWAT members are authorized to enter the storage areas and to use specialized equipment.  
[CALEA 41.1.3 A]
- e. This vehicle is only used for SWAT situations or special events or operations so designated by the SWAT Supervisor or Sector Commander as required.
- f. SWAT Supervisor is responsible for the condition and maintenance of the SWAT vehicles.  
[CALEA 41.1.3 C]
- g. List of equipment in vehicle.  
[CALEA 41.1.3 D]
- h. List of persons authorized to operate SWAT vehicles: All current SWAT members or any authorized person that may operate other Monroe County Sheriff's Office vehicles as designated by the Sheriff, SWAT Supervisor or Sector Commander. Only SWAT members are authorized to enter storage areas and use specialized equipment.  
[CALEA 41.1.3 B]

## 9. Special Purpose Vehicle – Vessel

- a. Objectives of use: To perform routine waterborne operations to include patrol, surveillance and special assignments.
- b. Instructions, conditions, and limitations of usage: Vessels operated by office members will be done so within the specifications of the manufacturer, in a manner that abides by all local, state and federal laws or regulations and in a manner that is courteous to the boating population.
- c. Authorization for the use in various situations: Authorization for use of the vessel shall be granted by the commander responsible for the vessel.
- d. Qualifications and training for personnel assigned to operate the vessel: All boat operators shall be required to successfully complete the USCG Safe Boaters' Course, Florida Fish and Wildlife Conservation Commission Safe Boating Course, or show proof of a valid license (Captain, etc.) sanctioned by the USCG.  
[CALEA 41.1.3 B]
- e. Designation of the person or position responsible for the condition and maintenance of the vessel: The commander responsible for the vessel shall designate a person or persons to ensure the maintenance and care of the vessel. This person will have authority to have repairs and maintenance done at service centers.  
[CALEA 41.1.3C]
- f. A listing of equipment to be kept in the vessel: The vessel shall contain all USCG required equipment. When in normal operation the operator shall have a MCSO radio (on), and all duty gear needed for the operation.  
[CALEA 41.1.3 D]
- g. A list of persons authorized to operate the vessel and its equipment: All patrol and investigators are able to operate the boat with requisite training. A current list shall be maintained by the commander in charge of the vessel.

[CALEA 41.1.3 A]

## 10. Special Purpose Vehicle – Wave Runner

- a. Objectives of Use: Patrol of residences and businesses from the water access side to enhance the ability of law enforcement in preventing and detecting crime.
- b. Instructions, conditions, and limitations of use: Wave runners operated by office personnel shall do so for the purposes mentioned above and shall not use them for the enforcement of fishing regulations.
- c. Authorization for use in various situations: Authorization for the use of wave runners shall be granted by the commander responsible for the vessel.
- d. Qualifications and training for personnel assigned to operate the vessel: All personnel operating office wave runners must first complete a course geared for law enforcement presented by the Florida Marine Patrol or the MCSO and a course offered by Yamaha on operational maintenance of the vessels.

- e. Designation of the person or position responsible for the condition and maintenance of the vessel: The commander responsible for the vessel shall designate a person or persons to ensure proper maintenance and care of the vessels. This person shall have the authority to have repairs and maintenance performed at authorized service centers.
- f. A listing of equipment to be kept in the vessel: The vessel shall contain all USCG required equipment. When in normal operation, the operator shall have a MCSO radio and all appropriate issued duty gear.
- g. A list of persons authorized to operate the vessel: The commander responsible for the waver runners shall designate persons ,who have met the training requirements, as wave runner operators.

#### 11. Special Purpose Vehicle – All Terrain Vehicles (ATV)

- a. Objectives of Use: ATV's are essential for patrolling the inaccessible areas of Monroe County. They provide quick response in situations that would delay traditional law enforcement vehicles. The effective use of ATV's is dependent on proper training and certification to demonstrate operator efficiency.
- b. Instructions, conditions, and limitations of use: Usage of ATV for patrolling inaccessible areas will include, but is not limited to:
  - 1. Patrolling heavily wooded or off road areas found within Monroe County.
  - 2. Areas within County managed parks/preserves.
  - 3. Beach accesses and beach front that is normally patrolled by deputies.
  - 4. Accessing those areas that require patrolling will sometimes entail operating the vehicles on the roadway. The shoulder of the road should be used as much as possible, as well as the ATV headlight(s) should be in operation and appropriate hand signals given notifying other motorist of turns.
- c. Authorization for use in various situations: Authorization for the use of the ATV's shall be granted by the commander responsible for the ATV.
- d. Qualifications and training for personnel assigned to operate the ATV: All deputies operating ATV's in the capacity of Deputy Sheriff shall complete an approved basic operators course. This course will include viewing appropriate videos on safe operation, familiarity of the vehicles' nomenclature and demonstration of safe operations. Training will be continuous while on the job and therefore, all procedures must be followed consistent with operating a department vehicle. Positions authorized to patrol on ATV's are reserved for those deputies assigned to Higgs Beach, and those beach areas found within the Sheriff's Office jurisdiction.
- e. Designation of the person or position responsible for the condition and maintenance of the ATV: All ATV operators will inspect before and after use for vehicle damage, visible work equipment, and any other pertinent safety issues necessary for effective and safe operation. All ATV operators will complete the maintenance log prior to tour of duty, to include (name of operator, date being used, hour meter out/hours noted, due for next service). Additionally, at the conclusion of the tour of duty, the following shall be noted/performed (hour meter in/hours noted, mileage is recorded, gas/oil filled, chain lubricated, washed and towel dried). Should the vehicle be due for service, the Vehicle Maintenance Division shall perform all required service on the ATV.

- f. A listing of equipment to be kept on the ATV: Each ATV is equipped with gear to make functional in the area in which it is assigned. All ATV's are equipped with no less than the following: (emergency lights and siren, storage containers (to include fire extinguisher, tool kit and radio, first aid kit). All deputies assigned to the ATV will be equipped with and will utilize the following while operating a department ATV: (approved helmet, gloves, footwear consistent with terrain type, eye protection, uniform consistent with assignment type).
- g. A list of persons authorized to operate the ATV: The commander responsible for the ATV shall designate persons, who have met the training requirements, as ATV operators.

## **12. Special Purpose Vehicle - Bomb Truck**

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- a. **Authorization, conditions, and limitations of usage.**  
 [CALEA 41.1.3 a]  
**Any use of the Bomb Truck must be authorized by the Sheriff, the Undersheriff, the Chief of the Bureau of Law Enforcement, the Bomb Squad Supervisor, or the District Commander.**  
  
**The Bomb Truck is to be used for bomb threat call outs.**  
  
**The Bomb Truck may only be driven by certified law enforcement employees or certified reserve employees of the Monroe County Sheriff's Office.**  
  
**Only certified Bomb Technicians are authorized to enter the Bomb Truck and use the specialized equipment associated with it.**
- b. **Qualifications and training for personnel assigned to operate the Bomb Truck.**  
 [CALEA 41.1.3 b]  
**The Bomb Truck may only be operated by certified law enforcement employees or certified reserve employees of the Monroe County Sheriff's Office. There is no specific training required for the operation (driving) of the Bomb Truck.**
- c. **Designation of the person or position responsible for the condition and maintenance of the Bomb Truck.**  
 [CALEA 41.1.3 c]  
**The Bomb Squad Supervisor is responsible for the condition and maintenance of the Bomb Truck.**
- d. **A listing of equipment, if any, to be kept in or on the Bomb Truck.**  
 [CALEA 41.1.3 d]  
**A complete inventory of the equipment kept in the Bomb Truck shall be maintained by the Bomb Squad Supervisor.**

### **B. Hostage or Barricade Situations**

The Sheriff's Office shall respond to hostage situations, incidents involving barricaded persons, or other crisis type situations which pose imminent danger to human life. The primary responsibilities of Deputies responding to a crisis situation is to identify the situation and participants, secure the crime scene, notify and deploy necessary support personnel, establish communications with the participants, and initiate efforts to resolve or defuse the crisis situation. Personnel involved also have the responsibility of maintaining accurate records of the event from beginning to end. The Undersheriff

or his designee periodically reviews hostage or barricade situations to insure that guidelines are being followed. For the purposes of this directive, a Crisis Situation is any incident involving violence or potential act of violence in which law enforcement officers are at a disadvantage and subject to extreme danger; and/or, any situation where an individual(s) poses a danger to themselves or others (i.e., suicide attempts, hostage situations, sniper attacks, and barricaded armed subjects.

[CFA 21.04M -L]

1. Initial Notification and Response - This phase consists of the initial response, containment, and evaluation of a crisis situation which occurs at a fixed location. Upon receipt of information that a crisis situations exists, the following actions shall be immediately initiated:
  - a. Communications shall:
    - 1) Dispatch Patrol Deputy and Sergeant
    - 2) At the request of the Sergeant, notify the Station Commander and Division Commander
    - 3) Compile a separate written log of information received and calls dispatched concerning the crisis situation
    - 4) Restrict radio communications and designate a special channel for the crisis situation, if necessary
    - 5) Notify the Special Investigations Division Commander, Undersheriff, and Sheriff
2. The first Deputy on the scene shall:
  - a. Determine the nature of the situation
  - b. Relay information to Communications, as necessary
  - c. Request clear radio channel
  - d. Contain the situation as much as possible
  - e. Detain all persons having information regarding the suspect(s) and circumstances surrounding the situation
  - f. Provide the Sergeant with an estimate of back-up support requirements
  - g. Give the exact location of the incident and the number of units required to establish an inner perimeter
  - h. Instruct responding units of safest access routes
  - i. If necessary, treat and evacuate any wounded persons
3. The first Supervisor on the scene shall:
  - a. Evaluate the situation and modify or affirm back-up requirements
    - 1) If the situation warrants immediate action (i.e., a sniper firing, a barricaded subject firing, an armed subject with hostages, etc.) the member shall request the Special Weapons and Tactics Team respond immediately and make every effort to contain and de-escalate the situation.

- 2) If there is not sufficient time for the Special Weapons and Tactics Team to respond and the situation has become an immediate threat to human life, the Sergeant (Supervisor) shall coordinate the immediate action necessary to stabilize the situation.
- b. Initiate a written log of actions taken
  - c. Advise Division Commander and Special Investigations Division Commander of the circumstances via secure communications
  - d. Debrief initial response unit(s)
  - e. Ensure an inner and outer perimeter are established and adjacent areas are cleared of all uninvolved persons
  - f. Establish a command post, (i.e., a field headquarters from which the Commander directs operations and from which all planning and responses to crisis situations shall be coordinated), advising all concerned units of the incident location and of any streets or areas which may be unsafe for responding units to enter. The command post shall not be located in the line or sight of fire.
  - g. Direct all responding members of the Office and of any other agency to report to the command post for assignment and briefing prior to deployment
  - h. Direct members of the Office not to fire their weapons unless their lives or the life of another is in imminent danger, or as directed by the Division Commander to neutralize the situation.
  - i. Request for ambulance, rescue, fire or surveillance equipment to report to the command post.
  - j. Deploy additional personnel when they respond:
    - 1) Assign personnel to cover exits and possible escape routes being certain to position them so they are not accessible to fire
    - 2) Assign personnel to vehicle and pedestrian control
    - 3) Maintain a list of the location of deployed personnel
  - k. The Sergeant (Supervisor) shall be responsible for compiling all of the initial on-scene intelligence regarding:
    - 1) Location of suspect (floor, room, roof, etc.)
    - 2) Types of weapons to which the suspect may have access
    - 3) Identification of suspect, including complete physical description, mental state, and physical condition
    - 4) Suspect's purpose
    - 5) The crime suspect has committed (assault, robbery, disturbance)
    - 6) Physical description of any hostage and his physical and mental condition, communicating this information to all responding personnel.

4. Call Out Procedures for Crisis Situations – Crisis Negotiators for the agency are members who are specially trained in crisis intervention and negotiation techniques. Crisis negotiators should be utilized whenever members of the agency are confronted with individuals who are suicidal or barricaded, as well as in hostage taking and kidnapping situations. The procedure for call out of crisis negotiators shall be as follows:
  - a. Upon being confronted with a situation where a negotiator is needed the officer on scene will notify his/her supervisor. The supervisor will make a determination if the services of a crisis negotiator are in fact necessary. If the supervisor determines that the services of a crisis negotiator are in fact necessary, the supervisor will direct the dispatch center to contact the negotiator from the involved Sector as well as the negotiator from the adjacent Sector to respond. In addition, the Sector Commander of the Sector involved, as well as the Special Investigations Division Commander will be notified.
  - b. In situations involving armed individuals where crisis negotiators are requested to respond to the SWAT team will also respond to the scene.
5. Command Operation - Field Deputies and supervisor(s) shall, as soon as practical, transfer operational control and coordinating authority to Special Weapons and Tactics Team personnel who have specialized crisis situation training and experience.
  - a. The Special Investigations Division Commander shall evaluate initial reports and insure that an attempt has been made to establish a line of communication with the crisis principal (i.e., the person(s) responsible for initiating and/or sustaining a crisis situation) and;
    - 1) Establish liaison with the Special Investigations Division Unit Supervisor to determine the possible call-up of back-up and plans of action.
    - 2) Determine the necessity to evacuate the area (i.e., homes, apartments, businesses, schools, and churches).
    - 3) Discuss plans of action with the SWAT Leader and give approval for the overall plan of action including:
      - a) Deployment
      - b) Gas Munitions
      - c) Special Tactics
      - d) Deadly Force
    - 4) Allow the Special Crimes and Response Team Leader to conduct and direct the actual tactical operations once the decision has been made to initiate the tactical assault.
    - 5) Relay information to Communications regarding manpower deployment and information relative to the suspect and any hostage.
    - 6) Contact the State Attorney's Office as soon as possible.
    - 7) Maintain press relations until the arrival of the Community Relations Officer.
    - 8) Evaluate the situation and determine the degree of danger to any hostage, Office member, or citizen and whether perimeter deployment is adequate.
    - 9) Notify the Undersheriff and the Sheriff to advise them of the situation.

- 10) Request the telephone company prevent any incoming or outgoing calls at the perpetrator's location, except those called by Monroe County Sheriff's Office (Hostage Negotiators) Special Weapons and Tactics Unit personnel.
- 11) Advise the Community Relations Officer of any hostage, sniper, or other crisis situation information. The public information officer shall confer with the on-scene commander prior to releasing any information to the media. Only pre-approved information by the on-scene commander will be released. Once the situation has ended, all public information can be released.
- 12) Consider establishing a mobile reserve at the assembly area to relieve personnel previously assigned to other tasks.
- 13) Ensure off-duty personnel will only be utilized if they possess a technical skill or pertinent knowledge associated with the situation.
- 14) Take any other action deemed necessary to resolve the situation in the safest manner possible.

b. Duties of Hostage Negotiators

- 1) Hostage negotiations are initiated to accomplish two purposes:
  - a) Seek the safe return of the hostage(s) and insure the safety of all persons involved.
  - b) Convince the offender(s) to surrender.
  - c) To gather information and intelligence for the SWAT Team; should a tactical assault become necessary.
  - d) The Hostage Negotiators are specially selected and trained personnel who are adept at dealing with suspects and/or hostages involved in crisis situations.
  - e) Upon "call-out" the negotiator from the Division involved shall respond and a member from the adjacent Division shall respond to the second scene.
  - f) There shall be at least two (2) negotiators present during negotiation with the crisis principal, with a third "non-negotiation" member maintaining a written log.
  - g) All Hostage Negotiators shall keep communications informed of their location(s) and be available, at all times, by Office Radio, Office Pager, or via Telephone in case of "call-out". Division Commanders will coordinate with each other all requests for leave by Hostage Negotiators to insure that at no time will the County be without enough members to handle a Hostage Negotiation situation.
  - h) The hostage negotiators shall report to the Division Commander at a designated location.
  - i) Negotiations should not be attempted until the perimeter is secure and adequate law enforcement resources are on the scene. However, it should be noted, the initial fifteen (15) to thirty (30) minutes of the negotiation process are the most crucial due to the potential for an irrational and violent response from the offender(s).

- j) The Supervisor-in-charge shall secure audio and video recording equipment, if available, to provide further documentation of the crisis situation.
  - k) Direct negotiations with the crisis principal should be performed by one of the hostage negotiators, if available.
  - l) The negotiator should express clearly to the offender(s) that it is not how or if he is going to release the hostage(s) and/or surrender, but only when and under what circumstances.
  - m) Generally, a "no deal" policy will be a standard response to offender(s) demands.
  - n) Negotiators shall NEVER negotiate for the exchange of people, because the transfer can never be guaranteed. Members will not disarm themselves as an exchange for hostages nor for negotiations.
  - o) Negotiators shall NEVER negotiate to give weapons of any kind to the offender. This includes "dummy" weapons, because of the possibility of developing a false sense of security in the offender(s), who may initiate irrational behavior and endanger the hostage(s) and the control force.
  - p) Negotiators must not give the perpetrator(s) the understanding that he is in charge. Conversely, he/she must make the perpetrator(s) understand any decision(s) to be made must have the approval and consent of a higher authority. The effect of this rationale is to afford extra time, and it is time for which is negotiated.
  - q) Negotiators shall refrain from making promises to the crisis principal that cannot be kept, without approval of the member-in-charge.
  - r) Provisions of any foodstuffs, comforts, contact with other negotiators, etc. must be approved by the member-in-charge.
  - s) Any concessions to the suspect(s) will have the prior approval of the member-in-charge.
  - t) In prolonged crisis situations, the Special Weapons and Tactics Team will have responded and shall establish a work and relief schedule that will provide the Hostage Negotiators services for the duration of the situation.
- c. Relocation - (Hostage Situation Only) - When seizure and arrest is not possible at the initial location or to insure the safety of hostages, it may be necessary to permit the hostage taker and hostage to relocate. Commanders shall not allow relocation from the initial scene unless a tactical advantage can be gained.
- 1) Generally, negotiations of this type are discouraged. The loss of tactical control by moving away from a secured area and the possibility of interagency coordination detracting from the probability of a successful goal accomplishment, must be weighed against the safety and welfare of the hostages.
  - 2) Should a decision be made to negotiate for a transfer from the secured incident location to a different area, it will be for the safety and welfare of the hostage(s) and others, not for negotiations.
  - 3) The following shall begin when the hostage taker, accompanied by a hostage, moves from the original location by vehicle or other means. The Special Investigations Division Supervisor shall:

- a) Inform Communications of the proposed route and destination, if known, to allow Communications to notify Sheriff's personnel or other agencies along the primary and parallel routes not to interfere with the progress of the convoy.
  - b) Maintain command responsibilities unless the incident shifts to another jurisdiction or until relieved by superior authority.
- 4) The Special Investigations Division Commander or Lieutenant shall take charge of the hostage transportation convoy and determine its size. Consideration shall be given to the number of hostage takers, their armament, the number of hostages, and the destination.
- a) Efforts shall be made to utilize a Swat Team Member as the operator of the hostage vehicle.
  - b) Parallel motorcades should be utilized to provide security for the hostage convoy and to present escape by the hostage taker.
  - c) Convoy vehicles should be utilized and manned as follows:
    - (1) Lead Vehicle - Members as designated by the Special Investigations Division Team Commander.
    - (2) Second Vehicle - The hostage vehicle.
    - (3) Third Vehicle - Members of the SWAT.
    - (4) Fourth Vehicle - The Command car with the Special Investigations Division Supervisor, one Hostage Negotiator and other necessary personnel.
    - (5) Additional vehicles needed to secure the convoy and to transport required personnel.
  - d) The Special Investigations Division Supervisor shall insure that Communications is advised of the progress and location of the convoy.
  - e) The Special Investigations Division Supervisor shall confer with the Hostage Negotiator as to the proposed primary and parallel routes.
  - f) The Special Investigations Division Supervisor shall insure that suitable convoy vehicles are provided with negotiators as operators.
  - g) On arrival of the convoy at its destination, the Special Investigations Division Supervisor shall institute containment procedures and notify Communications of the current situation.
  - h) Should the new location be within another jurisdiction, responsibility shall be transferred to the chief law enforcement agency of the jurisdiction.
  - i) Jurisdictional responsibility will be in accordance with existing mutual aid agreements.
- d. Assault and Rescue Operations - Continued negotiating, a lessening of demands, and the uneventful passage of deadlines imposed by the suspect may indicate he is beginning to weaken. Continue to negotiate and to consume time. However, if convinced the suspect has become destructive and irrational, consideration should be given for an assault action. Preparation for a tactical assault is continuous and structured considering all available information including, but not limited to criteria as established in other sections of this directive.

- 1) Tactical assaults shall be made only upon the specific authorization of the Division Commander. Commanders shall confer with the Undersheriff and/or the Sheriff prior to a tactical assault, whenever possible.
- 2) Prior to the assault and rescue, the Team Leader shall be briefed and shall prepare his respective Team for the operation.
- 3) Operating procedures in which the assault and rescue shall be conducted will be the responsibility of the Special Investigations Division Commander and executed directly by the Special Weapons and Tactics Team.
- 4) When an order is given to resolve the situation with the use of deadly force:
  - a) All available non-lethal methods of apprehension shall have been attempted or considered.
  - b) The initial volley must be decisive and simultaneous if there are multiple offender(s) in order to insure maximum protection for the hostage(s).
  - c) It is vitally important that Special Weapons and Tactics Team members respond in a professional manner, rather than an emotional one, and that tactical conditions are in the Team's favor prior to the assault.
  - d) Team Members will not engage fire without an order unless it is in protection of life, the target has been identified and the safety of the hostage(s) insured.
- 5) The assault and rescue phase of any crisis situation shall not be executed by Sheriff's personnel outside the jurisdictional boundaries of Monroe County, unless specifically authorized by the Sheriff.

e. Press Procedures

- When a tactical situation has been resolved, hostages may be interviewed by the media after they have been debriefed by Office investigators, provided they have given their consent.
- 1) Newspersons will be allowed such access as safety and law enforcement needs will allow during crisis situations.
    - a) Under no circumstances will newspersons be allowed into the inner perimeter during a crisis situation.
    - b) Newspersons will be placed together in a designated location as designated by the scene commander.
  - 2) All requests by newspersons shall be coordinated through the Community Relations Officer.

f. Hostage incidents involving a Foreign Official or Official Guest of the United States

- 1) If the hostage is a foreign official or an official guest of the United States, as defined by the US Code, Chapter 51, Title 18, jurisdiction is concurrent with the Federal Bureau of Investigations.
- 2) If the Federal Bureau of Investigation clearly indicates it will take command in this instance, the Office will comply.

- 3) Concurrent jurisdiction implies concurrent responsibilities; therefore, all subsequent strategy must be mutually planned and implemented.

g. Victims of Federal Crimes

- 1) If a hostage incident results from the commission of a Federal Crime such as a bank robbery or extortion, jurisdiction is concurrent with the Federal Bureau of Investigation.
- 2) If the initial control of the operation is handled by the Office, it will be retained by the Office until the senior or ranking Federal Bureau of Investigation Agent at the scene declares responsibility.

h. Reports

- 1) Immediately following the conclusion of the crisis situation, all logs, audio and video tapes, and/or photographs shall be collected by the Special Investigations Division Supervisor or his designee.
- 2) The Team Leader and supervisors shall file a consolidated report of the activities of their respective units which shall consist of the following:
  - a) All reports relating to the incident.
  - b) Copies of written logs relating to the incident.
  - c) Photographs of the incident scene, if available.
  - d) Diagram of the incident scene.
  - e) Critique of operational tactics.
  - f) Any suggestions for correction of operational errors or procedural deficiencies.
- 3) Information pertaining to the crisis situation shall not be released to the media or any private or public agency except by the Sheriff or his designee.
- 4) Operation Commanders will prepare an independent report surrounding the incident and submit such report to the Sheriff. The purpose of this report is to identify procedural deficiencies and to document the events that occurred.

i. Debriefing

Once a crisis situation has been defused, the Division Commander will be responsible for conducting a short meeting of all personnel involved in the situation. The purpose of such meeting is to debrief those involved, identify mistakes, and document the events. The Division Commander shall insure a full and complete report of the situation is prepared and forwarded to the Undersheriff and the Sheriff within twenty-four (24) hours of the event.

j. General Instructions

- 1) Deputies responding to a crisis situation will report to the Command Post or to a designated staging area. Assisting deputies will not deploy on their own.
- 2) When duly assigned to a specific duty, assisting deputies are expected to maintain absolute control of their post to assure the safety of innocent person and to prevent escape of the perpetrator(s).
- 3) Assisting deputies will not act individually unless ordered to do so or, if failing to act, would jeopardize the safety or lives of other personnel or citizens.

- 4) Units directed to respond in emergency status shall terminate the use of emergency lights / siren at a reasonable distance from the crisis scene.
- 5) Upon arrival at the scene, deputies shall change radio frequency to the designated operational channel.
- 6) Deputies assigned to a crisis situation shall execute containment procedures, and evacuations where necessary for public safety.
- 7) Units shall refrain from, radio transmission related to the crisis situation except when necessary, and then only on the designated channel.
- 8) Tactical assault shall be made only upon the specific authorization of the Special Investigations Division Commander or Lieutenant. The Commanders shall confer with the Undersheriff and/or the Sheriff prior to a tactical assault, whenever possible.
- 9) Unassigned units shall remain clear of the crisis area and shall not enter the area unless directed.
- 10) If taken hostage, whomever it may be (i.e., the Sheriff, Undersheriff, etc.) cannot order subsequent strategic actions to be taken by Office Personnel.

#### 6. Hostage Negotiators Selection

- a. All openings for Hostage Negotiator will be posted through Human Resources.
- b. All members wishing to become hostage negotiators shall first:
  - 1) Have a minimum of one-year road patrol or field assignment experience;
  - 2) Pass a psychological screening examination and a clinical interview given by a licensed psychologist or psychiatrist;
  - 3) Demonstrate good verbal skills and problem-solving abilities.
- c. Qualified applicants may be selected based on their qualifications and job performance and history or an oral board may be conducted comprised of the Special Operations Commander or designee, Senior Negotiator and Sector Commander.

#### 7. Deployment

- a. The Special Investigations Division shall have two members trained in hostage negotiations who may be supplemented by other designated negotiators from operational components.

### C. Bomb Threat, Explosives Incident, and/or Improvised Explosive Device Response Procedures

The Monroe County Sheriff's Office maintains a Bomb Squad as part of the overall services rendered to the public. The mission of the MCSO Bomb Squad is to provide a front line response to incidents involving or suspected of involving explosives and other shock sensitive materials or chemicals.

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#### 1. Definitions

- a. Bomb Technician - a full time, certified law enforcement officer who is a graduate of the FBI Hazardous Devices School.
- b. Senior Bomb Technician - a full time, certified law enforcement officer, regardless of rank with the longest MCSO tenure who has the earliest graduation date from the FBI Hazardous Devices School.
- c. Bomb Data Center - support unit of the Federal Bureau of Investigation responsible for the compiling and reporting of technical data concerning explosives and terrorist related incidents. The BDC governs the qualifications and certification of Bomb Technicians.
- d. Small spill - pursuant to the 1996 North American Emergency Response Guidebook, defined as a liquid spill of 55 gallons or less
- e. Large spill - pursuant to the 1996 North American Emergency Response Guidebook, defined as a liquid spill 55 gallons or more.
- f. Secondary Device - an improvised explosive device or chemical agent placed in the immediate area outside of the actual scene. The purpose of these devices is to target first responders and/or evacuees.

## 2. Command and Control

- a. At the scene of an actual incident the Bomb Technicians will report to the command personnel of the affected division.
- b. At incident scenes Bomb Technicians will be delegated functional authority over the scene until such time that the scene has been declared safe.
- c. At the conclusion of any action performed by MCSO Bomb Technicians investigation of the incident will be the responsibility of the investigative personnel of the affected division. If the incident warrants Bomb Technicians will be responsible for notifying the appropriate federal agency.
- d. At the scene of an incident the only persons allowed inside the secure perimeter will be the bomb technicians or those persons requested by the bomb technicians.
- e. At no time will any MCSO personnel except bomb technicians perform render safe procedures, handle explosives or suspect packages. This includes military ordnance.

## 3. Bomb Squad Duties and Responsibilities

- a. Render safe and/or remove suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals (as currently defined by the Bureau of Alcohol, Tobacco and Firearms), pyrotechnics and ammunition
- b. Provide for proper and safe transportation, disposal and/or storage of explosives and other items referred to above
- c. Conduct post bomb crime scene investigation
- d. Collect and preserve evidence
- e. Prepare and provide courtroom testimony

- f. Store, maintain and inventory bomb squad equipment
- g. Provide technical support to Special Operations
- h. Provide dignitary protection
- i. Prepare and participate in explosive related training programs
- j. Maintain and be familiar with a technical library of Bomb Data Center publications and other explosive related materials
- k. Maintain professional liaison with other state and local bomb squads, Military Explosive Ordnance (EOD) units, federal agencies and professional associations.
- l. Compile and report technical data on explosive devices and incidents
- m. Develop the agency's emergency response plans for a bomb threat, actual improvised explosive device and bomb crime scene
- n. Develop and promulgate bomb threat awareness and safety programs for public and private organizations
- o. Report found or recovered military ordnance to military EOD units
- p. Fireworks disposal
- q. Marijuana fields
- r. Drug labs
- s. Explosives permits / storage inspections
- t. Provide operational support and or technical advice to Special Operations or outside agencies
- u. Special searches  
CALEA 41.1.3 A

#### 4. Bomb Threats

- a. The purpose of this section is to establish guidelines for a law enforcement response to bomb threats. While most calls of this type are unfounded, recent trends mandate that these calls be handled in an appropriate manner. Responding officers should be aware that secondary devices have been placed in areas that may be used for evacuation.
  - 1) Law enforcement units responding to the location of bomb threats will do so in an inconspicuous manner
  - 2) When entering the affected areas responding units will cease the use of two way radios, on arrival telephone contact will be established with the dispatcher and an open line maintained - DO NOT USE CELLULAR TELEPHONES.
  - 3) Responding officers will contact the complainant. If the complainant is the business owner / manager, he/she will be advised that the decision to evacuate the premises is their decision

4) **If the decision is made to evacuate, personnel from the threat area will be instructed to coordinate and implement a search of the premises. These persons will be instructed to first conduct a search their respective work areas for unusual or suspect items. If the threat area does not have a search plan in place, the responding deputies may assist in developing a search plan. The deputies should instruct the personnel to divide the threat area into quadrants and assign a person or persons to be responsible for searching each quadrant.**

Revised 08/26/09

5) **After work areas are searched, the public areas should then be searched for unusual or suspect items; the owner / manager of the premises should do this. All persons searching will be instructed not to handle suspect items**

Revised 08/26/09

6) Persons evacuating the premises will be directed to one specific area upwind of the scene.

#### 5. Duties of First Officer on The Scene

a. The first officer on the scene will be responsible for:

- 1) evacuating the area, the minimum evacuation distance is 300 feet under cover
- 2) secure the perimeter
- 3) request a response by the Fire Department and Emergency Medical Services
- 4) establish a command post
- 5) identify, separate and isolate witnesses
- 6) Upon arrival at an incident scene and unknown liquids are involved whether from a leaking package, a small spill or a large spill, officers will consult the green section of the 1996 North American Emergency Response and follow the directions accordingly.

#### 6. Found Explosive Device / Recovered Explosives / Suspect Packages

a. Whenever explosives, and explosive device or a suspect package are located the dispatcher will immediately notify Bomb Squad Personnel.

#### 7. Duties of The Bomb Squad

- a. Bomb Technicians will not respond to threat calls solely for the purpose of conducting searches.
- b. the Bomb Squad will respond with all essential safety equipment and personnel and conduct render safe procedures in accordance with established guidelines
- c. search for secondary devices
- d. protect evidence and record activities
- e. Decisions related to improvised explosive devices rest with the Senior Bomb Technician present at the scene.

#### D. Security of VIP's

The purpose herein is to establish guidelines for the responsibility, authority, and functions of the Intelligence Unit and the Special Weapons and Tactics Team in reference to coordinating the protection of visiting dignitaries. It shall be the responsibility of the Special Weapons and Tactics Team, reporting directly to the Special Investigations Division Lieutenant, to coordinate all activities of visiting dignitaries while they are within the jurisdiction of the Office, and to be directly responsible for

the protection of visiting dignitaries. Should the dignitary be the primary responsibility of the United States Secret Service, it shall be the responsibility of the Special Investigations Division Supervisor to coordinate all activities between the United States Secret Service and local law enforcement. It is an absolute necessity that there be a coordinating effort between local law enforcement and the United States Secret Service, who is directly responsible for the protection of visiting dignitaries, President, Vice-President, members of the Cabinet, etc.

- A. One detective from Special Investigations will be designated as the dignitary protection officer, who will assist other STATE AND Federal Agencies (I.E.: Secret Service and FDLE).
- B. It shall be the responsibility of the other agency to provide the required equipment (vehicles, body armor, security and weapons) to maintain the safety of the VIP.
- C. The other agency will be responsible for planning travel routes and alternate routes. The SID dignitary protection officer will offer advice for the safest and most direct routes.
- D. Advance inspections of locations that will be visited by the VIP will be the responsibility of the other agency. The SID dignitary protection officer will provide any and all intelligence information to the other agency. (I.E.: criminal history, intelligence on organized protest.)
- E. The other agency will coordinate all aspects of the security detail to include contacting outside agencies.
- F. The SID dignitary protection officer will be knowledgeable of all medical facilities in Monroe County. The other agency is responsible for contacting Monroe County EMS and other medical facilities.
- G. Communications for the VIP detail will be provided by the other agency. The SID dignitary protection officer will carry county issued radio and pager.
- H. The other agency will provide the SID dignitary protection officer the lapel pin for the day.

#### 1. Dignitary Protection Not Under the United States Secret Service

- a. The Intelligence Unit will not perform enforcement activities, but rather shall be a source of information to the Special Investigations Division Unit Supervisor.
- b. The Intelligence Unit will monitor all "hate mail" as it pertains to the visiting dignitary.
- c. The Intelligence Unit will monitor all aspects of Terrorist- Extremist Groups with local influence or representation within Monroe County as it relates to the visiting dignitary.
- d. The Intelligence Unit will monitor all activities of mentally deranged individuals who have in the past or are presently suspected of making either oral or written threats as they relate to the visiting dignitary.
- e. The Intelligence Unit will coordinate with the Supervisor of Special Investigations Division and the Head of Security of the facility being visited by the dignitary and formulate primary and secondary traffic routes, hotel security, traffic control, bomb detection, and any other assignment deemed necessary, such as crowd control, etc.
- f. Special Weapons and Tactics Team personnel will be responsible for the physical protection of the dignitary, as well as advance inspection of sites and facilities, and identification of emergency first-aid, ambulance, and medical facilities.

- 1) Designated lapel pins will be worn by all personnel assigned to the detail.
- 2) The issuance of designated vehicles, body armor, and any special weapons needed other than those normally worn by sworn personnel will be under the direction of the Special Investigations Division Supervisor.
- 3) A designated radio frequency and walkie-talkies will be assigned to the personnel working this detail.

## 2. Dignitary Protection Under the United States Secret Service

- a. The Intelligence Unit will not perform enforcement activities, rather it shall be a source of information to the Secret Service.
- b. The Intelligence Unit shall monitor all "hate-mail" and appraise the local Secret Service as it pertains to any dignitaries visiting Monroe County.
- c. The Intelligence Unit shall monitor all aspects of Terrorist Groups with local influence or representation within Monroe County and coordinate information available with the Secret Service.
- d. The Intelligence Unit shall monitor all activities of mentally deranged individuals who have in the past, or are presently suspected of making either oral or written threats as they relate to visiting dignitaries, and reporting their activities to the Secret Service.
- e. In cooperation and support of the Secret Service, the Special Investigations Division Commander will have the Special Weapons and Tactics Team supply whatever manpower is needed as it relates to bomb detection, traffic control, primary and secondary traffic routes, hotel security, and any other assignment deemed necessary.
- f. If requested, the Special Weapons and Tactics Team personnel will team up with the Secret Service personnel who are assigned to the physical protection of the dignitary.

## E. Special Events

Special events are those activities (i.e., parades, athletic contests, public demonstrations, etc.) which result in the need for control of traffic crowds, crimes, and/or dignitary protection. The Station Commander in the Sector in which a special event is taking place shall be responsible for the planning and control of that event and shall consider the following in his/her plans. He/She shall coordinate any needed support from SWAT, Traffic, Aviation or other specialty unit as necessary. The Undersheriff may assign a Commander for specific special events, based on the scope of the event and geographical considerations.

### 1. Overall situation

- a. Type of event
- b. Activity and location
  - 1) Estimates of crowds, activity, traffic, etc.
  - 2) Locations which will be impacted by the event.
- c. History

- 1) Past events of similar nature.
  - 2) Problems.
  - 3) Participating groups.
- d. Authority - any relevant statutory information which will potentially be utilized by operational personnel.
  - e. Intelligence - any known corroborated facts which may provide information on potential criminal activity that may occur.
    - 1) Non-corroborated intelligence shall be considered, but not utilized as a basis for operational planning.
    - 2) Weather information.
    - 3) Liaison with information sources from other agencies.
  - f. Participants - law enforcement personnel, civilian groups, volunteers, etc.
    - 1) Specify the identity, location, and activity of participants in the event, by preparing a concise plan setting forth a detailed identity, exact location during the event, and relationship to any overlap plan.
    - 2) Prepare a means of special identification of participants. (i.e., gloves, vests, flags, baseball caps, arm bands, lapel pins, florescent belts, or any other means of special identification)
  - g. Attachments or detachments - any group or individual(s) that may be added or deleted from the operational plans.
  - h. Support available for operation - any unit(s) or individual(s) designated as a back-up unit.
  - i. Identity, location, and activity of any agency or individual not involved in the event, but whose duties may require their presence in and around the operation area.
    - 1) Prepare a statement setting forth any unit(s) or individual not actively involved in the event, but who may need to be advised of the event.
    - 2) Plan for persons not included in the event, but who may be in the area due to everyday activities, or due to the special event itself.
2. Mission - prepare a brief statement of the task to be performed and the objectives to be achieved, to include who, what, when, where, how, and why.
  3. Execution - prepare a statement setting forth the general plan to be used to accomplish the mission.
  4. Specific Duties
    - a. Prepare a concise statement specifically setting forth the manner by which each unit will accomplish its designated tasks with particular attention being given to detail.
    - b. Prepare a concise statement specifically setting forth the manner by which each individual in the designated units will accomplish his/her assigned task with particular attention given to detail.

## 5. Administration and Logistics

### a. Weapons

- 1) consider weapons required for task accomplishment.
- 2) extra ammunition.
- 3) use of chemical agents.

## 6. Clothing and Equipment

### a. Consider those items of uniform clothing and equipment that may be required to accomplish a specific task, such as:

- 1) traffic reflective vest;
- 2) protective vest;
- 3) gloves;
- 4) hat;
- 5) rain gear;
- 6) flex cuffs; and
- 7) gas masks.

### b. Special Equipment

- 1) lighting equipment;
- 2) cameras; and
- 3) binoculars.

### c. Transportation - consider vehicles and other transportation assignment and/or requirements.

### d. Injured or Ill Persons - consider procedures for handling injured or ill personnel or civilians.

### e. Handling of Prisoners and/or Evidence - consider procedures to be utilized in the handling of prisoners.

- 1) Cuffing;
- 2) Booking / photographing;
- 3) Reports;
- 4) Transportation; and
- 5) Property / evidence impoundment.

### f. Meals / Breaks / Relief - consider setting forth times and, if required, places for personnel to eat or be relieved for breaks along with who will be the relief person.

### g. Command and Signal

#### 1) Command

a) Command Post - prepare a statement setting forth the name, title, and responsibility of the individual(s) in command of the event to include the location and means of contact.

b) Sub-Unit Leader(s) - prepare a statement describing the name, title, and responsibility of the individual(s) in command of sub-units of the event to include the locations and means of contact.

c) Command personnel shall insure unity of command and communication liaison during inter-agency events.

2) Signal - Radios

a) Type.

b) Channels / frequencies.

c) Designated codes.

d) Reporting time and procedures - including a statement setting forth the exact times and methods to be used in reporting progress / problems of the event

e) Call sign of unit(s) and personnel.

f) Radio discipline.

h. Coordinating Instructions

1) Time schedule of date and time of special phases of the event.

a) Pre-event check-on - mobilization point prior to the event (assignment and instruction phase)

b) Departure - the time designated as post time or to begin movement to the event.

c) Rendezvous the time designated for involved units to effect required link-ups.

d) Execution - the designated time for task accomplishment.

e) Specific tasks - the designated time for accomplishment of operational phases of the event.

f) Other - any time plan not covered.

g) Return - the time to complete the assignment or return to the debriefing area to be released from assignment.

2) Order of Movement - sequence of unit movement during the event.

3) Routes to Follow - designated travel routes to and from the event.

4) Intra-office, Inter-agency Coordination - Coordination within command agency and others such as:

a) Traffic Engineering;

b) Civil Defense; and

c) Other law enforcement agencies

5) Area Isolation - keeping units, non-involved people and routing traffic around the event area.

6) Rendezvous Locations - designated rendezvous points for all units and personnel.

- 7) Danger Area - any places impaired by or within the event area where danger exists or special equipment and/or additional personnel may be needed.
  - a) Intersections / cross streets;
  - b) Barricaded locations;
  - c) Hazardous material sites;
  - d) Volatile crowds;
  - e) Event crossing points; and
  - f) Adverse impact areas.
- 8) Rehearsals, Inspections - a dry run to test plan feasibility, mission objective, and fitness of the equipment for the task shall be the responsibility of the specific event commander.
- 9) Post Event Procedures
  - a) Equipment removal and inspection;
  - b) Replace used and disposable items;
  - c) Account for all personnel; and
  - d) Turn in equipment.
- 10) Debriefing - meeting of all involved units to critique conduct and success / failure for future referral.
- 11) Command And Press Liaison

#### F. Underwater Search and Recovery Team, "USRT"

1. The Monroe County Sheriff's Office Underwater Search and Recovery Team consists of Deputy Sheriffs who are specially trained and equipped to conduct waterborne rescues, search and recovery operations, and marine law enforcement operations.

The Team will be the only authorized Deputies of the Sheriff's Office to retrieve evidence, vehicles or persons, which may be in or under water.

2. The objective of the Underwater Search and Recovery Team is to provide the Office's public safety needs throughout the waterways of Monroe County, Florida, with readily available, trained personnel specializing in water rescue and underwater recovery capability and technology.
3. Underwater Search and Recovery Team duties and responsibilities.

- a. The Team will provide water rescue, underwater search and recovery and specialized crime scene processing in the waters of the County. These specially trained Team members will be readily available and subject to call on a twenty-four (24) hour a day basis. If a team member is going to be unavailable for call, it will be the team members responsibility to advise the Team Leader of this and the times that they will be unavailable.

#### 4. General Provisions

- a. The team shall be voluntary and be a collateral duty to the Officer's regular assignment. Assignment to the Team shall be divided among the three Sectors with direct supervision by the supervisor who will be assigned by the Sheriff.
- b. A member so assigned must be physically capable of performing certain tasks mandated by the State and shall be required to make re-certification dives as necessary from time to time.

- c. Assigned tasks will include but are not limited to:
    - 1) Conducting drowning or diving accident investigations;
    - 2) Assisting in boating accident investigations;
    - 3) Investigating submerged vehicles as required;
    - 4) Conducting underwater crime scene investigations;
    - 5) Assisting Bomb Squad when water bound; and
    - 6) Assisting other agencies as required.
  - d. Each Team member will be required to maintain and will be accountable for all equipment assigned to him/her related to his/her Underwater Recovery team function.
5. Requests for, or authorization for use of the Underwater Search and Recovery Team, will be made through the Sector Commander and/or his designee of the Sector where the dive is to be made.
6. Department USRT divers shall be properly trained and effectively utilized as outlines.
- a. Operational dives are voluntary and not required when a diver deems them unsafe.
  - b. Operational dives shall be made with the assistance of at least one other active certified USRT diver.
  - c. In the event of emergency circumstances, a single USRT diver may conduct the dive. This will be at the discretion of that USRT member.
7. USRT Activation Procedure
- a. The first unit at the scene, possible requiring USRT divers, shall decide if USRT divers are needed and, if needed, shall notify the duty supervisor, who will then notify the Team Leader as listed in Dispatch.
  - b. The Team Leader shall alert the USRT members and send them to the scene to make an evaluation of the situation.
  - c. In the absence of the Team Leader, his/her designee will be notified and will be responsible for the activation of the USRT members.
  - d. Contact information for the USRT members will be maintained in the Dispatch area of each substation.
8. USRT divers shall:
- a. Observe all safety rules taught at department schools and use appropriate safety devices while engaged in the diving operation.
    - 1) Following any dive, all department equipment shall be cleaned, dried, and rendered serviceable as soon as possible.
    - 2) All department equipment will be maintained in good working condition and inspected annually or as needed by a certified technician. All inspections of, or work done on, equipment will be logged and this record maintained by the Team Leader.
    - 3) Any loss or damage of equipment shall be reported to the Team Leader as soon as possible to maintain a state of readiness.

- 4) Personal equipment may be used, but any loss or damage of personal equipment will be the responsibility of the owner.
  - 5) A team dive log shall be maintained for all team activities, showing training and call-out dives.
  - 6) In addition to the team dive log, all team members will maintain a personal dive log book which will be periodically inspected by the dive team leader.
  - b. Report all accidents or near-accidents involving a dive / diver in accordance with department policy. In addition, such accidents / near-accidents will be documented in the dive report.
9. Team Leaders, where underwater search and recovery / rescue operations are requested, shall:
- a. Immediately notify the Station Commander.
  - b. Determine if such a request is within the scope of department policy.
  - c. Be directly responsible for the assignment of divers and shall assign only certified active USRT department divers. The Team Leader or his/her designee or a senior diver at the scene shall assume command of the diving operation.
  - d. The Team leader or designee or the senior diver will conduct a mandatory debriefing immediately following any team activity.
  - e. any problems or concerns of a USRT member regarding the USRT will be reported to the Team Leader for his/her resolution.
10. Training requirements for team selection:
- a. All members wishing to become part of the USRT must first hold a minimum of Open-Water SCUBA certificate with twenty (20) logged open water dives.
  - b. Members wishing to become part of the USRT must attend the eighty (80) hour Underwater Police Science and Technology courts offered by the Florida Keys Community College or one recognized by FDLE.
11. Divers will be selected for a team by the Team Leader, who will be the Chairperson of the Selection Committee. The committee will consist of the active USRT members and the designated USRT Command staff. Prerequisites for the selection are:
- a. Applicant must be certified in CPR and first aid.
  - b. Applicant must meet or exceed the requirements of the annual physical abilities test.
  - c. Applicant must pass the county's dive skills and performance evaluation, which will be conducted during the selection process.
12. Training
- a. Each year, a training calendar will be produced, with training days scheduled.

b. Training will provide an opportunity for team members to develop and maintain a minimum of the following specialized skills:

- 1) Underwater navigation;
- 2) Limited visibility or night diving;
- 3) Search and recovery / rescue;
- 4) Light salvage;
- 5) Diver rescue;
- 6) Deep and simulated decompression diving;
- 7) Area search patterns'
- 8) Mask clearing and ditch-and dons;
- 9) Simulated out-of-air emergencies, use of an alternate air source while returning to the surface;
- 10) Full face mask diving;
- 11) Tethered diving;
- 12) Underwater crime scene reporting;
- 13) Repetitive dive planning;
- 14) Nitrox diving (if certified);
- 15) Current diving.

c. It is the individual diver's responsibility to remain physically fit to dive.

### 13. Maintaining Team Member Status

- a. Team members must maintain a minimum of 3.0 on their annual evaluations.
- b. Team members must pass the annual physical fitness test.
- c. Team members must respond to and assist on at least ninety (90) percent of the dive call-outs unless prior leave approval was obtained from the Team Leader.
- d. All department equipment will be maintained in good working condition.
- e. Team members must COMPLETE And PASS the County's annual dive skills and performance evaluation.
- f. Team members will maintain team members' confidence in their skills and abilities as a USRT diver.
- g. All team members will be required to regularly attend dive team training sessions and log a minimum of twelve (12) open water dives per year.

#### 14. Dive Call Reporting

- a. On any dive operation, the Dive Team Leader will be responsible for the completion of the approved dive operation report and all other required paperwork.
- b. Form #1 is the only report needed if the dive call is in relation to an existing case. In the absence of an existing case, a complete incident report will be completed in addition to Form #1.

#### G. Aviation Division

##### 1. The Aviation Division assists in law enforcement operations to include the following:

- a. Routine Air Patrol - Airplane or helicopter aerial patrol throughout the county for the purpose of detecting criminal activity, conducting general business and residential security, and responding to ground units to assist in enforcement operations.
- b. Air Search - A search, from the air, to locate missing persons, wanted persons or vehicles, stolen property, or evidence of illicit activity such as trash dump sites or illegal drug operations.  
[CALEA 41.2.5 E]
- c. Air Surveillance - The use of the helicopter or airplane(s) as mobile observation platforms. These operations may be covert or overt in nature and are used to aid law enforcement operations.
- d. Prisoner Transport - The air transport of prisoners either to or from Monroe County.
- e. Photo Mission - Missions flown specifically for the purpose of photographing objects or locales from the air.
- f. Aviation Demonstrations - Public relations missions, usually for school activities or civic groups, for the purpose of displaying Sheriff's Office aircraft to promote interest and positive relations between law enforcement and the community.
- g. Administrative Flights - Flights conducted to transport personnel and/or equipment in the furtherance of a criminal investigation or office functions.
- h. Training Flights - Flights conducted in the furtherance of individual pilot recurrent training, check rides, or pilot skill / rating enhancement.

##### 2. Instructions, Conditions, and Limitations on Usage

- a. Requests for flights and scheduling of flights will take into consideration the limitations of equipment and flight personnel. priorities will be assigned for each request in the following order:
  - 1) missions of a definite life-saving nature
  - 2) missions of a probable or possible life-saving nature.
  - 3) calls for assistance from patrol or other law enforcement units
  - 4) prisoner transport
  - 5) administrative flights
  - 6) routine air patrol
  - 7) training flights

b. Each request for a flight will be evaluated as to the equipment needed, personnel needed, and safety of all involved.

3. Authorization for Use in Various Situations - Requests for non-emergency, administrative, or extended use of the Aviation Division shall be forwarded through the chain of command. Requests for emergency utilization of the Aviation Division may be made directly to the Aviation Division. All non-emergency request for scheduled flights will be cost-compared for the most cost-effective means of transportation.

- a. All flights shall be for official government use only.
- b. The requesting party will insure that all passengers on the requested flight have been screened in regards to meeting the criteria in paragraph 3 (a).

4. Qualifications and Training for Members Assigned to Operate the Sheriff's Office Aircraft

- a. Pilots assigned to the Aviation Division must be certificated by the Federal Aviation Administration.
- b. All pilots must possess at least a Commercial Pilot Certificate with appropriate ratings for the aircraft to be flown and possess a valid Second-Class Medical Certificate.
- c. Pilots must be named on the Sheriff's Office Aviation Insurance Policy to operate the aircraft.

[CALEA 41.1.3 B]

5. Designation of a person or position responsible for the condition and maintenance of the aircraft - The Aviation Division Director is responsible for the condition and maintenance of the aircraft. The pilot in command is responsible for ensuring that any conditions that may affect the safety of the mission are brought to the attention of the Aviation Director. The Aviation Director will ensure that the discrepancies are corrected and the equipment is safe.

[CALEA 41.1.3 C]

6. Equipment to be kept in the aircraft - Airplanes and helicopters will have the necessary equipment required by the Federal Aviation Administration to operate in visual and instrument flight conditions. Additional equipment needed to communicate with Sheriff's Office personnel and other law enforcement agencies may be installed as needed.

[CALEA 41.1.3 D]

7. List of Persons Authorized to Operate the Sheriff's Office Aircraft

- a. Any employee assigned to the Aviation Division who is property licensed and current in the aircraft.
- b. Any pilot who is approved by the Monroe County Sheriff's Office, and who meets minimum requirements and has qualifications that meet insurance requirements.

#### H. Canine (K-9) Unit

**Revised 08/19/2009**

The canine unit is for use in tracking criminals or missing persons, building / area searches, narcotics / explosives detection, crowd control, and for guarding or personal protection.

1. Definitions

- a. Canine (K-9) - A working class dog which has been procured and specifically trained to execute a number of specific tasks that make use of canine speed, agility, and sense of smell. The Office will use dogs classified as "trained police canines."
- b. Canine Deputy - A Deputy specifically trained in the care, handling, and training of a dog for law enforcement use and is authorized to operate the canine vehicle.
- c. Canine Team - A Canine Deputy and authorized trained police canine.

d. Canine Team Classifications:

- 1). Apprehension Team – Specially trained canine and handler to handle patrol functions where the canine acts as a protector of the deputy handler. This may include but is not limited to special training in crowd control, using the canine as a weapon to bite a resisting or fleeing suspects, high risk building searches, hidden suspect searches.
- 2). Detection Team – Special handler and canine training in one or more of the following type disciplines:
  - a) Narcotics detection – detects specific kinds of illegal narcotics
  - b) Explosives detection – detects bomb components and materials
  - c) Persons or item tracking – Finds/tracks lost persons and/or items
  - d) Cadaver detection – Locates corpses

[CALEA 41.1.4 A] [CALEA 41.1.4 C]

2. Certification and Training

- a. The canine team shall satisfactorily complete the required canine training program and canine certification procedures recommended by the Criminal Justice Standards and Training Commission BEFORE the team is deployed for official law enforcement use.
- b. Copies of the lease, ownership papers, licenses, and insurance information shall be kept on file with Risk Management.
- c. The assigned canine will ONLY perform duties it has been specifically trained and/or certified to do.
- d. The Canine Deputy shall complete and document continuous in-service training with his/her assigned canine as required by the Sheriff's Office and Criminal Justice Standards and Training Commission.
- e. The Training Division shall be responsible for retaining all records initiated during canine training exercises. These records will include the canine and the Canine Deputy. Once training is completed, the records will be maintained in the canine's main file in the Training Division.
- f. The canine team will be evaluated annually by an independent source.

[CALEA 41.1.4 B]

3. Training

[CALEA 41.1.4 B]

- a. Security of controlled substances for training purposes for narcotics detector canine teams.
  - 1) The Canine Deputy shall be licensed by the Drug Enforcement Administration D.E.A. to possess controlled substances for the purpose of canine training.
  - 2) Controlled substances will only be received from the Monroe County Sheriff's Office Property Division after a court order is obtained by the Sheriff's Staff Attorney on drugs that have completed case appeals and are ready for destruction. Controlled substances will be returned to the MCSO Property Division when the assigned custodian/handler is removed from that function or the substances are damaged and deemed no longer useable as training aids. Controlled substances will not be 'rotated' or replaced unless written documentation is submitted outlining the circumstances requiring the need for replacement submitted through the chain of command.

- 3) The Canine Deputy will be the only person to possess the working keys to these safes. A separate set of keys will be sealed in an envelope with evidence tape and secure by the sector commander.
- 4) All controlled substance training aids shall be accounted for at all times and maintained in a secure location within the assigned Station by the canine handler. They may be checked out for a training date and then returned to the Station secure location on the handler's next scheduled work day. Handler audits of the training aids will be carried out on a monthly basis, with surprise (unannounced) supervisor audits taking place at least 2 times per year. Bi-monthly audits will be performed by a supervisor and witnessed by canine handler. Annually surprise audits will be conducted by the station commander or the Sheriff's designee. Records of all audits will be maintained by canine handler and professional standards.
- 5) At a minimum all audits shall include a documented accounting of all controlled substances under the control of the canine handler. The quantity on hand shall be compared to the quantity received by the handler from the property division. Any differences shall be noted, explained by the handler and documented to the Sheriff via the chain of command.
- 6) All training aids will be lab certified for court purposes. All lab results shall be kept on file by the canine handler.
- 7) No training aids may be checked out by anyone other than the handler.

#### 4. Supervision

The Canine Deputy will report to his/her appropriate supervisor during routine duties. When the role changes from Deputy to Canine Deputy, however, the direct supervisor may change temporarily as the assignment dictates. The Canine Deputy will answer to the supervisor in charge for the duration of the immediate assignment. The final decision to deploy the canine in any given situation will be the responsibility of the canine handler.

- a. Call-Out By Supervisor - The canine team will answer directly to the Patrol Sergeant and/or acting supervisor on duty while in the field.

#### 5. Special Details

- a. Criminal - During special details or functions, Canine Teams shall work under the supervisor in charge of the special detail or function to which they are assigned.
- b. Public Relations - During special details related to public relations, the Canine Team shall work under the supervision of the public relation's officer so assigned (see section below on public relations).

#### 6. Payroll Documentation

- 1) The Canine Deputy is entitled to 1 shift of regularly scheduled time per every 28 day period for care and maintenance of the assigned canine.

#### 7. Law Enforcement Canine Applications

Canines MUST be kept on a lead or under the handler's control at all times when out of their assigned pens / kennels and when they are not involved in performing their law enforcement skills.

- a. Apprehension Teams

1) Building and Area Search  
[CALEA 41.2.5 E]

- a) Canines can be used effectively to search areas and buildings for hidden suspects who may be detected by sound and/or smell.
- b) A verbal warning or announcement will be given prior to all building searches, identifying the Sheriff's Office and that a trained police dog will be released into the building if person(s) inside do not surrender immediately (and within a reasonable amount of time). The verbal warning to be used is as follows:
  - (1) "This is the Monroe County Sheriff's Office Canine Unit. The area is surrounded and you have no chance of escape. Surrender or come out immediately or a police dog will be released."
  - (2) A second announcement is required prior to the releasing of the canine.
- c) No searches will be conducted unless by warrant or other legal means.

2). Crowd Control - Crowd control capabilities of the Canine Team to clear and protect large areas shall not be utilized without authorization of a Division Commander (Captain or above). At no time will the canine be off the lead or leash.

3). Riots or Civil Disorders - Canines will be used on a limited basis only for extremely hostile situations such as protection of officers or for security purposes. Use of canines for riots or civil disorders must be authorized by a Captain or Commander of higher rank.

4). Guarding and Personal Protection

Guarding and personal protection capabilities of canines are most beneficial to the Canine Deputies who are frequently able to perform as two-man units. While the canine assisting the Deputy is capable of guarding suspects who are being searched and questioned, and is capable of defending the Canine Deputy, the canine is trained to function upon command and cannot be expected to use human judgment or reason. The Canine Deputy will maintain control of the canine at all times. Generally, the canine may be used under the same conditions as an officer would use his/her baton or other non-lethal weapon.

5). Canine Apprehensions and Injuries

a) Apprehensions and incidents involving injuries.

1) Canine apprehensions or any incident involving injury incurred as a result of canine use, will require:

- (a) a canine usage report, and...
- (b) an offense report, and...
- (c) photographs of all wounds.
- (d) immediate notification to General Counsel and Insurance Coordinator

2) All victims will be afforded medical attention as soon as possible.

b) The appropriate designee under the Bureau of Administration will be contacted either by telephone or beeper and advised of the incident. A copy of the canine usage report, offense

report, and all other supporting documentation, and the original pictures will be sent to the designee for reporting and filing purposes with appropriate insurance carrier.

b. Detection Team – Special handler and canine training in one or more of the following type disciplines:

- 1) Narcotics detection – detects specific kinds of illegal narcotics
  - a) Canines used for narcotics detection must be qualified and specifically trained in narcotics detection. Documentation of this training must be on file.
- 2) Explosives detection – detects bomb components and materials
  - a) Canines used for explosives detection must be qualified and specifically trained in explosives detection. Documentation of this training must be on file.
- 3) Persons or item tracking – Finds/tracks lost persons and/or items
  - a) Tracking - Felony Suspects and Lost / Missing Persons.

[CALEA 41.2.5 E]

(1) The canine team will respond whenever practical to in progress calls where flight risk is possible and nature of the call warrants response (i.e.: burglary, robbery, kidnapping, in progress alarms, felony situations or violent misdemeanors) where suspect(s) have eluded law enforcement officers. The canine team will be used when pursuing officers have lost sight of an escaping felon or violent misdemeanor to expedite capture of suspect(s).

(2) The canine may be utilized in the tracking of lost persons who are known or strongly suspected of being in an area difficult for officers to search thoroughly.

(3) Pursuit and apprehension of suspects makes use of canine speed to overtake and stop fleeing suspects. Canine pursuit and apprehension shall be limited to felonies and misdemeanors involving physical injury.

(4) Cadaver detection – Locates corpses

a) Canines used for cadaver detection must be qualified and specifically trained in cadaver detection. Documentation of this training must be on file.

## 8. General Operational Procedures

### a. Deployment and Use

- 1) Canine teams shall be deployed at strategic times and locations that provide optimal and uniform response through the County within the existing work schedule. It will be the responsibility of the deputy's immediate supervisor to see that each handler takes the time off during regular working hours. If the canine handler is a participant in the compensatory time bank, **12** hours may be banked at straight time (for payroll purposes, it must be documented as "CANINE") until such time the canine handler is able to take the time off.
- 2) Canine Teams shall, while on-duty, acknowledge and respond to all crimes in progress within their assigned patrol areas without specific dispatch and shall assist marked units in potentially violent situations when the Patrol Sergeant directs or the work load permits.
  - a) As a general rule, the Canine Team should not be assigned as the primary unit in major cases (large scale crimes) or major traffic accidents. The Canine Team can be used, however, as first responder until other deputies are free to handle the call. The canine team can also be used to handle calls of a non-emergency nature during peak calls-for-service periods, for calls

which require only limited investigation. The calls should be of such a nature that the Canine Deputy could break away, if needed, with little or no problem.

- b) The Patrol Shift Supervisor shall establish the order of assignment priority when only one canine team is available for multiple calls within a supervisory area. This will be determined after consultation with the Canine Deputy, who will advise the Patrol Shift Supervisor of the best use of the canine for the specific situation.
  - 3) Technical use and application of the canine team shall be at the discretion of the Patrol Sergeant and/or the individual Canine Deputies, who shall evaluate each situation using their assigned canines when feasible. In crowd control situations, however, the District Commander will be required to authorize use of the Canine Team.
  - 4) Request from outside agencies, which are not of emergency nature shall be forwarded for consideration, approval, and coordination to the appropriate District Commander. Emergency requests shall be approved and coordinated or disapproved by the on-duty Patrol Sergeant in the absence of the Division Commander.
- b. Responsibilities of Deputies and Supervisors
- 1) It shall be the responsibility of the first Deputies arriving to an incident scene to evaluate existing hazards, opportunity for immediate on-scene apprehension of criminals, and relative need for immediate actions. Consultation with the Canine Deputy will be made.
  - 2) The first Deputies to arrive at an incident scene shall establish crime scene perimeters and shall prevent contamination of air or ground scent unless precluded by need for medical assistance, immediate apprehension or other essential factors.
  - 3) A Patrol squad may be assigned to follow at a distance to keep a tracking Canine Team in view while avoiding contamination of the track path in the event the canine team finds it necessary to double back. This assignment shall be at the discretion of the Canine Deputy.

c. Documentation

1) Canine Records

- a) A complete documentation jacket will be kept on each individual canine. This file will be maintained in the Training Division. Records will include training, licenses, ownership or lease papers, insurance information, monthly activity reports, veterinary information and miscellaneous correspondence.
- b) The Canine Deputy will be responsible for maintaining a copy of the canine's licenses and make them available for review on request.

2) Incidents / Activity

All incidents and activity involving the Canine Team will be documented by the Canine Deputy appropriately, using the Canine Usage Report or, if necessary, the offense / incident report form. Copies of newsworthy supplements will be submitted via the chain of command to the Community Relation's Officer for the press.

3) Monthly Report

- a) The K-9 Deputy will record all incidents and activity involving each canine in the "KATS" software program. The electronic report will be periodically queried and reviewed by the District Commander.

(Effective 8-14-2007)

- b) The immediate supervisor will observe the appearance of the canine for health and hygiene, the condition of the canine equipment, as well as observation of skills and techniques of the Canine Team. This inspection will be conducted periodically and documented on the monthly report. All observation warranting follow-up will be submitted via memorandum to the Station Commander where the Canine Team is assigned.

4) Activity and Incidents to be documented:

- a) Tracking and search assignments
- b) Apprehensions, incidents involving injuries
- c) Crowd control responses
- d) Dog bites, attacks, incidents involving injuries
- e) All incidents where canine behaves inappropriately
- f) Public relations details
- g) All special details (criminal and public relations)
- h) Any other canine unit deployments (SWAT, etc.)

d. Public Relations

- 1) Activities performed by the Canine Team are of particular interest to the public. Awareness of incidents involving the Canine Teams will facilitate the Sheriff's Office in promoting good public relations.
- 2) The Community Relation's Office will receive a copy of all Canine Usage reports and/or offense / incident reports, which describe the Canine Teams' activities or incidents. The Patrol Sergeant will be responsible for submitting the copies to the Community Relation's Office in a timely manner.
- 3) The canine team will be requested from time to time to participate in special details such as school presentations, public demonstrations, etc. Participation in these events will be authorized by the **District** Commander. The Community Relation's Office will be made aware of all canine events of this nature.
- 4) The canine will be kept in complete control at all times during any event or demonstration.
- 5) The Canine Deputy will maintain a record of dates, times, and locations of all public relations special details. Totals will be submitted monthly **in** the monthly report.

e. Uniforms and Equipment:

- 1) The K-9 handlers will be permitted to wear a nylon gun belt and any other special gear the handler requires. The duty shirt will be the issued shirt with the Monroe County Sheriff Office cloth patch badge to be sewn in place of the metal badge. Above the right pocket will be the Deputy's rank and name embroidered in goldenrod color. The handler will wear department issued green B.D.U. pants. In the event of a call out the handler may wear a department approved black K-9 shirt with green B.D.U. Pants.

- 2) Canine vehicles shall be specially equipped and modified for the safe transportation and well-being of the canine during the Canine Team's normal tour of duty (i.e.: heat alarm and bail out system).
- 3) All department issued canine equipment and vehicles shall be properly maintained by the canine deputy and in good repair at all times for immediate application. If any of the above equipment should be damaged or not working, the canine deputy should notify chain of command for immediate repair.  
[CALEA 41.1.4 D]

f. Care of the Canine

- 1) Canine Deputies shall be responsible for providing all necessary care for their assigned canine.
- 2) The Office will be responsible for payment of the feeding of the canine.
- 3) The Canine Deputy will be responsible for coordinating all veterinarian visits as well as the annual physical checkups. All veterinarian visits will be documented in the monthly report.
- 4) The Office will be responsible for payment of veterinarian bills.
- 5) Should the canine become injured or ill in any way, it shall be taken to the nearest veterinarian if the injury or illness is an emergency. If the injury or illness is not an emergency, the Canine Deputy will see that the canine sees a veterinarian as soon as an appointment can be scheduled.
- 6) Whenever the canine suffers from injury or illness, the District Commander is to be notified through the chain of command.  
[CALEA 41.1.4 C]

g. Insurance

- 1) Coverage is provided for all Sheriff's Office canines while on-duty in the performance of law enforcement activities or while kept in their assigned pens / kennels; there is no coverage if the dog is being handled or used outside these limited guidelines, such as: a family pet, while playing, while kept in a house or while running loose in a yard.

h. Contract K-9

- 1) K-9 units within a municipality contract, the contract will define which costs, such as, purchase of the K-9, veterinarian care, food, equipment and other ancillary costs are the responsibility of the municipality or the Sheriff's Office.

(Effective 8-14-2007)

## CONDUCT IN THE PRESENCE OF POLICE CANINE(S)

The following rules apply to all Monroe County Sheriff's Office personnel for their safety:

1. Treat the canine as you would a canine owned by a friend. Be friendly but not familiar. Never pet the canine without permission of the canine handler;
2. Respect the handlers wishes in regards to the canine;
3. Stay away from the canine during searches unless otherwise instructed;
4. Stand still if you think you are about to be bitten;
5. Avoid furtive or sudden movements in the presence of the canine;
6. Do not tease or agitate the canine;
7. Do not try to entice the canine to break away or disobey a command;

8. Do not use any command you have heard the handler use;
9. Do not feed the canine;
10. Do not engage in violent or simulated violent behavior with the handler in the presence of the canine;
11. Do not point a weapon at the canine or handler;
12. Do not stare intensely at the canine;
13. Do not hug the canine or lean down closely to the canines head.

## I. Mobile Command Post

### 1. Use

- a. The Mobile Command Vehicle (MCV) is to be deployed during ongoing incident scenes. These may include, but are not limited to, hostage/barricaded suspects, major crime scenes, man made disaster scenes, natural disasters, major public events, Public Relation events (County Fair, etc...).  
**[CALEA 41.1.3 A]**
- b. Deployment outside the county must be approved by the Sheriff or his designee.
- c. If the MCV is deployed in the assistance of another government agency, the MCV will be, staffed by an authorized Sheriff's Office operator at all times.

### 2. Requesting the MCV

- a. Any Commander may request the deployment of the MCV.
- b. Deployment for Planned Events
  - 1) Request shall be made to the MCV Commander or designee.
  - 2) Request shall be made as soon as the need is known to allow for scheduling the MCV use
  - 3) The requesting Commander is responsible for assigning an Operator and/or Driver, it's deployment, staffing, cleaning, breaking down and returning it to its storage location.
  - 4) The MCV is subject to immediate re-deployment for any immediate law enforcement need.
- c. Deployment in Emergency Situations.
  - 1) The Commander who has an emergency situation requiring the MCV shall make the request via Communications.
  - 2) A designated Driver will transport the MCV to the incident command post. Where he/she will be relieved by an Operator from the requesting Sector and provided transportation back to their point of origin.
  - 3) Upon securing from the incident the requesting Sector is responsible for the cleaning, breaking down and returning it to it's storage location.
- d. After the MCV is returned from an incident the responsible MCV commander will inspect the MCV to ensure it was returned in a clean condition, re-stock any consumable items, note any damage and obtain reports of any damage, and that the MCV is in a state ready for deployment.

### 3. Hurricane Provisions

- a. The MCV will be removed from the county to a safe location prior to a major hurricane landfall within the county. The exact safe location will be determine at the time based on the storms potential track and other available information.
  - b. The MCV will be returned to the county after the storm has passed and deployed at the direction of the Sheriff's Office authority in the county EOC.
  - c. The MCV will be removed to a safe location outside the county during a hurricane warning, considering all factors of the treat potential. It will be returned as soon as possible after the passing of the storm and deployed according to the Emergency Operations Manual.
4. Maintenance
- a. The Undersheriff shall designate the commander responsible for the maintenance and care of the MCV.
  - b. The responsible MCV commander will ensure that all routine maintenance is completed according to an established schedule of the MCV and all associated equipment, according to any manufacturers recommendation. Such maintenance shall include running of equipment, such as generators, to ensure readiness for deployment
  - c. A maintenance log shall be established and kept current recording all maintenance and repairs made.
- [CALEA 41.1.3 C]
5. Training – The assigned MCV Commander is also responsible for ensuring proper training of drivers and operators is accomplished before a person is allowed to function in one of those capacities.
- [CALEA 41.1.3 B]
6. Equipment List – The MCV should contain at all times at a minimum;
- a. Radio system capable of communicating with Sheriff's Office patrol personnel
  - b. Cellular telephone with satellite capability.
  - c. Video recording camera / system.
  - d. Television with VCR and or DVD capability
  - e. At least one lap-top computer capable of accessing the Sheriff's Office intra-net.
  - f. Current copies of the Sheriff's Office and Monroe County Emergency Operations Manuals
  - g. Maps of the entire county, including Mainland Monroe and associated Marine Charts
  - h. GPS capability
  - i. Fax machine
  - j. Other equipment deemed necessary for the mission.
- [CALEA 41.1.3 D]
7. Drivers / Operators
- a. Drivers /Operators may include employees or members from any department or unit of the Sheriff's Office
- [CALEA 41.1.3 B]**
- b. Drivers
    - 1) Shall be specifically trained to drive the MCV and operation of the vehicle it self.
    - 2) Shall possess a valid Florida Driver's License
- [CALEA 41.1.3 B]**
- c. Operators

1) Shall pass the Mobile Command Post Operator's Class in the operation and care of all equipment installed in the MCV.

**[CALEA 41.1.3 B]**

2) May be called up on to instruct personnel utilizing the MCV in equipment use at time of deployment if they are not familiar with the equipment, i.e. radio system.

3) Is responsible for the care and maintenance of the MCV.

d. During incidents of long durations the Scene Commander will make arrangements for rotating Operators.

e. Individuals may be cross designated as a Driver/Operator.