



PORTAGE DEPARTMENT OF PUBLIC SAFETY POLICY AND PROCEDURE		ORDER NO. 200-27
SUBJECT: Kalamazoo Metropolitan SWAT Team		
EFFECTIVE DATE January 3, 2001	DISTRIBUTION AS	NEW <input type="checkbox"/> AMENDED <input checked="" type="checkbox"/> April 27, 2021 REVISED <input type="checkbox"/> REVIEWED <input type="checkbox"/>
ISSUED BY: <i>Nicholas J. Arnold</i> Nicholas J. Arnold, Public Safety Director		MICHIGAN STANDARDS: 1.5.3, 1.6.1, 1.6.2, 1.9.8 CALEA STANDARDS: 12.1.2

- I. Purpose
  - II. Policy
  - III. Definitions
  - IV. Organization and Personnel
  - V. Selection and Evaluation
  - VI. Kalamazoo Metro SWAT Unit Operations
  - VII. Pre-planned Arrests
  - VIII. Dignitary or Witness Protection
  - IX. Barricaded Suspect/Hostage
  - X. Alert and Call-up
  - XI. Patrol Response
  - XII. Incident Commander
  - XIII. Equipment Control
  - XIV. Special Operations Vehicle
  - XV. Training
- Appendix A – Kalamazoo Metropolitan SWAT Operations Manual  
 Appendix B – Special Operations Vehicle Checklist

**I. PURPOSE**

The purpose of this order is to establish policy and procedures for handling special threat incidents. The order covers activation, utilization, and tactical operations involving specialized units of the department. In 2012, the Portage Department of Public Safety Critical Response Unit, along with area police agencies, formed the Kalamazoo Metropolitan SWAT Team. Hereafter, the Critical Response Unit (CRU) will now be referred to as the Kalamazoo Metropolitan SWAT Team (KM-SWAT).

## II. POLICY

The Kalamazoo Metropolitan SWAT Team is a designated law enforcement team, whose members are selected, trained, equipped and assigned to resolve critical incidents involving a threat to public safety that would otherwise exceed the capabilities of traditional law enforcement first responders or investigative units.

## III. DEFINITIONS

- A. After-action Memorandum – A memorandum provided to the Patrol Lieutenant and Senior Deputy Police Chief-Operations summarizing the recent tactical situation and any changes, additions, etc. for training, operational procedures, and administrative affairs of tactical operation.
- B. Command Post – Field headquarters located in a safe and secure area from which the Incident Commander and other staff officers control the operation.
- C. High Risk Situation – Incidents involving acts of violence or potential acts of violence in which police officers are at a disadvantage and subject to extreme danger, which include, but are not limited to:
  - 1. Hostage Situation – Subject(s) holding one or more persons against their will with the actual or implied use of force; this could be as a result of a crime, domestic problem, or other incident.
  - 2. Barricaded Subject – Subject(s) takes a position of confinement to avoid apprehension. All barricaded subjects will be considered armed until proven otherwise.
  - 3. Sniper Situation – Subject(s) that has placed him or herself in a position with a firearm, or has implied that he/she has a firearm, and fires upon or threatens to fire upon anyone.
  - 4. Crowd Control – Any civil disturbance or crowd control problem where the use of organized tactics, gas munitions, or rescue/apprehension from the crowd is anticipated.
  - 5. Pre-planned Arrest – Any pre-planned arrest situation where a subject(s) may resist with the use of weapons, i.e. narcotic suspect roundups.
  - 6. Dignitary/Witness Protection – The planning and, if required, supplemental protection for dignitaries and high risk witnesses.

- D. Incident Commander – The highest ranking officer, or their designee, that has assumed command at the scene of a high risk situation.
- E. Inner Perimeter – The immediate area of containment. Patrol personnel initially control this area until relieved by members of the tactical team.
- F. Mission Plan – Overall plan which outlines the course of action which will be utilized to terminate the situation.
- G. Outer Perimeter – Control area outside the inner perimeter to control crowd and traffic from gaining access into the problem area. This will normally be the responsibility of patrol units.
- H. Tactical Assault – Assault on a position that involves the apprehension of a suspect or termination of a situation.
- I. Unit Alert – When members of unit are made aware of a possible call-up in the near future and, if on duty, will be kept available for possible call-up.
- J. Unit Call-up – Designated members of unit are advised to meet in a designated area with all necessary equipment and supplies.

#### IV. ORGANIZATION AND PERSONNEL

KM-SWAT is an inter-divisional unit assigned to Field Operations. Personnel assigned to the unit assume the duty as a secondary assignment to their regularly assigned duties.

- A. KM-SWAT will be administered by an Executive Committee consisting of the Chief of Police/Sheriff, or designee, from each of the governmental units involved. The Executive Committee's responsibilities will include, but are not limited to, the adoption of policies and operating procedures, ensuring compliance with the provisions of this agreement and appropriate fiscal management.
  - 1. The Executive Committee will meet no less than twice per year.
  - 2. The Executive Committee will adopt its own rules of procedure and will keep a record of its proceedings. A majority of the members serving on the Executive Committee will constitute a quorum for the transaction of business. Each member of the Executive Committee will have one vote.
  - 3. The Executive Committee will elect one of its members as its Chair, who will serve a one-year term corresponding to the calendar year and may serve consecutive terms. The Chair, or two or more

members of the Executive Committee, may call for special meetings as necessary.

4. The Executive Committee will select and supervise an Executive Commander, who, subject to the provisions of Sections 5 and 6, is the overall command officer for KM-SWAT.
5. The Executive Committee will ensure that continuing education and training be conducted to maintain and update the operational skills of KM-SWAT members.
6. The Chair of the Executive Committee will maintain an operations manual and a list of equipment under the control of the KM-SWAT Team. An updated copy of each, along with an annual report of KM-SWAT activity, will be provided to each member of the Executive Committee and to the governmental units.
7. The Executive Committee will establish the minimum number of officers that must be assigned to the KM-SWAT Team in order for it to operate safely and efficiently, and establish the minimum qualifications an officer must meet in order to be assigned to the KM-SWAT Team.

B. KM-SWAT is comprised of the following personnel. Detailed descriptions of the position responsibilities are outlined in the KM-SWAT operations manual (Appendix A):

1. Executive Committee
2. Team Commander
3. Assistant Team Commander
4. Crisis Negotiation Team Leader
5. Crisis Negotiation Team Members
6. Precision Long Rifle Team Leader
7. Precision Long Rifle Team Members
8. Entry Team Leader
9. Entry Team Members
10. Tactical Medics Team Leader
11. Tactical Medics Team Members
12. Team Training Officer

## **V. SELECTION AND EVALUATION**

To fulfill the purpose of the team concept, it is imperative that the proper personnel are selected. Continuous evaluation of unit members will be necessary during their tenure on the unit. Vacancies in the unit will be posted.

Eligible officers interested in the assignment should notify the Senior Deputy Police Chief-Operations by memo via chain of command.

- A. The following criteria and qualifications will govern the selection process for KM-SWAT operators/members other than negotiators:
1. Each candidate must be a full-time MCOLES certified police officer with at least one year of law enforcement experience with the participating agency where the candidate is employed.
  2. A thorough review of the candidate's personnel files.
  3. The candidate's performance evaluations must be satisfactory or above on each evaluation for the previous year, demonstrating a desire and the ability to do work of high quality.
  4. The candidate must display initiative, job interest, and dedication to the police profession.
  5. The candidate should be aware of the necessity of a personal commitment to training; realizing a large amount of his/her time will be committed to producing an effective program.
  6. The candidate must satisfactorily complete a physical agility, firearm qualification, scenario evaluation, and oral interview. The testing will be completed in one day, as outlined in the KM-SWAT Operations Manual (see Appendix A).
  7. The candidate must make voluntary application to the Senior Deputy Police Chief-Operations.
  8. The candidate's disciplinary record will be reviewed by the Senior Deputy Police Chief-Operations.
- B. The following criteria and qualifications will govern the selection process for KM-SWAT negotiators:
1. Each candidate must be a full-time MCOLES certified police officer with at least one year of law enforcement experience with the participating agency where the candidate is employed.
  2. Candidates must have demonstrated ability in conducting themselves calmly and effectively in stressful situations.
  3. Candidates' performance evaluations for the previous 12 months must be in the satisfactory or above range.

4. Candidates must possess good communication skills.
  5. Candidates must have the recommendation of supervisory personnel.
  6. Candidates will participate in an oral interview in which a series of pre-determined questions will be asked. The interview panel will consist of three to five members of KM-SWAT who are selected by the Crisis Negotiation Team Leader. After the interview, the Crisis Negotiation Team Leader will inform the KM-SWAT Team Commander which applicant(s) they recommend be appointed to the team. The KM-SWAT Team Commander will have the final decision on the appointment.
- C. The following criteria and qualifications will govern the selection process for KM-SWAT Patrol Long Rifle Team Officers:
1. Each applicant must be a full-time MCOLES certified police officer of a participating agency, with at least one year of experience on the KM-SWAT Team.
  2. If a vacancy on the team occurs, applicants will submit a memo of interest to the Patrol Long Rifle Team Leader.
  3. After a review, the Patrol Rifle Team Leader will inform the KM-SWAT Team Commander the applicants they recommend be appointed to the team.
  4. The KM-SWAT Team Commander will have the final decision on the appointment.
- D. The Tactical Medics are members of Life Ambulance service and are overseen and managed with their organization.
- E. The Team Training Officer is appointed by the KM-SWAT Team Commander and is selected from current members of the KM-SWAT Team.
- F. Evaluation – All unit members will be required to maintain those qualifications required for selection throughout their tenure on the unit.

## **VI. KALAMAZOO METRO SWAT UNIT OPERATIONS**

Agencies within Kalamazoo County are encouraged, but under no obligation, to use KM-SWAT to resolve critical law enforcement incidents, which are defined as:

- A. Hostage situations
- B. Barricaded subject
- C. High-risk apprehension
- D. High-risk warrant service
- E. Dignitary or witness protection

## **VII. PRE-PLANNED ARRESTS**

Any supervisor planning the arrest of a potentially violent person will notify a Portage Department of Public Safety supervisor, or designee, assigned to KM-SWAT, the Patrol Lieutenant, and the Senior Deputy Police Chief-Operations, allowing as much advance notice as possible.

## **VIII. DIGNITARY OR WITNESS PROTECTION**

- A. Notification of a visiting dignitary or other person needing tactical unit protection will be made to the Patrol Lieutenant and the Senior Deputy Police Chief-Operations, allowing as much advance notice as possible.
- B. The KM-SWAT Commander and the Portage Department of Public Safety supervisor, or designee, assigned to KM-SWAT will supervise and coordinate the security detail, to include arrangements for the following:
  - 1. Special equipment requirements, e.g., vehicles, body armor, and weapons.
  - 2. Planning and reconnoitering travel routes and alternates.
  - 3. Advance inspection of sites and facilities.
  - 4. The gathering of intelligence information.
  - 5. Adequate emergency first-aid, ambulance, and medical facilities.
  - 6. Coordinate with the involved teams and other agencies involved in the security detail, e.g., Secret Service and other law enforcement agencies.

7. Adequate communications capabilities.
8. Identification of participating personnel by visible designations.

## **IX. BARRICADED SUSPECT/HOSTAGE**

Initial responding units to a barricaded suspect/hostage situation should immediately notify their supervisor, who will respond to the scene and assume command. The primary goal of the responding units should be the containment of the situation until KM-SWAT personnel respond. Upon confirming the status of the situation, the supervisor should notify the Senior Deputy Police Chief-Operations or senior command officer on-call. The following steps should then be taken:

- A. The immediate area should be cordoned off and an inner perimeter established to seal avenues of escape. Innocent bystanders and injured victims should be evacuated from the area.
- B. KM-SWAT notification procedures will be activated. The commander authorizing the call-up should respond to the scene to assume command and establish a command post from which to direct operations.
- C. An outer perimeter should be established to control the flow of vehicular and pedestrian traffic through the area. Provisions should be made for chase and/or surveillance vehicles. No unauthorized persons will be allowed inside the outer perimeter, and all persons leaving the outer perimeter will be identified.
- D. The KM-SWAT Tactical Commander, KM-SWAT Negotiations Commander, and Incident Commander should develop a plan of action and coordinate efforts among patrol personnel, KM-SWAT operators, and hostage negotiators.

## **X. ALERT AND CALL-UP**

- A. Requests for activation of KM-SWAT will be made by notifying the KM-SWAT Team Commander through the Kalamazoo County Consolidated Dispatch Authority, or appropriate chain of command.
- B. After a request for team activation has been made, the KM-SWAT Team Commander will evaluate the situation and determine if the operation justifies the use of KM-SWAT.



- C. If activation of KM-SWAT is justified, the Team Commander will determine the number and which team members will respond to the incident. Every effort will be made to utilize on-duty team members before calling in off-duty personnel.
- D. At any point during the incident, if the operation does not justify the use of KM-SWAT, the Team Commander can elect to terminate the use of KM-SWAT and release team members from their SWAT capacities.

## **XI. PATROL RESPONSE**

- A. Responding patrol units, upon determining that a high-risk situation exists, should immediately establish an inner perimeter and simultaneously notify their patrol supervisor.
- B. The patrol team supervisor will evaluate the situation, initiate call-up of tactical personnel, notify the Patrol Lieutenant and Senior Deputy Police Chief-Operations or staff duty officer, and respond to the scene and assume responsibilities of the Incident Commander until directed otherwise.

## **XII. INCIDENT COMMANDER**

The on-scene commander will assume the following responsibilities during a high-risk situation:

- A. Ensure that inner and outer perimeters are established and adjacent areas are cleared of all uninvolved persons and conduct necessary evacuations.
- B. Establish a command post, located inside the outer perimeter, but outside the inner perimeter, from which the operation will be controlled, and activate incident command system, if necessary.
- C. Maintain command post and scene security.
- D. Establish liaison with the KM-SWAT Tactical Commander and Negotiator Commander to develop a plan of action.
- E. Assign a recorder to document all assignments and initiate a chronological log of activities.
- F. Alert the Department of Public Safety-Fire Division and EMS personnel of the situation; if necessary, have fire rescue and ambulance standing by outside the outer perimeter and determine code for any responding units.

- G. Determine the need for specialized surveillance equipment and, if so, arrange for its delivery to the scene.
- H. Establish staging area, if necessary.
- I. Monitor all incoming intelligence and direct activities to gather further intelligence when necessary.
- J. Establish a media assembly area and coordinate press relations, utilizing the public information officer or designee.
- K. Approve plans of action of the KM-SWAT Commander and Negotiator Commander.
- L. Provide for detainee transportation, processing, and confinement.
- M. Authorize use of distraction devices, gas munitions, and munitions as a means of resolve.
- N. Maintain safety of all affected personnel.
- O. Assign personnel to direct and control traffic.
- P. Review and evaluate the after-action memorandum.

### **XIII. EQUIPMENT CONTROL**

- A. The KM-SWAT Commander will develop procedures for the maintenance, issuance, and inventory of unit and issued personal equipment and vehicles. The Portage Department of Public Safety supervisor, or designee, assigned to KM-SWAT will be responsible for the maintenance and inventory of equipment assigned to Portage officers assigned to KM-SWAT.
  - 1. KM-SWAT personnel are responsible for all equipment issued to them and to insure it is kept in good condition and readily available for immediate use.
  - 2. Unit equipment (support equipment not issued to an individual) will be stored in the department KM-SWAT equipment room or Portage Department of Public Safety special operations vehicle.
- B. Damaged, malfunctioning, or lost tactical unit equipment must be reported to the Portage Department of Public Safety supervisor, or designee, assigned to KM-SWAT immediately. Equipment needing repair will be

documented. Unauthorized KM-SWAT members will not attempt to repair any unit weapons.

- C. KM-SWAT weapons will be assigned to individual unit members whenever possible. Each member is responsible for maintenance and security of their weapon. When not being used in an official or training capacity, all KM-SWAT weapons are to be secured in the KM-SWAT equipment room. This room is to be locked with limited access. The issuance of KM-SWAT weapons or chemical munitions will be at the direction of the Portage Department of Public Safety supervisor, or designee, assigned to KM-SWAT. KM-SWAT members may carry their assigned rifles while on patrol.

#### **XIV. SPECIAL OPERATIONS VEHICLE**

The department maintains a vehicle for use in special operations. The special operations vehicle is assigned to the Field Operations Division. The vehicle is designed to be used for high-risk warrant service, as a field command post, and tactical command post.

- A. The special operations vehicle is assigned to the Field Operations Division. The Portage Department of Public Safety KM-SWAT supervisor, or designee, will maintain a list of any equipment stored in the van (Appendix B). All KM-SWAT equipment is inspected for operational readiness on a monthly basis.
- B. The special operations vehicle may be used in any situation that a supervisor authorizes. It is also available for use by the Fire Division, other city departments, and other police departments.

#### **XV. TRAINING**

- A. In an effort to ensure adequate and uniform training for all members of KM-SWAT, each tactical officer will attend and participate in scheduled training. The purpose of this is to promote teamwork and maintain members' tactical proficiency and operational readiness. Operational simulations should be included in the training.
- B. The appropriate unit supervisor must approve any absences.
- C. Joint training with the KM-SWAT Crisis Negotiations Team will be held annually.

**SPECIAL OPERATIONS VEHICLE  
MONTHLY CHECKLIST**

Inspection Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

cc. CALEA Proof Doc.

<b>Mechanical:</b>	<b>Good</b>	<b>Service Required</b>	
Engine	_____	_____	<b>Describe:</b> _____
Electrical	_____	_____	<b>Describe:</b> _____
Fluids	_____	_____	<b>Describe:</b> _____
Tires	_____	_____	<b>Describe:</b> _____
Body	_____	_____	<b>Describe:</b> _____
Computer	_____	_____	<b>Describe:</b> _____
(2) Radios	_____	_____	<b>Describe:</b> _____
Cabinets/Interior	_____	_____	<b>Describe:</b> _____
Generator	_____	_____	<b>Describe:</b> _____
Heating/Propane	_____	_____	<b>Describe:</b> _____
A/C	_____	_____	<b>Describe:</b> _____
First Aid Kit	_____	_____	<b>Describe:</b> _____
Emergency Flare Kit	_____	_____	<b>Describe:</b> _____

**Equipment:**

- \_\_\_\_\_ (2) Shields
- \_\_\_\_\_ (2) Extra Vests
- \_\_\_\_\_ (1) Extra Comm. Gear
- \_\_\_\_\_ (2) ladders
- \_\_\_\_\_ Tool box
- \_\_\_\_\_ Spool tx
- \_\_\_\_\_ Ram
- \_\_\_\_\_ Sledge
- \_\_\_\_\_ (2) HalliganTools
- \_\_\_\_\_ (2) Cutters
- \_\_\_\_\_ Portable Litter
- \_\_\_\_\_ Mirror
- \_\_\_\_\_ 12 GA Breacher w/ 5 TKO Rnds.
- \_\_\_\_\_ CO Extinguisher
- \_\_\_\_\_ OC Unit
- \_\_\_\_\_ 40 MM w/ Exact Impact and Bean Bag
- \_\_\_\_\_ 37/40 MM Less Lethal
- \_\_\_\_\_ (2) Binoculars
- \_\_\_\_\_ (1) Night vision
- \_\_\_\_\_ Bull Horn
- \_\_\_\_\_ Bag TX Unit
- \_\_\_\_\_ (5) Piranah Stop Sticks
- \_\_\_\_\_ Hazmat/PPE

**Munitions:**

- 37/40mm:**
- \_\_\_\_\_ (6) Exact Impact
- \_\_\_\_\_ (5) Bean Bag
- \_\_\_\_\_ (3) Foam Baton
- \_\_\_\_\_ (3) Stinger
  
- 12 GA:**
- \_\_\_\_\_ (9) Boxes D.S. Bean Bag
- \_\_\_\_\_ (7) Boxes Rubber Ball
  
- .223/40 Cal:**
- \_\_\_\_\_ (16) .223 magazines
- \_\_\_\_\_ (10) 40 Cal. magazines
  
- Specialty:**
- \_\_\_\_\_ (3) Sting Ball Grenades

**\*Munitions reflects minimum storage amounts**

**\*Officers are responsible for individual gear items**