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## SPECIAL OPERATIONS

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**Purpose:** This directive establishes the procedures for activating the North Little Rock Police Departments special operations teams, defines the makeup of the teams, and establishes basic and emergency operational policies for the teams and first responders.

**Policy Statement:** Police services are best delivered through the generalist approach; however, the department recognizes that some circumstances and situations require specially trained and equipped officers to respond to particular police service needs of the community. It is the policy of the North Little Rock Police Department to utilize the special operations teams to handle high risk situations that present extreme or unusual danger to civilians and/or police officers whenever possible.

**Summary of Changes:** New format. Information on Technical Services Unit (TSU) was removed.

#### Procedures

##### 1 Special Operations

- 1.1 Special Operations has been formed into three (3) distinct but separate teams plus an administration section:
  - 1) Special Weapons and Tactics (**SWAT**), 2) Crisis Negotiations (**CNT**), and 3) Special Response Team (**SRT**).
- 1.2 **SWAT** consists of officers trained to handle high risk warrant service, barricaded subjects, sniper attacks, citizen/officer rescue, and hostage situations.
  - 1.2.1 Providing support functions for the SRT during riots, disasters, and haz-mat situations are secondary functions of SWAT.
- 1.3 **CNT** consists of specially trained officers tasked with handling crisis negotiations, gathering intelligence, and managing mass arrest bookings. [CALEA 46.1.4.d]
- 1.4 **SRT** is a mobile field force consisting of officers trained to deal with riot and crowd control situations, civil disobedience incidents, citizen/officer rescue, natural/man-made disaster response.
  - 1.4.1 Managing perimeters, conducting evacuations, maintaining command post, traffic control, and scene security during SWAT call outs are secondary functions of SRT.
- 1.5 Special Operations administration section is made up of the Commander, Deputy Commander, and tactical dispatchers.
  - 1.5.1 The tactical dispatcher(s) is responsible for coordinating communications with support entities such as the EOC, 911 centers, and for assisting with incident record keeping.
- 1.6 Members of Special Operations shall be issued specialized equipment needed to provide for their protection and facilitate the successful resolution of tactical operations as determined by the Special Operations Commander in consultation with the team leaders. [CALEA 46.2.3]
  - 1.6.1 Specialized equipment shall be issued to team members or stored in team vehicles or the Special Operations armory as directed by the team leaders with the approval of the Special Operations Commander.
  - 1.6.2 Such equipment includes, but is not limited to: respirators, specialized body armor, ballistic helmets, rifles, less lethal launchers, automatic weapons, submachine guns, specialized earpieces, and microphones, etc.

##### 2 Call Out Procedures [CALEA 46.1.3c]

- 2.1 The supervisor needing the assistance of a special operations team will contact the Special Operations Commander or his designee for planned and emergency situations.
  - 2.1.1 Division Commanders and the ranking on-duty supervisor are authorized to contact the Special Operations deputy commander or his designee to activate the team(s).
- 2.2 Planned Operations
  - 2.2.1 The supervisor needing the assistance of a team or teams shall contact the Special Operations commander or deputy commander during normal business hours as far in advance as is reasonable.

- 2.2.2 During planned operations, all Division Commanders shall be briefed prior to implementation of the plan.
- 2.2.3 The Special Operations Commander or deputy commander shall determine which teams are to be utilized to successfully complete the planned activity and who needs to be notified of the team's planned activation.
- 2.2.4 If less than 16 hours exist between learning of an expected event and the events start time, the event is considered an emergency operation and not a planned event.
- 2.3 Emergency Operations
  - 2.3.1 In the event a supervisor believes that an unforeseen situation warrants the use of a special operation team(s), the supervisor will be responsible for seeing that the following people are contacted in the order listed:
    - 2.3.1.1 The Special Operations Commander or their designee,
    - 2.3.1.2 The investigations duty sergeant, and
    - 2.3.1.2 The public information officer (PIO) or designee.
  - 2.3.2 If the situation warrants activating Special Operations, The commander will authorize communication center personnel to call out the needed team(s) and notify the Special Operations Commander.
  - 2.3.3 The Special Operations Commander, or designee, shall be responsible for contacting the on duty Captain, who is then responsible for contacting the Chief of Police.
  - 2.3.4 During the Special Operations Commander's normal duty hours, the supervisor needing assistance shall contact the commander or designee through normal channels.
  - 2.3.5 After normal duty hours, the supervisor needing assistance will attempt to contact the Commander, or their designee, by calling their department issued mobile phone.
  - 2.3.6 If there is no answer, contact will be attempted by use of their department issued phone or other authorized number.
  - 2.3.7 Upon authorization from the Special Operations Commander, Deputy Commander, Division Captain, or Chief of Police, the communications center will activate the group call out system(s) of the appropriate team(s).
  - 2.3.8 If communications has not received a response from all appropriate team members within ten minutes, they shall make contact with the appropriate team leader and notify them of who has not responded.
  - 2.3.9 In all cases, if the Special Operations Commander is unavailable the duty Captain will be notified.
  - 2.3.10 Team Leaders shall be responsible for designating a team member to attempt to make contact with members who have not responded to the call out notification.

### **3 Absences**

- 3.1 It is the Special Operations Commander and Deputy Commander's responsibility to notify and provide the name of their designated replacement to all Division Commanders, the communications center, area supervisors, and team supervisors when they will be unavailable for call out.
  - 3.1.1 It is the team leaders' responsibility to notify the Special Operations Commander, Deputy Commander, Communications, and their team members when they will be unavailable for call out and to provide the name of their designated replacement.
  - 3.1.2 Team members shall notify their team supervisors when they will be unavailable for callout and/or training as far in advance as possible.
- 3.2 Special Operations members are considered unavailable for call out when they are more than 45 minutes travel time from Headquarters, sick or injured to the point of being unable to fulfill their assigned duties, or are under the influence of any substance or combination of substances that negatively affects their abilities including, but not limited to, alcohol and/or medicine.

### **4 Team Rosters and Callout List**

- 4.1 The Deputy Commander is responsible for insuring that communications has a current Special Operations call out list.
- 4.2 Each team leader is responsible for insuring that the Commander and Deputy Commander have a current team roster.
- 4.3 The team rosters shall include home and department issued mobile numbers, call signs, regular duty assignments, and team assignment, for every member.

## 5 Responsibility

5.1 Special Operations is divided into three teams that have been developed and specially trained to have the primary responsibility for the successful completion of high risk and unusual situations such as:

- 5.1.1 Armed suicidal person,
- 5.1.2 Barricaded suspects,
- 5.1.3 Crowd control/Riot situations,
- 5.1.4 Disaster response,
- 5.1.5 Explosives (IED) search and detection,
- 5.1.6 Hazardous materials releases,
- 5.1.7 Hostage situations,
- 5.1.8 Search and rescue activities.
- 5.1.9 Sniper attacks, and
- 5.1.10 High risk warrants service.

5.2 Special Operations Commander's responsibilities:

- 5.2.1 Supervisory over-site of the Special Operations Teams;
- 5.2.2 Special Operations finance and procurement over-site;
- 5.2.3 Primary position tasked with emergency response planning and updating emergency operations plans; acts as initial incident commander during critical incidents and assists duty Captain in managing incidents when the Incident Command System is activated and utilized for the incident; [CALEA 46.1.1]
- 5.2.4 Advisor to the Chief of Police on special events and critical incidents; and
- 5.2.5 Other such assignments as directed by the Chief of Police.

5.3 Deputy Commander's responsibilities:

- 5.3.1 Assists Special Operations commander with preparing and updating emergency operations plans, along with any annexes and field operations guides as needed; and
  - 5.3.2 Assists Special Operations Commander during critical incidents to expedite resources and organize emergency response.
    - 5.3.2.1 Establish the command post and staging areas as needed. [CALEA 46.1.3 b, e]
    - 5.3.2.2 Either directly or through delegation insures security for the command post and for the incident scene. [CALEA 46.1.4c]
  - 5.3.3 Ensure that the Special Operations Teams coordinate training and schedules between teams and with the Training unit.
  - 5.3.4 Other such assignments as directed by the Special Operations commander.
- 5.4 Team Leaders Responsibilities:
- 5.4.1 During critical incidents, in addition to supervising their teams, each team leader is responsible for reporting to and providing the Special Operations commander assessments of the situation.
  - 5.4.2 During critical incidents, in addition to supervising their team, each team leader is expected to act as a member of the Crisis Management Team.
    - 5.4.2.1 The Team leaders' position within the Crisis Management Team shall be determined by the Incident Commander
    - 5.4.2.2 Their position on the Crisis Management Team can change incident to incident based on the type and needs of each incident.

## 6 Incident Command [CALEA 46.1.3 a]

6.1 The NLRPD shall utilize the NIMS ICS system to manage incidents, man-made and natural, such as but not limited to those listed in Section 5.1 of this directive.

- 6.1.1 Federal regulation 29CFR1910.120 (q) (3) (ii) mandates the implementation of an incident command system for any incident involving a hazardous materials release.

6.2 Upon their arrival and following a situational briefing, the Special Operations Commander or designee is the Incident Commander until relieved by the on duty captain.

6.2.1 The duty Captain is the primary position tasked with acting as Incident Commander during critical incidents; to manage incidents and insure the ICS is activated and utilized appropriately for each incident.

6.3 The Incident Commander shall appoint members to the Crisis Management Team as needed. CMT positions can include but are not limited to:

6.3.1 Command Staff positions including; Incident Safety Officer (ISO), Public Information Officer (PIO), and Liaison Officer;

6.3.2 General Staff positions, also called Section Chiefs, including; operations, planning, logistics, finance and administration;

6.3.3 Branch Directors,

6.3.4 Division and Group Supervisors, and

6.3.5 Team/Unit Leaders.

6.3.6 Personnel from other agencies shall be appointed to ICS staff positions as appropriate.

6.3.7 The senior special operations supervisor on-scene shall be the designated liaison to the Incident Commander during any incident involving the NLRPD as a support agency.

6.3.3.1 In the absence of a special operations supervisor the ranking supervisor on scene shall report to the Incident commander as the liaison for the Department.

6.4 [REDACTED]

## **7 Media** [CALEA 46.1.3 f]

7.1 All media shall be referred to the PIO or assistant PIOs.

7.1.1 All media shall be advised of the location of the media staging area.

7.1.2 No media will be allowed inside the outer perimeter of any incident without the prior approval of the incident commander.

7.1.2.1 Members should note the media has no right of access to an incident that the general public does not have.

7.2 Policy Directive 7-1 Media Relations remains in effect during critical incidents.

## **8 After Action Report** [CALEA 46.1.3 h]

8.1 Following all activations, planned or emergency, all affected team leaders shall compile an after-action report detailing the activities of their team during the incident.

8.1.1 The team leaders' reports shall note any and all munitions used any subject control activities, and any recommendations for improving training, manning, and equipment needs.

8.2 The after-action report shall be submitted to the Deputy Commander for review.

8.2.1 The Deputy Commander shall prepare a synopsis of the combined Special Operations team's activities and forward it along with each team leaders report to the Special Operations Commander.

8.3 The Deputy Commander shall maintain a file of after-action reports for a minimum of five (5) years.

## **9 Post Incident Investigations** [CALEA 46.1.4 f]

9.1 The Investigations Division shall be responsible for any necessary post incident criminal investigation unless specified otherwise by the Chief of Police.

9.2.1 Members assigned such duties as perimeter and staging security, evacuations, technical or logistical support are not considered to be directly involved in the resolution of the incident for the purposes of this section.

- 9.2 Members of Special Operations who are also assigned to the Investigations Division and were not directly involved in the resolution of the incident may be utilized in the post incident criminal investigation.
- 9.3 Members who were directly involved with the resolution of the incident by such actions as, entry, making a physical arrest, utilizing force, utilizing any form of munitions, no matter how indirect, etc., shall not be involved in the post-incident investigation.
- 9.4 The Office of Professional Standards shall be responsible for any internal investigation involving the use of force or allegation of misconduct by any member of special operations and/or by members assigned to assist special operations during a critical incident.



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Mike Davis  
Chief of Police