


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 036		TITLE: Special Response Teams
EFFECTIVE DATE: November 26, 2010	NO. PAGES: 37	REVIEWED/REVISED: December 6, 2021
 Sheriff of Monroe County		

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

II. **DISCUSSION:** This directive applies to all Monroe County Sheriff's Office (MCSO) personnel. The primary responsibilities of Special Response Teams are to support the law enforcement functions within Monroe County.

III. POLICY AND PROCEDURE

A. **The Special Weapons and Tactics Team (SWAT):** is to provide specialized services in support of law enforcement operations that require the use of special weapons, search warrants, tactics, decoy operations, coverage of special events, VIP protection, assistance in bomb discoveries and coverage of disasters, civil disorders and civil defense emergencies. The SWAT reports to the commander designated by the Sheriff. Authorized use will come from a commander or above.

1. The team functions as follows:

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

- 1) Perimeter security
 - 2) Building entry and suspect apprehension
 - 3) Hostage rescue
 - 4) Unit security
 - 5) Chemical agent delivery
 - 6) Counter sniper terrorism
 - 7) Directed patrol assignments in high crime areas
 - 8) Dignitary protection details
 - 9) Security at special events
 - 10) Barricaded subjects
 - 11) Apprehension of armed and dangerous persons
 - 12) Execution of search warrants
 - 13) Active threat and hostage rescue situations
- e. When requested, the team will provide support to other operational components of MCSO. These may include, but are not limited to, inmate and court security, high-profile trials, officer rescue detail during Fantasy Fest or other large crowd event, narcotic search warrant execution, etc.
2. Team Member Availability: Based on a 24-hour need for rapid response, team members may be required to respond to emergency situations during non-duty hours. Team members will remain readily available for contact via telephone or radio during off-duty hours. The team leader and/or assistant team leader will be informed of and approve vacation schedules or other activities that would render a team member unavailable for duty.
- a. Emergency Response (On-duty): Upon notification of a crisis situation, Communications will dispatch on-duty SWAT members to the scene. Additional team members may be requested as needed by the SWAT command or team leader. The minimum personnel to be utilized will be 5 team members.
 - b. Emergency Response (Off-duty): Upon notification of a crisis situation call-out, off-duty team members will respond to the crisis scene as rapidly as safe transport permits.
 - c. Use of Emergency Equipment: SWAT members will respond routinely unless otherwise directed. Driving safety is a must, and, if an emergency response is authorized, emergency lights and siren will be used in conjunction with existing policy. The use of emergency equipment will be discontinued at a reasonable distance from the crisis scene to avoid antagonism of crisis perpetrators.
 - d. Other Requests: Non-emergency requests for use of the SWAT will be directed through the chain-of-command and coordinated with the SWAT commander. Such activities include, but are not limited to, assisting other operational components in the service of search warrants, apprehension of dangerous criminals or directed patrol.

3. Team Safety

- a. Team members are responsible for their own individual safety as well as the safety of other team members, members of MCSO and the public.
- b. Each member will utilize standard techniques in handling crisis situations and will immediately respond to the team leader's directions.
- c. Deadly force will not be used unless directed by the team leader or in defense of life of self or others as outlined in MCSO policy.

4. Training of Team Members

- a. Formal Training: Members of the SWAT will receive technical training in the areas of:
 - 1) Special weapons and tactics
 - 2) Decoy operations
 - 3) Coverage of special events
 - 4) VIP protection
 - 5) Bomb discoveries
 - 6) Coverage of disasters
 - 7) Coverage of civil disorders
 - 8) Coverage of civil defense emergencies
- b. In-Service Training
 - 1) In-service training will be conducted at least quarterly along with one annual readiness exercise. The location and curriculum will vary for each training session. Instructors specialized in area of team-related functions will be selected in accordance with training needs.
 - 2) In-service training will include, but not be limited to, weapons and tactics, anti-sniper and anti-terrorist techniques and physical training and conditioning.
 - 3) Each team member will be responsible for an overall self-administered physical fitness program. This program should include fitness in the areas of endurance, strength and agility. Periodic physical fitness tests will be performed by team members and certain standards will be met to ensure unit readiness. Members of the team will be removed from the SWAT if unable to meet physical standards.
 - 4) Each team member will be required to meet semi-annual qualification standards with assigned weapons. Team members who fail to meet the qualification standards established by MCSO firearms instructors will not be permitted to engage in official team actions until qualification standards are met.

5. Equipment

- a. Maintenance: Each team member will be responsible for the routine maintenance of issued

equipment including, but not limited to, weapons, web gear, protective vests, clothing and other designated equipment. Equipment will be subject to periodic inspection by the team leader. Team members will carry body armor, helmets, portable radios and additional equipment in their assigned vehicles. Supplemental equipment will be stored at an area designated by the SWAT commander and the SWAT vehicle.

- b. Weapons utilized by the team will be designated by the team leader in accordance with MCSO policy.
- c. Uniforms utilized will be designated by the team leader.
 - 1) Under normal assignments, all SWAT members will wear their standard duty clothing.
 - 2) Military type boots, jump boots or other footwear, as designated by the team leader, will be worn.
 - 3) Vehicle: The SWAT truck is specially equipped with the following:
 - a) Rappelling ropes and gear
 - b) Non-pyrotechnic gas and gas delivery system
 - c) Bull horn
 - d) Radio communications equipment
 - e) Telephone and telephone line for hook-up
 - f) Extra load-bearing gear
 - g) Night vision gear

6. Records

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

7. General

- a. Prior to a member of MCSO being considered for placement on the SWAT, the following criteria must be met:
 - 1) The applicant will have at least one year of experience with MCSO or an equivalent agency.
 - 2) The one year experience may be waived if the applicant can show specialized training that would benefit the SWAT. If selected, the team leader will forward a memorandum to the SWAT commander outlining the reasons for the waiver request.
 - 3) The applicant must pass a physical standard test as set by the Major, Bureau of Law Enforcement.
 - 4) The applicant will submit to a psychological screening examination. If the applicant is selected for the SWAT, the psychological screening examination will be scored. The applicant must pass the psychological screening examination to be considered as a SWAT member. Test results will be kept on file.
 - 5) An oral interview as determined by the SWAT commander.
 - 6) Once the applicant has met and passed the above criteria, the team leader will forward the recommendation for acceptance to the SWAT commander who will then forward it via the chain-of-command to the Sheriff for final approval.
- b. Coordination
 - 1) Prior to assignments by the SWAT taking place, the respective division commander will be notified by the SWAT commander.
 - 2) The only assignments by the SWAT that will not be relayed to the division commanders are those where disclosure may jeopardize a tactical operation, but only with the approval of the Sheriff or Undersheriff.

8. Special Purpose Vehicle: SWAT Truck.

- a. Objectives of use: The vehicle is to be maintained with all necessary equipment needed for a SWAT call-out and kept in close proximity to the SWAT equipment lockers for quick loading of any necessary equipment.
- b. Instructions of operations of special vehicles are listed under guidelines of the MCSO Operations Manual of police vehicles.
- c. SWAT vehicles can be operated by any authorized person who may operate other MCSO vehicles
- d. Limitations of operations of these vehicles is limited to transport and use as a staging area for a tactical command post at a critical incident. Only authorized SWAT members are authorized to enter the storage areas and to use specialized equipment.
- e. This vehicle is only used for SWAT situations or special events or operations so designated by the SWAT commander or district commander as required.
- f. The SWAT team leader is responsible for the condition and maintenance of the SWAT

vehicles.

- g. List of equipment is to be kept in vehicle.
- h. List of persons authorized to operate SWAT vehicles: All current SWAT members or any authorized person who may operate other MCSO vehicles as designated by the Sheriff, SWAT team leader or district commander.

9. Special Purpose Vehicle: Vessel

- a. Objectives of use: To perform routine waterborne operations to include patrol, surveillance and special assignments.
- b. Instructions, conditions and limitations of usage: Vessels operated by MCSO members will be done so within the specifications of the manufacturer, in a manner that abides by all local, state and federal laws or regulations and in a manner that is courteous to the boating population.
- c. Authorization for the use in various situations: Authorization for use of the vessel will be granted by the commander responsible for the vessel.
- d. Qualifications and training for personnel assigned to operate the vessel: All boat operators will be required to successfully complete the USCG Safe Boaters' Course, Florida Fish and Wildlife Conservation Commission Safe Boating Course, MCSO 40-hour boat operators course or show proof of a valid license (Captain, etc.) sanctioned by the USCG.
- e. Designation of the person or position responsible for the condition and maintenance of the vessel: The commander responsible for the vessel will designate a person or persons to ensure the maintenance and care of the vessel. This person will have authority to have repairs and maintenance done at service centers.
- f. List of equipment to be kept in the vessel: The vessel will contain all USCG required equipment. When in normal operation, the operator will have an MCSO radio on and all duty gear needed for the operation.
- g. List of persons authorized to operate the vessel and its equipment: All patrol and investigators are able to operate the boat with requisite training. A current list will be maintained by the commander in charge of the vessel
- h. Enforcement Measures
 - 1) The Marine Enforcement Unit must allow for the deputy to use his/her discretion within reasonable limits. Good judgement, common sense and the ability to consider all factors existing at the time are all the basics on which enforcement decisions are made.
 - 2) The Marine Enforcement Unit's primary goal is to gain willing compliance of boaters regarding maritime laws. The issuing of boating citations and resource citations is not the only method that should be employed to attain this goal.
 - 3) The use of the vessel to conduct boardings for vessel safety inspections, marine ordinance and law violations and natural resource inspections/violations will be performed with due care.
 - 4) During enforcement operations, if additional assistance is needed, the Marine

Unit deputy will summon the assistance of a nearby marine patrol agency.

- i. Conducting Marine Vessel Stops: When conducting marine vessel stops, the deputy will be required to notify the communications officer on their prospective channel and provide the following:
 - 1) Location of the stop
 - 2) A description of the vessel to include:
 - a) Registration numbers
 - b) Make of vessel
 - c) Type of vessel
 - d) Size of vessel
 - e) Color of the vessel
 - 3) A description of the occupants
 - 4) A disposition code or use mobile data terminal
 - j. Vessel Towing: MCSO vessels will not engage in vessel towing operations unless there are emergency circumstances and the boat captain has evaluated the risk.
10. Special Purpose Vehicle: Wave Runner
- a. Objectives of Use: Patrol of residences and businesses from the water access side to enhance the ability of law enforcement in preventing and detecting crime.
 - b. Instructions, conditions and limitations of use: Wave runners operated by MCSO personnel will be used for the purposes mentioned above.
 - c. Authorization for use in various situations: Authorization for the use of wave runners will be granted by the commander responsible for the vessel.
 - d. Qualifications and training for personnel assigned to operate the vessel: All personnel operating office wave runners must first complete a course geared for law enforcement presented by the Florida Marine Patrol or MCSO.
 - e. Designation of the person or position responsible for the condition and maintenance of the vessel: The commander responsible for the vessel will designate a person or persons to ensure proper maintenance and care of the vessels. This person will have the authority to have repairs and maintenance performed at authorized service centers.
 - f. A listing of equipment to be kept in the vessel: The vessel will contain all USCG-required equipment. When in normal operation, the operator will have an MCSO radio and all appropriate issued duty gear.
 - g. A list of persons authorized to operate the vessel: The commander responsible for the waver runners will designate persons who have met the training requirements as wave runner operators.

11. Special Purpose Vehicle: All Purpose Vehicles (APV)

- a. Objectives of Use: APVs are essential for patrolling the inaccessible areas of Monroe County. They provide a quick response in situations that would delay traditional law enforcement vehicles. The effective use of APVs is dependent on proper training and certification to demonstrate operator efficiency.
- b. Instructions, conditions and limitations of use: Usage of APVs for patrolling inaccessible areas will include, but is not limited to:
 1. Patrolling heavily wooded or off-road areas found within Monroe County
 2. Areas within county-managed parks/preserves
 3. Beach accesses and beach front that is normally patrolled by deputies
 4. Accessing those areas that require patrolling will sometimes entail operating the vehicles on the roadway. The shoulder of the road should be used as much as possible, as well as the APV headlights, if equipped, should be in operation and appropriate hand signals given notifying other motorists of turns.
- c. Authorization for use in various situations: Authorization for the use of the APVs will be granted by the commander responsible for the APV.
- d. Qualifications and training for personnel assigned to operate the APV: All deputies operating APVs in the capacity of deputy sheriff will complete an approved basic operator's course. This course will include familiarity of the vehicle's nomenclature and demonstration of safe operations. Training will be continuous while on the job and all procedures must be followed consistent with operating a department vehicle
- e. Designation of the person or position responsible for the condition and maintenance of the APV: The commander responsible for the APV will designate a person or persons to ensure proper maintenance and care of the vehicle. This person will have the authority to have repairs and maintenance performed at authorized service centers.
- f. A listing of equipment to be kept on the APV: Each APV is equipped with gear to make it functional in the area to which it is assigned. When in normal operation, the operator will have an MCSO radio and all appropriate issued duty gear.
- g. A list of persons authorized to operate the APV: The commander responsible for the APV will designate persons who have met the training requirements as APV operators.

12. Special Purpose Vehicle: Bomb Truck

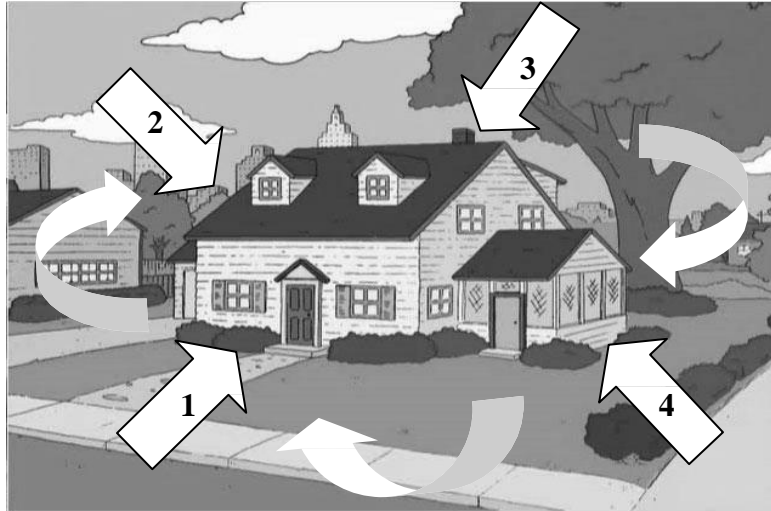
- a. Authorization, conditions and limitations of usage: Any use of the bomb truck must be authorized by the Sheriff, the Undersheriff, the Chief of the Bureau of Law Enforcement, the Bomb Squad supervisor or the district commander.
- b. The bomb truck is to be used for bomb threat call-outs.
- c. The bomb truck may only be driven by certified law enforcement employees or certified reserve employees of MCSO.
- d. Only certified bomb technicians are authorized to enter the bomb truck and use the specialized equipment associated with it.

- e. Qualifications and training for personnel assigned to operate the bomb truck: The bomb truck may only be operated by certified law enforcement employees or certified reserve employees of MCSO. There is no specific training required for the operation or driving of the bomb truck.
- f. Designation of the person or position responsible for the condition and maintenance of the bomb truck: The Bomb Squad supervisor is responsible for the condition and maintenance of the bomb truck.
- g. A listing of equipment, if any, is to be kept in or on the bomb truck.
- h. A complete inventory of the equipment kept in the bomb truck will be maintained by the Bomb Squad supervisor.

B. Hostage or Barricade Situations: MCSO will respond to hostage situations, incidents involving barricaded persons or other crisis type situations which pose imminent danger to human life. The primary responsibilities of deputies responding to a crisis situation is to identify the situation and participants, secure the crime scene, notify and deploy necessary support personnel, establish communications with the participants and initiate efforts to resolve or defuse the crisis situation. Personnel involved also have the responsibility of maintaining accurate records of the event from beginning to end. The Undersheriff or his designee periodically reviews hostage or barricade situations to ensure that guidelines are being followed. For the purposes of this directive, a crisis situation is any incident involving violence or a potential act of violence in which law enforcement officers are at a disadvantage and subject to extreme danger and/or any situation where an individual poses a danger to him/herself or others (i.e., suicide attempts, hostage situations, sniper attacks and barricaded armed subjects.)

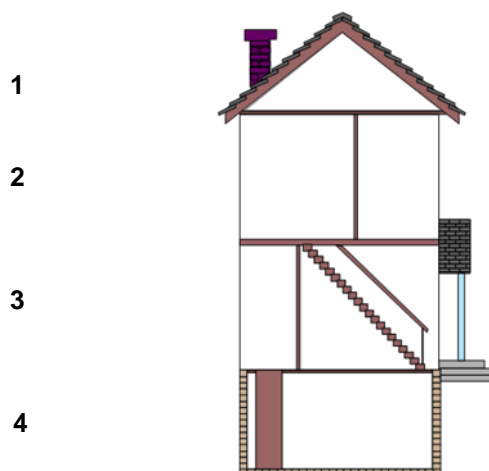
Initial Notification and Response: This phase consists of the initial response, containment and evaluation of a crisis situation which occurs at a fixed location. Upon receipt of information that a crisis situation exists, the following actions will be immediately initiated:

1. Communications will:
 - a. Dispatch patrol deputy and sergeant
 - b. At the request of the sergeant, notify the station commander and district commander
 - c. Compile a log of information received and calls dispatched concerning the crisis situation
 - d. Designate the primary channel as a tactical channel if this has not already been done by the patrol deputy and/or patrol sergeant. Route all other radio communication to another designated channel
 - e. Notify the Bureau of Law Enforcement Commander, Undersheriff and Sheriff
2. The first deputy on the scene will:
 - a. Determine the nature of the situation
 - b. Relay information to Communications as necessary
 - c. Request the primary channel as a tactical radio channel
 - d. Use the tactical numbering system (see diagram) and establish the "one" side (use the street side or the front of the target, if possible)



- e. Tell other responding units which side of the target has been designated as the “one” side
 - f. Give the exact location of the incident and the number of units needed to establish an inner perimeter
 - g. Pick a safe location on one of the corners of the target, e.g. the 1-2 corner, the 3-4 corner, etc.
 - h. Tell other responding units what corner of the target to respond to in order to establish an inner perimeter
 - i. Tell other responding units the safest access routes
 - j. Contain the situation as much as possible
 - k. If possible, detain all persons having information regarding the suspect(s) and/or the circumstances surrounding the situation
 - l. If necessary and safely possible, treat and evacuate any wounded persons
 - m. Provide the sergeant with an estimate of back-up support requirements
3. The first supervisor on the scene will:
- a. Evaluate the situation and modify or affirm back-up requirements
 - b. If the situation warrants immediate action (i.e., a sniper firing, a barricaded subject firing, an armed subject with hostages, etc.) the supervisor will request the SWAT respond immediately and make every effort to contain and de-escalate the situation
 - c. If there is not sufficient time for the SWAT to respond and the situation has become an immediate threat to human life, the supervisor will coordinate the immediate action necessary to stabilize the situation.
 - d. Initiate a written log of actions taken
 - e. Advise the division commander of the circumstances via secure communications

- f. Debrief initial response unit(s)
- g. Ensure an inner and outer perimeter are established and adjacent areas are cleared of all uninvolved persons
- h. Establish a command post (i.e., a field headquarters from which the commander directs operations and from which all planning and responses to crisis situations will be coordinated) advising all concerned units of the incident location and of any streets or areas which may be unsafe for responding units to enter. The command post will not be located in the line or sight of fire.
- i. Direct all responding members of MCSO and any other agency to report to the command post for assignment and briefing prior to deployment
- j. Direct members of MCSO not to fire their weapons unless their lives or the life of another is in imminent danger or as directed by the district commander to neutralize the situation
- k. Request for ambulance, rescue, fire or surveillance equipment to report to the command post
- l. Deploy additional personnel when they respond:
 - 1) Assign personnel to cover exits and possible escape routes being certain to position them so they are not accessible to fire
 - 2) Assign personnel to vehicle and pedestrian control
 - 3) Maintain a list of the location of deployed personnel
- m. The supervisor will be responsible for compiling all of the initial on-scene intelligence regarding:
 - 1) The exterior of the target using the tactical numbering system, numbering the floors from the top-down (see diagram).



- 2) Location of suspect (floor, room, roof, etc.)
- 3) Types of weapons to which the suspect may have access

- 4) Identification of suspect, including complete physical description, mental state and physical condition
 - 5) Suspect's purpose
 - 6) The crime that the suspect has committed (assault, robbery, disturbance)
 - 7) Physical description of any hostage and his physical and mental condition, communicating this information to all responding personnel
4. Call-out Procedures for Crisis Situations: Crisis negotiators for the agency are members who are specially trained in crisis intervention and negotiation techniques. Crisis negotiators should be utilized whenever members of the agency are confronted with individuals who are suicidal or barricaded, as well as in hostage taking and kidnapping situations. The procedure for call-out of crisis negotiators will be as follows:
- a. Upon being confronted with a situation where a negotiator is needed, the officer on scene will notify his/her supervisor. The supervisor will make a determination if the services of a crisis negotiator are necessary. If necessary, the supervisor will direct Communications to contact the negotiator team leader to respond. In addition, the district commander and the SWAT commander will be notified.
 - b. In situations involving armed individuals where crisis negotiators are requested to respond, the SWAT will also respond to the scene.
5. Command Operation: Field deputies and supervisors will, as soon as practical, transfer operational control and coordinating authority to the district commander or their designee.
- a. The Special Response Team commander will respond and work in a unified command with the district commander to:
 - 1) Evaluate initial reports and ensure that an attempt has been made to establish a line of communication with the crisis principal (i.e., the person(s) responsible for initiating and/or sustaining a crisis situation)
 - 2) Determine the necessity to evacuate the area (i.e., homes, apartments, businesses, schools and churches)
 - 3) Discuss plans of action with the SWAT team leader and give approval for the overall plan of action including:
 - a) Deployment
 - b) Gas munitions
 - c) Special tactics
 - d) Deadly force
 - 4) Allow the SWAT team leader to conduct and direct the actual tactical operations once the decision has been made to initiate the tactical assault
 - 5) Relay information to Communications regarding manpower deployment and information relative to the suspect and any hostage

- 6) Contact the State Attorney's Office as soon as possible
 - 7) Maintain press relations until the arrival of the Director of Media Relations
 - 8) Evaluate the situation and determine the degree of danger to any hostage, MCSO member or citizen and whether perimeter deployment is adequate
 - 9) Notify the Undersheriff and the Sheriff to advise them of the situation
 - 10) Request the telephone company prevent any incoming or outgoing calls at the perpetrator's location except those from MCSO hostage negotiators and SWAT personnel
 - 11) Advise the Director of Media Relations of any hostage, sniper or other crisis situation information. The director will confer with the on-scene commander prior to releasing any information to the media. Only pre-approved information by the on-scene commander will be released. Once the situation has ended, all public information can be released.
 - 12) Consider establishing a mobile reserve at the assembly area to relieve personnel previously assigned to other tasks
 - 13) Ensure off-duty personnel will only be utilized if they possess a technical skill or pertinent knowledge associated with the situation
 - 14) Take any other action deemed necessary to resolve the situation in the safest manner possible
- b. Duties of Crisis Negotiators: Crisis negotiations are initiated to accomplish several purposes:
- 1) Seek the safe return of the hostage(s) and ensure the safety of all persons involved
 - 2) Convince the offender(s) to surrender
 - 3) Gather information and intelligence for the SWAT should a tactical assault become necessary
 - 4) The crisis negotiators are specially selected and trained personnel who are adept at dealing with suspects and/or hostages involved in crisis situations.
 - 5) Whenever possible, there will be at least two negotiators present during negotiation with the crisis principal, with a third "non-negotiation" member maintaining a written log.
 - 6) All crisis negotiators will keep Communications informed of their location and will be available, at all times, by MCSO radio or via telephone in case of "call-out". Commanders will coordinate with each other all requests for leave by hostage negotiators to ensure that at no time will the county be without enough members to handle a crisis negotiation situation.
 - 7) The crisis negotiators will report to the scene commander at a designated location.
 - 8) Negotiations should not be attempted until the perimeter is secure and adequate law enforcement resources are on the scene. However, it should be noted, the initial 15 to 30 minutes of the negotiation process are the most crucial due to the potential for an irrational and violent response from the offender(s).

- 9) The supervisor-in-charge will secure audio and video recording equipment, if available, to provide further documentation of the crisis situation.
 - 10) Direct negotiations with the crisis principal should be performed by one of the crisis negotiators, if available.
 - 11) The negotiator should express clearly to the offender(s) that it is not how or if he is going to release the hostage(s) and/or surrender, but only when and under what circumstances.
 - 12) Generally, a "no deal" policy will be a standard response to offender(s) demands.
 - 13) Negotiators will never negotiate for the exchange of people, because the transfer can never be guaranteed. Members will not disarm themselves as an exchange for hostages nor for negotiations.
 - 14) Negotiators will never negotiate to give weapons of any kind to the offender. This includes "dummy" weapons because of the possibility of developing a false sense of security in the offender(s), who may initiate irrational behavior and endanger the hostage(s) and the control force.
 - 15) Negotiators must not give the perpetrator(s) the understanding that he is in charge. Conversely, he/she must make the perpetrator(s) understand any decision to be made must have the approval and consent of a higher authority. The effect of this rationale is to afford extra time, and it is time for which is negotiated.
 - 16) Negotiators will refrain from making promises to the crisis principal that cannot be kept without approval of the member-in-charge.
 - 17) Provisions of any foodstuffs, comforts, contact with other negotiators, etc. must be approved by the member-in-charge.
 - 18) Any concessions to the suspect(s) will have the prior approval of the member-in-charge.
 - 19) In prolonged crisis situations, the SWAT will have responded and will establish a work and relief schedule that will provide the crisis negotiators services for the duration of the situation.
- c. Assault and Rescue Operations: Continued negotiating, a lessening of demands and the uneventful passage of deadlines imposed by the suspect may indicate he is beginning to weaken. Continue to negotiate and to consume time. However, if convinced the suspect has become destructive and irrational, consideration should be given for an assault action. Preparation for a tactical assault is continuous and structured considering all available information including, but not limited to, criteria as established in other sections of this directive.
- 1) Tactical assaults will be made only upon the specific authorization of the district commander. Commanders will confer with the Major, Bureau of Law Enforcement, Undersheriff and/or the Sheriff prior to a tactical assault, whenever possible.
 - 2) Prior to the assault and rescue, the team leader will be briefed and will prepare his respective team for the operation.
 - 3) Operating procedures in which the assault and rescue will be conducted will be the responsibility of the SWAT commander and executed directly by the SWAT.

- 4) When an order is given to resolve the situation with the use of deadly force:
 - a) All available non-lethal methods of apprehension will have been attempted or considered.
 - b) The initial volley must be decisive and simultaneous if there are multiple offenders in order to ensure maximum protection for the hostage(s).
 - c) It is vitally important that SWAT members respond in a professional manner, rather than an emotional one and that tactical conditions are in the team's favor prior to the assault.
 - d) Team members will not engage fire without an order unless it is in protection of life, the target has been identified and the safety of the hostage(s) ensured.
- 5) The assault and rescue phase of any crisis situation will not be executed by MCSO personnel outside the jurisdictional boundaries of Monroe County, unless specifically authorized by the Sheriff.
- d. Press Procedures: When a tactical situation has been resolved, hostages may be interviewed by the media after they have been debriefed by MCSO investigators, provided they have given their consent.
 - 1) Newspersons will be allowed such access as safety and law enforcement needs will allow during crisis situations.
 - a) Under no circumstances will newspersons be allowed into the inner perimeter during a crisis situation.
 - b) Newspersons will be placed together in a designated location as designated by the scene commander.
 - 2) All requests by newspersons will be coordinated through the Director of Media Relations.
- e. Hostage Incidents Involving a Foreign Official or Official Guest of the United States
 - 1) If the hostage is a foreign official or an official guest of the United States, as defined by the US Code, Chapter 51, Title 18, jurisdiction is concurrent with the Federal Bureau of Investigations (FBI).
 - 2) If the FBI clearly indicates it will take command in this instance, MCSO will comply.
 - 3) Concurrent jurisdiction implies concurrent responsibilities; therefore, all subsequent strategy must be mutually planned and implemented.
- f. Victims of Federal Crimes
 - 1) If a hostage incident results from the commission of a federal crime such as a bank robbery or extortion, jurisdiction is concurrent with the FBI.
 - 2) If the initial control of the operation is handled by MCSO, it will be retained by MCSO until the senior or ranking FBI agent at the scene declares responsibility.
- g. Reports

- 1) Immediately following the conclusion of the crisis situation, all logs, audio and video tapes and/or photographs will be collected by the incident commander or his designee.
 - 2) The team leader and supervisors will file a consolidated report of the activities of their respective units which will consist of the following:
 - a) All reports relating to the incident
 - b) Copies of written logs relating to the incident
 - c) Photographs of the incident scene, if available
 - d) Diagram of the incident scene
 - e) Critique of operational tactics
 - f) Any suggestions for correction of operational errors or procedural deficiencies
 - 3) Information pertaining to the crisis situation will not be released to the media or any private or public agency except by the Sheriff or his designee.
 - 4) Operation commanders will prepare an independent report surrounding the incident and submit such report to the Sheriff. The purpose of this report is to identify procedural deficiencies and to document the events that occurred.
- h. Debriefing: Once a crisis situation has been defused, the district commander will be responsible for conducting a short meeting of all personnel involved in the situation. The purpose of such meeting is to debrief those involved, identify mistakes and document the events. The district commander will ensure a full and complete report of the situation is prepared and forwarded to the Undersheriff and the Sheriff within 24 hours of the event.
- i. General Instructions
- 1) Deputies responding to a crisis situation will report to the command post or to a designated staging area. Assisting deputies will not deploy on their own.
 - 2) When duly assigned to a specific duty, assisting deputies are expected to maintain absolute control of their post to assure the safety of innocent persons and to prevent escape of the perpetrator(s).
 - 3) Assisting deputies will not act individually unless ordered to do so or, if failing to act, would jeopardize the safety or lives of other personnel or citizens.
 - 4) Units directed to respond in emergency status will terminate the use of emergency lights/siren at a reasonable distance from the crisis scene.
 - 5) Upon arrival at the scene, deputies will change radio frequency to the designated operational channel.
 - 6) Deputies assigned to a crisis situation will execute containment procedures and evacuations where necessary for public safety.
 - 7) Units will refrain from radio transmission related to the crisis situation except when necessary and then only on the designated channel.

- 8) Tactical assault will be made only upon the specific authorization of the SWAT commander. The commanders will confer with the Undersheriff and/or the Sheriff prior to a tactical assault whenever possible.
- 9) Unassigned units will remain clear of the crisis area and will not enter the area unless directed.
- 10) If taken hostage, whomever it may be (i.e., the Sheriff, Undersheriff, etc.) cannot order subsequent strategic actions to be taken by MCSO personnel.

6. Crisis Negotiators Selection

- a. All openings for crisis negotiator will be posted through Human Resources.
- b. All members wishing to become crisis negotiators will first:
 - 1) Have a minimum of one year road patrol or field assignment experience;
 - 2) Pass a psychological screening examination and a clinical interview given by a licensed psychologist or psychiatrist; and
 - 3) Demonstrate good verbal skills and problem-solving abilities.
- c. Qualified applicants may be selected based on their qualifications and job performance and history

7. Deployment: MCSO will have a minimum of two members trained in crisis negotiations.

C. Search Warrants: All search warrants will be conducted by SWAT. Any request to not use SWAT may be authorized by SWAT commander or the Major of Law Enforcement Operations. When possible, the search warrant operational plan will be submitted, preferably with 72-hour advance notice, to the SWAT commander for review prior to service.

D. Bomb Threat, Explosives Incident, and/or Improvised Explosive Device Response Procedures: MCSO maintains a Bomb Squad as part of the overall services rendered to the public. The MCSO Bomb Squad abides by the FBI national guidelines for bomb technicians. The mission of the MCSO Bomb Squad is to provide a front line response to incidents involving or suspected of involving explosives and other shock-sensitive materials or chemicals.

1. Definitions

- a. Bomb Technician: a full-time, certified law enforcement officer who is a graduate of the FBI Hazardous Devices School.
- b. Bomb Team Leader: a full-time, certified law enforcement officer who has graduated the FBI Hazardous Devices School and is designated by the Sheriff.
- c. Bomb Data Center (BDC): support unit of the FBI responsible for the compiling and reporting of technical data concerning explosives and terrorist-related incidents. The BDC governs the qualifications and certification of bomb technicians.
- d. Small spill: pursuant to the 1996 North American Emergency Response Guidebook, defined as a liquid spill of 55 gallons or less.
- e. Large spill: pursuant to the 1996 North American Emergency Response Guidebook, defined

as a liquid spill 55 gallons or more.

- f. Secondary device: an improvised explosive device or chemical agent placed in the immediate area outside of the actual scene. The purpose of these devices is to target first responders and/or evacuees.

2. Call-out Criteria/Deployment Procedures

- a. Notification will be made to the Bomb Team Leader by county, city and/or military dispatch.
- b. The Bomb Team Leader will make contact with the reporting person on scene to determine if an actual item has been located
- c. The Bomb Team Leader will make contact with the Commander, Support Services who will notify chain of command
- d. Navy Canine EOD team will be contacted to verify availability to assist if needed
- e. If an actual device is discovered, the Commander, Support Services will contact the FBI

3. Command and Control

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

4. Bomb Squad Duties and Responsibilities

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

- g. Provide technical support to investigators
 - h. Provide dignitary protection
 - i. Prepare and participate in explosive-related training programs
 - j. Maintain and be familiar with a technical library of Bomb Data Center publications and other explosive-related materials
 - k. Maintain professional liaison with other state and local bomb squads, military Explosive Ordnance Disposal (EOD) units, federal agencies and professional associations.
 - l. Compile and report technical data on explosive devices and incidents
 - m. Develop the agency's emergency response plans for a bomb threat, actual improvised explosive device and bomb crime scene
 - n. Develop and promulgate bomb threat awareness and safety programs for public and private organizations
 - o. Report found or recovered military ordnance to military EOD units
 - p. Fireworks disposal
 - q. Explosives permits/storage inspections
 - r. Provide operational support and or technical advice
 - s. Special searches
5. Bomb Threats: The purpose of this section is to establish guidelines for a law enforcement response to bomb threats. While most calls of this type are unfounded, recent trends mandate that these calls be handled in an appropriate manner. Responding officers should be aware that secondary devices may have been placed in areas that may be used for evacuation.
- a. Law enforcement units responding to the location of bomb threats will do so in an inconspicuous manner
 - b. When entering the affected areas, responding units will cease the use of two-way radios. On arrival, telephone contact will be established with the communications officer and an open line maintained. DO NOT USE CELLULAR TELEPHONES.
 - c. Responding officers will contact the complainant. If the complainant is the business owner/manager, he/she will be advised that the decision to evacuate the premises is their decision
 - d. If the decision is made to evacuate, personnel from the threat area will be instructed to coordinate and implement a search of the premises. These persons will be instructed to first conduct a search of their respective work areas for unusual or suspect items. If the threat area does not have a search plan in place, the responding deputies may assist in developing a search plan. The deputies should instruct the personnel to divide the threat area into quadrants and assign a person or persons to be responsible for searching each quadrant.
 - e. After work areas are searched, the public areas should then be searched for unusual or suspect items by the owner/manager of the premises. All persons searching will be

instructed not to handle suspect items

- f. Persons evacuating the premises will be directed to one specific area upwind of the scene.
6. Duties of First Officer on The Scene: The first officer on the scene will be responsible for:
- a. evacuating the area, the minimum evacuation distance is 300 feet under cover
 - b. securing the perimeter
 - c. requesting a response by the Fire Department and Emergency Medical Services
 - d. establishing a command post
 - e. identifying, separating and isolating witnesses
 - f. Upon arrival at an incident scene, if unknown liquids are involved, whether from a leaking package or a small spill or a large spill, officers will consult the North American Emergency Response and follow the directions accordingly. (Hazmat Book)
7. Found Explosive Device/Recovered Explosives/Suspect Packages: Whenever explosives, an explosive device or a suspect package are located the communications officer will immediately notify bomb squad personnel.
8. Duties of the Bomb Squad
- a. Bomb technicians will not respond to threat calls solely for the purpose of conducting searches.
 - b. The Bomb Squad will respond with all essential safety equipment and personnel and conduct render-safe procedures in accordance with established guidelines
 - c. Search for secondary devices
 - d. Protect evidence and record activities
 - e. Decisions related to improvised explosive devices rest with the bomb technician present at the scene.
9. Specialized Equipment
- a. Remotec Andros Robot
 - b. XRAY Imaging equipment
 - c. EOD 9 Protective Suit
 - d. Pan Disruptor
- E. Security of VIPs:** The purpose herein is to establish guidelines for visiting VIPs or dignitaries. All local, state and federal requests for assistance will be directed to the Major, Bureau of Law Enforcement or his/her sole designee. At no point will multiple officers coordinate an event without permission from the Major.
- F. Special Events:** Special events are those activities (i.e. parades, athletic contests, public

demonstrations, etc.) which result in the need for the control of traffic crowds and/or crimes. The station commander in the district in which a special event is taking place will be responsible for the planning and control of that event and will consider the following in his/her plans. He/she will coordinate any needed support from SWAT, Traffic, Aviation or other specialty unit as necessary. The Major, Bureau of Law Enforcement may assign a commander for specific special events based on the scope of the event and geographical considerations.

1. Overall situation

- a. Type of event
- b. Activity and location
 - 1) Estimates of crowds, activity, traffic, etc.
 - 2) Locations which will be impacted by the event
- c. History
 - 1) Past events of similar nature
 - 2) Problems
 - 3) Participating groups
- d. Authority: any relevant statutory information which will potentially be utilized by operational personnel.
- e. Intelligence: any known corroborated facts which may provide information on potential criminal activity that may occur
 - 1) Non-corroborated intelligence will be considered but not utilized as a basis for operational planning
 - 2) Weather information
 - 3) Liaison with information sources from other agencies
- f. Participants: law enforcement personnel, civilian groups, volunteers, etc.
 - 1) Specify the identity, location and activity of participants in the event by preparing a concise plan setting forth a detailed identity, exact location during the event and relationship to any overlap plan.
 - 2) Prepare a means of special identification of participants. (i.e. gloves, vests, flags, baseball caps, arm bands, lapel pins, florescent belts, or any other means of special identification)
- g. Attachments or detachments: any group or individual(s) that may be added or deleted from the operational plans
- h. Support available for operation: any unit(s) or individual(s) designated as a back-up unit
- i. Identity, location and activity of any agency or individual not involved in the event but whose duties may require their presence in and around the operation area

- 1) Prepare a statement setting forth any unit(s) or individual not actively involved in the event but who may need to be advised of the event
 - 2) Plan for persons not included in the event but who may be in the area due to everyday activities or due to the special event itself
2. Mission: prepare a brief statement of the task to be performed and the objectives to be achieved to include who, what, when, where, how and why
3. Execution: prepare a statement setting forth the general plan to be used to accomplish the mission
4. Specific Duties
 - a. Prepare a concise statement specifically setting forth the manner by which each unit will accomplish its designated tasks with particular attention being given to detail
 - b. Prepare a concise statement specifically setting forth the manner by which each individual in the designated units will accomplish his/her assigned task with particular attention given to detail
5. Administration and Logistics: Weapons
 - a. consider weapons required for task accomplishment
 - b. extra ammunition
 - c. use of chemical agents
6. Clothing and Equipment
 - a. Consider those items of uniform clothing and equipment that may be required to accomplish a specific task, such as:
 - 1) traffic reflective vest
 - 2) protective vest
 - 3) gloves
 - 4) hat
 - 5) rain gear
 - 6) flex cuffs
 - 7) gas masks
 - b. Special Equipment
 - 1) lighting equipment
 - 2) cameras
 - 3) binoculars

- c. Transportation: consider vehicles and other transportation assignment and/or requirements.
- d. Injured or Ill Persons: consider procedures for handling injured or ill personnel or civilians.
- e. Handling of prisoners and/or evidence: consider procedures to be utilized in the handling of prisoners.
 - 1) Cuffing
 - 2) Booking/photographing
 - 3) Reports
 - 4) Transportation
 - 5) Property/evidence impoundment
- f. Meals/Breaks/Relief: consider setting forth times and, if required, places for personnel to eat or be relieved for breaks along with who will be the relief person.
- g. Command and Signal
 - 1) Command
 - a) Command Post: prepare a statement setting forth the name, title and responsibility of the individual(s) in command of the event to include the location and means of contact.
 - b) Sub-unit Leader(s): prepare a statement describing the name, title and responsibility of the individual(s) in command of sub-units of the event to include the locations and means of contact.
 - c) Command personnel will ensure unity of command and communication liaison during inter-agency events.
 - 2) Signal: Radios
 - a) Type
 - b) Channels/frequencies
 - c) Designated codes
 - d) Reporting time and procedures including a statement setting forth the exact times and methods to be used in reporting progress/problems of the event
 - e) Call sign of unit(s) and personnel
 - f) Radio discipline.
- h. Coordinating Instructions
 - 1) Time schedule of date and time of special phases of the event.
 - a) Pre-event check on mobilization point prior to the event (assignment and instruction

phase)

- b) Departure: the time designated as post time or to begin movement to the event
 - c) Rendezvous: the time designated for involved units to effect required link-ups
 - d) Execution: the designated time for task accomplishment
 - e) Specific tasks: the designated time for accomplishment of operational phases of the event
 - f) Other: any time plan not covered
 - g) Return: the time to complete the assignment or return to the debriefing area to be released from assignment
- 2) Order of Movement: sequence of unit movement during the event
 - 3) Routes to follow: designated travel routes to and from the event
 - 4) Intra-office, Inter-agency Coordination: Coordination within command agency and others such as:
 - a) Traffic engineering
 - b) Civil defense
 - c) Other law enforcement agencies
 - 5) Area Isolation: keeping non-involved people away and routing traffic around the event area.
 - 6) Rendezvous Locations: designated rendezvous points for all units and personnel
 - 7) Danger Area: any places impaired by or within the event area where danger exists or where special equipment and/or additional personnel may be needed.
 - a) Intersections/cross streets
 - b) Barricaded locations
 - c) Hazardous material sites
 - d) Volatile crowds
 - e) Event crossing points
 - f) Adverse impact areas
 - 8) Rehearsals and Inspections: a dry run to test plan feasibility, mission objective and fitness of the equipment for the task will be the responsibility of the specific event commander.
 - 9) Post-event Procedures

- a) Equipment removal and inspection
 - b) Replace used and disposable items
 - c) Account for all personnel
 - d) Turn in equipment
- 10) Debriefing: meeting of all involved units to critique conduct and success/failure for future referral
- 11) Command And Press Liaison

G. Underwater Search and Recovery Team (USRT)

1. The MCSO Underwater Search and Recovery Team consists of deputy sheriffs who are specially trained and equipped to conduct waterborne rescues, search and recovery operations and marine law enforcement operations. The USRT will be the only authorized deputies of MCSO to retrieve evidence, vehicles or persons which may be in or under water.
2. The objective of the USRT is to provide the public safety needs throughout the waterways of Monroe County with readily available, trained personnel specializing in underwater search and recovery capability and technology.
3. USRT duties and responsibilities: The team will provide underwater search and recovery and specialized crime scene processing in the waters of the county. These specially trained team members will be readily available and subject to call on a 24-hour per day basis. If a team member is going to be unavailable for call, it will be the team member's responsibility to advise the team leader of this and the times that they will be unavailable.
4. General Provisions
 - a. The team will be voluntary and will be a collateral duty to the officer's regular assignment. Assignment to the team will be divided among the county with direct supervision by the team leader who will be assigned by the Sheriff.
 - b. A member so assigned must be physically capable of performing certain tasks mandated by the State and will be required to make re-certification dives as necessary from time to time.
 - c. Assigned tasks will include but are not limited to:
 - 1) Conducting drowning or diving accident investigations
 - 2) Assisting in boating accident investigations
 - 3) Investigating submerged vehicles as required
 - 4) Conducting underwater crime scene investigations
 - 5) Assisting the bomb squad when water bound
 - 6) Assisting other agencies as required
 - d. Each team member will be accountable for and required to maintain all equipment assigned

to him/her related to his/her USRT function.

5. Requests for or authorization for use of the USRT will be made through the district commander and/or his/her designee of the district where the dive is to be made.
6. Department USRT divers will be properly trained and effectively utilized as outlined
 - a. Operational dives are voluntary and not required when a diver deems them unsafe.
 - b. Operational dives will be made with the assistance of at least one other active certified USRT diver.
 - c. In the event of emergency circumstances, a single USRT diver may conduct the dive. This will be at the discretion of that USRT member.
7. USRT Activation Procedure
 - a. The first unit at the scene, possibly requiring USRT divers, will decide if USRT divers are needed and, if needed, will notify the duty supervisor, who will then notify the team leader as listed in Communications.
 - b. The team leader will alert the USRT members and send them to the scene to make an evaluation of the situation.
 - c. In the absence of the team leader, his/her designee will be notified and will be responsible for the activation of the USRT members.
 - d. Contact information for the USRT members will be maintained in Communications.
8. USRT divers will:
 - a. Observe all safety rules taught at department schools and use appropriate safety devices while engaged in the diving operation.
 - 1) Following any dive, all department equipment will be cleaned, dried and rendered serviceable as soon as possible.
 - 2) All department equipment will be maintained in good working condition and inspected annually or as needed by a certified technician. All inspections of, or work done on, equipment will be logged and this record will be maintained by the team leader.
 - 3) Any loss or damage of equipment will be reported to the team leader as soon as possible to maintain a state of readiness.
 - 4) Personal equipment may be used, but any loss or damage of personal equipment will be the responsibility of the owner.
 - 5) A team dive log will be maintained for all team activities showing training and call-out dives.
 - 6) In addition to the team dive log, all team members will maintain a personal dive log book which will be periodically inspected by the dive team leader.
 - b. Report all accidents or near-accidents involving a dive/diver in accordance with department policy. In addition, such accidents/near-accidents will be documented in the dive report.

9. Team leaders, where underwater search and recovery operations are requested, will:
 - a. Immediately notify the station commander.
 - b. Determine if such a request is within the scope of department policy.
 - c. Be directly responsible for the assignment of divers and will assign only certified active USRT department divers. The team leader or his/her designee or a senior diver at the scene will assume command of the diving operation.
 - d. The team leader or designee or the senior diver will conduct a mandatory debriefing immediately following any team activity.
 - e. Any problems or concerns of a USRT member regarding the USRT will be reported to the team leader for his/her resolution.
10. Training requirements for team selection: All members wishing to become part of the USRT must:
 - a. Hold a minimum of Open-Water SCUBA certificate with 20 logged open-water dives.
 - b. Attend the Underwater Police Science and Technology courts offered by the College of the Florida Keys or one recognized by FDLE.
11. Training
 - a. Each year a training calendar will be produced with training days scheduled.
 - b. Training will provide an opportunity for team members to develop and maintain a minimum of the following specialized skills:
 - 1) Underwater navigation
 - 2) Limited visibility or night diving
 - 3) Search and recovery
 - 4) Light salvage
 - 5) Diver rescue
 - 6) Deep and simulated decompression diving
 - 7) Area search patterns
 - 8) Mask clearing and ditch and dons
 - 9) Simulated out-of-air emergencies, use of an alternate air source while returning to the surface
 - 10) Full face mask diving
 - 11) Tethered diving
 - 12) Underwater crime scene reporting

13) Repetitive dive planning

14) Nitrox diving (if certified)

15) Current diving

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

12. Maintaining Team Member Status

a. Team members must maintain a minimum of a meets standards on their annual evaluations

b. All department equipment will be maintained in good working condition

c. Team members will maintain team members' confidence in their skills and abilities as a USRT diver

d. All team members will be required to regularly attend dive team training sessions and log a minimum of twelve (12) open water dives per year.

13. Dive Call Reporting: On any dive operation, the Dive Team leader will be responsible for the completion of the approved dive operation report and all other required paperwork.

H. Canine (K-9) Unit: The use of trained canines for the purpose of narcotics and dangerous drug detection is widely recognized by both state and federal courts throughout the United States. An alert by a trained narcotic detection canine may be used for probable cause, a search warrant, seizure of property and arrest of individuals. The canine's ability to detect odor related to the availability of the odor, the time and the environment of the odor and other guidelines are set forth in this document.

1. Definitions:

a. Canine (K-9): A working-class dog which has been procured and specifically trained to execute a number of specific tasks that make use of canine speed, agility and sense of smell. MCSO will use dogs classified as trained narcotics detection canine.

b. Canine Handler: A deputy specifically trained in the care, handling and training of a dog for law enforcement canine narcotics detection dog use.

c. Canine Team: A canine handler and authorized trained police canine dog.

2. Selection of Police Canines:

a. The suitability of a prospective narcotics detection canine will be assessed by a narcotics detection canine trainer who has been certified through an agency-prescribed program. Assessment procedures are intended to eliminate from consideration any potential narcotics detection canine with the following deficiencies:

1) hand shyness

2) cowardice

3) aggressiveness

4) poor health

5) lack of reward drive

6) lack of stability

- b. A prospective narcotics detection canine deemed suitable after the preliminary physical and mental assessment will be sent to a veterinarian for a complete health examination. Upon successful completion of the veterinary exam, the prospective narcotics detection canine will be assigned to a canine handler and await Detection Team Training.

3. Certification and Training

- a. The canine team will satisfactorily complete the agency prescribed canine training program and canine certification before the team is deployed for official law enforcement use. Copies of training certificates for the assigned canine will be maintained by each canine handler and a copy will be maintained in the agency's Training Unit.
 - b. Copies of the lease, ownership papers, licenses and insurance information will be kept on file with Risk Management.
 - c. The assigned canine will only perform duties it has been specifically trained and/or certified to do.
 - d. The narcotics detection canine handler will complete and document continuous in-service training with his/her assigned canine as required by the agency and document all such training in the appropriate computer program.
 - e. Narcotics detection canines will conduct a minimum of two hours of training per week.
 - f. The canine team will be evaluated annually by an independent source approved by the agency, to ensure narcotics detection and job performance capabilities.
- c. Security of controlled substances for training purposes for narcotics detector canine teams.
- a. The agency will be licensed by the Federal Drug Enforcement Administration (DEA) to possess controlled substances for the purpose of canine training.
 - b. Controlled substances used for narcotics detection canine training will be received from the DEA or the MCSO Property Division after a court order is obtained by the Sheriff's Staff Attorney on drugs that are from criminal cases after they have been adjudicated and completed the appeal process and are ready for destruction. Controlled substances will be returned to the MCSO Property Division for destruction when the substances are damaged and deemed no longer serviceable as training aids. If controlled substances were obtained from the DEA, the designated narcotics detection canine handler will also complete and submit appropriate documentation removing them from the agency's DEA license prior to destruction. Controlled substances will not be rotated or replaced unless written documentation is submitted outlining the circumstances requiring the need for replacement submitted through the chain of command.
 - c. A log will be maintained of all narcotics received for use in narcotics detector canine training as well as all narcotics subsequently returned to agency property. This log will detail the date received/returned, quantity and type of narcotics, property receipt number and who received/returned the narcotics.
- d. Narcotics Storage Facility:

- a. The designated storage facility for narcotics used in narcotics detection canine training will be the Special Investigations Division as prescribed on the agency's DEA license. All narcotics training aids will be kept in a narcotic storage safe secured on the premises unless being used by the handler.
- b. The Special Investigations Division (SID) commander, SID narcotics supervisor or his designee and canine handlers are the only personnel authorized to access the narcotics storage safe. The canine handler will be the only person to possess the working keys/combination to this safe. A separate set of keys/combination code will be sealed in an envelope with evidence tape and secure by the SID commander.
- e. All controlled substance training aids will be accounted for at all times and maintained in a secure location by the canine handler. Handler inventory of the training aids will be carried out on a monthly basis with unannounced supervisor inventories taking place randomly. At least twice per year the SID commander, SID narcotics supervisor or his/her designee will inspect all training kits, the narcotics storage safe and the narcotics detection canine narcotics log. A record of all inventories will be maintained by each canine handler with a copy of each inventory sent to professional standards.
- f. All inventories will include a documented accounting of all controlled substances under the control of the canine handler. The quantity on hand will be compared to the quantity received by the handler from the property division and recorded in the KATS canine computer log. Any differences will be explained by the handler and documented to the Sheriff via the chain of command. A formal investigation will occur if necessary.
 - a. If available from the issuing source, all narcotics used in training aids will be lab certified for court purposes and a copy of the lab results report will be maintained on file for all training narcotics by the canine handler.
 - b. No training aids may be checked out by anyone other than designated canine handlers. All training aids shall be returned to the drug safe after completion of training. No aids shall be kept by handler overnight.
- g. Narcotics Training Aids Kit: Designated canine handler will be issued a narcotics training kit. Each kit will consist of cocaine, heroin, MDMA and methamphetamine, when available. They will be separated and packaged by drug type.
- h. Inspection of Training Aids:
 - a. The training kits can be inspected at any time by any supervisor in the SID Narcotics Division chain-of-command. Inspections will be documented using the authorized computer software program.
 - b. Damaged Training Aids:
 - 1) If a training aid package is damaged, the concerned canine handler will, photograph the package and write a memorandum to the SID Division Commander noting the case and property receipt number from which the narcotics contained in the training kit was obtained. The memorandum will detail the circumstances under which the training aid was damaged.
 - 2) The SID Division Commander or supervisor of his/her designation will inspect the damaged training aid and sign off on the memorandum prior to the training aid being repackaged or returned to property for destruction.

- i. Supervision
 - a. The canine handler will report to his/her appropriate supervisor during routine duties. When the role changes from deputy to canine handler, however, the direct supervisor may change temporarily as the assignment dictates. The canine handler will answer to the supervisor in charge for the duration of the immediate assignment. The final decision to utilize the canine in any given situation will be the responsibility of the canine handler.
 - b. Call-out By Supervisor: The canine team will answer directly to the Patrol sergeant and/or acting supervisor on duty while in the field.
- j. Special Details
 - a. During special details, functions or criminal investigations, canine teams will work under the supervisor in charge of the special detail or function to which they are assigned.
 - b. Public Relations: During special details related to public relations, the canine team will work under the supervision of the Director of Media Relations as assigned (see section below on public relations).
- k. Canine Maintenance and Training:
 - a. Payroll Documentation: The canine deputy is entitled to one shift of regularly scheduled time per every 28-day period for care and maintenance of the assigned canine.
 - b. Detection Team Training: Special handler and canine training is required. Canines used for narcotics detection must be qualified and specifically trained in narcotics detection. Documentation of this training must be on file.
- l. General Operational Procedures: Deployment and Use:
 - a. Use of Canines:
 - 1) Canines will be kept on a lead or under the handler's control at all times when out of their assigned pens/kennels and when they are not involved in performing their law enforcement skills.
 - 2) Canines will be used for the purpose of narcotics detection during their normal duty hours at the direction of the canine handler's supervisor.
 - 3) Requests for narcotics detection canines after normal duty hours will be made by a supervisor (sergeant or above) of the entity requesting the canine, by notifying Communications, who will contact the canine handlers supervisor/commander. A determination will be made at the time as to whether a canine could assist and enhance the investigation. If it is determined that a canine would be of value, normal call-out procedures will be followed.
 - 4) No narcotics detector canine searches will be conducted unless by search warrant, consent or other legal means.
 - 5) Even if consent to search has been obtained, the law requires a separate consent to search with a canine. Consent to search with a canine should be noted in the written consent form.
 - 6) The final decision as to whether the canine will be utilized in an investigation will be the

responsibility of the canine handler. Environmental and safety concerns take precedence over investigative needs. Whenever possible, on-duty canines will be used when responding to a request for drug canine services based upon the geographic location of the canine team and search location.

- 7) Requests for drug canines, both on and off duty, will be made in a timely manner so as to increase the availability of the canine in-service time.
- 8) In those instances where the canine is used in building searches for narcotics, the following procedure will be followed for maximum effectiveness and safety of the canines:
 - a) All persons on the premises must be removed or placed in one room prior to the commencement of the canine search.
 - b) All drugs in plain view must be secured prior to the canine search.
 - c) The lead investigator or his designee will do a walk through with the handler prior to the search.

b. Prohibited Uses: The following prohibitions apply to the use of drug detection canines:

- 1) Narcotics detection canines will not be utilized to detect contraband on any individual's person or on articles in the immediate possession of the individual, unless trained as a Passive-Alert Canine.
- 2) Canines will not be used for breeding without the express authorization of the Sheriff.
- 3) Canines will not be retired or destroyed without the express authorization of the Sheriff.
- 4) Canines will not be used for demonstrations without the express authorization of the SID Division Commander.
- 5) Canines will not be used for detection purposes at the request of any private party unless specifically authorized by the SID Division Commander.
- 6) Canines will not be used in any areas or location from which the handler would be excluded by law.

c. Requests from outside agencies which are not of emergency nature will be forwarded for consideration, approval and coordination to the appropriate division commander. Emergency requests will be approved and coordinated or disapproved by the on-duty Patrol sergeant in the absence of the station commander.

m. Documentation

a. Canine Records

- 1) A complete documentation file will be kept on each individual canine. This file will be maintained in the authorized canine records software program. Records will include training, licenses, ownership or lease papers, insurance information, monthly activity reports, veterinary information and miscellaneous correspondence.
- 2) The canine deputy will be responsible for maintaining originals of the canine's licenses and training certificates and make them available for review on request.

- b. Incidents/Activity: All incidents and activity involving the Canine Team will be documented by the canine deputy appropriately, using the authorized software program. Copies of newsworthy supplements will be submitted via the chain of command to the Director of Media Relations for the media.
- c. Monthly Report
 - 1) The canine deputy will record all incidents and activity involving each canine in the designated computer software program. The electronic report will be periodically queried and reviewed by the appropriate district commander.
 - 2) The canine handler's immediate supervisor will observe the appearance of the canine for health and hygiene and the condition of the canine equipment, as well as observation of skills and techniques of the Canine Team. All observation warranting follow-up will be submitted via memorandum to the station commander where the Canine Team is assigned.
- d. Activity and Incidents to be Documented:
 - 1) All narcotics detection searches
 - 2) Dog bites, attacks or incidents involving injuries
 - 3) All incidents where the canine behaves inappropriately
 - 4) Public relations details
 - 5) Any other canine unit deployments (SWAT, etc.)
- n. Reports:
 - a. Canine handlers will document all requests for canine services.
 - b. Canine handlers will keep a log using the authorized computer software program of the following information:
 - 1) Alerts (type of item/drug alerted to)
 - 2) Non-alerts and/or false alerts
 - 3) Case/CAD numbers under which the canine was utilized
 - 4) Date
 - 5) Requesting entity/lead investigator
 - o. Canine Bites/Injuries: While not specifically trained to bite, should a narcotics detection canine bite or injure any person; the handler will:
 - a. Render first aid as required and request Fire Rescue, if necessary
 - b. Notify the appropriate supervisor
 - c. Assist in the preparation of a Supervisor's Report of Use of Force to Control and all required reports

p. Public Relations

- a. Activities performed by the canine team are of particular interest to the public. Awareness of incidents involving the canine teams will facilitate MCSO in promoting good public relations.
- b. The Director of Media Relations will be notified of any significant narcotics find by a narcotics detection canine or public relations demonstration.
- c. The canine team may be requested from time to time to participate in special details such as school presentations, public demonstrations, etc. Participation in these types of events must be authorized by the affected division commander. The Director of Media Relations will be made aware of all canine events of this nature.
- d. The canine will be kept in complete control at all times during any event or demonstration.
- e. The canine deputy will maintain a record of dates, times and locations of all public relations special details.

q. Uniforms and Equipment

- a. The canine handlers will be permitted to wear a nylon gun belt and any other special gear the handler requires. The duty shirt will be the issued shirt with the MCSO cloth patch badge to be sewn in place of the metal badge. Above the right pocket will be the deputy's rank and name embroidered in goldenrod color. The handler will wear MCSO-issued green battle-dress uniform (BDU) pants. In the event of a call out the handler may wear a department approved black canine shirt with green BDU pants.
- b. Canine vehicles will be specially equipped and modified for the safe transportation and well-being of the canine during the canine team's normal tour of duty (i.e. heat alarm).
 - 1) Each canine vehicle will be equipped with a secure, independently locking, storage area within the vehicle for training kits
 - 2) Canine vehicles will be equipped with heat alarms
 - 3) During non-duty hours, training kits will be secured in the same manner as all issued equipment
 - 4) During any leave period, all training kits will be secured in the narcotics detector canine storage facility safe
 - 5) If a handler becomes ill and will be out of work for more than 72 hours, the SID Commander, SID Supervisor or their designee will ensure the training kits are picked up and secured in the narcotics detector canine storage facility safe.
- c. All MCSO-issued canine equipment and vehicles will be properly maintained by the canine handler and in good repair at all times for immediate application. If any of the above equipment should be damaged or not working, the canine handler will notify chain-of-command for immediate repair.

r. Care of the Canine

- a. Canine handler will be responsible for providing all necessary care for their assigned canine.

- b. MCSO will be responsible for payment for feeding the canine.
- c. The canine handler will be responsible for coordinating all veterinarian visits as well as the annual physical checkups. All veterinarian visits will be documented in the monthly report.
- d. MCSO will be responsible for payment of veterinarian bills.
- e. Should the canine become injured or ill in any way, it will be taken to the nearest veterinarian if the injury or illness is an emergency. If the injury or illness is not an emergency, the canine handler will see that the canine sees a veterinarian as soon as an appointment can be scheduled.
- f. Whenever the canine suffers from injury or illness, the SID commander and/or appropriate district commander will be notified through the chain of command.
- s. Insurance: Insurance coverage is provided for all MCSO canines while on-duty in the performance of law enforcement activities or while kept in their assigned pens/kennels. There is no coverage if the dog is being handled or used outside these limited guidelines, such as a family pet, while playing, while kept in a house or while running loose in a yard.
- t. Member conduct in the presence of police canine(s): The following rules apply to all MCSO personnel for their safety:
 - a. Treat the canine as you would a canine owned by a friend. Be friendly but not familiar.
 - b. Never pet the canine without permission of the canine handler
 - c. Respect the handlers wishes in regards to the canine
 - d. Stay away from the canine during searches unless otherwise instructed
 - e. Stand still if you think you are about to be bitten
 - f. Avoid furtive or sudden movements in the presence of the canine
 - g. Do not tease or agitate the canine
 - h. Do not try to entice the canine to break away or disobey a command
 - i. Do not use any command you have heard the handler use
 - j. Do not feed the canine
 - k. Do not engage in violent or simulated violent behavior with the handler in the presence of the canine
 - l. Do not point a weapon at the canine or handler
 - m. Do not stare intensely at the canine
 - n. Do not hug the canine or lean down closely to the canines head

I. Mobile Command Post

- 1. Use

- a. The Mobile Command Vehicle (MCV) is to be deployed during ongoing incident scenes. These may include, but are not limited to, hostage/barricaded suspects, major crime scenes, man-made disaster scenes, natural disasters, major public events and public relation events (County Fair, etc.).
 - b. Deployment outside the county must be approved by the Sheriff or his/her designee.
 - c. If the MCV is deployed in the assistance of another government agency, the MCV will be, staffed by an authorized MCSO operator at all times.
2. Requesting the MCV
- a. Any commander may request the deployment of the MCV
 - b. Deployment for planned events
 - 1) Requests will be made to the MCV commander or designee.
 - 2) Requests will be made as soon as the need is known to allow for scheduling the MCV use
 - 3) The requesting commander is responsible for assigning an operator and/or driver and its deployment, staffing, cleaning, breaking-down and returning it to the storage location
 - 4) The MCV is subject to immediate re-deployment for any immediate law enforcement need
 - c. Deployment in Emergency Situations
 - 1) The commander who has an emergency situation requiring the MCV will make the request via Communications.
 - 2) A designated driver will transport the MCV to the incident command post where he/she will be relieved by an operator from the requesting district and provided transportation back to their point of origin.
 - 3) Upon securing the MCV from the incident, the requesting district is responsible for the cleaning, breaking down and returning it to its storage location.
 - d. After the MCV is returned from an incident, the responsible MCV commander will inspect the MCV to ensure it was returned in a clean condition, re-stock any consumable items, note any damage, obtain reports of any damage and ensure that the MCV is in a state ready for deployment.
3. Hurricane Provisions
- a. The MCV will be removed from the county to a safe location prior to a major hurricane landfall within the county. The exact safe location will be determine at the time based on the storms potential track and other available information.
 - b. The MCV will be returned to the county after the storm has passed and deployed at the direction of the MCSO authority in the county Emergency Operations Center (EOC).
 - c. The MCV will be removed to a safe location outside the county during a hurricane warning, considering all factors of the threat potential. It will be returned as soon as possible after the

passing of the storm and deployed according to the Emergency Operations Manual.

4. Maintenance

- a. The Undersheriff will designate the commander responsible for the maintenance and care of the MCV.
- b. The responsible MCV commander will ensure that all routine maintenance is completed according to an established schedule of the MCV and all associated equipment according to any manufacturer's recommendation. Such maintenance will include running of equipment, such as generators, to ensure readiness for deployment
- c. A maintenance log will be established and kept current recording all maintenance and repairs made

5. Training: The assigned MCV commander is also responsible for ensuring proper training of drivers and operators is accomplished before a person is allowed to function in one of those capacities.

6. Equipment List: The MCV will contain at all times, at a minimum:

- a. Radio system capable of communicating with MCSO Patrol personnel
- b. Video recording camera/system
- c. Television with VCR and/or DVD capability
- d. At least one lap-top computer capable of accessing the MCSO intranet.
- e. Current copies of the MCSO and Monroe County Emergency Operations Manuals
- f. Maps of the entire county, including Mainland Monroe and associated marine charts
- g. GPS capability
- h. Fax machine
- i. Other equipment deemed necessary for the mission.

7. Drivers/Operators

- a. Drivers/Operators may include employees or members from any department or unit of MCSO
- b. Drivers will:
 - 1) Be specifically trained to drive the MCV and operate the vehicle
 - 2) Possess a valid Florida Driver's License
- c. Operators
 - 1) Will pass the Mobile Command Post Operator's Class in the operation and care of all equipment installed in the MCV.

- 2) May be called up on to instruct personnel utilizing the MCV in equipment use at time of deployment if they are not familiar with the equipment, i.e. radio system.
- 3) Are responsible for the care and maintenance of the MCV.
- d. During incidents of long durations the scene commander will make arrangements for rotating operators.
- e. Individuals may be cross designated as a driver/operator.