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## SPECIAL OPERATIONS

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**Purpose:** This directive establishes the procedures for activating the North Little Rock Police Department's 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. The North Little Rock Police Department's policy is to utilize special operations teams to handle high-risk situations with extreme or unusual dangers.

**Summary of Changes:** Added 2.1.2 regarding threat/risk assessment and the use of SWAT Matrix to the policy.

**Procedure:**

**1. Special Operations**

- 1.1 Special operations are formed into three (3) distinct but separate teams plus an administration section: 1st Special Weapons and Tactics (SWAT), 2nd Crisis Negotiations (CNT), and 3rd 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.
- 1.3 **CNT** - consists of specially trained officers tasked with handling crisis negotiations, gathering intelligence, and managing mass arrest transportation and booking. [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, and natural/artificial disaster response.
  - 1.4.1 Managing perimeters, conducting evacuations, maintaining command posts, traffic control, and scene security during SWAT callouts are secondary functions of SRT.
- 1.5 Special operations administration section consists of the Commander, Deputy Commander, and Tactical Dispatchers.
- 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. [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.

**2. Callout Procedures** [CALEA 46.1.3c]

- 2.1 The supervisor needing the assistance of a special operations team will contact the Special Operations Commander or designee for planned and emergency situations. [CALEA 46.2.1c]
  - 2.1.1 Division Commanders and the ranking on-duty supervisor are authorized to contact the Special Operations Deputy Commander or designee to activate the team(s).
  - 2.1.2 Division Commanders and the ranking on-duty supervisor will utilize the SWAT Callout Matrix available on DHQ to assist with threat/risk assessment and the need for a special operations team. [CALEA 46.2.1e]
- 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 regular business hours as far in advance as is reasonable.
  - 2.2.2 During planned operations, all Division Commanders shall be briefed before implementing a plan.
  - 2.2.3 The Special Operations Commander or Deputy Commander shall determine which teams will be utilized to 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 event's 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 an unforeseen situation warrants the use of a particular operation team(s), the supervisor will be responsible for seeing the following people are contacted in the order listed:
  - 2.3.1.1 The Special Operations Commander or designee,
  - 2.3.1.2 The Investigation's Division duty Sergeant, and
  - 2.3.1.3 The Public Information Officer (PIO) or designee.
- 2.3.2 If the situation warrants activating special operations, the Commander will authorize the 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 regular 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 using their department-issued phone or other authorized numbers.
- 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 callout system(s) of the appropriate team(s).
- 2.3.8 If communications have not received a response from all appropriate team members within ten minutes, they shall contact 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 contact members who have not responded to the callout 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 a callout.
  - 3.1.1 It is the team leaders' responsibility to notify the Special Operations Commander, Deputy Commander, Communications Center, and their team members when they will be unavailable for callout 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 or training as soon as possible.
- 3.2 Special operations members are considered unavailable for callout when they are more than 45 minutes travel time from headquarters, sick/injured, or under the influence of any substance.

### 4. Team Rosters and Callout List

- 4.1 The Deputy Commander ensures that communications have a current special operations callout list.
- 4.2 Each team leader ensures 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 assignments for every member.

### 5. Responsibility

- 5.1 Special operations are 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: [CALEA 46.2.1d]

- 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 the duty captain in managing incidents when the Incident Command System is activated and utilized; [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: [CALEA 46.1.2]
- 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 a command post and staging areas as needed. [CALEA 46.1.3b]
    - 5.3.2.2 Either directly or through delegation ensures security for the command post and the incident scene. [CALEA 46.1.4c]
  - 5.3.3 Ensure the special operations teams coordinate training and schedules between teams and the Training Unit.
  - 5.3.4 Ensure coordination and cooperation between tactical teams and other operational components. [CALEA 46.2.1f]
  - 5.3.5 Other such assignments as directed by the Special Operations Commander.

5.4 Team Leader's Responsibilities:

- 5.4.1 During critical incidents and supervising their teams, each team leader is responsible for reporting to and providing the Special Operations Commander with 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 Incident Commander shall determine the team leader's position within the Crisis Management Team
  - 5.4.2.2 Their position on the Crisis Management Team can change from 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 (National Incident Management System) and ICS (Incident Command 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 arrival and following a situational briefing, the Special Operations Commander or designee is the incident Commander until the on-duty captain is relieved.
- 6.2.1 The duty captain is tasked with acting as incident Commander during critical incidents; to manage incidents and ensure the ICS is activated and utilized appropriately for each incident.
  - 6.2.2 During a mass incident that requires a team effort from different departments, a unified command will be established with the Mayor (or designee) as the Incident Commander. [CALEA 46.1.3e]
- 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. [CALEA 46.1.3d]
  - 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.
    - 6.3.7.1 In the absence of a special operations supervisor, the ranking supervisor on the scene shall report to the incident Commander as the liaison for the department.
- 6.4 The first supervisor arriving on the critical incident scene shall establish a command post and separate staging areas if needed. [CALEA 46.1.3f]
- 6.5 Command posts and staging areas shall be located outside the line of sight of armed suspects and behind cover. [CALEA 46.1.3h]
- 6.6 Staging areas, command posts, etc., must be placed upwind and uphill of any hazmat release.

- 6.7 Staging areas, bases, and camps shall be activated and deactivated by the Crisis Management Team as needed.
- 6.8 The Incident Commander or designee shall assign officers to maintain the security of the command post and all associated staging areas, bases, and camps as needed.

**7. Media [CALEA 46.1.3g]**

- 7.1 All media shall be referred to the PIO or assistant PIO.
- 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 that the media has no right to access an incident that the general public does not have.
- 7.2 Policy Directive 07-01 (Media Relations) should be referenced during a critical incident.

**8. After-Action Report [CALEA 46.1.3i]**

- 8.1 Following all activations, planned or emergency, all affected team leaders shall compile an after-action report detailing their team's activities during the incident.
- 8.1.1 The team leaders' reports shall note any munitions used, subject control activities, and 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 leader's 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 46.1.4f]**

- 9.1 The Investigations Division shall be responsible for any necessary post-incident criminal investigation unless specified otherwise by the Chief of Police.
- 9.1.1 Members assigned such duties as perimeter and staging security, evacuations, and technical or logistical support are not considered directly involved in resolving the incident for this section.
- 9.2 Members of Special Operations assigned to the Investigations Division who were not directly involved in resolving 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 a response to resistance or allegation of misconduct by any member of special operations or by members assigned to assist special operations during a critical incident.

**10. Patrol Responsibilities [CALEA 46.2.1a]**

- 10.1 Patrol officers dispatched to an emergency requiring a special operation team will respond so as not to create panic or attract undue attention.
- 10.2 Responding officers shall notify a supervisor if a situation requires a special operation team.
- 10.3 Special operation team members assigned to the patrol function will respond at the request of a supervisor to supplement other operational components. [CALEA 46.2.1b]

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