

# STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

SWAT (CRISIS NEGOTIATION) DETAIL

# City of Miami



ARTHUR NORIEGA, V  
City Manager

**SPECIAL THREAT RESPONSE UNIT**  
**STANDARD OPERATING PROCEDURES**  
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MIAMI POLICE DEPARTMENT  
SPECIALIZED OPERATIONS SECTION  
SPECIAL THEAT RESPONSE UNIT  
STANDARD OPERATING PROCEDURES



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PROFESSIONAL COMPLIANCE SECTION

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### ENDORSEMENT SHEET

First Quarter Inspection \_\_\_\_\_ Date 2-14-19  
Detail Commander J 20357

Second Quarter Inspection \_\_\_\_\_ Date 4-1-19  
Detail Commander J 20357

Third Quarter Inspection \_\_\_\_\_ Date 7-17-19  
Detail Commander J 20357

Fourth Quarter Inspection \_\_\_\_\_ Date \_\_\_\_\_  
Detail Commander \_\_\_\_\_

Annual Inspection \_\_\_\_\_ Date \_\_\_\_\_  
Inspection \_\_\_\_\_ Detail Commander \_\_\_\_\_



# City of Miami



DANIEL ALONSO  
Commander

**SPECIAL THREAT RESPONSE UNIT**  
**STANDARD OPERATING PROCEDURES**  
**LETTER OF PROMULGATION**

TO: ALL SPECIAL THREAT RESPONSE UNIT

This S.O.P. is established to provide guidelines for the operation and management of the STRU Unit.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the STRU Unit are required to read and follow the procedures as set forth by this manual, Departmental Orders, and pertinent directives.

This S.O.P will be reviewed and revised as needed annually. At that time the officers will be instructed of any changes in the S.O.P's and be given a revised copy. Once the officer is issued a copy, they must sign an acceptance log.

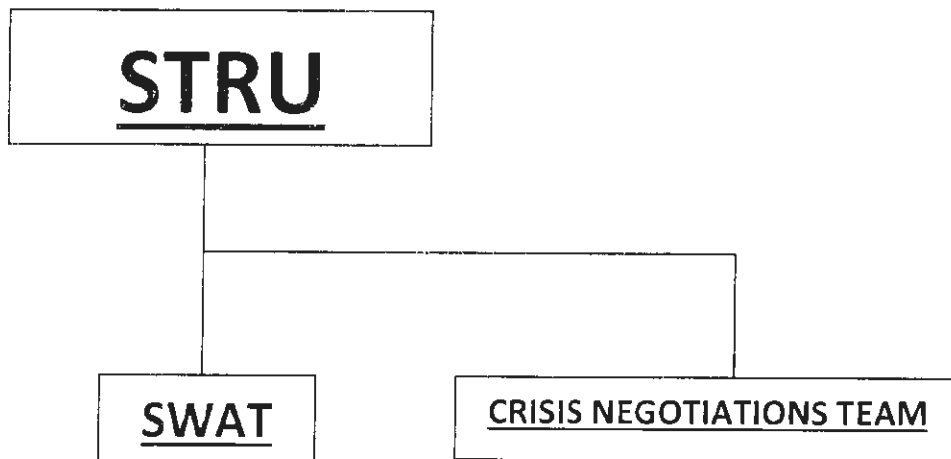
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Commander  
Special Threat Response Unit

1-26-16

\_\_\_\_\_  
Date



SPECIAL THREAT RESPONSE UNIT  
STANDARD OPERATING PROCEDURES  
ORGANIZATIONAL CHART



# City of Miami



DANIEL W. CONSO  
Mayor

## SPECIAL THREAT RESPONSE UNIT

## STANDARD OPERATING PROCEDURES

## MISSION, GOALS AND OBJECTIVES

The mission of STRU is described below.

At an ever-increasing rate, situations involving "special threats" are confronting law enforcement agencies. Patrol Units have neither the manpower, training, nor equipment to effectively cope with these "special threats". Experience has indicated that when inadequate resources and tactics are used, deaths and injuries may result unnecessarily among police, hostages, innocent civilians and perpetrators.

A "special threat" may be defined as any situation that involves a sniper, barricaded perpetrator, hostage taking, or other terrorist activity that is beyond the capability of standard patrol resources. To include responses deemed necessary to protect the lives of innocent citizens and or fellow police officers. The Special Threat Response Unit will also coordinate dignitary protection and provide support to Departmental Sections, Units, and Details when a significant potential exists for the occurrence of a special threat situation.

To establish the goals of the Special Threat Response Unit.

The Special Threat Response Unit will respond to "special threat" incidents when requested and carry out negotiations, assaults and/or other activities to insure the protection and safety of innocent civilians and control force personnel, and apprehend or neutralize the criminal element involved.

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Commander  
Special Threat Response Unit

1-26-16

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# City of Miami



ARTHUR NORIEGA, V  
City Manager

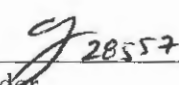
## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

### SWAT

### DUTIES AND RESPONSIBILITIES OF MEMBERS

To explain the organizational structure of the Special Threat Response Unit.

- I. The Special Threat Response Unit's commanding officer works directly with the Field Duty commanding officer in command of the overall scene.
  - A. The Unit is organized to provide a Special Weapons and Tactics (SWAT) Team and Crisis Negotiation Team if needed, including a commanding officer, team leader and police officers, to respond to a special threat that is beyond a regular patrol function.
  - B. The STRU or SWAT commanding officer is responsible for maintaining an updated Emergency Mobilization List to ensure that a complete team is available on a twenty-four hour basis. If the need dictates, he may mobilize off-duty personnel. The Complaint Sergeant will be given a copy of the Emergency Mobilization List. He will ensure officers update their contact information on the iMiami website as it is linked to the mass notification system.

  
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Commander  
Special Threat Response Unit

2-24-21  
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Date



## **Duties & Responsibilities (continued)**

II. The following duties and responsibilities pertain to each of the indicated positions:

A. SWAT Commanding Officer

1. Is responsible for the total administrative and operational aspects of the Special Weapons and Tactics Unit.
2. This position is a command level officer who reports directly to the STRU Commander.
  - a. SWAT Training Staff:

- 1) Is responsible for planning, development, implementation and evaluation of Related Orientation training Sessions and In-Service training. They shall be a certified instructor in ITW and FITW and shall maintain certifications in all areas associated with the tactical operating procedures of the unit.
- 2) Is responsible for maintaining the STRU Administrative Filing System.
- 3) Is responsible for the inventory and maintenance of all STRU equipment.
- 4) Is responsible for those additional administrative and operational duties and responsibilities delegated by the STRU or SWAT Commanding Officer.
- 5) Is ideally performed by a Sergeant of Police and a Police Officer who report directly to the STRU or SWAT Commanding Officer.

b. SWAT Tactical Teams:

The SWAT Tactical Teams are structured utilizing the following positions:

- 1) The SWAT Commanding Officer, is responsible for the overall administrative and operational functions associated with the SWAT Teams.

## Duties & Responsibilities (continued)

This position is a Lieutenant of Police who reports directly to the STRU Commanding Officer.

- 2) The SWAT Team Leader is responsible for the supervision and tactical deployment of his respective team members.

This position is usually a Sergeant of Police or a Senior Team Member who reports directly to the SWAT Commanding Officer

- 3) The SWAT Assistant Team Leader is responsible for the Team Leaders function during his absence and performs numerous other operational and administrative support functions.

- 4) The SWAT Observer is responsible for the location and identification of the target and directs appropriate counter fire.

- 5) The SWAT Sniper is responsible for the long range neutralization of the perpetrators with a high powered scope mounted weapon.

- 6) The SWAT Cover Member (Observer) is responsible for protection of the rifleman and other team members as directed.

- 7) The SWAT Unit Defense Officer is responsible for the security of the SWAT Team.

- 8) SWAT Scout is responsible for collecting and coordinating information throughout a SWAT response. The Scout will be designated and assigned by the STRU or SWAT Commanding Officer in charge of the special situation.

- 9) SWAT Auxiliary is responsible for a multitude of operational responses according to the needs of the special threat situation.

SWAT Assistant Team Leaders and Auxiliaries, Rifleman, Cover-Fire Members, Unit Defense and

## **Duties & Responsibilities** (continued)

Alternates report directly to the SWAT Team Leader.

Note: All personnel are crossed-trained and can perform in each of the above listed categories to a designated level or performance criteria as need dictates. Each officer may be responsible for more than one task.

# City of Miami



JOSE LLIBRE GONSO  
Mayor

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

#### FUNCTION

To indicate the types of situations that are applicable to a STRU response.

Generally, the Special Threat Response Unit will respond to the following incidents when the situation exceeds the capabilities or standard patrol resources and there is a potential threat to innocent and/or endangered citizens or police officers:

- (A) Types
- (B) Barricaded subjects
- (C) Hostage taking
- (D) Dignitary protection
- (E) Specific support services to departmental sections, units, and details when a significant potential exists for the occurrence of a special threat situation. Example: STRU personnel will be deployed for the serving of narcotic search warrants and other warrants, when there is reason to believe the offenders may be armed or there is a potential threat to the officer's safety, upon request of the warrant's originating Unit Commanding Officer.

A handwritten signature in black ink, appearing to read "A. J. Q.", written over a horizontal line.

Commander  
Special Threat Response Unit

1-26-16

Date



# City of Miami



OSWALD ALFONSO  
City Manager

## SPECIAL THREAT REPOSE UNIT STANDARD OPERATING PROCEDURES

### UNIT POLICIES

Standard Operating Procedures Statement.

To establish the meaning and purpose of STRU S.O.P.'s.

Whenever the "special threat" be it sniper, barricaded subjects, hostage, or terrorist activity, the probability for successful goal accomplishment will be enhanced through the use of stated STRU Standard Operating Procedures. The information upon which the indicated S.O.P.'s were developed, was based upon a review of the literature associated with national and international special threat situations and practical application of experiences with local special threats. The procedures are "guidelines" and should only be abandoned when they become dysfunctional to the accomplishment of the stated goals.

Commander  
Special Threat Response Unit

1-26-14

Date



# City of Miami



DANIEL ALONSO  
Mayor

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: MOBILIZATION PROCEDURES

PURPOSE: To explain the procedures to be used to mobilize STRU.

SCOPE: When a spontaneous situation develops in the City of Miami it will be the responsibility of the Patrol Shift On-Duty Commanding Officer to authorize a STRU mobilization. The On-Duty Patrol Shift Commanding Officer will be determined during shift overlap by referring to Patrol Section S.O.P. s.

When the decision to mobilize STRU has been made, it is the responsibility of the On Duty Patrol Shift Commanding Officer to notify the Complaint Room who will notify the STRU Commander to take charge of the tactical response portion of the STRU mobilization.

- I. The STRU and SWAT Commanders are certified SWAT members of the rank of Lieutenant. The SWAT Commander or the STRU Commander shall be on the scene of all incidents requiring a SWAT mobilization. The STRU Commander will be notified of all situations requiring a STRU response. He may delegate command of the scene to the SWAT Commander depending on the individual incident.

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Commander

Special Threat Response Unit

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Date



S.O.P 1 (continued)

- A. In the event that the STRU or SWAT Commanding Officer cannot be contacted the senior SWAT Sergeant will take command of the SWAT Team. In this circumstance the SWAT Sergeant will get the approval of the on-scene Patrol Commanding Officer before any action is taken.
- B. The On-Duty Patrol Shift Commanding Officer or his designee will have the authority and responsibility for the overall coordination of the incident location.
- C. The STRU or SWAT Commander will have the authority and responsibility for the planning of the SWAT tactical response to the special threat situation.
- D. In major incidents the Staff Duty Officer, the STRU Staff Commander, and the STRU Commander will respond to the incident location (Excluding Search Warrants). The Staff Duty Officer will be responsible for ascertaining that the Division Chief and/or Chief of Police are apprised in a timely fashion.
- E. The Staff Duty Officer will be notified in all instances where a STRU mobilization is authorized, including search warrants. It will be the responsibility of the SWAT Commander or STRU Commander to see that this notification is made.
- F. On Special Threat Response Unit mobilization involving barricaded subjects, hostages, active shooter incident, etc., it will be mandatory that both the Special Weapons and Tactics Team and Crisis Negotiation Team be on site at the special incident location. For these type responses, the STRU Commander and SWAT Commander, should be in the scene and provide direct command input in regards to their specific functions. The STRU Commander will be in charge of the overall Special Threat Response Unit response to the incident. The SWAT Commander will have command level responsibilities to the Special Weapons & Tactics. During an active shooter incident the on-scene SWAT Sergeant or Senior Officer will take the appropriate immediate action in an effort to safely and tactically defuse this particular type of incident.
- G. In all cases of the Special Threat Response Unit mobilization excluding the serving of SWAT search

S.O.P. 1 (continued)

- H. warrants, it will be mandatory that the Staff Commander of STRU be notified of the mobilization and respond to the scene to provide effective coordination and communication between the Special Threat Response Unit and other staff members, such as Staff Duty, the Division Chief of the Operations Division, the Chief of Police, etc.
- I. The Special Threat Response Unit organizational structure will be responsible for the internal perimeter of a special incident location. The operations Division will be responsible for the external perimeter of the operation. All decisions from a technical operations perspective pertaining to the internal perimeter of a special threat incident location will be made by the staff of the Special Threat Response Unit. A decision to assault a special threat incident location will be made by the staff of STRU and relayed to the Operations Division staff ranking officers on the scene. If the Operations Division personnel on the scene are in disagreement, the appropriate chain of command will be pursued to resolve the difference up to and including the Chief of Police. This does not include those situations where there is an immediate threat of death or substantial harm to control force members responding to the special threat incident location, such as an active shooter incident.
- II. It will be the responsibility of the STRU or SWAT Commander to:
  - A. Obtain as much information as possible to determine the amount of officers and equipment needed to successfully accomplish the SWAT goals.
  - B. Refer to the appropriate attendance sheets and select the personnel needed.
  - C. Contact the Complaint Sergeant and instruct him/her to raise each selected unit and give them a signal "10" to specified briefing location.
  - D. If necessary deploy one SWAT member to the incident location to function as scout.
  - E. Brief arriving SWAT officers of the situation.

S.O.P 1 (continued)

- F. Assign team leaders and teams from the available personnel and prepare a list of teams and their call numbers.
  - G. Proceed to the special threat incident location Command Post and assume command of the tactical inner perimeter.
  - H. If there are insufficient on-duty personnel available, authorize the call-up of off-duty personnel to respond to the special threat incident.
- III. The responsibilities of the SWAT Team Leader are:
- A. Ensure that all team members have the required equipment for the operation.
  - B. Designate individual duties to team members.
  - C. Assist the STRU or SWAT Commander as he may direct.
- IV. The responsibilities of the SWAT members are:
- A. When advised by the Complaint Sergeant to respond to a specified location on a signal, he will "QSY" to the involved channel and attempt to gain perspective as it relates to the special threat situation.
  - B. Report to the SWAT locker with all his required equipment and carry out any orders given to him by his supervisors.
- V. The duties of the SWAT Scout are:
- A. When designated by the STRU or SWAT Commander, he/she will proceed to the special threat situation location and gain as much pertinent information as possible. The scout will immediately upon arrival, conduct a visual assessment of the incident by verifying the containment perimeter; inner perimeter and outer perimeter. Additionally, all incident information will be obtained from the on-scene patrol commander, sergeant and witness, the scout will recommend changes in the perimeter to the on-scene patrol commander/sergeant if the scene is not properly established to ensure the safety of innocent by-standers, victims and SWAT officers. A diagram of the location will

**S.O.P 1** (continued)

be obtained if possible and an incident location history will be conducted through the complaint sergeant.

- B. Remain in contact with the STRU or SWAT Commander and relay this information to him via the designated channel. Advise and assist the patrol units at the incident location in setting the outer perimeter and controlling pedestrian and vehicle traffic. Advise the patrol supervisor of the capabilities and limitations of SWAT.

VI. The responsibilities of the Complaint Sergeant are:

- A. Give a signal "05" to the SWAT units designated by the STRU and SWAT Commander.
- B. Notify the Staff Duty Officer.
- C. Dispatch on-duty enforcement units to handle traffic.
- D. Maintain communication with all units responding to the incident and render assistance as required.
- E. Contact off-duty personnel at the request of the STRU or SWAT Commanding Officer.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: COORDINATED EVENTS PROCEDURES

PURPOSE: To provide an overview of the coordinated events associated with a STRU response to a special threat incident location.

SCOPE: When STRU has been mobilized to respond to a special threat situation, certain significant "events" will occur which require coordination and decision-making. These events will facilitate the accomplishment of STRU goals and an effective response. These events include but may not be limited to:

- I. The gathering of all available initial and continuous information associated with the circumstances and physical location of the special threat.
- II. The establishment of a perimeter.
- III. The initiation and conduct of negotiations.
- IV. The establishment and operation of a command post.
- V. The planning and implementation of a SWAT tactical response.
- VI. The evaluation of the effectiveness of the SWAT response

Commander  
Special Threat Response Unit

1-26-16

Date



# City of Miami



DANIEL I. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: SPECIAL WEAPONS AND TACTICS SCOUT RESPONSIBILITIES

PURPOSE: To explain the purpose of the SWAT scout, how he is to be utilized, and list position responsibilities.

SCOPE: The scout, when feasible, will be dispatched immediately to the special threat incident location by the STRU Commanding Officer, or his designee. The SWAT Scout on the scene is responsible for securing information associated with the circumstances of the special threat situation. Advising the STRU or SWAT Commanding Officer of this information, and to assisting patrol officers and supervisors on the scene pending arrival of the SWAT Team.

These responsibilities are listed in detail as follows:

- I Identify the location of the special threat:
  - A. Determine the type of location, i.e. grocery store, apartment house, department store, ground or upper levels, surrounding terrain, etc. and attempt to get a floor plan of the location.
  - B. Consider the access routes to the location of the incident that will reduce the risk to responding police officers.
- II. Identify the type of situation

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Special Threat Response Unit

*1-24-16*

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S.O.P 3 (continued)

- A. Sniper
  - B. Barricaded Subject
  - C. Hostage
  - D. Active Shooter
  - E. Search Warrant
- III. Identify the motivating factors of the situation:
- A. Criminally motivated with the purpose of escape.
  - B. Mentally deranged.
  - C. Politically motivated.
- IV. Identify the following specific information:
- A. Number of offender (s).
  - B. Number of Hostage (s).
  - C. The demand of the offender (s)
  - D. Any weapons which the offender(s) may have.
- V. In addition to gathering information, the SWAT Scout will assist the initial patrol officers and supervisors with the following.
- A. Conduct a full assessment of the incident and ensure that a containment perimeter is established by the patrol personnel.
  - B. Ensure that a proper inner perimeter enclosing the immediate residential or commercial block has been established.
  - C. Ensure that a proper outer perimeter has been established to protect innocent bystanders.
  - D. Evacuation assessment of citizens in the immediate threat area.

**S.O.P 3** (continued)

- E. Communications conducts a history of the location reference other incidents.
- F. Attempt to gather intelligence information from neighbors, witnesses and/or victims such as diagram of the location and motive of the perpetrator.
- G. Establish a safe command post for SWAT and patrol personnel.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 4

SUBJECT: PERIMETERS

PURPOSE: To explain the development and purpose of a perimeter established at the scene of a STRU incident location.

SCOPE: Once a decision to deploy STRU has been initiated by the patrol shift Commanding Officer, or his designee, initial patrol police officers and supervisors will be responsible for the development and manning of a perimeter.

- I. A perimeter is established for two (2) primary purposes:
  - A. To reduce the probability of deaths or injuries to innocent civilians and police members within the area of the incident and
  - B. To reduce the avenue of escape to the offender(s).
- II. All innocent and injured civilians should be evacuated from within the perimeter area. SWAT officers and medics will assist with this when they arrive on the scene.
  - A. The size and configuration of the perimeter will be determined by the individual circumstances, availability of resources and the accomplishment of the stated purposes of the perimeter.

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S.O.P 4 (continued)

- III. The STRU or SWAT Commanding Officer responsible for the planning and implementation of the SWAT tactical response will ensure that the perimeter is adequate in order to insure its maximum effectiveness.
  1. The containment and inner perimeter, which is defined as the immediate area surrounding the incident location. The containment is the immediate area of the incident and the inner perimeter will encompass the immediate block of the incident.
    - a. The containment perimeter will be established with SWAT personnel, supplemented with patrol personnel as necessary. The inner perimeter will be established and covered by the patrol personnel.
    - b. The SWAT or STRU Commanding Officer responsible for tactical planning and development will be physically located within the inner perimeter in order to monitor condition and supervise tactics.
  2. The outer perimeter, which is defined as that area surrounding the inner perimeter.
    - a. The outer perimeter will consist of patrol enforcement personnel who will be responsible for keeping all unauthorized persons and vehicles from entering the incident location.
    - b. The overall scene command post will be located within the outer perimeter area.
    - c. A patrol commanding officer will be responsible for coordinating activity at the command post with the STRU or SWAT Commanding Officer on the scene.
- IV. The SWAT Scout on the scene prior to the arrival of SWAT Team(s) will assist the patrol officers and supervisors with the development of the perimeter.

**S.O.P 4** (continued)

- V. The Complaint Room will dispatch up to one squad of on-duty Enforcement Unit motors to the scene. Enforcement Unit will set up traffic control around the outside perimeter.
  
- VI. Officers assigned to the surveillance vehicle will be located in the outer perimeter. They will be responsible for pursuit surveillance and control of travel routes if the offender leaves the containment or the inner perimeter.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: ASSISTING IN THE SERVING OF WARRANTS

PURPOSE: To provide procedures to determine when and how SWAT will assist in serving warrants.

SCOPE: Warrants will be served by the SWAT team when there is the possibility that the safety of an officer would be in jeopardy without the use of the special equipment and training that a SWAT team can provide.

The STRU commander or his designee will make the final decision as to whether a SWAT team is utilized.

The STRU Commander or SWAT Commander will be on all scenes where SWAT is utilized.

It is SWAT's responsibility when assisting in serving warrants to render the premises safe and to prevent the destruction of evidence.

- I. When possible and in the interest of ensuring the utmost safety and accuracy, the STRU or SWAT Commander will be given a 72-hour advance notice that a SWAT team will be requested to serve a warrant. Emergency and/or time-sensitive requests must be approved by the section commander, or his/her designee.
- II. When the decision has been made to use a SWAT team, the STRU or SWAT Commander shall select a team leader and together they will determine the number of members necessary to serve the warrant.

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Commander  
Special Threat Response Unit

4-28-21  
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Date



**S.O.P 5** (continued)

- III. The team leader and STRU or SWAT Commander will ensure the provisions of F.S.S. 933.09 are followed.
  - A. F.S.S. 933.09 states: The officer may break open any outer door, inner door or window of a house, or any part of a house or nothing therein, to execute the warrant, if after due notice of his authority and purpose he is refused admittance to said house or access to anything therein.
  - B. In accordance with FSS 933.09 the team serving the warrant shall announce their purpose and authority. Every attempt to use the Long-Range Acoustic Device (LRAD) to notify the occupants of the intent to serve a search warrant at their location should be made. The LRAD is used to deliver live or recorded voice messages that can clearly be heard and understood, even above crowd, engine, and background noise. In addition to the police announcement over the LRAD, the SWAT team will knock on the door, identify themselves as law enforcement officers and the purpose for being there. The team should wait a reasonable time for the door to be opened before using force to enter the premise.
  - C. The team leader will make the determination on what is a reasonable amount of time on each individual warrant, based on case laws, safety concerns, and the particular circumstances of a specific warrant at the time the warrant is served. These circumstances will include, but are not limited to; arrest or search warrant, time of day/night, information that the subject(s) may be armed, past history of premises, occupants of premises, warnings that may be shouted as police approach the location, evidence to be seized, specific information particular to the location at which the warrant is to be served that evidence may be destroyed, the safety of the surrounding community, the safety of police officers and if a response is received from inside the premises after the initial “knock.”
  - D. The above announcement must be made except:
    - 1. Where the person within already knows of the officers’ authority and purpose.
    - 2. Where the officers are justified in the belief that the persons within are in imminent peril of bodily harm.

S.O.P 5 (continued)

3. If the officer's peril would have been increased had he demanded entrance and stated his purpose.
  4. Where those within made aware of the presence of someone outside are then engaged in activities, which justify the officer in the belief that an escape or destruction of evidence is being attempted.
- E. F.S.S. 933.17 states: Any officer who in executing his authority or exercises it with unnecessary severity, shall be guilty of a misdemeanor of the second degree.
- IV. The team leader will make the assignments and serve the warrant in accordance with STRU S.O.P.'s and training.
- A. SWAT checklist must be completed by affiant and turned in with warrant documentation (Appendix A). The team leader will ensure that the checklist is thoroughly completed by the requesting unit representative.
  - B. A team leader must complete a drive-by checklist at the time of drive by.
  - C. A team leader must conduct an initial drive-by with the door team and affiant.
  - D. A team leader must conduct a final drive-by the day of the warrant service.
  - E. A team leader must complete a lineup identifying all SWAT personnel involved in the warrant with their designated position. Note: Any significant information must be listed on this form to advise personnel during SWAT briefing. (Appendix B)
  - F. The affiant must provide a sixty-day ShotSpotter report for a minimum of a 5-block radius of the warrant location.
  - G. The affiant must provide a criminal history of the target if identified.
  - H. The affiant must provide a chronological CAD report of incidents for the warrant location and the immediate properties located left and right of target locations for the last six months.

S.O.P 5 (continued)

- I. A team leader must conduct a Miami-Dade County property search to identify the target location and ensure the listed warrant address matches with what the Miami-Dade County Property Appraiser has on file.
  - J. The affiant must provide a copy of the warrant and listed documentation a minimum of two days prior to any warrant service unless otherwise approved by the STRU Commander.
  - K. The affiant must deconflict the target location through NINJAS. Date and time of the deconfliction must be provided and documented on the checklist.
  - L. A team leader must identify and document any equipment necessary to properly execute the warrant.
  - M. All personnel with issued body worn cameras must use their body worn cameras in the execution of any warrant service. Body worn cameras will be used in accordance with departmental policy.
  - N. The team leader and the SWAT Commanding Officer must conduct a walkthrough of the warrant location after the successful execution and document any damage done to the premises.
  - O. Upon completion of the search warrant, the SWAT team will serve in a security capacity. The unit or officer(s) who obtained the warrant shall conduct the search of the premises and arrest of subjects located at the property if necessary.
  - P. The SWAT team will clear the scene once the warrant location has been deemed safe by on scene SWAT commander and transfer the scene to the unit that requested the warrant service.
- V. The team leader will be responsible for completing all administrative reports required by STRU S.O.P.'s.
- A. The team leader must request the case number from the affiant. The case number provided will be the case number to be used for the after action and to categorize any video from the body worn camera according to departmental policy.

**S.O.P 5** (continued)

- B. The team leader must complete an after action for every warrant served.
- C. Upon completion of the warrant, the team leader must take a signal 59 and document the incident number in the narrative of the after action.
- D. Any damage revealed during the walkthrough must be documented in the after action.
- E. The team leader must include all arrest documentation and recoveries made from the search warrant in the after action.

**City of Miami Police Department**  
**SWAT Request Checklist**

**General Preliminary Information**

1. Type of operation being requested?	
2. Location:	
3. Date and time request received:	
4. Requesting Unit and Commander Name:	
5. Date and time of operation to be served:	
6. SWAT Team Leader Name:	
7. Affiant/Spotter Name:	
8. Name of Operation:	
9. Case Number:	

**Warrant/Mission Information**

Lead Investigator:	Phone:
Mission Type: Search: _____	Arrest: _____ Callout/Other:
Copy of Affidavit and Search Warrant Received?	
Special restrictions or information provided?	
Clear and defined description of the property? (If yes, attach warrant)	
Clear and defined description of the target door(s) and their relation to the rest of the structure? (This is to be documented in detail in the affidavit and warrant regardless of any numeration that may be visible on the target door.)	
Miami-Dade Property search conducted for address verification?	
NINJAS De-Confliction #, Date and Time:	

## Dangers Posed to PD

	<u>Yes</u>	<u>No</u>	<u>Unknown</u>	<u>Explain</u>
1. Is location fortified?				
2. Weapons on the premises?				
3. Violent threats and/or history?				
4. Suspect wanted for violent felony crimes?				
5. Any likelihood of violent/armed confrontation?				
6. Any counter-surveillance on the premises?				
7. Any violent history against police?				
8. Security bars, screens, reinforcement on doors/windows?				
9. Other?				

## Location Information

1. Address:	Phone:
2. Type of Structure:    Single Family Home _____ Duplex _____ Apt _____ Mobile Home/Trailer _____ Office/Business _____ Other (Specify)	
3. Structure Construction (CBS Block, Wood, Brick, etc.):	
4. General Description: Primary color: _____ Trim Color: _____ Type of Roof: _____ Identifiable Features: _____ Estimated Square Footage: _____	
5. Perimeter of Site:	
a. Animals?	Type/Location:
b. Alarms?	Type/Location:
c. Lookouts?	Type/Location:
d. Fences?	Type/Location:
e. Barriers?	Type/Location:
f. Other Obstructions?	Type/Location:
g.	
6. Door Types (SWAT Only)	
a. Side #1:	
b. Side #2:	
c. Side #3:	

d. Side #4:
e. Other:
7. Other structures on the property? a. Are they included on the warrant?
8. Six (6) month chronological call history of location attached?
9. Any other dangerous locations near-by? Related to location?
10. Sixty (60) day Shot Spotter history of a 5-block radius of the location attached?

## Suspect/Occupant Information

**MANDATORY CRIMINAL BACKGROUND CHECK ON ALL IDENTIFIED SUSPECT/SUBJECTS POSSIBLY INVOLVED. CIS PRINTOUT TO BE ATTACHED TO OPERATION PACKAGE.**

A. Number of suspects believed to be residing at the location?
B. Name of primary target: ( <i>Attach CIS check criminal history.</i> )
C. Are there any other associates and/or occupants believed to be residing at the location?

<u>NAME</u>	<u>AGE/DOB</u>	<u>SEX/RACE</u>	<u>RELATIONSHIP TO TARGET</u>
1.			
2.			
3.			
4.			
5.			
6.			

## **Preliminary Drive-By Info (SWAT TEAM LEADER)**

<b><u>Initial Drive-By</u></b>	<b><u>Final Drive-By</u></b>
<b>Date:</b>	<b>Date:</b>
<b>Time:</b>	<b>Time:</b>
<b>Door Visible?</b>	<b>Door Visible?</b>
<b>Door Type/Bars:</b>	<b>Door Type/Bars:</b>
<b>Special Equipment Needed:</b>	<b>Special Equipment Needed:</b>
<b>Address # Visible?</b>	<b>Address # Visible?</b>
<b>Weather Conditions:</b>	<b>Weather Conditions:</b>
<b>Jurisdiction:</b>	<b>Jurisdiction:</b>
<b>SWAT Medics/Rescue Requested?</b>	<b>SWAT Medics/Rescue Requested?</b>
<b>Nearest Hospital:</b>	<b>Nearest Hospital:</b>

**Note:** This checklist is a preliminary form designed to assess risk factors and provide detailed information to all supervisors involved. The completion of this checklist does not confirm that SWAT will be conducting the operation requested. The final decision will be made by the STRU Commander, or his designee, once all of the information has been gathered and reviewed.

Date:

Location:

Case:



		<u>Clear Out/D.D.</u>	<u>Less-Lethal</u>
<b>S.T.R.U. C.O.</b>	Lieutenant		
<b>Team Leader</b>	<u>Sergeant</u>	<u>D.D.</u>	<u>C.E.W</u>
<b>Assist. T.L.</b>	<u>Sergeant</u>	<u>Clear Out</u>	<u>C.E.W</u>
<b>Front Security</b>	<u>Officer</u>	<u>D.D.</u>	<u>C.E.W</u>
	<u>Officer</u>	<u>Clear out</u>	<u>C.E.W.</u>
<b>LRAD</b>	<u>Officer</u>	<u>D.D</u>	<u>C.E.W</u>
<b>Rear Security</b>	<u>Officer</u>	<u>Clear out</u>	<u>C.E.W</u>
	<u>Officer</u>	<u>D.D.</u>	<u>C.E.W</u>
<b>Door Team</b>	<u>Officer</u>	<u>Clear Out</u>	<u>C.E.W</u>
	<u>Officer</u>	<u>D.D.</u>	<u>C.E.W</u>
<b>Shield</b>	<u>Officer</u>	<u>Clear Out</u>	<u>C.E.W</u>
<b>First Entry</b>	<u>Officer</u>	<u>D.D.</u>	<u>C.E.W</u>
	<u>Officer</u>	<u>Clear Out</u>	<u>C.E.W</u>
<b>Second Entry</b>	<u>Officer</u>	<u>D.D.</u>	<u>C.E.W</u>
	<u>Officer</u>	<u>Clear Out</u>	<u>C.E.W</u>
<b>Less-Lethal</b>	<u>Officer</u>		
<b>Medics</b>	<u>Officer</u>		

**SIGNIFICANT INFORMATION:**

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES


S.O.P. 6

SUBJECT: ENTRY

PURPOSE: The following S.O.P. will state the guidelines to follow and consider before entry is made into a private dwelling by a SWAT Team.

SCOPE: I. Felony Arrest

- A. Unless exigent circumstances exist, entry into a house to make a routine felony arrest will not be made unless an arrest warrant has been obtained.
  - I. Exigent circumstances exist if there is an immediate threat or possible threat of physical harm to innocent civilians inside or outside of the premise or an immediate threat to officers outside the premises.
- B. If the offender is located in his own residence, only an arrest warrant is necessary.
- C. If the offender is located in a third party's residence, entry will not be made without the consent of the owner or a valid search warrant.

  
\_\_\_\_\_  
Commander  
Special Threat Response Unit

1-24-14  
\_\_\_\_\_  
Date



**S.O.P 6** (continued)

- D. Entry into a private dwelling can be a disturbing occurrence to the residents and the surrounding neighborhood and also a danger to the entry officers. The STRU or SWAT Commanding Officer should consider these possible problems before the decision is made to make an entry into a private dwelling.

II Search Warrants

- A. The search warrant will be carefully read, and checked to ensure its accuracy.
- B. Search Warrant will be served in accordance with S.O.P.'s and Departmental Orders.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

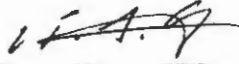
S.O.P. 7

SUBJECT: COMMAND POST

PURPOSE: To explain the development and functioning of a STRU Command Post.

SCOPE: The command post is a centralized location where all tactical plans are coordinated and developed. The following items should be considered:

- I. Chain of Command
  - A. The STRU or SWAT Commander will be the Commander of the Command Post unless a Commanding Officer of higher rank assumes the role.
  - B. The SWAT Commander will designate the person or persons required to assist him as needed.
  - C. The type and size of the incident will determine the functions that are required elements of the Command Post. These may include but are not limited to: note taker, hostage negotiator supervisor, sniper coordinator, patrol supervisor, etc.

  
\_\_\_\_\_  
Commander  
Special Threat Response Unit

1-26-16  
\_\_\_\_\_  
Date



**S.O.P 7** (continued)

- II. Communications and Notifications
  - A. Between offender(s) and negotiator.
    - 1. Never give a police radio to the offender(s)
    - 2. Consider written, verbal, and telephone communications.
  - B. Between all police members on the scene of the incident location, i.e. command, supervisory, and line members. The STRU/SWAT Commander will ensure the notification of the appropriate persons and units to include, but limited to Staff Duty Officer, Fire Rescue, Canine, Marine Patrol, etc.
  - C. Between external law enforcement agencies, i.e. F.B.I., M.D.P.D., Secret Service, Fire Department, Customs, Fire Rescue, etc as the situation requires.
  - D. With civilian resources, i.e. F.P.L., AT&T Telephone, armored car companies, Miami Crane service, lip reading services, Eastern Ambulance, hospitals, etc.
- III. Tactical planning should include human physical resources present, en route or available.
- IV. New Media Coordination – The On-Scene Patrol Commanding Officer, or his designee, will be responsible for news media coordination and dissemination of information as per Departmental Orders.
- V. The STRU Commanding Officer, or his designee, is responsible for the planning of a SWAT tactical response to the special threat incident location and will generally be stationed in the inner perimeter. Circumstances of the special threat will be directed to the STRU or SWAT Commanding Officer at the command post. The “on-duty patrol commanding officer” shall be given this information also at the command post.
- VI. Consideration should be given to the security of the command post so that it is not accessible to an attack from the perpetrator(s).

# City of Miami



DANIEL I. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: ASSAULT INFORMATION AND TACTICS

PURPOSE: To provide guidelines and procedures for the planning and implementation of a SWAT tactical response including SWAT assaults and perpetrator neutralization.

SCOPE: SWAT Assault – Preparation for a SWAT Assault is continuous and structured considering all available information including but not limited to criteria as established in other sections of this S.O.P.

- A. Tactics may change according to varying conditions.
- B. Maintain constant 360 degree observation of the incident location to insure awareness of changing conditions.

II SWAT Team members will not engage fire without an order unless it is for protection of life, the target has been identified and the safety of the hostage(s) insured.

- A. The initial volley must be decisive and simultaneous if there are multiple offender(s) in order to ensure maximum protection to the hostage(s).

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Commander  
Special Threat Response Unit

1-24-14

\_\_\_\_\_  
Date



**S.O.P 8** (continued)

- B. It is vitally important that SWAT members respond in a professional manner, and that tactical conditions are in the control force's favor prior to the assault.
- III. Consideration should be given to the security of the command post so that it is not accessible to an attack from the perpetrator(s).
- IV. Automatic Weapons
  - A. Automatic weapons will not be fired in the fully automatic mode without the approval of the STRU or SWAT Commanding Officer.
- V. Uniforms
  - A. Unless otherwise specified by the SWAT Commander, the uniform for all tactical assaults will be included the following:
    - 1. Ballistic Vest
    - 2. Ballistic Helmet
    - 3. Issued or approved eye protection
    - 4. Issued or approved gloves
    - 5. Issued earpiece
  - B. The response ready uniform will include:
    - 1. Approved utility uniform
    - 2. Approved boots
    - 3. Approved Cap
    - 4. City issued or approved sidearm
    - 5. Gas mask
    - 6. Issued thigh holster
    - 7. Load bearing equipment as required

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: MOBILIZATION OF RESCUE UNIT AND SWAT MEDICS TO ASSIST SWAT

PURPOSE: To provide effective coordination between Police SWAT Team, Fire Department Rescue Unit, and SWAT Medics.

SCOPE: The team leader will be responsible for contacting Fire Operations at 305-579-6245 and advise the following.

1. Where the rescue unit is to meet the SWAT team for a briefing.
  2. Give a brief explanation of the type of incident.
  3. Give approximate time unit will be utilized.
- II. All SWAT medics will be issued city issued firearms. All firearms will be always housed inside the SWAT command vehicle. All SWAT medics will retrieve their issued firearm before operations and return them after all operations.
- III. The SWAT team leader will assign a SWAT team member to pick up a police radio to be utilized by the rescue unit during the operation. This team member will also be responsible for picking up the radio after the operation.

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Commander *J 20357*  
Special Threat Response Unit

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*7-11-23*  
Date



**S.O.P 9** (continued)

- IV. The team leader upon making contact with rescue at the pre-designated address will brief the unit and give the exact location of the operation and a secure location where the rescue unit will standby.
- V. When the operation is a search or arrest warrant, the rescue will not advise fire operations of the exact address until the warrant has been executed.
- VI. Upon completion of the operation the SWAT team leader will be responsible for clearing the rescue unit. This should be done as soon as possible.
- VII. When the STRU or SWAT Commander determines that SWAT medics will be necessary for an operation, he will have the team leader call extension 6245 and request two SWAT medics and have them respond to the briefing room.
  - A. Fire Operations will contact the SWAT medics according to their S.O.P.'s.
  - B. The presence of SWAT medics on the scene does not negate the need for a standby Fire Department Rescue Unit.
  - C. The SWAT medics will be under the command of the STRU or SWAT Commander when inside the inner perimeter of an operation.
  - D. SWAT medics will not be used as part of the assault team. Their task is to be readily available to render assistance to injured SWAT members, offenders or citizens in the inner perimeter.

# City of Miami



DANIEL A. ALFONSO  
Mayor

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: EVALUATION OF A STRU RESPONSE

PURPOSE: To explain the procedures associated with the evaluation of response.

SCOPE: All responses will be evaluated to determine effectiveness in accomplishing the stated goals and to improve future performance. Upon completion of a response, a SWAT Utilization Report will be completed by the Commanding Officer, or his designee, responsible for the planning and implementation of the tactical response according to the following procedures.

- I. All SWAT members, the patrol Commanding Officer, all patrol supervisors, and selected patrol police officers on the scene of the special threat should be thoroughly debriefed upon the completion of a STRU response in order to critique the events. When necessary to insure clarity, their comments may appear in memorandum form as addendum to the utilization report.
- II. The original incident evaluation will be filed in the Administrative filing system maintained by the STRU Commanding Officer or his designee.

\_\_\_\_\_  
Commander  
Special Threat Response Unit

1-26-14

\_\_\_\_\_  
Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: SELECTION OF PERSONNEL FOR SWAT

PURPOSE: To explain the procedures for the selection of SWAT Team personnel

SCOPE: Special Weapons and Tactics Team applicants are volunteers, most of whom are assigned to the Patrol Section although other sections may contain SWAT members.

- A. Each applicant must have the recommendation of his Commanding Officer. The STRU staff will then select the final applicants after a review of their backgrounds, oral interview and pre-entry physical requirements.

\_\_\_\_\_  
Commander  
Special Threat Response Unit

1-24-16

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Date



**S.O.P 11** (continued)

The minimum accepted qualifications are:

1. Non-probationary status
  2. Presently assigned to F.O.D.
  3. Acceptable background ("I" time, I.A., Background, Accident Record)
  4. Run 1½ miles in 12 minutes
  5. Climb an 8' wall
  6. Climb a 20' rope
  7. 45 second rope hang (simulates fast rope grip strength)
  8. Run 100 yards in 15 seconds
  9. Complete 60 second obstacle course
  10. Demonstrate swimming ability in pool (200 meters any stroke except back-stroke.)
  11. Carry 180 pound man 100 yards in 45 seconds
  - 12.
  13. Scored a minimum of 90% proficiency on last shotgun qualification and demonstrate proficiency with Glock service pistol by obtaining a minimum of 42 out of 48 on the state certified course.
  14. Successfully complete the "Coopers" test with a minimum score in the 75-percentile range of the Law Enforcement Standards.
  15. Complete 10 pull-ups
- B. Selected applicants attend a one hundred twenty-hour basic SWAT Course conducted by SWAT training staff and are certified upon successful completion of the established physical standards, weapons proficiency and written test. The applicant then attends additional SWAT in-service training programs to increase desired skills.
- C. The selection and retention of SWAT personnel are determined by the member's ability to achieve and maintain established job-related criteria.
- The member must also perform according to STRU's stated policies and procedures during in-service training and actual deployment to a special threat situation. Additionally, his performance in all his other police functions must remain exemplary.
- D. Upon successful completion of the basic SWAT course, individuals will be placed on a six (6) month probationary period.

**S.O.P 11** (continued)

- E. Additionally, any active SWAT officer displaying less than exemplary performance will be placed on a probationary status by the SWAT or STRU Commander. Failure of an individual to maintain the professional confidence of the SWAT or STRU Commander will result in the termination of that individual's SWAT status.
  - F. All SWAT officers shall be evaluated on an annual basis, in order to insure the maintenance of high SWAT standards. This review by the SWAT Commander shall include, but not be limited to, evaluations, SWAT performance, Internal Security review and overall suitability.
- II When a SWAT member transfers out of the Field Operations Division, he/she will be individually interviewed to determine if the member's new assignment will hinder his/her effectiveness as a SWAT member. This decision will be made by the STRU Commander, SWAT Commander and the member's new Section Commander.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: TRAINING

PURPOSE: To explain the purpose and functioning of the STRU training programs.

SCOPE: SWAT Team training is concerned with orientation training for SWAT Team recruits and in-service training for the structured teams. All training programs and performance criteria are developed according to the projected responses that are anticipated to be required for successful goal accomplishment when responding to a special threat situation.

- A. The one hundred twenty-hour orientation course is designed to provide SWAT recruits with basic knowledge and skills associated with the Special Threat Response Unit.

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Commander  
Special Threat Response Unit

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Date



S.O.P 12 (continued)

- B. To successfully complete the one hundred twenty-hours course SWAT recruits must accomplish the following:
  - 1. They must not miss **ANY** portion of the course.
  - 2. They must adhere to **ALL** directives given by the cadre.
  - 3. They must demonstrate proficiency by completing **ALL** exams with the required results (see S.O.P. 13).
  - 4. Recruits will be disqualified for the following reasons, not limited to:
    - a) Failing to complete 120-hour course in its entirety without any portions missed.
    - b) Performance of recruit causing safety concerns for said recruit, other attendees, and staff.
  
- C. Upon successful completion of this course, members are issued a training certificate, which certifies members as having completed the course.
  - 1. The STRU or SWAT Commanding Officers are required to familiarize themselves with STRU S.O.P.'s and to develop an in-depth understanding of applicable Departmental Orders.
  - 2. Team members are required to achieve and maintain the SWAT criteria as indicated in STRU S.O.P.'s and to know Departmental Orders as they apply to special threat situation responses.
  
- D. Each member who does not successfully achieve the SWAT performance criteria within the time constraints will be evaluated individually for the development of remedial training designed for specific skill development and for a determination of the member's SWAT status.

S.O.P 12 (continued)

- E. STRU in-service training is primarily associated with physical capacity, weapon proficiency, tactical training and other areas conducive to enhancing the effectiveness of a STRU response. Minimum requirements are twenty hours per month.
- F. Training courses are developed, implemented, and evaluated by the SWAT Training Staff in conjunction with input from the STRU and SWAT Commanding Officers.
- G. The SWAT Training Staff will be delegated authority by the STRU Commander as well as responsibility for the methods utilized and the conduct of training sessions.
- H. The SWAT Training Staff will be required to develop a lesson plan and after action for all training approved by the STRU Commander. The following notifications are necessary prior to all approved training:
  - 1. When training within the City of Miami, the SWAT Training Staff will make appropriate notifications to the bridge of the training location, type of training conducted, and what radio channel will be monitored.
  - 2. When training outside of the City of Miami, the SWAT Training Staff will notify the appropriate agencies' communications section and advise of the training location, type of training conducted, and a contact to our communications section. The City of Miami's bridge will be notified and provided a contact number since radio communications may not be within range.

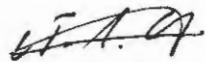
# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

- S.O.P. 13
- SUBJECT: PHYSICAL CAPACITY AND WEAPONS PROFICIENCY CRITERIA.
- PURPOSE: To explain the purpose and content of the SWAT criteria.
- SCOPE: The established SWAT criteria provide an effective physical capacity and weapon proficiency designed to increase capability for successful unit goal accomplishment.
- I. Physical Capacity: All Special Weapons and Tactics members will possess the necessary physical capacity to effectively perform and respond to a special threat situation. The below listed physical criteria will be performed twice yearly. The SWAT member's score will be documented and placed in his/her personnel file.
    - A. Each SWAT member will climb over an eight (8) foot wall in a response-ready SWAT uniform.
    - B. Each SWAT member will climb up and down a twenty (20) foot rope suspended from a fixed structure in a response-ready SWAT uniform.

  
 \_\_\_\_\_  
 Commander  
 Special Threat Response Unit  
 1.26.16  
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 Date



**S.O.P 13** (continued)

- C. Each SWAT member will begin the SWAT obstacle course in a prone position in a response-ready SWAT uniform with a 12-gauge standard issue pump shotgun and one (1) tear gas canister. The member will low-crawl with both inside portions of the knees in contact with the ground ten (10) yards to the outside of marker one (1) raise to a running position and run five (5) yards at a 45 degree angle to the outside of marker three (3), run ten (10) yards at a 45 degree angle to the outside of marker four (4), drop to a prone position and fire one (1) blank round from the shotgun at a mock target using the number four (4) marker as cover, raise to a running position and run fifty (50) yards at a 45 degree angle to a fence, spider crawl over the fence, put on a gas mask and seal same using a designated object as cover, throw a simulated gas grenade, in one (1) minute or less. See attached special weapons and tactics obstacle course for a graphic illustration of what is described above. Time limit 60 seconds.
  - D. Each SWAT member will carry a 180 pound person 100 yards in a fireman's carry position, in a response-ready SWAT uniform in forty- five (45) seconds or less.
  - E. Each SWAT member will run 100 yards in a 16 second or less in a response-ready SWAT uniform.
  - F. Each SWAT member will display tactical and rappelling skills in a timed event, commonly referred to as the tower drill.
- II. Weapons Proficiency: All Special Weapons and Tactics members will possess the necessary weapons proficiency to effectively perform and respond to a special threat situation according to the following specific objectives:
- A. Each SWAT member will run 100 yards from the firing line to the target in a response-ready SWAT uniform, return running 100 yards to the firing line, secure a prone position with scope mounted .308 sniper rifle load and fire two (2) rounds in the head of a N.R.A. B21-E target in one (1) minute and thirty (30) seconds or less. Both rounds must be in the five (5) scoring area of the head.

S.O.P 13 (continued)

- B. Each S.W.A.T. operator will run in a response-ready S.W.A.T. uniform, 100 yards to the firing line with their assigned .223 cover rifle (on an empty chamber) and a fully loaded magazine. The S.W.A.T. operator will charge his rifle, assume a prone position and fire (10) rounds obtaining a minimum accuracy level of ten (10) rounds in the blue, or white between the arms and body of a N.R.A. B21-E target in one (1) minute and thirty (30) seconds or less. The operator will then run to the 75 yard line, assume a prone position and fire five (5) rounds in fifteen (15) seconds or less using the operator's opposite shooting hand.

The operator will then run to the 50-yard line assume a kneeling position and fire five (5) rounds in thirty (30) seconds or less. The operator will then run to the 25-yard line assuming a standing position and fire (5) rounds in thirty second or less. The operator will then run to the seven-yard line and fire three (3) rounds using a point aim position in fifteen (15) seconds or less. All 28 rounds must strike the color of the target or the white between the arms of a B21-E target

- C. Each member will load two (2) slugs in the magazine of the Benelli: M1 shotgun at the 100-yard line. He will carry four (4) #4 buck shot shotgun rounds with him. He will run to the 50-yard line and fire the slugs at a target, load two (2) #4 buck shot shotgun rounds in his magazine and don his gas mask in forty-five (45) seconds. He will then run to the seven-yard line and fire two (2) #4 buck shot shotgun rounds at his target, combat load and fire the third and fourth in thirty (30) seconds. All rounds must be at center mass of target.
- D. Each SWAT member will run ninety-three (93) yards to the seven (7) yard firing line in a response-ready SWAT uniform, secure a standing firing position on the seven (7) yard firing line, fire six (6) rounds from his/her city issued or approved firearm with a minimum accuracy of six (6) rounds in the five (5) ring of a B21-E target.

S.O.P 13 (continued)

E. Each SWAT member will run 75 yards with the MP-5 (9mm) to the 25 yard line and fire five (5) rounds in the kneeling position in thirty (30) seconds. He will then run to the 15 yard line and fire five (5) rounds in the standing position in twenty (20) seconds. He will then run to the three yard line and fire two (2) 3 round automatic bursts at the target in the (10) seconds. All rounds must strike the five (5) rings on a B21-E target.

F. Each SWAT member will run 75 yards with the UMP .45 to the 25 yard line and fire five (5) rounds in the kneeling position in thirty (30) seconds or less. The operator will then run to the 15 yard line and fire five (5) rounds in the standing position in twenty (20) seconds or less.

The operator will then run to the three yard line and fire three (3), two (2) round bursts at the target in the (10) seconds or less. All rounds must strike the five (5) rings on a B21-E target.

G. Any member that does not qualify after three (3) attempts on any one weapon will not be allowed to utilize that weapon until remedial training has been conducted and proficiency has been obtained by the member. Any member that does not qualify with their service firearm will be removed from active status and referred to the training firearms detail for remedial in-service training.

III. Additional physical requirements, planned by the training staff, will be conducted on a monthly basis.

IV. Designated Uniforms

A. Response-ready SWAT uniform Includes:

1. Approved utility uniform
2. Combat or jungle boots
3. Black baseball cap
4. City issued or approved sidearm
5. Gas mask
6. Issued leg holster, additional mag holder
7. L.B.E., to include web belt

**S.O.P 13** (continued)

- B. Assault-ready SWAT uniform includes all items listed for the Response-ready uniform with the addition of the following:
  - 1. Ballistic tactical vest
  - 2. Ballistic helmet
  - 3. Issued or approved eye protection
  - 4. Issued or approved gloves
  - 5. Tactical Motorola earpiece


# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

- S.O.P. 14
- SUBJECT: EQUIPMENT INVENTORY
- PURPOSE: To explain the SWAT Equipment Inventory
- SCOPE: The SWAT inventory is completed annually by the SWAT Training Staff.
- I. The inventory reflects all SWAT equipment, nomenclature and the numbers on tear gas.
  - II. The inventories will be conducted annually in December. The S.T.R.U Commander may order inventories to be conducted semi-annually if necessary.
  - III. An updated copy of the SWAT inventory will be kept in the STRU file.
  - IV. The inventory is perpetual with adjustments being made as stocks are depleted thereby permitting an accurate assessment of fixed and expendable items.

  
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Commander  
Special Threat Response Unit

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Date



S.O.P 14 (continued)

- V. All SWAT members will be issued the appropriate protective equipment for training and missions conducted as a team member of SWAT.

The SWAT trainer will be responsible for issuing and maintaining the following equipment and any other that is provided to a SWAT member:

- b. Ballistic Helmet
- c. Ballistic Vest
- d. Tactical Holster
- e. Rappelling Harness
- f. Tactical Gloves
- g. Eye Protection
- h. Tactical Ear Piece.
- i. Shin-Guards

- VI All members will be assigned a personal cover rifle (AR-15, M-16 or H&K UMP-45), which they will be responsible for properly maintaining and safe storage of.

- A. All members are authorized to carry an approved rifle that they have qualified with during the semi-annual SWAT weapons qualification.
- B. Members will secure rifles/carbines as stated in D.O. 2.7.4.19.5 and 2.7.5.7.
- C. Any weapon malfunctions will be immediately reported to the SWAT trainer for replacement or repair.
- D. The serial numbers of each assigned weapon will be maintained on each member's issued equipment inventory list located in their personal file.

# City of Miami



DANIEL ALONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: STRU LOCKER ACCESS

PURPOSE: To provide authorized access to the STRU equipment room for all active status SWAT members

SCOPE: All active status SWAT members, to include police officers, team leaders, the SWAT Commander, the STRU Commander, and SWAT Medics are authorized access to the STRU locker.

- A. Each member will have a key to the SWAT locker room.
- B. Only trainers, supervisors, the STRU and SWAT commanders will have access to the equipment storage rooms.
- C. All access to the equipment storage room by other officers requires prior approval by the trainers, supervisors, or the STRU or SWAT commander.

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Commander  
Special Threat Response Unit

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# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 16

SUBJECT: SWAT ON-DUTY PHYSICAL CONDITIONING PROGRAM

PURPOSE: To provide an on-duty SWAT Team physical conditioning program for active status SWAT Team members the necessary physical training time to ensure quarterly certification and effective job performance for a tactical response to a special threat situation.

- SCOPE:
- I. All active status SWAT Team members, including police officers, team leaders, and SWAT staff members, are granted one (1) hour per duty day. The time allotted is for the purpose of maintaining physical and weapons certification standards. This training time is authorized to provide the necessary linkage between Training, Certification Standards, and Effective Job Performance.
  - II. SWAT Active Status On-Duty Physical Conditioning Program.
    - A. All active status SWAT Team members are required to participate in the physical conditioning program when present for duty.

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Commander  
Special Threat Response Unit

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# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 17

SUBJECT: CHEMICAL AGENT

PURPOSE: To provide guidelines for the issue and usage of chemical agents (CS, OC).

- SCOPE:
- I. All Chemical Agent inventory
    - A. All Chemical Agent maintained in the SWAT Locker will be inventoried twice yearly.
  - II. Chemical Agents Issue
    - A. Tear Gas issued to Patrol C.O.'s from the SWAT Locker will be signed out in the tear gas log, which is kept in the tear gas locker.
      - 1. The log will list who issued the gas, who they issued it to and how much.

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Commander  
Special Threat Response Unit

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Date



**S.O.P 17** (continued)

2. Tear gas will only be issued to Patrol C.O.'s or to a specific unit specified by a Patrol C.O.
3. When tear gas is returned to the locker an accurate count will be made and the proper notations entered in the gas log.

VI. Tear Gas Usage by SWAT Team Personnel

- A. Tear gas will be used by SWAT Team personnel only when ordered by the SWAT Commander or, in his absence, the team leader.
  1. Individual officers will not disperse tear gas on their own unless it is necessary to protect the safety of an innocent civilian.
- B. The decision on what type of delivery system to use will be made by the SWAT C.O., i.e., hand thrown, shot gun launch, 37 mm, Israeli Gas Gun, Pepper Fogger.
- C. Dispensing Tear Gas from a moving vehicle is inefficient and inaccurate. This delivery method should only be used if a SWAT Team is approaching a hostile crowd and the absence of this gas would put them in an excessively dangerous position.
- D. The SWAT C.O. or Team Leader will be responsible for accounting for all tear gas thrown by their teams at each incident(s).
- E. Prior to using tear gas the SWAT C.O. or Team Leader should consider the following:
  1. Wind direction
  2. Is the gas use in the vicinity of a hospital?
  3. Will gas interfere with expressways or highways where drivers may be affected?
  4. The fire hazard
  5. Are supporting personnel prepared?

S.O.P 17 (continued)

6. Will gas usage cause nonviolent residents to flee their homes?

F. When using tear gas against an unruly crowd, be prepared to dispense enough gas to disperse the crowd.

G. When using tear gas inside a building, flameless or liquid gas should be used whenever possible to avoid starting fires.

1. An excessive concentration of gas indoors could be extremely harmful to the occupants.

a. The safety of hostages and innocent civilians must be considered before gassing the inside of a building.

VII. Types of Chemical Agents Utilized

A. 37 mm long and short range CS projectiles for crowd control management which is deployed from gas launcher.

B. 37 and 40 mm barricaded penetrate CS round primarily used for dislodging barricaded subjects from confined areas.

C. Flameless CS grenade for crowd control or to detect or dislodge barricaded subjects.

D. OC/CS grenade used for indoor or confined areas.

E. CS Triple Chaser grenade for outdoor crowd control management situations.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT

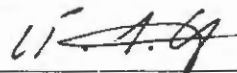
### STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: SWAT TEAM MEMBERS INVOLVED IN SHOOTINGS.

PURPOSE: To explain the utilization policy of SWAT Team members involved in shootings.

- SCOPE:
- I. Active SWAT Team members who are involved in a shooting incident will not be used in any STRU operations until the Shooting Board completes its 72-hour report. At that point the team member will only be returned to an active SWAT capacity if the STRU Commander and Field Support Section Commander agree that the shooting appears to be in compliance with departmental guidelines.
  - II. SWAT Team members may be placed on inactive status pending the outcome of any investigation of a police involved shooting as determined by the STRU Commander.
  - III. SWAT Team Members involved in a shooting as a part of a tactical response will have their actions reviewed by a board made up of the STRU Commander, SWAT Commanders, and SWAT Trainer. This review of the shooting will address the tactical soundness of the member's actions.

  
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 Commander  
 Special Threat Response Unit

1-26-14  
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# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT (STRU)

### STANDARD OPERATING PROCEDURES

S.O.P. 19

SUBJECT: SWAT MEDIC PROGRAM

PURPOSE: The sole purpose of the SWAT Medic Program is to provide immediate paramedical support for the Miami SWAT personnel within the internal perimeter of a STRU operation.

When involved in a STRU operation, the SWAT Medics will be under the direction of the SWAT Commanding Officer in charge of the internal perimeter or his designee.

Existing protocol, with respect to a fire rescue company being dispatched to a standby location, a safe distance away from the incident, will continue.

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Commander  
Special Threat Response Unit

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Date



**S.O.P 19** (continued)

**SCOPE:** During a special threat operation, SWAT Medics will not involve themselves in a tactical assault; however, they will take whatever defensive measures necessary to assure their safety and that of other SWAT members.

**A. Occupational Specialty**

**SWAT Medic**

- a. The SWAT medic will provide emergency care to the sick and injured within the tactical environment.
- b. The SWAT medic must be able to perform all treatments within the Authorized guidelines authorized by the City of Miami, Department of Fire-Rescue's (MFR) Medical Director in a hostile environment.
- c. Casualties among officers will be promptly evacuated to the outer perimeter for medical transport. A tactical medic team member will always accompany the injured officer during evacuation.
- d. Casualties to any persons not involved in tactical operations will be evacuated in the same manner and turned over to conventional emergency medical services (EMS) for further care. This evacuation will happen immediately if the subjects' condition dictates, or as soon as a non-hostile environment is achieved. The casualty may be turned over to conventional EMS authorities at any time.
- e. The SWAT Medic must maintain the following requirements:
  1. Certified paramedics assigned to an Advanced Life Support (ALS) position.
  2. Fire Captain, Fire Lieutenant, or Firefighter.
  3. Have never tested positive for an illegal or controlled substance or alcohol abuse and have not been a patient in a substance or alcohol abuse rehabilitation program.
  4. Attend the City of Miami 120-hour SWAT School.
  5. Attend mandatory SWAT training once a month.
  6. Must pass biannual SWAT weapons and physical qualifications.

**S.O.P 19** (continued)

7. Maintain all equipment in a ready state.
8. Must be able to be on call when no on duty tactical medics are available.

**B. Selection Process**

- a. Interested candidates will apply through the fire department SWAT Medic liaison for internal personnel file review.
- b. Eligible candidates will complete the standard SWAT School tryouts.
- c. Successful candidates will undergo Miami Police Department background investigations in accordance with SWAT Medic background processing procedures established in the Personnel Section Standard Operating Procedures.
- d. Once cleared for hire, candidates will attend the firearms block of the FDLE Auxiliary Police Academy curriculum. Department firearm will be issued by the Training Section to the candidates.
- e. Candidates will then have to pass the City of Miami SWAT School.
- f. SWAT Medics will return to the Miami Training Section to complete the remainder of the FDLE Auxiliary Police Academy curriculum. Once completed, the SWAT Medic is fully operational once attached to the police department by the Personnel Section.
- g. Once operational, SWAT Medics will serve a six-month probationary period with the team.

**C. Uniform Policy**

- a. Green response ready combat top and trousers
- b. Black assigned boots.
- c. Duty belt
- d. Ballistic Vest
- e. Ballistic Helmet
- f. Gas Mas

**S.O.P 19** (continued)

- g. Eye and ear protection
- h. Flashlight
- i. Medical Kit
- j. Black SWAT PT shirt and shorts
- k. Approved SWAT cap (optional)
- l. Optional items approved by the SWAT Commander.

To ensure uniformity, only uniform and equipment approved by the SWAT Commander will be worn or carried.

**D. Scheduling**

Preplanned missions and training days will be scheduled through the SWAT Medic liaison. SWAT Team Leaders will also make an official request to the MFR Fire Central Information Officer (FICO) for any preplanned missions to request on duty SWAT Medics.

**E. Attendance**

SWAT Medic mission and training attendance shall be documented by the SWAT Medic Liaison and Miami SWAT training staff to ensure that training attendance requirements are being met and that missions are being properly distributed.

**F. Call-Out Procedures**

The following are the steps for non-planned SWAT mobilizations requiring a callout:

- I. The SWAT Commander or his designee, will contact FICO to find out if two (2) SWAT Medics are on-duty.
  - a. If there is, provide FICO with the staging location to respond. A separate standby rescue should be on site in case any victims need to be transported to the hospital.
  - b. If there are no SWAT Medics on-duty, a request for a standby rescue should be made and the responding location provided. The SWAT Liaison should be immediately contacted to callout the necessary SWAT Medics needed for the situation.

S.O.P 19 (continued)

**G. Weapons Policy**

FSS 790.25(q) authorizes paramedics that meet certain requirements to carry a firearm during a SWAT Team mobilization. No medic will be assigned a firearm until the below training standards are met. Tactical Medics who successfully fulfill and maintain the below training requirements, will be assigned a handgun. Tactical Medics will not be assigned a rifle but can conduct training and demonstrate proficiency during regularly scheduled SWAT training.

**1. Training**

- a. Basic firearms safety class. This class will be developed by the Training Section under the Auxiliary Police Officer curriculum.
- b. Basic SWAT Certification School
- c. Successfully pass biannual handgun qualification.
- d. Any medics who fail weapons qualification or misses a weapons qualification day, will be considered non-operational. Remedial and a make up day will be established to qualify and be placed back on operational status.
- e. Anytime a SWAT Medic is placed on non-operational status, the SWAT Commander shall notify SWAT Medic Liaison.

**2. Firearms Storage**

- a. SWAT Medics will be assigned their own handgun, issued by the Miami Police Department, and documented by serial number.
- b. Handguns will be issued to each SWAT Medic and stored inside the SWAT command vehicle.
- c. The SWAT Medic must have approval from the SWAT Commander or designee to carry, possess, and/or transport the handgun.
- d. Proper maintenance shall be conducted on the firearm during range training days prior to storage.
- e. Handguns will under no circumstances be taken home.
- f. It is the responsibility of the SWAT Medic to inspect his firearm and ensure he has an accurate round count before becoming operational.

S.O.P 19 (continued)

### **3. Deployment**

The primary, and most important function of the SWAT Medic is to provide emergency medical care to the sick and injured within the tactical environment. An armed medic provides the ability to place SWAT Medic personnel inside a hostile environment, or hot zone, where emergency medical care can be initiated within the environment and increase the odds of survival for victims and officers. SWAT Medics shall be deployed and positioned in such a manner that emergency medical care is not unnecessarily delayed. The purpose of deploying armed tactical medics is not to increase personnel for clearing and searching, but to decrease the amount of time between an injury and medical treatment.

### **4. Weapons Policy Violations**

Any violation of the weapons policy shall be treated as a serious offense. Discipline for any violation shall be determined at the discretion of the SWAT Commander, up to and including removal from the team.

### **5. Use of Force**

A tactical medic shall not use any level of force unless they have a reasonable belief that the use of force in that particular circumstance is necessary to defend himself or herself or another from bodily harm.

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# City of Miami



DANIEL L. ALFONSO  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 20

SUBJECT: EMERGENCY MOBILIZATION

PURPOSE: To provide guidelines for emergency procedures and mobilization.

SCOPE: All members of STRU are required to familiarize themselves with Departmental Order 10, Emergency Procedures.

In addition, STRU members will assist in the annual department-wide mobilization training.

STRU will be mobilized anytime there is a department-wide mobilization. SWAT teams will be charged with making rescues and protecting property.

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Commander  
Special Threat Response Unit

1-26-16

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Date



# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 21

SUBJECT: UTILIZATION OF SWAT SPECIAL-PURPOSE VEHICLES

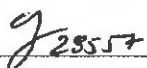
PURPOSE: To describe the purpose and procedures for use of special purpose-vehicles assigned to SWAT. This includes the tactical operations command van and armored vehicles.

SCOPE: I. SWAT special-purpose vehicles will be primarily used for the transportation of SWAT personnel and equipment during special threat incidents and training.

A. With the approval of the SWAT Commander, special-purpose vehicles can be used for community relation purpose, i.e., demonstrations at schools and other special events.

B. All SWAT personnel are given a basic driving course for the safe operation of the vehicles, which includes safe backing procedures, mirror usage and height clearance restrictions.

II. Equipment stored in the vehicles will be maintained and inventoried by the sergeant/officer assigned to the SWAT locker. He will inventory the van on a bi-annual basis. All inventory lists will be stored within the SWAT SharePoint.

  
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Commander  
Special Threat Response Unit

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Date



**S.O.P 21** (continued)

- III. An inventory of equipment within special-purpose vehicles will be conducted by a supervisor after each training or operative mission. Any discrepancies will be reported up the chain of command and documented on the after-action report.
- IV. All maintenance needed for the vehicles will be performed at the heavy-duty equipment motor pool.
  - A. The officer assigned to the locker will ensure the vehicles are properly maintained.
  - B. The officer assigned to the locker will also ensure routine maintenance is performed on the vehicles when necessary.
- V. The vehicles will be parked in its assigned spot on level A of the parking garage when it is not in use. Each vehicle must be plugged into its dedicated power source to allow a trickle charge.
- VI. All SWAT vehicles will only be utilized by SWAT personnel with the authority of the STRU Commander, a SWAT Commander, or a SWAT supervisor.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

S.O.P 22

SUBJECT: SNIPER/OBSERVER

PURPOSE: To provide guidelines for SWAT Sniper Team personnel and selection process.

- SCOPE:
- I. Sniper team members will be selected from the active SWAT team member roster. The selection will be based on the following criteria.
    - B. Above average performance evaluation in all of his assignments within the department.
    - C. Volunteer for position
    - D. Physical ability to perform task
    - E. Maturity and soundness of judgment
    - E. Overall performance as officer
    - F. Physical fitness and firearms assessment

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**S.O.P 22** (continued)

- II. Pursuant to the preliminary selection, the sniper team leader will conduct the following review and screening process.
  - A. Review personnel file
  - B. Conduct an interview with applicant
    - 1. Review responsibilities.
    - 2. Determine stability and suitability for assignment.
    - 3. Conduct an overall assessment of the applicant measuring physical and psychological suitability for the assignment.
  - C. Pursuant to the interview and personnel evaluation review the sniper team leader will make a recommendation to the sniper team commander on the recommended personnel for the assignment.
  - D. Upon successful completion of the interview process, the selected member will join the sniper team on a probationary status. Permanent status will be achieved after the candidate successfully completes a department sniper team qualification course and/or a formal police sniper course. The sniper team candidate must complete the courses within the qualification criteria.
  - E. Active status will be obtained pursuant to approval from the Sniper Team Commander and Section Commander.
- III. To achieve and/or maintain operational status as a sniper/observer, each sniper team member will be required to successfully achieve the following standards:
  - A. Team members will be required to attend and graduate from a formal Police Sniper Course and/or Department qualification course/exam.

S.O.P 22 (continued)

- B. Team members will be required to pass the Department Sniper Team Qualification Course. The course is designed to test the sniper team members' skills as they apply to realistic job related applications. This includes cold shots, partially exposed targets, stress shots and a course that includes memory recall testing. Each course will require a score of 90% or greater to qualify. This qualifications course shall be administered quarterly throughout the year. The SWAT member's score will be documented and placed in his/her personnel file.
  - C. Failure to qualify **on two** consecutive qualifications courses will result in disqualification and removal of the sniper team member from the operational status until proficiency is demonstrated with two consecutive passing scores. Pursuant to consecutive disqualification a recommendation for re-assignment will be provided to the sniper team commander by the team-leader.
- IV. The sniper team-leader will ensure that the following training requirements are achieved:
- A. Each member must successfully complete a department qualification course on a quarterly basis, and attend and successfully complete a formal sniper course.
  - B. Ensure each member is properly trained and receives instructions with the following skills and disciplines:
    - 1. **Field Craft Skills.** This is to include but not limited to, stalking, movement, camouflage, range estimation and hide selection, construction and management.
    - 2. **Tactics.** This is to include, but not limited to, target selection, communications, site diagramming and operational planning.

**S.O.P 22** (continued)

3. **Marksmanship.** Standardized qualifications course; this will include practicum's in cold shot accuracies, multiple targets, moving targets, partially obscured targets, intermediate barriers, up and down hill shooting, various distances and shooting positions, low light shooting and discretionary decision making exercises.
  - A. Training shall be conducted on a bi-monthly basis with a minimum of two (2) days per month. This can vary depending upon other unpredictable situations that may impede with the scheduled training.
    1. Any member who fails to attend training on three (3) consecutive training days will not be utilized as a sniper until he/she successfully completes the Sniper Qualification Course of Fire.
  - B. An after action report must be completed by the team-leader at the completion of each training session. The report will be forwarded to the sniper team Commander for review. The report must include the course of training and results. Additionally, the after action reports will be filled and maintained by the sniper team leader in the office of the SWAT trainer. Each sniper team member will maintain individual shooting records in the form of shooting data book. The book must be readily accessible for inspection and review.
  - C. The sniper team members will conduct regular thorough inspections of their respective equipment to ensure that the equipment is in optimum working condition. Additionally, all equipment will be inspected prior to being utilized. The equipment will be thoroughly cleaned after every training day and assigned missions.
  - D. The sniper team leader will conduct regular inspections to ensure accountability of equipment and records.
  - E. All sniper team members will be responsible for their respective equipment. A log on the usage of the rifle must be maintained. Additionally, it shall be the team member's responsibility to inform the team leader when their weapon is approaching the manufactures' recommended usage limit.

S.O.P 22 (continued)

- F. All sniper weapons must be maintained in a locked case for accountability status.
- V. The responsibility and job function of the sniper/observer is as follows:
  - A. The sniper/observer will use their specialized training, positioning and sight enhancing equipment to observe and relay timed intelligence to his team members and command personnel.
  - B. The sniper/observer will provide protection for innocent by-standers, victims and other team members/officers. When making a critical decision each team member must adhere to state laws relating to the use of deadly force and applicable departmental policies.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

S.O.P 23

SUBJECT: LESS LETHAL WEAPONS

PURPOSE: To provide guidelines for the usage of Less Lethal Weapons

SCOPE: 1. Authorized Use of Less Lethal Weapons.

Less Lethal Weapons may be used as a safe, practical, and effective alternative to the use of deadly force in situations that may warrant the use of deadly force. In other situations, they should only be used to:

- A. Prevent imminent death or great bodily injury to the officer or to another person, including the subject.
- B. Arrest a subject who the officer reasonably believes has committed a crime involving the infliction, or threatened infliction, of serious physical harm to another person.

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Commander  
Special Threat Response Unit

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S.O.P 23 (continued)

II. TRAINING

The training for the use of the *less lethal* weapon will be a ten (10) hour training class. During the class, the certified-less-lethal-instructor will instruct in the nomenclature and safe operation of the weapon. At the end of the training, the SWAT members must demonstrate, with a passing score, proficiency on a pre-determined course. The pass or fail scores shall be documented in the SWAT log by the SWAT trainer. The SWAT members that successfully complete the course will be allowed to carry the *less lethal* weapon on missions. SWAT members who do not successfully complete the course, will not be allowed to carry the *less lethal* weapon on missions until remedial training has been given and proficiency has been demonstrated. In-service refresher training will be conducted on an annual basis.

A. Weapons Proficiency; All SWAT members will possess the necessary weapons proficiency to effectively perform and respond to a special threat situation according to the following specific objectives,

1. Each SWAT member will fire one (1) Forty (40) MM rubber ball (Sixty Cal. Stinger Rounds) at a B21-E Target from twenty-five (25) feet. All rounds must hit center-of-mass of the B21-E Target.
2. Each SWAT member will fire one (1) Forty (40) MM beanbag round at a B21-E Target from twenty-five (25) feet. All rounds must hit center-of-mass of the B21-E Target.
3. Each SWAT member will fire four (4) Forty (40) MM sponge round at a B21-E Target from twenty-five (25) feet. All four (4) rounds must hit center-of-mass of the B21-E Target.
4. Each SWAT member will fire three (3) Twelve (12) GA rubber ball stinger round at a B21-E Target from twenty-five (25) feet. All three (3) rounds must hit center-of-mass of the B21-E Target.

**S.O.P 23** (continued)

5. Each SWAT member will fire three (3) Twelve (12) GA beanbag round at a B21-E Target from twenty-five (25) feet. All three (3) rounds must hit center-of-mass of the B21-E Target.
6. Each SWAT member will fire five (5) Sixty (60) Cal. pepper ball at a B21-E Target from twenty-five (25) feet. All three (3) rounds must hit center-of-mass of the B21-E Target.

III. AREAS OF BODY TO BE TARGETED

When using the *less lethal* weapons system, the only targeted areas authorized will be those demonstrated in the weapon's listed diagram. The only exception to this will be when the officer is authorized to use deadly force and may target other areas.

IV. REPORTING USE OF LESS LETHAL FORCE

In all instances where *less lethal* munitions are used, officers shall notify the SWAT Supervisor on the scene. The SWAT Supervisor will notify the SWAT Commander on the scene.

The SWAT Commander will ensure the following procedures are completed:

- A. The SWAT Supervisor shall document the use and contact in a Response-to-Resistance report. The report shall include a detailed description of the events leading to the use of *less-lethal* munitions. The identity of the combatants, officers involved, witnesses; SWAT Commander or SWAT Supervisor authorizing the use of the *less lethal* option, and medical personnel involved shall be reflected in the report.
- B. In all cases, the subject shall be charged with appropriate criminal violation, when practical..
- C. In all instances involving the use of *less lethal* munitions, a Crime Scene Technician will take photographs of the subject's injuries. The technician's name, IBM number and number of photos shall be included in the Response-to-Resistance report.

S.O.P 23 (continued)

- D. The report will elaborate on which areas of the subject's body were impacted by the *less lethal* weapon **regardless** of whether there are visible injuries or bruising.

V. USES FOR LESS LETHAL MUNITIONS

In order to determine which technique or weapon will reasonably de-escalate the incident and bring it under control safely, officers should assess the situations where force is warranted.

- A. Officers shall use only that force which is reasonably necessary to effect lawful objectives.

- B. Officers shall only use *less lethal* force munitions after successfully completing the training in their proper use. The use of a *less lethal* option must be approved by a

SWAT Commander or SWAT Supervisor, unless the officer is authorized to use deadly force, at which time any area of the body may be targeted.

- C. Every effort will be made by officer deploying the munitions to inform other involved officers that less lethal munitions are being used.

- D. The SWAT officer assigned to the *less lethal* weapon will inspect his/her designated weapon prior to the mission and just before deployment. He will then determine the following things.

1. The rounds are in place.
2. The weapon is functional.
3. The weapon is wound up.
4. The proper ammunition is loaded.

- E. There are situations that permit the use of *less lethal* impact munitions. It would be impractical to list all possible scenarios in which *less lethal* munitions could be useful. The following are a few examples when *less lethal impact* munitions may be used:

S.O.P 23 (continued)

1. Violent subject who is armed with a “non-traditional” weapon, ie. Baseball bat, crowbar, garden shovel, brick, or bottle;
2. Subject armed with a weapon who has the apparent, immediate ability to cause death or serious bodily injury to an officer, a third party or him/herself, and whom the officer reasonably believes poses a threat of such action;
3. The use of *less lethal* munitions is authorized against animals that pose a threat to the public or officer safety;
4. Under the direction of SWAT Commander or SWAT Supervisor, to break windows and anything else deemed necessary to give a tactical advantage during high-risk situations.

VI. TYPES OF LESS LETHAL UTILIZED.

A. The following are approved less lethal options for tactical operations requiring a non-lethal response. No other less lethal shall be utilized without the direct approval of the STRU commander.

1. 440 mm - rubber ball (60 caliber) stinger rounds and 40 mm bean bag rounds for incapacitation or distraction of non-compliant aggressive subjects.
2. 12 gauge rubber ball stinger and bean bag rounds for incapacitation or distraction of non-compliant aggressive single subjects.
3. 40 MM sponge rounds for compliance of aggressive single subjects.
4. 60 caliber pepper ball launcher for single or multiple non-compliant aggressive subjects.

# City of Miami



DANIEL L. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES


### SPECIAL THREAT RESPONSE UNIT

S.O.P 24

SUBJECT: SWAT WATERBOURNE TACTICS

PURPOSE: To provide the SWAT Officers with the necessary training to plan and execute a safe strategic tactical team movement via water. The team leader will be able to safely deploy an entire team utilizing watercraft and use sound tactical maneuvers to deploy and move their team to a designated landing point.

- SCOPE:
- I. Watercraft Safety and Deployment
    - A. Basic Safe Boating procedures
      - 1. The officer student will be instructed by Marine Patrol on basic water safety.
    - B. Deployment from watercraft.
      - 1. Rear deployment
        - a. Two man teams utilizing rear dive platform entries to deploy entire team.

  
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Commander  
Special Threat Response Unit

1-24-16  
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Date



S.O.P 24 (continued)

I. Gunnel deployment

- a. Team deploys using both side gunnels of watercraft lying head forward, legs crossed, and equipment in folded arms.
- b. Paired partners are aligned on the gunnels opposite partner and upon command, release from watercraft performing a half roll landing in water on back. This is duplicated rapidly until entire team is deployed forming a runway effect.

C. Flotation devices

1. Proper use of BCD and its limitations (In Pool)

II. Qualifications

- A. All applicants for the Waterborne Tactical Team shall have a basic SCUBA Certification prior to applying to the team.
- B. All applicants will successfully complete the qualification test as listed below
  1. Swim 500 meters in full BDU uniform and boots.
  2. Swim 10 meters underwater in above uniform.
  3. Tread Water for 2 minutes in full BDU's and tactical boots without utilizing hands. (Hands above head).
  4. Surface swim 1000 meters in full BDU's and fins.

III. Equipment

A. Waterproofing equipment

1. The procedures for sealing and protecting equipment while waterborne utilizing basic waterproofing techniques; i.e. heat seal baggies.

B. Equipment protection at landing

**S.O.P 24** (continued)

1. Grouping equipment at landing point for quick retrieval and keeping secure at shoreline.

C. Essential equipment

1. All waterborne equipment.
  - a. Mask, fins, snorkel and booties.
  - b. Protective dive skin (thermal protection)
  - c. BCD or equivalent for positive buoyancy
2. Landing Equipment
  - a. Approved weapon of choice
  - b. Radio
  - c. Flashlight

IV. Team Movement

- A. Silent via hand signals when possible
  1. Refer to "Talking Hands"
- B. Buddy system
  1. Two man teams
- C. Tired, injured swimmer
  2. Back float utilizing BCD while partner propels using foot to shoulder method.
- D. Night movement
  1. Silent no-light movement in constant contact
- E. Beach landing
  1. Scouts secure landing point for teams deployment
- F. Team deployment at landing
  1. Team deployment utilizing buddy system

**S.O.P 24** (continued)

V. Training

- A. The Waterborne Tactical Team will attend training once per month as scheduling permits.

# City of Miami



CANJUELO ALFONSO  
Mayor

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

S.O.P. 25

SUBJECT: AUTHORIZED WEAPONS & AMMUNITION

PURPOSE: To provide guidelines for authorized weapons and ammunition.

SCOPE: I. Authorized ammunition

A. The following are the only authorized ammunitions for the S.W.A.T Team.

1. .223 PSP .55 GR. (M16,M-4 AR 15)
2. 12 gauge 00 buckshot, shotgun rounds (shotguns)
3. 12 gauge #4 buckshot, shotgun rounds (shotguns)

Commander  
Special Threat Response Unit

1-24-16

Date



S.O.P 25 (continued)

4. .40 caliber Departmental authorized Ammunition
  5. .45 caliber- 230 GR. SXT.
  6. .9mm (H & K MP5) 147 GR. SXT
  7. .308 caliber .168 GR. SXT
  8. 12 gauge rifled slug
- B. Only ammunition issued by the department is authorized for use by members of the SWAT team.
- C. The SWAT training staff will determine the type of ammunition to be utilized by the SWAT team. The STRU-SWAT Commander will have final approval on all ammunition and weapons used by the SWAT team.
- II. Authorized weapons
- A. The following weapons are authorized.
1. SIDEARM  
Glock  
.40  
Model 22,23
  2. SUB MACHINE GUN(S)  
H & K  
.9mm  
MP5  
  
H & K  
.45 caliber  
UMP

S.O.P 25 (continued)

3. ASSAULT RIFLES

Colt  
.223  
M16/AR 15

4. SHOTGUNS

M-I  
12 Gauge  
Benelli I

Remington  
870  
12 Gauge

5. SNIPER RIFLES

Remington  
700  
.308

Stoner  
.308

ArmaLite  
A-10  
.308

- B. Only weapons inspected by the SWAT training staff and approved for operational use will be utilized by SWAT members during missions.
- C. Weapons stored in the SWAT locker will not be utilized for operations without first being inspected for serviceability and safety functions. Weapons stored in SWAT locker may be used for non-operational functions such as training, demonstrations, etc.

**S.O.P 25** (continued)

- D. Weapons assigned to the SWAT locker will be inspected by the SWAT training staff prior to being issued or utilized by SWAT members.
- E. The SWAT trainer will be responsible for maintenance for all weapons assigned to the SWAT Locker.
- F. The SWAT training staff will review new weapons and weapon systems to be considered for SWAT. Based on this review a recommendation will be submitted to the STRU SWAT Commander for approval.
- G. At the completion of each training session, mission, mobilization, etc., each SWAT member will conduct a safety & function check on the weapon(s) they used. Any weapon that fails said inspection will be tagged and removed from the operational inventory. Once repaired the weapon will be returned to service.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

S.O.P 26

SUBJECT: LEAVE OF ABSENCE

PURPOSE: To provide guidelines for personnel who wish to take a leave of absence from the SWAT Team.

SCOPE: Leave of Absence

- A. The following steps will be followed whenever a member requests a leave of absence.
  1. The member will request a leave of absence in writing from the STRU/SWAT Commander.
  2. The member's incentive pay will be immediately stopped.
  3. The member will turn in all SWAT equipment to the SWAT Trainer.
  4. The member will be removed from all SWAT call-out lists.

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Commander  
Special Threat Response Unit

1-26-16

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Date



S.O.P 26 (continued)

II. Return from Leave of Absence

- A. Prior to returning from a leave of absence the following steps will be taken:
1. The member will request in writing his/her desire to return to the SWAT Team.
  2. The member will meet all physical and weapons qualifications prior to being utilized as a member of the team.
  3. The STRU/SWAT Commander will make the final determination on the member's status based on the member's prior performance on SWAT; performance while on leave of absence, Internal Affairs Record, Evaluations, "I" Usage, etc.
  4. The member will not receive the incentive pay for a period of 90 days after he/she has returned to active status.

# City of Miami



DANIEL A. FONSECA  
Mayor

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

S.O.P. 27

SUBJECT: REVIEW OF INTERNAL AFFAIRS PROFILE

PURPOSE: To provide guidelines for the review of the Internal Affairs records of SWAT Team Members.

SCOPE:

- I. Review of Internal Affairs Records.
  - A. The Internal Affairs Record of each SWAT Member will be reviewed on an annual basis by the STRU SWAT Commanders.
  - B. Particular attention will be given to any member who has new activity on his/her record.
  - C. Reviewed records will be maintained in the STRU Commanders office.

Commander  
Special Threat Response Unit

1-24-19

Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## STANDARD OPERATING PROCEDURES

### SPECIAL THREAT RESPONSE UNIT

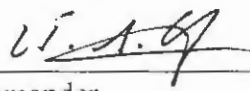
S.O.P 28

SUBJECT: ONE HUNDRED-TWENTY HOURS SWAT COURSE

PURPOSE: To provide guidelines for the instruction of recruits during the City of Miami SWAT course

SCOPE: I. Number of Cadres

- A. The one hundred-twenty hour course will consist of no more than thirty recruits
- B. There will be three squads with one permanent SWAT cadre assigned to each squad.
- C. The selected SWAT cadre will be I.T.W. and F.I.T.W., armorers certified or experts in the subject they are scheduled to instruct.
- D. There will be one lead SWAT supervisor assigned throughout the course.
- E. Visiting cadre will assist with the monitoring of the recruits as directed by the SWAT trainer, supervisor or commander at the training site.

  
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Commander  
Special Threat Response Unit

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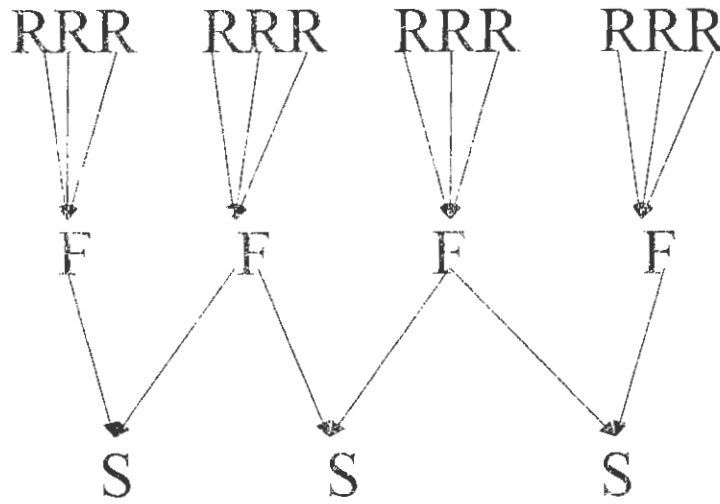


**S.O.P 28** (continued)

- F. Visiting cadre from outside the Miami Police Department will need prior approval from the STRU or SWAT commander to participate in the course.
  
- II. Recruits
  - A. All recruits from outside the Miami Police Department attending the one hundred-twenty hour course must provide a hold-harmless letter from their department or sign a hold-harmless agreement.
  
- III. Course of instructions.
  - A. All instruction will be provided by cadres that have been approved by the STRU or SWAT commander.
  - B. The SWAT course supervisor will ensure that the cadre to student ratio is no more than one to five during classroom or static instructions.
  
- IV. Course of instructions and rappelling practicum
  - A. All instruction will be provided by cadres that have been approved by the STRU or SWAT commander.
  - B. The SWAT course supervisor will ensure that the cadre to student ratio is no more than one to five during classroom or static instructions.
  - C. During rappelling practicum there will be a minimum of one cadre monitoring the recruits assigned to safety of those rappelling.
  - D. During the rappelling there will be one cadre assigned to each area that a recruit is to hook-up to a rappel rope and exit out of a window or roof.
  - E. A supervisor will be continually monitoring to ensure that all the safety measures are being adhered to.
  
- V. Course of instructions and firearms practicum.
  - A. All instruction will be provided by cadres that have been approved by the STRU or SWAT commander.

S.O.P 28 (continued)

- B. The SWAT course supervisor will ensure that the cadre to student ratio is no more than one to five during classroom or static instructions.
- C. The SWAT course supervisor will ensure that the cadre to student ratio is no more than one to three during firearms training.
- D. There will be one safety officer per every two firearms instructor on the range along with the lead instructor.
- E. The firearms student to cadre ratio will appear like the following:



Lead Instructor



**S.O.P 30** (continued)

- A. **Night Vision Devices:** Night Vision Devices employed by SWAT officers/agencies for tactical law enforcement operations must be of sufficient quality with adequate performance specifications that match the intended use given the operating environment(s) likely to be encountered given the unit's mission requirements. NVD's will be helmet mountable with the exception of clip-on night vision weapon sights.

Night Vision Devices are serialized and considered sensitive equipment and therefore must be inventoried and accounted for at all times. An inventory record will be maintained indicated by serial number, the operator in which the unit is issued to, the date, condition of the equipment and include whether or not an NVG mount and transfer arm were issued with the unit. At a minimum, a physical accounting and inspection will be conducted by the Unit Commander (or designee) on a semi-annual basis. When conducting a physical inspection, each unit will be checked for function and operability.

NVD's should be stored with the batteries removed and in an appropriate protective case or pouch. Only leakproof lithium batteries are to be used to prevent damage to the unit. If issued, NVD's along with the NVD mount, transfer arm will be kept on the SWAT officers' person during tactical operations where it is reasonably likely that the operation will be conducted in low/no light environments.

- B. **Aiming Lasers:** Aiming Lasers must be of sufficient quality that they reliably maintain their established zero sighting when mounted on a weapon system. Aiming lasers must be mounted to the host weapon via a secure rail system which allows for maintaining the zero of the aiming laser.

Infrared Aiming Lasers are serialized and considered sensitive equipment and therefore must be inventoried and accounted for at all times. An inventory record will be maintained indicated by serial number, the operator in which the unit is issued to, the date and the condition of the laser unit. At a minimum, a physical accounting and inspection will be conducted by the Unit Commander (or designee) on a semi-annual basis. When conducting a physical inspection, each unit will be checked for function and operability.

**S.O.P 30** (continued)

It is recommended that aiming lasers be zeroed at the same distance as the host weapon's day optic and that once mounted and zeroed, the aiming laser must be rechecked for zero prior to operational deployment. Only leakproof lithium batteries are to be used to prevent damage to the unit.

- C. **Weapons Lights:** SWAT officers using NVD's will frequently be operating in environments in which they are moving/working through areas of rapidly changing distances. These rapidly changing distances can at times create situations in which the SWAT officer will encounter subjects and items of interest that are not in focus due to the nature of the focal capabilities of currently available NVD's. As such, SWAT officers using NVD's must have the ability to quickly discern between subjects who pose an imminent threat or not. SWAT officers must have the capability to instantaneously transition from NVD/IR to white light. Therefore, a SWAT officers' primary weapon will be outfitted with a white light weapon light in addition to their NVD related aiming lasers and IR illuminators.
  
- D. **Weapons Qualifications:** For SWAT officers who deploy with NVD's in environments where it is reasonably likely that an encounter with suspects may occur, those SWAT officers must have an appropriate aiming laser on their primary weapon system. Therefore, such SWAT officers must demonstrate the ability to accurately engage threats while using NVD's. An NVD specific weapons qualification course shall be adopted that demonstrates the SWAT officer's ability based on the operating environments and situations given the teams mission and responsibilities. All SWAT officers must shoot the adopted NVD specific weapon qualification course with a passing score prior to operational deployment using NVD's. All SWAT officers assigned to operate with NVD's must pass the NVD specific qualification course on at least a semi-annual basis, all scores of the NVD qualification course will be recorded and maintained in the unit training record regardless of whether it is a passing or failing score. Any officer that does not have a passing score will not be operational with NVD's until remedial training is completed and a passing score is obtained.

S.O.P 30 (continued)

- E. **Training Requirements:** All SWAT officers will be trained in the use of NVD's and equipment prior to operationally deploying with NVD's. Training will include basic function and operation of NVD's, movement under NVD's, shooting both primary and secondary weapons, searching/clearing, zeroing of lasers, eye safety issues, tactical considerations, target discernment and individual tasks associated with tactical operations.

The Unit Commander (or designee) is responsible for ensuring periodic NVD training for both team and individual skills sufficient to maintain competency by team members. NVD training should occur at least quarterly.

- F. **Eye Safety:** Certain infrared (IR) aiming lasers and illuminators produce IR light which is not eye safe and can damage the eye if used improperly. All SWAT officers will receive an IR safety training/brief at least annually. All eye safety training/briefs will be documented, and records will be maintained in the unit training file.

- G. **Team Member Identification:** Easily and accurately distinguishing tactical team members from armed subjects is critical for officer safety. As such, all team members will wear IR patches on each side of their bodies. Type and size of the IR patches will remain consistent for all team members with the exception of individual unit number patches.

In addition to IR patches, IR beacons/strobes should be used when conducting rural/open air NVD operations. IR beacons/strobes generally speaking should not be used inside structures except by the team leader unless otherwise directed to do so.

- H. **Identification as Police Officers:** When practical to do so, occupants of a structure or property should be made aware of the fact that Law Enforcement Officers are on the scene and conducting operations. Team members' uniforms will include agency identifying patches. Notifications or announcements

**S.O.P 30** (continued)

can be made verbally prior to entry into a structure or property, or by public address systems via handheld, vehicle mounted or other means. This section should not be construed to be restrictive to all situations and other tactical considerations must be taken into account such as risk to officer safety and that of innocent civilians and suspects.

- I. **Operational Documentation:** Operational use of NVD's should be documented. Documentation will be documented in after action reports by the supervisor. At a minimum this record should reflect the departmental report number of the incident, date, time, location of the use, by which SWAT officers, how NVD's were employed and any other relative information. Additionally, after action reports should include lessons learned and training issues identified.
- J. **Night Vision Device (NVD) Storage:** NVDs will be carried encased in the trunk of a police vehicle and inside of a secured lock box. Lock boxes are required to be attached to the interior of the vehicle and must be locked by key. At a minimum, a physical inspection will be conducted by the Unit Commander (or designee) on a semi-annual basis. When conducting a physical inspection, each lockbox will be checked to ensure it secures properly.
- K. **Procedures for Reporting Stolen Night Vision Devices:** The procedure for reporting lost, destroyed or stolen city issued property will be accordance with Departmental Order 14 1.4.17.1 – 1.4.17.3.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 30

SUBJECT: PRIORITY SUPPORT DETAIL (PSD)

PURPOSE: The City of Miami Priority Support Detail (PSD) is a precision crafted unit aimed at the mitigation of terrorism and acts of violence throughout the City of Miami. The Priority Support Detail will be implemented through a network of intelligence and fundamental patrol strategies focused on identified vulnerable areas and critical infrastructure throughout the City of Miami.

SCOPE: The City of Miami Priority Support Detail (PSD) is a precision crafted unit aimed at the mitigation of terrorism and acts of violence throughout the City of Miami. The core mission of PSD is to facilitate an immediate tactical deployment with a highly trained force capable of providing a coordinated response to critical incidents and mass casualty incidents including Active Assailant and Terrorism.

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Commander  
Special Threat Response Unit

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Date



## RESPONSIBILITIES:

1. Officers assigned to the Priority Support Detail (PSD) would be utilized as “Rapid Response Elements.” PSD will patrol the city as one unit enabling a saturation of tactical personnel within the designated areas they respond to. PSD is designed to integrate with uniformed patrol and other law enforcement entities while responding to any critical incident citywide.

2. Priority Support Detail (PSD) PRIMARY responsibilities would be to provide immediate, rapid response citywide to critical incidents or tactical operations, including, but not limited to:

- a. Active killer calls
- b. Violent crimes in-progress
- c. K-9 perimeters
- d. Threats to harm self or others
- e. School threats / workplace violence
- f. Shots fired calls
- g. Hostage situations and barricaded suspects
- h. Any call where a perimeter is being established to ensure the proper adherence of the incident command policy if followed.
- i. Any call the PSD supervisor or commanding officer deems necessary

3. Priority Support Detail (PSD) SECONDARY responsibilities would be to conduct covert vehicle patrols at various intelligence driven locations citywide to target and apprehend specific vehicles used in and subjects of violent crimes including but not limited to:

- a. Armed carjacking subjects and vehicles
- b. Stolen vehicles
- c. Subjects of robbery cases
- d. Felony domestic violence offenders
- e. Subjects wanted in homicide cases
- f. Criminal apprehension
- g. Under cover buy bust take downs
- h. Under cover buy walk close cover

## DEPLOYMENT:

1. PSD assignments will be based off information provided by numerous intelligence groups including but not limited to:

- a. Southeast Florida Fusion Center
- b. RTCC
- c. Special Investigations Unit (SIS)
- d. Criminal Investigations Division (CID)
- e. Felony Apprehension Team (FAT)
- f. Domestic Violence Apprehension Team (DVAT)
- f. Federal & State Law Enforcement Agencies
- g. Neighboring agencies

2. PSD will operate in tactical uniforms, approved by the PSD commanding officer, and patrol in various unmarked vehicles equipped with all necessary tactical equipment to facilitate the PSD mission. Plain clothes surveillance and operations must be approved by the PSD commanding officer.

## TRAINING REQUIREMENTS:

1. PSD will conduct a minimum 8 hours of tactical training per month. This training is specific to PSD's primary and secondary responsibilities. The following are examples of the training disciplines to focus on:

- a. Tactical shooting
- b. Building tactics
- c. Mass casualty incident response
- d. High risk vehicle stops
- e. Felony vehicle containments
- f. Stationary and mobile surveillance
- f. Dignitary protection detail
- g. Scenario based training to test and evaluate response capabilities

## SELECTION OF PSD PERSONNEL:

1. PSD applicants will solely be comprised of current SWAT team members.

2. PSD applicants as well as current SWAT team and PSD members will be required to complete a biannual physical proficiency profile. The standards for the physical fitness test will be determined by the Special Threat Response Unit commanding officer.

**U/C VEHICLE REQUIREMENTS:**

- 1. The use of unmarked vehicles is essential and necessary to be able to be within close proximity of any undercover operations.**
- 2. The use of unmarked vehicles is required to conduct surveillance on vehicles and subjects wanted in violent crimes cases.**
- 3. Felony vehicle containment tactics can be properly applied with the use of unmarked vehicles to obtain proper positioning without detection.**

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 31

SUBJECT: SELECTION OF CRISIS NEGOTIATORS

PURPOSE: To describe the procedures in the selection of Crisis Negotiators.

SCOPE: I. The replacement and/or addition of Crisis Negotiators will be determined through a careful selection process considering the skills and experience that support the ability to expertly perform the procedures outlined in this document. The selection process is open to all members of the department that meet the following criteria. Negotiators will be selected from the rank of Police Officer or Sergeant. Applicants will meet the below minimum requirements:

- A. Non-probationary status and a minimum of eighteen (18) continuous months from sworn date.
- B. Satisfactory performance evaluation reports for last two years.
- C. Good attendance, driving, and Internal Affairs records.

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Special Threat Response Unit

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**S.O.P 31** (continued)

- D. Excellent writing and interview skills with an interest in mental health and psychology (background in mental health or related studies desirable).
  - E. Good verbal skills.
  - F. Be able to function within the SWAT command structure.
  - G. Willing to make a long-term commitment to the detail to include serving an extended probationary period and peer review.
  - H. Commitment and flexibility to be “on call” and able to respond to call outs seven (7) days a week 24 hours a day.
  - I. Be able to operate as an integral part of the team accepting the additional legal/civil liabilities involved.
- II. Upon selection, applicants will receive a psychological evaluation.
- A. The evaluation will indicate the level of self-control and tolerance of stressful conditions, and the ability to cope with frustration, disorder and ambiguity.
  - B. The psychological evaluation will be administered by the Police Department psychologist or designated vendor.
- III. Applicants that successfully complete all the above will be sent to a Crisis Negotiation Level I & II, unless the applicant has already received this training.

# City of Miami



ARTHUR NORIEGA, V  
City Manager

## SPECIAL THREAT RESPONSE UNIT STANDARD OPERATING PROCEDURES

S.O.P. 32

SUBJECT: CRISIS NEGOTIATION TEAM

### I. MISSION

The Crisis Negotiation Team (C.N.T) mission is to respond to all situations that require the support of the SWAT team, in order to establish peaceful resolution through negotiation tactics as the preferred outcome for high-risk situations. The C.N.T. mission seeks to preserve life in high risk situations through the use of specialized training, equipment, and tactics in a professional manner that inspires the utmost confidence in the community.

The Crisis Negotiation Team will respond to the following situations at the request of the SWAT Commander.

- A. Barricaded Suspects
- B. Hostage Taking
- C. Kidnappings
- D. Terrorist Activities
- E. Situations Dealing with the Mentally Ill where SWAT has responded.
- F. Warrants (when deemed necessary)

g 28517  
Commander  
Special Threat Response Unit

2-24-21  
Date



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### II. GOALS

To properly utilize the passing of time to contain, control, and communicate through active listening with a subject in crisis, with the overall mission to return that subject to a state of emotional equilibrium.

### III. OBJECTIVES

- A. To respond to all situations as outlined in this Standard Operating Procedure and successfully coordinate with the SWAT team a cooperative effort to deliver a peaceful resolution to the crisis situation.
- B. To gather intelligence that will provide the SWAT team a tactical advantage in the crisis situation, an insight into the emotional or criminal state of mind of the subject, and the direction of the negotiation with the aim of de-escalating and defusing the incident.
- C. To perform a Surrender Ritual that is organized with the tactical direction and consideration of the SWAT team in order to safely remove the subject out of the crisis incident.
- D. To conduct a thorough Post Incident, Debrief and Review

### IV. PURPOSE:

To present a negotiation policy and procedures for the Special Threat Response Unit's Crisis Negotiating Teams.

### V. SCOPE:

The negotiating policy will assist police members responding to the special threat situations such as snipers, barricaded suspects, hostage takers and other terrorist activities when communication with the suspect will facilitate goal accomplishments.

#### A. Negotiation Policy

STRU, when responding to special threat incidents, will make every effort to establish negotiations with the perpetrator(s) for the purpose of seeking the safe return of the

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hostage(s), if any, and to convince the perpetrator(s) to surrender. All negotiations will be conducted by trained negotiators because locations, motivations, responses, and other circumstances will differ, all special threat situations must be dealt with on an individual basis; thus, the following negotiation procedures will provide broad “guidelines” or plans and operations due to flexibility being paramount to successful goal accomplishments.

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**CRISIS NEGOTIATION TEAM**

**STANDARD OPERATING PROCEDURES**

**TEAM STRUCTURE**

I. Crisis Negotiation Teams:

A. The Crisis Negotiation Teams are structured utilizing the following positions:

1. The Lead Negotiator is responsible for the actual contact with the offender. He will attempt to engage the subject in conversation, which will result in the successful resolution of this incident.
2. The Back-up Negotiator will monitor the dialog between the Lead Negotiator and the subject. He will continually make suggestions as to content and tempo in order to increase the probability of a successful outcome.
3. Intelligence Negotiators will attempt to gather as much information as possible relative to the incident. They will contact relatives, neighbors, friends and conduct criminal history checks in an effort to gain additional insights, which will aid in the successful conclusion of the incident.

Note: All personnel are cross-trained and can perform in each of the above listed categories to a designated level or performance criteria, as need dictates. Each officer may be responsible for more than one task.

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**CRISIS NEGOTIATION TEAM**

**STANDARD OPERATING PROCEDURES**

**DUTIES AND RESPONSIBILITIES OF MEMBERS**

- I. It is the responsibility of the Crisis Negotiator Commander to provide leadership and direction at all times. He will ensure that all policies and procedures are followed during the deployment of the team during crisis situations. His specific functions are as follows.
  - A. Responsibilities of **Crisis Negotiator Commander**:
    1. The Commanding Officer will maintain an environment that promotes the development of motivation and professionalism in all the members of the team.
    2. The Commander is responsible for the coordination of selection, development of comprehensive training, deployment, and all operations involving the members of the team, and the control procedures to facilitate compliance with all departmental policies.
    3. The Commander will coordinate with the SWAT Commander and the STRU Commander during all crises to ensure maximum efficiency.
      - a. The Crisis Negotiation Team Commander will be advised of and respond to all barricaded subject scenes, situations involving hostages, or all other crisis type situations which pose eminent danger to human life and that warrant an immediate response. He is responsible for the overall direction of the negotiation process and intelligence gathering of subjects involved. Furthermore, he will be responsible for the selection of Negotiation Supervisor and Intelligence Supervisors. The Crisis Negotiation Commander or Deputy Commander may authorize the response of off-duty negotiators during a call-out.
      - b. The Commander will continually evaluate the performance of sergeants on the scene.
      - c. Liaison with the SWAT team and other investigative units involved in crisis situations.

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4. Notification to the Crisis Negotiation Team Commander will be made, while on or off duty
5. The Crisis Negotiation Team Commander is responsible for the selection of primary and secondary negotiators during a crisis situation. They shall assign a negotiating team and an intelligence gathering team. They will ensure compliance with Departmental Orders, Rules and Regulations, Standard Operating Procedures, Applicable Laws and Lawful Orders of Superior Officers.
6. Crisis Negotiation Team Commander will be responsible for coordinating the training of the team and will coordinate joint training with the SWAT team.

### A. Responsibilities of **Crisis Negotiation Team Supervisors:**

1. The Supervisor is responsible for monitoring all negotiations and makes the determination to replace the primary negotiator. They will ensure that negotiators are utilizing Active Listening Skills during all conversations with hostage takers or persons in crises. They will ensure that all negotiators participating in the crises event are properly equipped with general assigned equipment prior to entering the hot zone of the incident.
2. Crisis Negotiation Team Supervisors will maintain a leadership role and coordinate the negotiations to mutually coincide with the tactics and movements of the SWAT team. The Supervisor will be responsible for informing the Crisis Negotiation Team Commander and SWAT Commander of any pertinent information that may lead to the surrender of the barricaded subject (crisis situations). The Supervisor will ensure that all Surrender Rituals are performed, and any pertinent information is provided in accordance with tactics, movements, and procedures authorized by SWAT Supervisors.
3. In addition to his primary supervisory duties, the Supervisor will perform such administrative tasks, as the Crisis Negotiation Team Commander deems necessary.
4. Crisis Negotiation Team Commander is responsible for completing the following training/ call-out documents:

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- a) Notification e-mail to Training Unit for classroom reservation
- b) Training Lesson Plan
- c) Power Point Presentation and Scenario
- d) Training After Action/Call-out Report/EML quarterly update
- e) Input of Training/Call-out on team Log
- f) Equipment Log
- g) Completion call-out overtime slips

5. Crisis Negotiation Team Supervisors will ensure that the assigned equipment and Crisis Negotiator vehicle is maintained, inspected, and kept up to operating standards.

III. Negotiators are responsible for the initiation of dialogue that seeks the safe return of the hostage(s), ensures the safety of all persons involved and convinces the person in crisis to safely surrender.

#### A. Responsibilities of **Negotiators**:

1. All negotiators will report to the command post during call-out situations and obtain instructions from supervisory personnel.
2. Negotiators are responsible for picking up the negotiator police vehicle, upon request of a supervisor. All negotiators will be responsible for the up keep of the equipment during all crisis negotiation callouts, to include, the cleanup and storage of all equipment after use.
3. Back-up negotiators are responsible for the maintenance and record of all verbal directives, suggestions, advices, demands, or conversations made during a negotiations incident. Immediately following the conclusion of the crisis situation, all logs, audio/video tapes, intelligence and negotiation conversations will be documented in an after-action report. It is the responsibility of the back-up negotiator to complete this report and submit it for supervisory approval and up-load to the C.N.T database folder.

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4. Negotiators will be responsible for the debrief of all subject(s) in crisis, in order to establish rapport, provide necessary intervention, and complete any promises/demands made during the negotiations. A debrief of mentally ill subject(s) will be conducted during all crisis incidents, unless otherwise ordered by the STRU Commander, SWAT Commander or Crisis Negotiation Commander.

## CRISIS NEGOTIATION TEAM

### STANDARD OPERATING PROCEDURES

#### TRAINING

- I. All member of the Crisis Negotiation Team will be required to attend all training sessions unless excused by the Negotiator Commander. Training will be conducted monthly, and members will be notified via e-mail of the dates and times. Monthly training red –line memorandums will be sent to team member’s chain of command at least three weeks prior to each training.
  - A. All members will be required to notify a C.N.T. Supervisor or Negotiator Commander as soon as possible if they are unable to attend a training session. In the event that a negotiator cannot attend a training session, approval for the absence must be obtained prior to the session from the Negotiator Commander. If any member has two unexcused absences within a one-year period, the member may be removed from the team. Any absence which occurs without proper notification or approval will be considered unexcused.
    1. All team members must inform a C.N.T. supervisor via e-mail of any scheduled vacation/time-off/extended leave, at least one (1) week prior to departure.
  - B. New members to the team are required to attend a 40-hour Basic Negotiator School (Level I & II) within the first year of appointment to the team.
  - C. All training will be documented and lessons plans/after-actions will be retained in the C.N.T. database folder for future reference.

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**CRISIS NEGOTIATION TEAM**

**STANDARD OPERATING PROCEDURES**

**NEGOTIATIONS**

- I. The response of the Crisis Negotiation Team will be conducted on a 24-hour basis, and team members will be required to respond to emergency situations during non-scheduled working hours. Team members should be readily available for contact via telephone, text messaging and/or police radio on a 24-hour basis.
  - A. The Initiation of Negotiations:
    1. Negotiations should not be attempted until the police have control over the incident locations.
      - a) The internal and external perimeters must be secure.
      - b) All civilians must be evacuated.
    2. Ample police resources must be on the scene.
    3. SWAT team must be deployed in strategic location to ensure an immediate response, should conditions demand same. The C.N.T Commander must be thoroughly briefed by the on-scene STRU Commander as to all related information obtained up to that point in time.
      - a) There may exist circumstances when a negotiator arrives on the scene and makes an early contact as a result of an initiation by the subject. This will serve as a “verbal containment” and the actions of the subject will dictate the response of the negotiator. Negotiators will pay strict attention to early contacts which may pose as a deliberate action by the subject to create a confrontation from police.

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4. Negotiators will maintain a constant line of communication with the C.N.T. Commander or his designee.
5. The STRU or SWAT Commander will make tactical decisions based in part on the information provided to him/her by the Crisis Negotiator

## II. Guidelines for Negotiations

### A. Crisis Negotiation Team Response Personnel

1. Supervisor
2. Primary Negotiator
3. Secondary Negotiator
4. Intel Negotiator

### B. Method of Negotiations

1. Telephone
1. Throw phone
2. Written letters
3. Public addressing system
4. Face-to-face
5. Voice

- C. Always consider the safety and security of the negotiator.
- D. Time is generally favorable to the successful accomplishment of STRU goals.
- E. Barring exigent circumstances, the primary and secondary negotiator(s) will be a designated police officer or sergeant.

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1. Persons authorized to contact the perpetrator(s) will be limited so greater control can be maintained over the situation and the negotiation.
  - a. Under special circumstances, a psychologist, psychiatrist, priest, relative, etc. may be utilized at the C.N.T. commanding officer's discretion.
    - 1) Direct contact with the above and the perpetrator(s) is generally discouraged and should be utilized as a last resort tactic.
    - 2) Anyone selected to participate as a negotiator other than police members, who have been trained in crisis negotiation, must be screened and briefed carefully prior to direct involvement by the C.N.T. Commander.
- F. Negotiations are offered as an alternative to the SWAT assault, not as a substitute.
  1. Appropriate SWAT plans for assault are developed simultaneously as negotiations are underway.
  2. Assault capability must be prepared to respond immediately to any bizarre actions by the perpetrator(s).
  3. A decision to assault is a highly situational one. As the threat to life becomes greater, the controlled force present must exert an equal degree of effort toward the neutralization of the perpetrator(s).
  4. In the unfortunate circumstance a hostage is killed, the probability is significantly greater that the perpetrator(s) will kill again; therefore, communications should be kept continuous, up to the point of implementing a tactical assault.
- G. The number and the state of mind of the perpetrator(s) will determine a show of force by police personnel on the scene.

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- H. During negotiations, threats, promises, and offers that cannot be fulfilled should be avoided.
- I. Food and other supplies intended for the comfort of the hostages may be given.
  - 1. Medicine and items intended solely for the perpetrator(s) will not normally be furnished unless it strengthens the negotiator's position.
- J. Utilize intelligence information from all sources, i.e. family members, psychologist, clergyman, lawyer, probation/parole officer, friends, neighbors, criminal history files, etc., to the fullest advantage when negotiating with offender.
- K. Victim identification with offender syndrome.
  - 1. Do not depend on reliable assistance from the hostage victim(s) during negotiations nor when preparing and implementing a negotiation and/or assault response.
- L. Generally, do not do the following:
  - 1. Induce drugs into food or beverages
  - 2. Provide alcoholic beverages
  - 3. Negotiate for the exchange of people
  - 4. Disarm police members
  - 5. Give weapons of any kind to the perpetrator(s); Including "dummy" weapons
  - 6. Provide a police radio to the perpetrator(s).
  - 7. Do not show overt concern for the welfare of the hostage(s).

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8. Do not agree to the release of any individuals from your custody whose freedom the perpetrator(s) seek.
  9. Never agree to demands without receiving something in return from the perpetrator(s).
    - i. Any deviation of the above-mentioned parameters will only be performed under the direction and prior authorization of the Crisis Negotiations Team Commander, with the approval of the on-scene STRU Major or STRU Commander.
- M. Note the following indicators of the perpetrator's willingness and ability to negotiate.
1. Continued participation in the negotiating process.
  2. The lessening of demands.
  3. The uneventful passage of deadlines set by the perpetrator(s).
  4. Considerate treatment of the hostage(s).
- N. Keep the perpetrator(s) talking as long as possible.
- O. The perpetrator(s) will not be allowed to depart from the location.
1. The perpetrator will be denied access to motor vehicles.
  2. If the perpetrator cannot be denied access to a vehicle, all escape routes will be blocked.
  3. In the event a perpetrator does have access to a motor vehicle, pursuit vehicles (marked and unmarked) will be placed at strategic locations to intercept the perpetrator's vehicle.

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4. If the situation warrants it, the STRU/SWAT Commander will request aviation assistance from the Miami-Dade Police Department, F.D.L.E, and Highway Patrol etc., to maintain surveillance of the perpetrator's vehicle.
- P. Essentially, negotiations involving a perpetrator without hostages will be the same guidelines indicated above, with two notable exceptions:
1. The perpetrator will not be permitted to depart from the original incident location.
  2. Tactical considerations designed to respond to the threat of injury or death to hostages is minimized, however, concern for the perpetrator inflicting injury or death upon his/her own person becomes of paramount importance.
- Q. Surrender Rituals will be performed during all crisis negotiations that permit its use. The surrender instructions will only be given with prior approval and notification to the C.N.T. Commander and in coordination with the SWAT Commander. The surrender will not occur until all SWAT personnel are aware of its commencement.
- R. A Crisis Negotiation debriefing will be conducted once the situation has been diffused. The C.N.T. Commander will be responsible for
- performing the debrief meeting with all the negotiator members involved in the call-out. The supervisor will ensure that all the points in the Incident Debriefing Checklist are completed. Any situations that require immediate operational or psychological (e.g. emotional debrief, E.A.P) attention will be made to the attention of the Crisis Negotiation Commander and STRU Commander.