

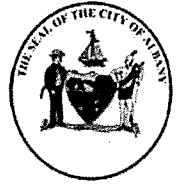


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Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

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SPECIAL OPERATIONS: EMERGENCY SERVICES TEAM GENERAL ORDER NO: 3.9.15

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PURPOSE:

The purpose of this policy is to set forth the means by which the Emergency Services Team is managed, trained, equipped and deployed. It encompasses guidelines for organization and chain of command, personnel, training, equipment and operational deployment.

POLICY:

It is the policy of the Albany Police Department that the procedures outlined in this policy shall be utilized for administrative purposes and is not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of Albany Police Department policies, procedures, regulations, or rules may form the basis for disciplinary action by the Albany Police Department, while violations of law may form the basis for civil and/or criminal sanctions to be determined in the proper judicial setting, not through the administrative procedures of the Albany Police Department.

DEFINITIONS:

Reasonable Cause to Believe/Reasonable Belief – Reasonable belief means those facts and circumstances within the knowledge of the individual which would make a reasonable and prudent person tend to believe that the facts and circumstances are true.

Physical Force – Physical force means force that is used upon, or directed toward the body of, another person that does not amount to deadly physical force.

Physical Injury – Physical injury means the impairment of physical condition or substantial pain.

Serious Physical Injury – Serious physical injury means a physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

Deadly Physical Force – Deadly physical force means force which, under the

circumstances in which it is used, is readily capable of causing death or other serious physical injury.

Barricade Situations – A barricade situation means a standoff created by an armed suspect(s) or subject(s) in any location, whether fortified or not, who is refusing to submit to lawful police authority.

Hostage Situations – A hostage situation means the holding of any person(s) against their will by an armed or potentially armed suspect(s).

Sniper Situation – A sniper situation means the firing upon citizens and/or police by an armed suspect(s) whether stationary or mobile.

High Risk Apprehension – A high risk apprehension means the arrest or apprehension of an armed or potentially armed suspect(s) where the likelihood of resistance is high.

High Risk Warrant Service – A high risk warrant service means the service of search or arrest warrants where such service would mitigate the use of the Emergency Services Team.

Personal Protection – Personal protection means providing security to designated people (e.g. dignitaries, witnesses, suspects, etc.) based upon the threat or potential threat to the safety of those persons.

Terrorism Response – A terrorism response means a response to any situation involving an individual or group utilizing violence in the furtherance of a political or religious agenda.

Active Shooter – An active shooter means a suspect(s) who is actively engaged in using illegal deadly physical force upon others who, if not immediately engaged by the police, will continue to commit such acts upon additional victims within his range.

Civil Disturbance – Civil disturbance means acts of violence and disorder prejudicial to the public law and order. It includes acts such as riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order. It also includes all domestic conditions requiring or likely to require the use of federal armed forces.

Special Assignments – Special assignments mean any assignment(s) approved by the Chief of Police or his/her designee based upon a level of threat or special community need most suitably met by the Emergency Services Team.

NYS DCJS Basic SWAT Operators Course – NYS DCJS Basic SWAT Operators Course means the New York State Department of Division Criminal Justice Services course for new tactical team members.

I. MISSION

A. As a resource to command, the mission of the Albany Police Department's

Emergency Services Team is to provide a highly-trained, highly-skilled, and specially-equipped police tactical unit to assist in the successful resolution of high risk or critical incidents, with a minimum of risk, injury, or loss of life to citizens, police personnel, and suspects.

II. GOAL

- A.** The presence of a highly-trained, highly-skilled, and specially-equipped tactical team has been shown to reduce the risk of injury or loss of life to citizens, police officers, and suspects during police special operations. In addition, a well-managed team response to these types of operations usually results in their successful resolution. Recognizing this, it is the goal of the Albany Police Department Emergency Services Team to maintain operational preparedness in order to respond to all high risk or critical incidents as deemed necessary by Albany Police Department Command. In addition, the Emergency Services Team stands at the ready to support and augment other agencies that are requesting assistance requiring a tactical response beyond their means or capability.

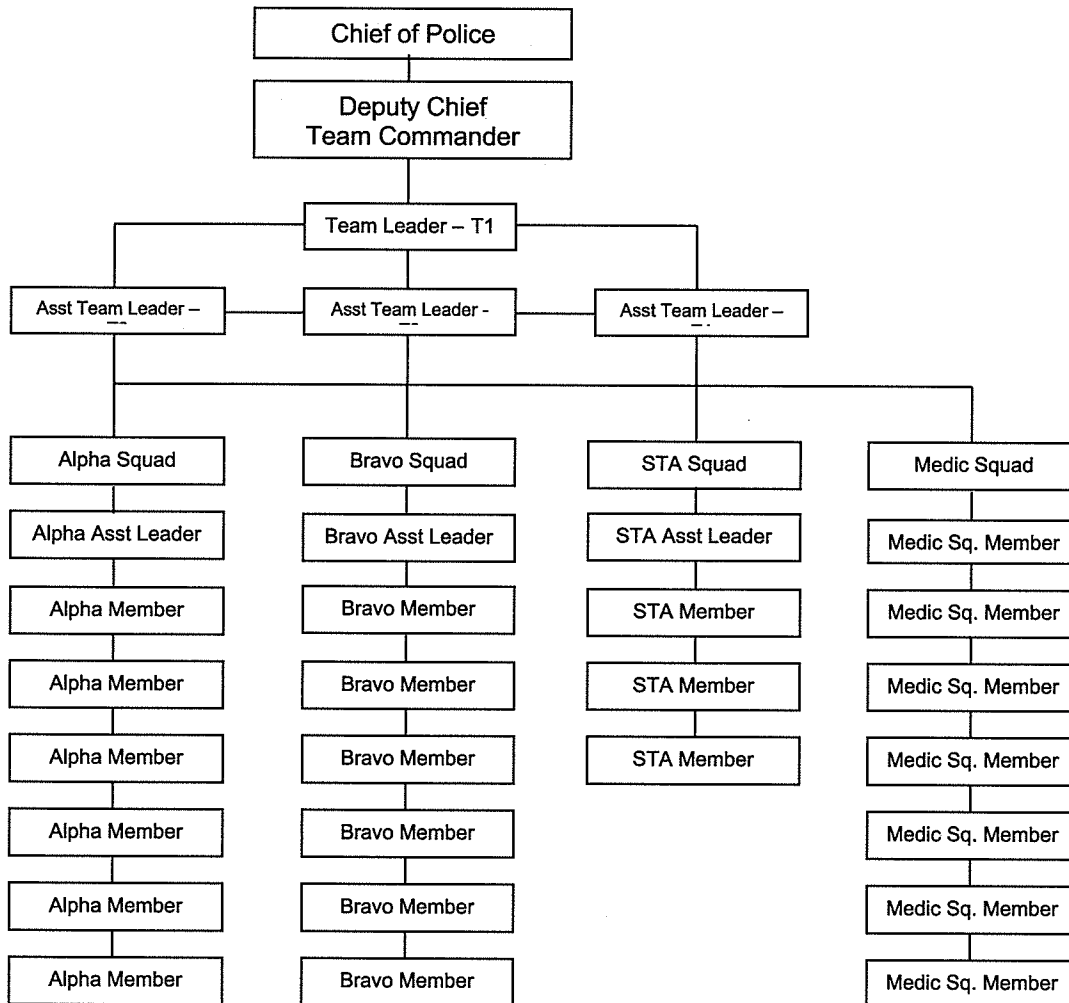
III. ANNUAL REVIEW

- A.** This General Order will be reviewed annually at a minimum for content and consistency with contemporary standards. The review will include a risk assessment based on the following criteria:
 - 1. Legal:**
 - a.** Implications of legal rulings and precedents on current training, operations, and policies.
 - 2. Training:**
 - a.** Compliance with applicable law and the National Tactical Officers Association (NTOA) standards, the New York State Division of Criminal Justice SWAT Team Certification Standards, and as an ongoing assessment of risk management processes.
 - 3. Operational:**
 - a.** Risk assessment of Emergency Services Team assignments and tactical incident responses.
 - 4. Compliance:**
 - a.** The Emergency Services Team will operate in a manner consistent with the Training and Standards of the National Incident Management System (NIMS), the Commission on Accreditation for Law Enforcement (CALEA), the New York State Law Enforcement Accreditation Program (NYSLEAP) and the New York State Division of Criminal Justice SWAT Team Certification Standards.

IV. ORGANIZATION AND CHAIN OF COMMAND

A. As shown in the overall Albany Police Department Organizational Chart, the Emergency Services Team is commanded by the Deputy Chief of Operations, who in turn reports to the Chief of Police. The full roster comprises 25 members, who serve on a part-time basis.

B. The organizational chart of the Emergency Services Team is depicted below:



C. Roles and Responsibilities

1. The following descriptions of the roles and responsibilities of the Emergency Services Team serve as an overview of the basic function of each position, and are not intended to be all-inclusive. Duties may change at the request of the Emergency Services Team Commander as he/she deems necessary.

a. Team Commander:

- i. The Team Commander position is appointed by the Chief of Police and is held by the individual best suited within the Command Staff of the Albany Police Department to manage and coordinate the needs of the Emergency Services Team.
- ii. Currently that person holds the rank of Deputy Chief of Police.
- iii. The Team Commander will be kept apprised of all day-to-day Emergency Services Team activities by the Emergency Services Team Leader.

b. Team Leader:

- i. The Team Leader position, call sign [REDACTED] is held by the individual best suited to lead the Emergency Services Team based on a combination of experience, demonstrated leadership, and professionalism in all aspects of Emergency Services Team operations and management.
- ii. The Team Leader reports directly to the Team Commander regarding day-to-day Emergency Services Team activities.
- iii. In accordance with Incident Command System command management methodology, the Team Leader is subordinate to the on-scene Incident Commander during critical incidents in terms of if and when a tactical plan is utilized, not the manner in which the Emergency Services Team is deployed.
- iv. The duties and responsibilities of the Team Leader include, but are not limited to:

- 1) Ensuring that the Emergency Services team is mission capable at all times;
- 2) Initiating the call-out once the Emergency services Team is activated;
- 3) Formulating tactical and training plans; supervising their execution;
- 4) Briefing missions to Emergency Services Team Members;
- 5) Coordinating all Emergency Services Team sub-units during an operation;
- 6) Coordinating between Command Staff, adjacent units and other agencies as necessary;
- 7) Reporting to the Incident Commander during critical incidents; and
- 8) During operations [REDACTED] will have tactical command of all Emergency Services Team members as well as non-Emergency Services Team members who are directly involved. As well as issue orders to those subordinate members directly.
- 9) Ensuring that all proper documentation of incidents and training to include Operation Orders, After Action Reviews, Use of Force Forms, Blue Team reporting and training documentation are completed.

c. Assistant Team Leader – Administration:

- i. There are three Assistant Team Leaders within the ranks of the Emergency Services Team, each with a distinctive role in the command structure.
- ii. The first, call sign [REDACTED] is in charge of administration. This member ensures that the Emergency Services Team is up to date on all training records, training attendance records, training curriculum and copies of those records are forwarded to the Albany Police Department Training Unit. This member will also keep records of all Operational Plans to include After Action Reviews. [REDACTED] will assume all duties of the Team Leader when [REDACTED] is unavailable. The duties and responsibilities of [REDACTED] include, but are not limited to:
 - 1) Assist [REDACTED] with formulating tactical and training plans; supervise their execution;
 - 2) Assist [REDACTED] in completing his duties and responsibilities administratively and operationally;
 - 3) Review and advise the Entry Team Leader on sub-unit missions to include breaching, chemical agent, and less lethal options;
 - 4) Assist in coordinating all Emergency Services Team sub-units during an operation; and
 - 5) Assist in coordinating between Command Staff, adjacent units, and other agencies as necessary.

d. Assistant Team Leader - Logistics and Intelligence:

- i. The second Assistant Team Leader, call sign [REDACTED] is responsible for logistics and intelligence. All equipment needs and purchases will be made through [REDACTED]. Intelligence gathered prior to pre-planned Emergency Services Team operations will be filtered through [REDACTED] and disseminated to the rest of the Emergency Services Team. The duties and responsibilities of [REDACTED] include, but are not limited to:
 - 1) Assist [REDACTED] with formulating tactical and training plans; supervise their execution;
 - 2) Assist [REDACTED] in completing his duties and responsibilities administratively and operationally;
 - 3) Review and advise the Entry Squad Leaders on sub-unit missions to include breaching, chemical agent, and less lethal options;
 - 4) Review and assist with the implementation of specialized sub-unit missions to include break and rake, explosive breaching/gun porting, deployment of NFDD's, and electronic observation;

- 5) Testing, evaluation, and procurement of new equipment; replacement and/or repair of damaged equipment; inventory of non-weapon and non-explosive equipment; and
- 6) Team Terrorism Liaison Officer (TLO) – gathering and disseminating of information on terror related threats, trends, and news related items of interest as it pertains to the Emergency Services Team.

e. Assistant Team Leader – Training and Operations:

- i. The third Assistant Team Leader, call sign [REDACTED], is responsible for training and operational readiness of the Emergency Services Team. [REDACTED] supervises the efforts of the Entry Squad Leaders to ensure that the overall Emergency Services Team is being effectively run, trained, prepared, and made mission capable. The duties and responsibilities of [REDACTED] include, but are not limited to:
 - 1) Assist the Entry Squad Leaders in the development and implementation of the tactical plan developed for the Entry Team in accordance with the Commander's intent;
 - 2) Coordinate with other involved units to maximize operational efforts and assets to ensure proper coordination between Commands;
 - 3) Assure that Alpha and Bravo Squad Leaders are adequately prepared prior to training iterations through the issuance of a training schedule, venue and Training Documentation;
 - 4) Assure that tactics and training are consistent for both Entry Squads;
 - 5) Assure that training records for individual operators are completed as well as retaining those records.
 - a. All training records are retained and stored with the Training Unit.

f. Alpha and Bravo Squad Leaders:

- i. The Alpha and Bravo Squad Leaders, call signs [REDACTED] and [REDACTED] respectively, are responsible for the task organization and control of their units. They supervise the efforts of the individual squad members to ensure that the squad is effectively run, trained, prepared, and made mission capable. The duties and responsibilities of [REDACTED] and [REDACTED] include, but are not limited to:
 - 1) Implement sub-unit plans delegated to them by members of the Tango element in the furtherance of the Entry Teams mission;

- 2) Task and organize individual Entry Squad members in a safe and tactically sound manner that affords the Emergency Services Team the greatest success while limiting our exposure to unnecessary risk;
- 3) Inspections and brief-backs from entry members prior to operations;
- 4) Uphold department regulations within the Entry Squad in accordance with this General Order.

g. STA Team Leader:

- i. The Surveillance and Target Acquisition (STA) Team Leader, call sign [REDACTED] is responsible for the sniper component of the Emergency Services Team. [REDACTED] supervises the efforts of the members of this team to ensure that the STA Team is being effectively run, trained, prepared, and made mission capable. The duties and responsibilities of Sierra-1 include, but are not limited to:

- 1) Implement the tactical plan developed for the STA Team in accordance with the Commander's intent;
- 2) On operations, delegate assignments to Squad members to facilitate the tactical plan;
- 3) Report to [REDACTED] or his/her designee regarding STA Squad Actions at the crisis location;
- 4) Assure that STA Squad members are adequately prepared prior to training iterations;
- 5) Uphold department regulations within the STA Squad in accordance with this General Order; and
- 6) Be prepared to assume Tango unit positions if those members are unavailable.

h. Breacher Team Leader:

- i. The Breacher Team Leader serves in this capacity in addition to his/her role within the Entry Team. He/she is responsible for the breaching sub-unit, which is comprised of entry members who are crossed-trained in all aspects of professional breaching. The Breaching Team Leader supervises the efforts of this unit to ensure that it is being effectively run, trained, prepared, and made mission capable. The duties and responsibilities of this position include, but are not limited to:

- 1) Implement the breaching plan developed for the Entry Team in accordance with the Commander's intent;
- 2) On operations, delegate assignments to designated breachers to facilitate the overall tactical plan;
- 3) Report to [REDACTED] or his/her designee regarding Breacher Team actions at the crisis location; and
- 4) Assure that designated breachers are adequately

prepared prior to training iterations.

i. Tactical Medic Team Leader:

- i. The Tactical Medic Team Leader, who is a certified paramedic from the Albany Fire Department. He/she is responsible for the tactical medic sub-unit, which is comprised of Albany Fire Department Certified Paramedics. The Tactical Medic Team Leader supervises the efforts of this unit to ensure that it is being effectively run, trained, prepared, and made mission capable. The duties and responsibilities of this position include, but are not limited to:
 - 1) Implement the tactical medic plan developed for the Entry Team in accordance with the Commander's intent;
 - 2) On operations, delegate assignments to designated tactical medics to facilitate the overall tactical plan;
 - 3) Report to [REDACTED] or his/her designee regarding Tactical Medic Team actions at the crisis location;
 - 4) Assure that designated tactical medics are adequately prepared prior to training iterations; and

j. Team Range Safety Officer (RSO):

- i. The Team Range Safety Officer, or RSO, serves in this capacity in addition to his/her role within the Entry Team. He/she shall be a certified, qualified, and experienced Range Instructor who is responsible for the conduct of range activities for the entire Emergency Services Team (with the exception of STA range activity that occurs on their designated training time). The duties and responsibilities of this position include, but are not limited to:
 - 1) Prepare range plans that are compatible with the Emergency Services Team overall training focus to training iterations;
 - 2) Submit said plans to [REDACTED] or his/her designee for review prior to training event;
 - 3) Ensure that all pertinent notifications are made at our live fire range, and that all range safety standards and protocols are enforced and adhered to; and
 - 4) Complete training reports upon completion of range training to include at a minimum: exercises conducted, types of weapons trained with, number of rounds fired, and deficiencies observed with recommendations for correction.

- a. All training reports will be forwarded to the Training Unit.

k. Emergency Services Team Member:

- i. All members of the Emergency Services Team are subordinate to their respective Squad Leader for the purposes of conducting training and operations. Each member is to be mindful that no one component of the Emergency Services Team may successfully complete a given mission on its own. Rather, only when all facets of the Emergency Services Team are working together will the collective objectives be achieved. Each member is to be treated with the respect and dignity due to an individual that has met the rigors of the program and stands at the ready to serve the Albany Police Department and the City of Albany in the manner in which the Emergency Services Team are manned, trained, and equipped.

D. Chain of Command:

1. The Emergency Services Team chain of command/lines of succession are as follows:
 - a. The Tango Element in succession [REDACTED] and [REDACTED]
 - b. If no members of the Tango Squad are present the most senior Emergency Services Team Squad Leader will have command.
 - c. If no Squad Leaders are present the most senior Emergency Services Team Assistant Squad Leader will have command.

E. Conflict of Orders:

1. See General Order 1.2.05 Command Protocol, Section 5 - Conflict of Orders.

- F. The Albany Police Department Emergency Services Team will adhere to and function in accordance with General Order 3.9.00 - Emergency Operations Plan/ Critical Incidents (National Incident Management System/ Incident Command System)

V. SELECTION

- A. Recognizing that the nature of Emergency Services Team operations requires disciplined, physically fit, mission-capable professionals, the Albany Police Department Emergency Services Team will select its members through a fair and non-discriminatory process that measures the applicant's ability to be trained in the essential tasks deemed necessary for the performance of the Emergency Services Team mission.
- B. There are certain personality traits and individual abilities necessary in the make-up of tactical operators. The personality traits are courage, self-discipline, initiative, decisiveness, responsibility, integrity, and an adherence to the team concept. Individually, an operator must be physically fit, have good motor

coordination, good shooting and weapons handling skills, and the ability to perform his/her duties under stress. Applicants who possess these personality traits and individual abilities are usually capable of being trained in the essential tasks required for Emergency Services Team service.

C. The selection process, designed to measure the quality of a candidate against these traits and abilities, occurs in three stages as follows:

1. Stage I: Application

- a. When an announcement for an Emergency Services Team opening(s) is made, applicants who meet the following criteria may apply:**
 - i. Members of the Albany Police Department and Certified MPTC Police Officers; and**
 - ii. Minimum of twelve months of service and must be off the Albany Police Departments probationary period; and**
 - iii. Submit a letter of recommendation from his/her current supervisor.**

2. Stage II: Testing

- a. Applicants who meet the above criteria will be invited to an orientation session clearly outlining the procedures by which they may be selected. The testing events and criteria are as follows:**
 - i. Physical Conditioning Test – each applicant must successfully pass the Albany Police Department Emergency Services Team physical fitness test at the 70th percentile. This testing will be administered by a NYS DCJS Certified Physical Fitness Instructor and monitored by the Team Leader or his designee. and**
 - ii. Shooting Skills Test – the applicant must pass the Albany Police Department firearms qualification course for both the issued sidearm and the patrol shotgun at the 90th percentile. The test will be administered by NYS DCJS Certified Firearms Instructor and monitored by the Team Leader or his designee. and**
 - iii. Oral Interview – applicants will participate in an oral interview conducted by a panel of members of the Emergency Services Team's leadership personnel.**

3. Stage III: Scoring and Selection

- a. Results of each of the events will be compiled and applicants will be ranked in order of their performance.**
- b. Candidates for the Emergency Services Team NYS DCJS Basic SWAT Operators Course will then be selected to attend the course on a space-available basis.**
- c. Upon successful completion of the NYS DCJS Basic SWAT**

Operators Course, candidates will again be ranked in order of their performance, and selected to the Emergency Services Team in accordance with the number of positions available.

- d. Candidates who are not selected to the Emergency Services Team immediately following the NYS DCJS Basic SWAT Operators Course (due to the limitation of available positions) will be invited to accept the next Emergency Services Team opening that becomes available, provided it occurs within one year of the completed NYS DCJS Basic SWAT Operators Course. After this time, the applicants will be reviewed and a re-certification will be completed.
4. Any applicant can be disqualified for any reason, not specific to job performance or testing standards. Said applicant may be disqualified when there is a consensus on the part of Emergency Services Team Leaders that the disqualification of that applicant is in the best interest of the Emergency Services Team.
5. Candidates for the Emergency Services Team Tactical Medics must be full time Paramedics with the Albany Fire Department, must also meet the minimum standards listed above (Stage II, Testing subtopics i and iii) and an additional oral interview with an authorizing physician. Tactical Medics once qualified for Emergency Services Team selection must successfully complete an Albany Police Department/Albany Fire Department approved training course for Tactical Medic Training.

D. Probationary Status:

1. Once a new member joins the Emergency Services Team, he/she will be placed on probationary status for one year.
 - a. The new member will be assigned a mentor to assist in his/her development. The mentor will be in addition to the new member's formal chain of command.
 - b. During the one year probationary period, the new member's Squad Leader will be responsible for completing a counseling/review report after each Emergency Services Team usage involving the member: one report after each month's training, any Emergency Services Team deployment, and for any reason deemed necessary by the Squad Leader relative to the new member's development.
 - c. Prior to completion of the probationary status a member must have successfully completed FEMA ICS-200 for Single Resources and initial Action Incident Course and FEMA ICS-700 National Incident Management System Course.
2. At the end of the probationary period, the Emergency Service Team leadership will meet with the Squad Leader and mentor to review the new member's performance.
 - a. At this time, if a member is progressing adequately, he/she will be given full Emergency Services Team status and be removed from probation.
 - b. If the member is not progressing adequately, he/she may be placed

on extended probationary status until it is determined that he/she is ready for full status.

- c. At any time during the probationary period, the new member may be dismissed from the Emergency Service Team upon consensus of the Emergency Services Team leadership and upon a review by the Emergency Services Team Commander.

VI. DEVELOPMENT/PERFORMANCE STANDARDS

A. Counseling/Subordinate Development:

1. All Emergency Services Team members will participate in developmental counseling at least once per year during the review process.
 - a. Counseling may be done at any time during the year in order to address outstanding achievement or an area(s) in need of improvement.
 - b. It will be conducted between the member and his immediate leader: Entry and STA members will be counseled by their Squad Leaders; the Entry Team Leader will counsel the Alpha and Bravo Squad Leaders; The Emergency Services Team Leader will counsel the Assistant Team Leaders, the Entry, and the STA Leaders; and the Team Commander will counsel the Team Leader.
2. Subordinate development is one of the most important responsibilities for members of the Emergency Services Team.
 - a. One of the highest priorities is developing the leaders who will come after the current leadership. The Emergency Services Team's future lies squarely on the shoulders of those who are prepared for greater responsibility. Just like an After-Action Review (AAR) is intended to address the Emergency Services Team's shortcomings, challenges, and develop training strategies, developmental counseling is the tool to develop a plan of action that builds on a subordinate's strengths and establishes goals to improve.
3. Developmental counseling is a mandatory process that all members must participate in; willfully failing to participate in a counseling session is grounds for a recommendation of dismissal from the Emergency Services Team. The individual member is encouraged to be fully involved in the process, and will be given ample opportunity to comment both verbally and in writing if desired. A copy of each developmental counseling report will be maintained in the Emergency Services Team personnel file until the member leaves the Emergency Services Team.

B. Meeting Performance Standards:

1. All members of the Emergency Services Team must maintain adequate levels of performance on an individual, Squad, and Team level as outlined in the Emergency Services Team Mandatory Minimum Performance Standards.

- a. These performance standards, which are evaluated on a pass/fail basis, will be tested throughout the training year.
 - b. The procedure when a member fails to perform at an adequate skill level is immediate remedial training followed by a retest.
 - c. Failure to pass the retest will result in the member being placed in a non-deployable status for a period of 30 days. Before the end of the 30 days, the member must bring the skill level in question up to standard and request a retest.
 - d. Failure to take or pass a retest will result in a recommendation of dismissal from the Emergency Services Team.
2. Weapons handling is an extremely important skill that requires constant training and is never to be taken for granted. Given that members of the Emergency Services Team utilize a variety of weapons systems, and handle those weapons more often than other members of the Albany Police Department, extra vigilance is required to ensure the safety of all involved. As such, failure to maintain mandatory minimum performance standards will be dealt with swiftly and decisively.
3. An Unintentional discharge by an Emergency Services Team member, at any time, whether while performing Emergency Services Team duties or not, either on or off shift, will result in the following actions:
 - a. If the Unintentional discharge did not impact another person, the member will be immediately placed in a non-deployable status for 30 days and will be subjected to remedial training in the handling of weapons.
 - b. If the Unintentional discharge impacted another person, the member will be immediately dismissed with no possibility of return to the Emergency Services Team.
4. Members must maintain a minimum level of the 80th percentile on the Albany Police Department Emergency Services Team physical fitness battery. In addition, all members must meet the mandatory minimum performance standards related to operating under stress while all operational gear is worn. Failure to maintain adequate levels of performance or physical fitness are grounds for a recommendation of dismissal from the Emergency Services Team.
5. If a member is unable to participate in a PT test (or any portion thereof) due to the existence of a valid injury (as determined by the Team Leader), the member will begin a rehabilitative process which ultimately must result in the passing of the test.
 - a. The member will be placed in a non-deployable status, and be given up to 90 days to pass the test.
 - b. If 90 days is insufficient, based on a doctor's report, the member will be placed on a temporary leave of absence from Emergency Services Team duties, and will be required to receive a doctor's clearance in order to return.
 - c. In certain circumstances, a member suffering from a chronic condition that does not preclude him/her from conducting

operations, may request permission to conduct a substitute event(s) during the PT test. The decision to allow substitute events lies with the Emergency Services Team leadership, and will be considered on a case-by-case basis.

6. Any member, who is placed in a non-deployable status twice in a one-year period, starting with the date of the first period of non-deployable status, will be reviewed by the Emergency Services Team leadership for dismissal.

C. Properly Maintaining Equipment:

1. All Emergency Services Team members are issued a standard array of individually-assigned equipment. Members assigned to specialty sub-units may have additional equipment issued as well.
2. Given the expense and significant effort that is expended in order to outfit the Emergency Services Team with the equipment it needs to operate effectively, any member who fails to adequately maintain assigned equipment will be subjected to Emergency Services Team disciplinary procedures.
3. The responsibility for ensuring that issued equipment is adequately cared for lies with the individual, however, the Squad Leaders are expected to conduct monthly inspections and rectify any shortcomings within their ranks and notify up the chain if assistance is necessary.
4. Any Emergency Services Team member who loses assigned equipment through negligence may be required to replace the equipment. If the lost equipment is sensitive in nature, such as weapons, explosives, Noise-Flash Diversionary Devices (NFDD's) or any other item(s) that has a potential to cause injury, the member may be recommended for dismissal from the Emergency Services Team.
5. Certain members may be assigned responsibilities for maintaining equipment that is either shared or requires above-average upkeep. In these cases, selected members are expected to adequately maintain the equipment or immediately notify their immediate superior if a need exists that they are not equipped to handle.

VII. Removal/Reinstatement:

1. Any Emergency Services Team member may voluntarily withdraw from the team at any time by giving written notice to the Team Commander.
2. Any Emergency Services Team member may be dismissed when there is a consensus on the part of leadership that dismissal of that member is in the best interest of the Emergency Services Team. The decision to dismiss a member is ultimately the Emergency Services Team Commander's responsibility.
3. Fully-certified, non-probationary members who have voluntarily left the Emergency Services Team, and wish to return, may request reinstatement via Intra-Departmental Correspondence (IDC), provided a vacancy exists. He/she will be placed on the Emergency Services Team wherever a need exists, and may not necessarily return to the same position that was held when the member left. Also, the member will be

placed on the standard one year probationary period in order to demonstrate that the ability to achieve the mandatory minimum standards has been retained before he/she is deemed fully deployable.

VII. PROMOTION TO LEADERSHIP POSITIONS

- A.** Promotion to a leadership position within the Emergency Services Team will be selected by the Emergency Services Team Leadership members, with the exception of Team Leader who is selected by the Chief of Police.
1. A leadership position within the Emergency Services Team is defined as a member of the Tango Squad, as well as, Squad Leaders and Assistant Squad Leaders.
 2. Once a leadership position is vacant, Emergency Services Team members who are interested in the promotion will express their interest through their Emergency Services Team chain of command.
 3. These leadership positions will be granted on merit of the operator, as well as, the best operator suited for the position.
 4. Upon promotion to a leadership position with the Emergency Services Team, the operator will be sent to, and must complete, an Albany Police Department approved course with the subject matter being Tactical Leadership and Decision Making.

VIII. TRAINING

- A.** The success of the Emergency Services Team is firmly rooted in the training that the Emergency Services Team conducts. As such, the Emergency Services Team recognizes that mission-based, efficient, and effective training is crucial to the accomplishment of the mission. Training is based on performance standards for which all Emergency Services Team members must be held accountable. Attendance is mandatory unless excused prior to the training iteration.

B. Training Plan:

1. A training plan will be completed prior to the beginning of each training year, requiring each SWAT operator to successfully complete a NYS DCJS In-Service Course at a minimum.
2. At a minimum, this plan will outline training dates, the training focus for a particular quarter, and the individual training day overview. The calendar will be submitted to the Team Commander by the November Training days of the prior year for approval. Once approved, the calendar dates will serve as a basis for unit commanders to schedule affected Emergency Services Team members in their full-time assignments.
3. At a minimum, the whole of the Emergency Services Team will train two (2) days per month, with Tango members, STA members, and dedicated breachers training one (1) additional day. The entire Emergency Services Team will also train for one 40-hour block of in-service training per year.
4. Tactical Medics will train one (1) full day (8 hours) and one half-day (4 hours) per month.
5. The completed training plan will be kept on file with the Training Unit.

C. Training Meetings:

1. Emergency Services Team training meetings will be held prior to scheduled training iterations. The purpose of these meetings is to develop a specific training curriculum for each day in a training period (one week for in-service). Specific training locations will be announced and confirmed, and any required lesson plans will be verified as complete. A schedule will be formatted as a result of this meeting and forwarded to all members for clarification and scheduling.

D. Instructors:

1. Only personnel who are qualified to teach Emergency Services Team-related topics will be utilized during training.
2. In addition to being Emergency Services Team-certified, instructors must possess valid DCJS General Topics Instructor certifications at a minimum. In the case of range training, an instructor must be a DCJS certified firearms instructor in addition to being competent in the safe handling and operation of all Emergency Services Team weapon systems.
3. Additionally, instructors must be deemed knowledgeable and/or experts in the discipline being trained, by means of additional subject matter specific training gained in-house, or via an outside training entity.
4. Personnel who conduct training exercises shall complete initial training in exercise. FEMA - An Introduction to Exercises course (IS-120.a) and Exercise Evaluation and Improvement Planning course (IS-130)

E. Training Records:

1. All training will be recorded and those records will be maintained pursuant to the Official Compilation of codes, rules, and regulations of the State of New York.
2. Training Records will include lesson plans, course curriculum, class rosters with dates of training, total hours, names of course, students names and results of training.
3. Each team member requires an individual training record.
4. All instructors shall be compliant with provisions of Title 9 NYCRR 6023 and 6024, as appropriate.
5. All training records to include outside training will be maintained by the Albany Police Departments Training Unit, as defined in General Order 4.1.05 Training Organization and Functions.

F. Mandatory Minimum Performance Standards:

1. There exists a set of critical skills that each member must possess in order to operate effectively on the Emergency Services Team.
 - a. These tasks are divided into individual, squad, and team skills that are evaluated on a pass/fail basis.
 - b. The Mandatory Minimum Standards Checklist lists each task along with the conditions for testing and the standard that must be achieved. Each member of the Emergency Services Team will be

tested on these mandatory skills throughout the year, with the results of their testing logged on a training checklist.

- c. The original logs will be kept by [REDACTED] as a matter of record, while each individual member will be given a copy at their year-end review.

- 2. In addition, pursuant with the New York State Division of Criminal Justice Services (DCJS) "SWAT In-Service Course", the Emergency Services Team will ensure that the following minimum topics are instructed throughout the training year, and that all filing requirements for DCJS are met:

- a. Regularly scheduled training sessions with no more than 60 days between sessions;
- b. One Intra-Agency Training Exercise: Emergency Services Team interacting with other Albany Police Department Units (e.g. CMT, K-9, Communications, etc.);
- c. One Inter-Agency Training Exercise: Emergency Services Team training with other police, fire or EMS agencies;
- d. One Training Exercise Target: response to an incident at a target such as a mall, public building, or school within our jurisdiction (may be combined with inter/intra-agency training exercises);
- e. Live fire at least 500 rounds each from handgun and shoulder fired weapon-system; at least 240 rounds for sniper rifle;
- f. Tactical Medical Training – gunshot wound care and tourniquet application;
- g. Less Lethal Devices;
- h. Room Entries;
- i. Team Movement;
- j. Arrest Procedures;
- k. Hostage Rescue Training;
- l. Officer Rescue;
- m. Active Shooter Response; and
- n. Air Purifying Respirator (APR) Testing.

G. Training Safety:

- 1. To enhance safety during training events, Emergency Services Team Training Standards and Protocols will be followed during each training session.
- 2. During range training (indoor and outdoor), a Range Safety Checklist will be completed and reviewed by the Chief Range Instructor. Additionally, at least two Range Safety Officers will be identified to assist in safe operations prior to any range deployment.
- 3. All personnel shall obtain prior written authorization from the Chief of Police or his/her designee prior to hosting or conducting any experiential training at an ad hoc location, in accordance with General Order 4.1.05 – Training: Organization and Function.
- 4. All operators, their gear and weapon systems will be visually and physically checked during non-live fire scenarios.
- 5. Medical support personnel will be identified within the Emergency

Services Team for integration into training. In case of an injury incurred during training, they will primarily decide whether to provide self-aid, transport directly to a hospital in accordance with a preapproved aid plan, or wait for emergency medical personnel to dispatch directly to the site.

- H. As per G.O. 1.3.05 Use of Force – Lethal Weapons and G.O. 1.3.00 Use of Force – Less lethal Weapons, all EST operators will adhere to the training standards set forth in those orders.

IX. EQUIPMENT

- A. The Emergency Services Team must be well equipped with current and state-of-the-art equipment and weapon systems in order to guarantee the operational readiness of the Team. Given the sensitive and costly nature of this equipment, policies must be established to direct the issuance of standard and specialized gear, establishing the minimum needs of the Emergency Services Team as well as individual members.
- B. As per G.O. 3.2.00, Section VI, sub A-7b, all EST operators are required to wear an approved ballistic vest by the Team Leader or his designee on all operations.
- C. As per G.O. 1.3.05, Section III, all EST operators must carry an approved firearm(s) during all operations.
- D. Standard Equipment:
1. Standard equipment shall be issued to Emergency Services Team personnel. In addition to the standard Albany Police department issued portable radio(which has interoperability capabilities with other agencies) and [REDACTED] and [REDACTED] all personnel will be issued the following equipment when they are selected to the Emergency Services Team. All members will be issued authorized ammunition for their assigned weapon system(s).

- a. Entry Weapon System – [REDACTED]
[REDACTED]
[REDACTED]
authorized by the Emergency Services Team Leader – shall consist of the following:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]
- iv. [REDACTED] at [REDACTED]
- v. [REDACTED]
- vi. [REDACTED]
- vii. [REDACTED]
- viii. Tactical Sling and/or single point sling w/mounts;
- ix. Weapon case for storage and transportation;
- x. [REDACTED]

xi. [REDACTED]

b. Duty Sidearm Accessories [REDACTED]

c. [REDACTED]

d. [REDACTED]

e. Safety glasses or goggles;

f. Hearing protection/communication system – [REDACTED]

g. [REDACTED]

h. Assorted Pouches [REDACTED]

i. [REDACTED]

j. Emergency Services Team patches (4);

k. [REDACTED]

l. [REDACTED]

m. Belts – tactical duty belt and under belt;

n. Drop down leg platform – [REDACTED]

o. Uniforms – (2) sets; a tactical uniform to be worn on operations w/clearly visible and identifiable Emergency Services Team patches (2), and a training uniform w/clearly visible and identifiable Emergency Services Team patches (2);

p. Chemical Agent Protective Mask – OSHA approved [REDACTED]

[REDACTED] (1) OSHA approved [REDACTED] (2)
OSHA approved [REDACTED]

q. Dive bag – wheeled travel bag capable of storing/transporting individual issued equipment;

r. Handcuffs – (1) pair of issued Emergency Services Team handcuffs; and

s. Medical Kit – shall include a tactical tourniquet, tactical trauma bandage, combat gauze, 2" tape, occlusive dressing, trauma shears, nasal airway, 14 gauge 3.25" needle and emergency medical card (any medical equipment not supplied in medical kit will be supplied by AFD team medics).

E. Specialized Equipment:

1. Specialized Equipment shall be issued to Emergency Services Team personnel who have successfully completed Emergency Services Team approved training specifically involving the use of said equipment. This

equipment will be issued upon approval of the Emergency Services Team Leader:

a. Sniper Weapon System [REDACTED]; shall consist of the following or equivalent:

- i. [REDACTED]
- ii. [REDACTED];
- iii. Sling carry color black;
- iv. Maintenance kit [REDACTED]
- v. [REDACTED] Standard Fitted Case [REDACTED] case/backpack;
- vi. Current authorized ammunition:
 - 1) [REDACTED]
 - 2) [REDACTED]
 - 3) [REDACTED]
 - 4) [REDACTED]
 - 5) [REDACTED]
- vii. Other Authorized Sniper Systems – The Emergency Services Team Leader or his designee may authorized other sniper weapon systems due to upgraded sniper weapon systems/tactics and mission specific capabilities.

b. Other Authorized Emergency Services Team Weapons – weapons that are capable firing a round [REDACTED] as authorized by the Emergency Services Team Leader and would include the following:

- i. [REDACTED]
- ii. [REDACTED]
- iii. [REDACTED]
- iv. [REDACTED]
- v. [REDACTED]
- vi. [REDACTED]

F. Team Assigned Required Equipment:

1. Team assigned equipment is issued either by squad or to the entire Emergency Service Team. Members of the Emergency Services Team responsible for the care and use of this equipment must be properly trained and meet the mandatory minimum performance standards specific to each type of equipment.

a. [REDACTED]

I. Other Required Specialized/Miscellaneous Equipment:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. Miscellaneous equipment issued on a squad level, not specifically listed in this General Order, but covered under other General Orders and procedures of the Albany Police Department.

J. Vehicles – The Albany Police Department will provide at a minimum (2) Specialized response vehicles for team leadership and (2) utility vehicles with capacity to carry all team members and all equipment.

K. Care, Maintenance, and Storage:

1. When issued, all gear will be documented on an Emergency Services Team Equipment receipt form and signed for by the recipient. All relevant serial numbers attributed to the specific gear issued will be noted. In cases where no factory issued serial number is present [REDACTED] will designate an in-house system for inventory control.
2. Squad Leaders in the individual sub-units are responsible for the care and inspection of Emergency Services Team issued gear to maintain a constant state of operational readiness. Inspections are to be conducted prior to any operation or training iteration to ensure the proper fit and functioning of gear.
3. Any malfunctioning, broken, or lost equipment is to be immediately reported to [REDACTED] for appropriate action in order to repair or replace missing gear. Refer to the "Discipline/Dismissal" regarding properly maintaining property.
4. Individually assigned equipment shall be the responsibility of the member issued that specific piece of gear.
5. Squad issued gear shall be the responsibility of the Squad Leader so assigned.
6. Team gear shall be the responsibility of the Team Leader or his/her designee.
7. At the end of each training year, an inspection will be conducted, and a checklist of each member's gear will be created, documenting at a minimum: the operator's name and PIN#, the issued item with serial number and/or tracking number, and the signature of the inspected member and the Squad Leader conducting the inspection.
8. For Squad and Team gear, members will additionally log the location where the gear is stored. [REDACTED] will collect this information and maintain the appropriate form(s) for Emergency Services Team records.
9. Individually assigned gear is to be kept on the respective squad's [REDACTED] unless authorized by the member's Squad Leader. The exception is weapon systems which may be utilized on a daily basis for a

member's full time duty. In this case, the weapons may be stored at the discretion of the individual operator provided they're accessible for operations, they're in an environment that is conducive to their proper functioning, and they're at all times secured from loss, theft, or destruction. Squad gear will be kept in their [REDACTED], and Team gear will be held in the Emergency Services Team [REDACTED]

10. Damaged, lost, or destroyed equipment items shall be documented by the individual/squad leader/team leader assigned, in an Intra-Departmental Correspondence format to include the item damaged, the serial number/tracking number, the nature of the damage, and how it occurred. When items are no longer reliable for missions and/or training, and/or cannot be adequately repaired, they will be slated for destruction. [REDACTED] will submit the required paperwork in accordance with Albany Police Department procedures and request a replacement.

L. All EST weapons and specialty weapons will be inventoried and maintained by EST. A copy of the Weapon inventory will be forwarded to the Office of Professional Standards and the Training Unit. Weapons not assigned to individual operators will be stored in the EST armory. *Supersedes G.O. 1.3.05 and G.O. 2.6.10 sub IIIA.*

M. All operators assigned EST weapons will follow G.O. 1.3.05, section III, sub – H2

N. Research, Testing, and Evaluation:

1. Prior to procurement, [REDACTED] and his/her designee shall make all attempts to do a Testing and Evaluation (T&E) of new items. If an Emergency Services Team Testing and Evaluation period cannot take place, and Testing and Evaluation has already been done by an entity such as the United States Military or another law enforcement agency, said item may be approved by the Emergency Services Team Leadership upon a thorough review of said Testing and Evaluation.

X. OPERATIONAL DEPLOYMENT PROCEDURES

A. Operational deployment procedures are the tactics, techniques, and doctrinal concepts used by the Emergency Services Team in response to the incidents they are called to. Specific to each type of incident, these procedures and their application are designed to foster effective and rapid resolution strategies while increasing the ability to safeguard lives. They are not restrictive in the sense that they must be followed exactly as written, in the exact order presented. Rather, they serve as a template from which a specific plan may be created and executed, based on mission-specific variables that simply cannot be predetermined. Included within these procedures are philosophies, such as priorities of life, and processes for the initial stabilization of the event.

1. Priorities of Life:

- a. Emergency Services Team operations often involve hazardous and dangerous situations. Although the Emergency Services Team will take reasonable steps to ensure the safety of all involved persons,

these situations may require that decisions are made that will affect their life and safety. To guide the decision making process, the following priorities of life will be observed:

- i. Innocent bystanders and civilians in the vicinity;
 - ii. Hostages;
 - iii. Police Officers/Emergency Services Team Operators; and
 - iv. Suspect(s)/Subject(s).
 - b. When making decisions during a tactical situation, the life and safety of the suspect(s) or subject(s) will be given serious consideration, and attempts will be made to safeguard their welfare. However, the life and safety of hostages, other victims, innocent civilians, officers and Emergency Services Team operators will have priority. As such, the specific circumstances of the incident will dictate the level of force necessary to adequately protect the public and the officers involved. Resolution of some incidents may require the specific application of various levels of force, up to and including, deadly force.
 - c. The resolution to some incidents may subject hostages, victims, innocent civilians, officers and Emergency Service Team operators to a risk of injury. *Supersedes G.O. 1.3.05 section II – sub. B1/*
 - d. On situations, not involving Hostage Rescue, the team has the direct capabilities of performing: a Control Entry, Limited Penetration, Breach & Hold, Surround and Call out, Surveillance and Exterior take down.
2. Use of Force: See General Order 1.3.05 Section IV. Use of Force, Lethal Weapons
- a. The Albany Police Department Policy and Procedures Manual and the New York State Penal Law (Article 35: "Defense of Justification") shall govern the use of physical force and deadly physical force on tactical operations. In determining whether the use of deadly physical force against a suspect(s) involved in a hostage taking is justified in order to save innocent life, the following factors will be considered:
 - i. Does the suspect(s), in fact have a hostage(s)?
 - ii. Does the suspect(s) indicate or state that that he/she will kill the hostage(s)?
 - iii. Can the fact that the suspect(s) is armed with a deadly weapon, or otherwise has the potential for killing or seriously injuring the hostage(s), be reasonably determined?
 - b. If the above criteria are met, the Emergency Services Team Leader shall request that the Incident Commander authorize the issuance of a [REDACTED]. Under this order, the Emergency Services Team is prepared to interdict the suspect(s) at the first available

opportunity in order to ensure the safety of the hostage(s). This decision is deliberated in advance because an opportunity to save the hostage(s) may take place in an extremely brief time frame, if at all. Sufficient time to consider this option may not exist when an actual opportunity presents itself.

- c. In cases where deadly physical force is utilized on an operation, the Emergency Services Team will maintain tactical control of the scene until it is deemed secure by the ranking Emergency Services Team personnel within the crisis location. Emergency Services Team Tactical Medics will render assistance to the injured parties as long as it is safe to do so and further make the decision on a case by case basis how and whether to transport to the hospital for advanced treatment. Once deemed secure, the scene will be handed over to the Incident Commander for processing.

2. Reporting Use of Force/Deadly Physical Force:

- a. See General Order 1.3.05 Section IV. Use of Force, Lethal Weapons.

3. Call-Up Response Procedures:

- a. For all incidents where the use of the Emergency Services Team is requested, whether preplanned or spontaneous, certain criteria must be met in order to deem the use of the Emergency Services Team necessary. These criteria are a guideline to be considered when a request for the Emergency Services Team is made, and are no means all-inclusive. Ultimately, the decision to use the Emergency Services Team lies with the Team Commander in the case of a preplanned action, and with the Incident Commander for a spontaneous critical incident. The criteria to be considered are as follows:
 - i. The suspect(s) is believed to be armed or potentially armed;
 - ii. The suspect(s) may resort to the use of weapons or violence when confronted by the police;
 - iii. The suspect(s), who is believed to be armed, is in a position of advantage over the police;
 - iv. Entry into the target location is deemed hazardous due to early warning systems or barricades/reinforcements;
 - v. The presence of a hostage(s) is confirmed;
 - vi. An Emotionally Disturbed Person (EDP) is in a position that causes a potential threat to himself or others; and
 - vii. Any special situation requiring the special training and equipment possessed by the Emergency Services Team.
- b. Emergency Services Team activation takes precedence over all other assignments within the Albany Police Department. When a critical incident occurs, Emergency Services Team operators will be made available to respond to the location of the crisis site. Once activated, Emergency Services Team members become subordinate to the Emergency Services Team Leader until the

activation is completed.

- c. The Incident Commander (or ranking duty boss) has the authority to immediately activate the Emergency Services Team for any critical incident within our jurisdictional boundaries. To commence the activation, the Incident Commander will contact the Emergency Services Team Leader (or the next in the chain of command if the Team Leader is unavailable) by departmental phone and brief the incident. The Emergency Services Team Leader will initiate the call up via the Emergency Services Team chain of command, alerting the members to the nature of the incident, where and how to respond, and any special instructions required for activation.
- d. When the Emergency Services Team is requested by a law enforcement agency outside the jurisdiction of the City of Albany, the request must be approved by the Chief of Police or his designee. When such a request for the Emergency Services Team is received, it shall be immediately forwarded to the Emergency Services Team Leader, who will determine if the situation meets the activation criteria. If so, the Team Leader will contact the Team Commander and request permission to respond. Once granted, Emergency Services Team activation will follow the normal procedure listed above.
- e. Any unit within the Albany Police Department may request the assistance of the Emergency Services Team in planning or conducting high risk warrant service, high risk apprehension, dignitary/personal protection, or covert surveillance operations.
- f. The Commander of the requesting unit will forward the request to the Emergency Services Team Commander, who will determine with the Team Leader whether the situation meets the criteria for Emergency Services Team utilization. If approved, the Emergency Services Team Leader will issue a "Warning Order" to relevant leaders of Emergency Services Team sub-units to establish a timeline of events and assist them with their preparations. Time will be included in the planning to ensure that a full operational brief is conducted, along with inspections and rehearsals prior to mission execution.

4. Operational Planning:

- a. The Emergency Services Team will utilize a formal planning process for all operations that are proactive or anticipatory in nature. The method utilized will include a warning order, a standard 5 paragraph operations order with attachments, fragmentary orders to account for any changes to the original plan, a formal operational briefing, and an inspections and rehearsals period. There will be no exceptions to this process, which will be documented and kept as a matter of record in accordance with Albany Police Department procedures. All Operational directives (orders) if found to be conflicting will need to be clarified through [REDACTED]. All Pre-planned Operational Orders are required to be reviewed and approved by the Incident Commander of said operation. The Incident Commander will sign the Operations Order once said order is

approved. The following is a detailed description of each order.

i. Warning Order:

- a) A warning order is issued as a means of giving advance notice of a pending mission to relevant personnel. The entire Emergency Services Team does not receive this order, just the sub-unit leaders. This order provides subordinates the maximum amount of time to place their units in a state of operational preparedness. Included in this order is a description of the situation and the mission, followed by general instructions, the uniform and equipment needed, and lastly a tentative time schedule for all events related to the operation. The Team Leader will cause reconnaissance and intelligence gathering to be conducted at this point.

ii. Operations Order:

- a) Referred to as the 5 paragraph op order, this document serves as a written tool used to conduct the mission briefing. It includes the Situation, Mission, Execution, Administration and Logistics, and Command and Signal details pertinent to the particular operation for which it is written. Under each of the paragraphs, the following must be included:

- 1) Situation - The reason the Emergency services Team is being utilized; includes units that will be assisting/facilitating the Emergency Services Team, suspect(s) information, any others present at the operation site, and a review of the location, weather expected, and any obstacles that may be encountered.
- 2) Mission - The five W's – Who, What, Where, When and Why.
- 3) Execution - The "How" of the operation. Includes the Commander's Intent, Concept of the Operation, tasks of sub-units, and coordinating instructions for the Emergency Services Team.
- 4) Administration and Logistics - Medical considerations, prisoner handling, and any equipment instructions.
- 5) Command and Signal - Chain of command, succession of command, and locations of leaders, as well as the frequencies and codes used during the operation.

iii. Fragmentary Order:

- a) This is a partial order given to address any changes to the existing order already briefed and in execution. If utilized, at a minimum, it includes a re-statement of the mission, followed by the new tasks expected of the sub-units, and any coordinating instructions needed to implement the new plan.

iv. Operational Briefing:

- a) All operators and supporting units need to be present at the operational briefing. The operations order is reviewed in its entirety, and each sub-unit is briefed on their responsibility. Coordinating instructions are reviewed to ensure that all sub-units are working in concert to accomplish the mission. All details regarding the operation are discussed, and a back brief of responsibilities is conducted to ensure that orders are fully understood. An opportunity for questions is afforded to clarify any misunderstandings.

v. Inspections and Rehearsals:

- a) This is the most important part of the operational planning process. It is during this step that operators actually go through the physical motions of their mission responsibilities, in full operational gear, in order to maximize their understanding of their portion of the operation. Any unforeseen problems with the plan that are discovered at this stage are amended and clarified. Details as small as radio communications and transport are covered. Only when the sub-unit leaders are satisfied with the performance of their squads is this portion complete.

5. Reporting Procedures:

- a. At the completion of an Emergency Service's Team activation, an After-Action Review (AAR) will take place, during which all facets of the operation will be reviewed and discussed. A debrief of actions, to include both positive and negative, will be conducted as a self-critique. In doing so, the Emergency Services Team will become more effective, efficient, and progressive. An After-Action Review report will be produced within 48 hours of the operation to document the incident for future reference. This report shall include the location, type of operation, date and times, personnel, and a summary of events. Further, specific actions taken (i.e. chemical agents deployed, explosive breaches used, etc.) will be noted. A member will be designated to complete the After-Action Review report prior to the debrief to ensure that adequate notes are taken

for the report's proper completion. That member will forward the report to his/her Squad leader once complete for a review. Upon the Squad leader's review, the report will be forwarded to [REDACTED] via departmental email for records filing.

- b. The Team leader will meet with [REDACTED] to ensure that a full dossier is completed for each operation. All photos, notes, warning orders, operations orders, fragmentary orders, and After-Action Review reports shall be included for a particular operation.

XI. TYPES OF OPERATIONS

A. Barricade Operation:

1. A barricade operation occurs when a suspect involved in a criminal act, or a subject who is mentally ill or emotionally unstable (may or may not have committed a criminal act), is posing a significant threat to the lives and safety of citizens and/or police by means of (or realistic threat of) a deadly weapon. This suspect/subject is in a position of advantage that affords cover and concealment, or is contained in an open area, but the presence of, or approaches by, police officers could cause an adverse reaction by the individual. In all cases, the suspect/subject refuses to submit to authorities.
2. The primary mission of the Emergency Services Team in a barricaded operation is to affect the safe apprehension of the suspect/subject with the minimum level of force necessary. In barricaded operations, the Emergency Services Team will abide by the priorities of life to guide decision-making and tactics. As an agency, the Albany Police Department will seek to enhance the prospect of peacefully resolving the incident through communications with the suspect/subject when possible.
3. Once activated, the Emergency Services Team will respond to the incident location in accordance with Emergency Services Team response procedures. Upon arrival, the Emergency Services Team Leader will report to the Incident Commander and assume tactical command, assessing the tactical situation and determining the best utilization of the Emergency Services Team. For a barricade operation, the Emergency Services Team should generally follow the following Operating guidelines:

a. Plan:

i. Get all available facts from the following:

- a) First officers on the scene;
- b) Patrol Supervisor(s);
- c) Incident Commander;
- d) Victim(s); and
- e) Witnesses.

ii. [REDACTED]

- a) [REDACTED]
- b) [REDACTED]

- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]

iii. Make assignments:

- a) Entry Team;
- b) Sniper/Observer Team;
- c) Arrest/Less Lethal Teams;
- d) Chemical Agents Teams; and
- e) Containment Teams.

iv. Brief:

a) Situation:

- 1) General background;
- 2) Crime committed (if applicable), weapon(s) involved;
- 3) Description of suspect/subject; and
- 4) Interior diagram of target location.

b) Mission:

- 1) Five W's of operational plan.

c) Execution:

- 1) Operational plan to include individual and sub-unit missions, and how they are to be executed.

d) Administration & Logistics:

- 1) Location of Command Post resources;
- 2) EMS staged; and
- 3) ICU resources.

e) Command & Signal:

- 1) [REDACTED]
- 2) Chain of command.

v. Conduct Operation:

a) Assume Tactical Positions:

- 1) [REDACTED]

- 2) [REDACTED]
- 3) [REDACTED]
- 4) [REDACTED]
- 5) [REDACTED]

b) Hold while CMT communicates:

- 1) Provide cover for CMT, as necessary;
- 2) Maintain containment; and
- 3) Request suspect/subject surrender.

c) Introduce Chemical Agent:

- 1) On authority of the Incident Commander (if no surrender);
- 2) Announce intent over the air (not necessary to inform suspect/subject);
- 3) Confirm report of chemical agent rounds fired;
- 4) May require partial breach to accomplish; and
- 5) Allow time for chemical agent to work.

d) Resume Communications:

- 1) Time prescribed by Incident Commander.

e) Breach Location:

- 1) On authority of Incident Commander; and
- 2) Explosive or manual, as dictated by circumstances.

f) Clear Structure:

- 1) On authority of the Incident Commander;
- 2) [REDACTED]
- 3) Goal is locate suspect/subject (not necessarily engage or confront);
- 4) Cover interior, then move;
- 5) [REDACTED]
- 6) Announce clearing progress over the air.

g) Apprehension – Exterior:

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]

h) Apprehension - Interior:

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]

B. Hostage Rescue Operation:

1. A hostage rescue operation occurs when a person(s) is held against their will by an armed or potentially armed suspect(s), whether force is used or threatened. This included person(s) in the company of a suspect who are not in a position to make a voluntary choice to leave the premises (e.g. children, bedridden, or elderly). The suspect/subject is in a position of advantage that affords cover and/or concealment, or is contained in an open area, but the presence of or approach by police officers could cause an adverse reaction by the individual towards the hostage(s). In all cases, the suspect/subject refuses to submit to authorities.
2. The primary mission of the Emergency Services Team in a hostage rescue operation is to affect the safe release/rescue of the hostage(s), with the minimum level of force necessary. In hostage rescue operations, the Emergency Services Team will abide by the priorities of life to guide decision-making and tactics. As an agency, the Albany Police Department will seek to enhance the prospect of peacefully resolving the incident through communication and negotiation with the suspect/subject when possible.
3. Once activated, the Emergency Services Team will respond to the incident in accordance with Emergency Services Team response procedures. Upon arrival, the Emergency Services Team Leader will report to the Incident Commander and assume tactical command, assessing the tactical situation and determining the best utilization of the Emergency Services Team. For a hostage rescue operation, the Emergency Services Team should generally follow the following Operating guidelines:

a. Placement of Immediate Action Teams:

i. [REDACTED]

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]

ii. [REDACTED]

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]

- d) Individual task organization by Emergency Reaction Team Leader;
- e) Review response to contingencies in place; and
- f) React to actions by the suspect(s).

b. Plan:

i. Establish Tactical Operations Center (TOC):

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) Restricted to the following personnel:

- 1) Emergency Services Team Leader
- 2) STA Coordinator
- 3) Crisis Negotiation Team (CNT)
- 4) Incident or Operational Commander
- 5) Intelligence Officer.

ii. Gather Intelligence from the following personnel:

- a) First officers on the scene;
- b) Patrol supervisor(s);
- c) Incident Commander;
- d) Victims;
- e) Witnesses;
- f) Property owner/manager;
- g) STA operators;
- h) Negotiators; and
- i) ICU resources.

iii. [REDACTED]

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]

c. Brief:

i. Situation:

- a) General background;
- b) Weapon(s) involved;
- c) Description of suspect(s);

- d) Description of hostage(s); and
 - e) Interior diagram of target location.
 - ii. Mission:
 - a) Five W's of operational plan.
 - iii. Execution:
 - a) Operational plan to include individual and sub-unit missions, and how they are to be executed.
 - iv. Administration & Logistics:
 - a) Location of resources; and
 - b) EMS staged.
 - v. Command and Signal:
 - a) [REDACTED] and
 - b) Chain of Command.
 - d. Make Assignments:
 - i. Augment Emergency Reaction Team as necessary until Deliberate Action Team is prepared;
 - ii. Assign Deliberate Action Team:
 - a) Leader Task organizes personnel; and
 - b) Conduct complete, fully-equipped rehearsals.
 - iii. Transition from Emergency Reaction Team to Deliberate Action Team:
 - a) Incorporate Emergency Reaction Team into Deliberate Action Team as necessary; and
 - b) Ensure Emergency Reaction Team members understand Deliberate Action Team plan.
 - iv. Coordinate with auxiliary units.
 - e. Conduct Operation:
 - i. Emergency Services Team Leader will fully brief the Incident Commander on the Deliberate Action Team plan, and will clearly establish operating guidelines for the Emergency Services Team to follow:
 - a) Initiation upon adverse suspect action;
 - b) Initiation upon breakdown in negotiations;
 - c) Initiation by STA interdiction for observed Article 35

violation; and

d) Initiation by interdiction under "Go Tactical" order.

ii. Deliberate Action Team responsibilities will be divided among Contact and Rescue Teams:

a) Contact Team personnel will be primarily tasked with locating, closing with, and interdicting the hostage taker(s); and

b) Rescue Team personnel will be responsible for locating, controlling, and safeguarding the hostage(s).

iii.

a)

b)

c)

d)

iv. Clear/Secure Location:

a) All hostages and suspects turned over to auxiliary personnel for processing and medical attention;

b) Entry Leader communicates when structure is clear; and

c) Scene turned over to Investigative Commander.

B. Counter-Sniper Operation:

1. A counter-sniper operation is a tactical response to an individual(s) who is actively engaging civilians and/or officers from a position of advantage (either stationary or mobile, in a building, vehicle, or open air) by means of accurate rifle fire. An individual engaged in this act is capable of committing violence and causing casualties over a large area.
2. The primary mission of the Emergency Services Team in a counter-sniper operation is to locate and interdict the shooter as quickly as possible in an attempt to safeguard innocent civilians and responding officers. A coordinated response by the Albany Police Department may involve evacuations and lockdowns on a large scale, while utilizing media outlets to inform the public of the danger in the area.
3. Once activated, the Emergency Services Team will respond to the incident location in accordance with the Emergency Response Team response procedures. Upon arrival, the Emergency Services Team Leader will report to the Incident Commander and assume tactical command, assessing the tactical situation and determining the best utilization of the Emergency Services Team. The guidelines to be followed by the Emergency Services Team for this type of operation will be dictated by the

specific variables that are presented by the suspect(s) and the environment in which the incident is occurring.

C. High Risk Apprehension:

1. When the arrest or apprehension of an armed or potentially armed suspect(s) shows indications that the likelihood of resistance is high, the Emergency Services Team may be activated in order to utilize their tactics and training in a manner that provides the best opportunity for the suspect to be taken into custody with a minimum of risk and violence.
2. Given that this situation is pre-planned, an operational order will be tailored to the specific variables that are presented by the suspect(s). Said order will be briefed, [REDACTED]

D. High Risk Warrant Service:

1. The Emergency Services Team stands at the ready to execute warrants obtained within the Albany Police Department or by an outside agency provided any or all of the following criteria are met:
 - a. The suspect(s) is armed or believed to be armed;
 - b. The location is fortified; and
 - c. The suspect(s) has a violent criminal history and may resort to violence when confronted by authorities.
2. The primary mission of the Emergency Services Team in a High Risk Warrant Service operation is to affect the safe apprehension of the suspect(s) using the minimum level of force necessary. The secondary mission is to seize and secure any evidence of criminality alleged in the warrant application. In all cases, the Emergency Services Team will not assume unnecessary risk for the sake of evidence and/or contraband.
3. The activation process for High Risk Warrant Service begins with a formal request made by either a unit within the Albany Police Department or an outside agency. In all cases, the request must be made to the Emergency Services Team Commander, currently the Deputy Chief of Police. Once received, the Commander will make his/her decision based on the existence of the above-listed criteria and a discussion with the Team Leader to determine if the Emergency Services Team is the best option.
4. Once activated, the Team Leader will send out a warning order to all sub-unit leaders and commence the planning process. Included in this warning order will be a tentative timeline that includes deadlines for intelligence gathering/scouting, the assembly location and time of the operational brief, inspections, and rehearsals, and additional relevant information to ensure adequate Emergency Services Team preparation.
5. The Emergency Services Team will make every attempt to accommodate the requesting unit; however, the manner in which the Emergency Services Team conducts the warrant service will be based on the factors determined by the planning process, not by the needs/wants of those requesting the Emergency Services Team.

F. Dignitary/Personal Protection:

1. As the capital City of New York, Albany is a frequent destination of political figures, dignitaries, and others requiring the support and protection capabilities of the Emergency Services Team. As such, the Emergency Services Team is prepared to provide stand alone protection services, as well as support the overall operations of outside protection entities (i.e. United States Secret Service) as needed. The specific tasks conducted by the Emergency Services Team will be determined by a variety of factors to include the number of dignitaries requiring protection, the venue, the level of threat posed or potential thereof, and whether the Emergency Services Team has primary responsibility or is auxiliary to another agency. The Emergency Services Team will also provide protection and transport for witnesses and suspects when a threat level is perceived that necessitates such protection.
2. When the Emergency Services Team is attached to the United States Secret Service, or another agency that has primary responsibility for a dignitary/personal protection operation, the mission of the Emergency Services Team will be dependent upon whether the Emergency Services Team has sole authority to task organize its own personnel, or is required to provide a component of protection in accordance with a larger overall plan.
3. EST personnel are required to act in accordance with GO 3.9.05 – Pre-Planned/High Risk Situations, IV B – VIP Security Plan.

G. Terrorism Response:

1. The response to acts of terrorism (foreign or domestic) by the Emergency Services Team will be similar to the pre-existing guidelines for response to critical incidents with the addition that Team members may be required to serve as a liaison with other tactical units that are better suited to operate in Chemical, Biological, Radiological and Nuclear (CBRN) environments.
 - a. All incidents will be reviewed on a case-by-case basis. The Team Leader or his designee will determine whether the Emergency Services Team is able to provide an effective response based on its current training, equipment, and manpower. If so, then the incident-specific guidelines relevant to that operation type will be observed;
 - b. If an effective response to the incident is deemed beyond the Emergency Services Team current capabilities, then an outside tactical team with enhanced equipment, training, and manpower will be requested. The Emergency Services Team will use all available assets at its disposal to contain the incident until relieved by the outside entity; and
 - c. The Emergency Services Team will be prepared to augment any requested outside team as necessary.
2. Any liaison officer(s) that meets with an outside tactical unit will determine all the assistance that is requested of the Emergency Services Team and brief Tango-1 accordingly. No Emergency Services Team operators will

be authorized to perform any function that is beyond the scope of his/her capability, such as entering a contaminated environment without the appropriate personal protective equipment, or utilizing said equipment without the appropriate level of training and expertise.

H. Active Shooter:

1. An active shooter incident occurs when a suspect(s) is actively engaged in using illegal deadly physical force upon others, whether with a firearm or without, and his/her actions indicate that he/she will continue to use illegal deadly physical force upon additional victims that are within his/her range. Without immediate police intervention, additional lives may almost certainly be lost.
2. The primary mission in response to an active shooter incident is to effectively neutralize the suspect's actions as rapidly as possible. This may be accomplished by the suspect's compliance with our commands, containing the suspect in an area devoid of additional victims, or physical force up to and including deadly physical force, if necessary.
3. To accomplish the mission of neutralizing the suspect, the primary response force will most likely come from the patrol division. Any Emergency Services Team member working their normal police duty shall respond and assist with the completion of that mission. Once an active shooter incident is confirmed, the ranking officer working at the time should as soon as possible request a call out of the Emergency Services Team.
4. In response to an active shooter incident, if contact or rescue teams are formed and ready to enter, but no supervisor(s) are present, an Emergency Services Team member will assume the role of Team Leader.
5. The Emergency Services Team member will remain and operate with his assigned team until relieved by a supervisor or ranking Emergency Services Team Leader.
6. Once the Emergency Services Team arrives on the scene, the Team Leader will receive a brief from the Incident Commander, and seek to relieve any patrol units assigned to contact and rescue teams within the target location, if possible. The primary mission of target neutralization will remain the same until the incident is either resolved, or it transitions into a different type of event, such as a Barricade or Hostage Rescue.

I. Civil Disturbance/Protests:

1. The Emergency Services Team will act as a support element for all civil disturbance/protest in a capacity to provide the ability to provide over watch intelligence/ lethal cover, deployment of chemical agents/less lethal munitions, officer rescue, and arrest teams. The Emergency Services Team should not be used as a front line capacity.

J. Special Assignments:

1. Any assignment approved by the Chief of Police or his designee based upon a level of threat or special community need most suitably met by the Emergency Services Team.

XII. MUTUAL AID

- A.** The Emergency Services Team is authorized to conduct operations outside the City of Albany, and to receive the assistance of outside tactical teams for mutual aid within the City of Albany, under the following circumstances (as delineated in Section 209-M of the New York State General Municipal law):

2. Mutual Aid in Other Jurisdictions:

a. Definitions:

- i.** The term "local government" shall mean a county, a city, a town, or a village, as the case may be.
- ii.** The term "chief executive officer" shall mean:
 - a)** In the case of a county, the county executive unless there is none, in which case it shall mean the county manager if there is one, or the chairman of the board of supervisors if there is neither a county executive nor county manager;
 - b)** In the case of cities, the mayor, except in those cities having a city manager, it shall mean such city manager;
 - c)** In the case of towns, the supervisor or presiding supervisor; and
 - d)** In the case of villages, the mayor, except in those villages having a president or manager, it shall mean such latter officer.
- iii.** The term "Chief of Police" shall include any police officer in command of the police department or police force of a local government during the absence, illness or disability of the Chief of Police or who is authorized to exercise the powers of the Chief of Police in emergency situations.

- B.** Notwithstanding the provisions of any general, special or local law or of any county, city or village charter, the chief executive officer of a local government, whenever he deems that the public interest requires it, may request the chief executive officer of any other local government to detail, assign and make available for duty and use in the local government for which the request is made any part of the forces, equipment and supplies of the police department, police force or parkway police force of the local government of which the request is made. The chief executive officer of the local government of which the request is made is hereby authorized and empowered to grant the request so made.

- C.** A local government may, by local law, delegate to the Chief of Police of its police department or police force the powers hereby granted to a chief executive officer to request and grant police assistance.

- D.** If the chief executive officer of any such local government is absent or disabled,

the Chief of Police of the local government may make any such request or may grant any such request as the case may be.

- E. The local government receiving police aid pursuant to this section shall assume the liability for all damages arising out of any act performed in rendering such aid and shall reimburse the existing local government for any moneys paid by it for salaries or for other expenses incurred by it, including damages to or loss of equipment and supplies. An assisting local government may assume such loss, damage, expenses or cost for such equipment and supplies and donate such services to the receiving local government. While engaged in duty and rendering services in such local government, the officers and members of such police department or police force shall have the same powers, duties, rights, benefits, privileges and immunities as if they were performing their duties in the local government in and by which they are normally employed.
- F. The City of Albany falls under the Jurisdiction of the New York State Police and as a long standing mutual agreement the New York State Police will provide access to their FEMA Type III Bomb Squad and their Robotic Assets.

XIII. GENERAL POLICY STATEMENTS FOR SPECIALIZED EQUIPMENT

A. Noise Flash Diversionary Devices (NFDD):

1. It is the purpose of this policy to establish guidelines for the storage, transportation, handling and deployment of Noise Flash Diversionary Devices.
2. A Noise Flash Diversionary Device is a device that, when properly deployed, disorients a suspect through the use of light and noise, thereby disrupting normal reactionary processes.
3. The use of Noise Flash Diversionary Devices has saved the lives of many police officers and innocent civilians, as well as suspects. However, in order to reduce the potential for injury, Noise Flash Diversionary Devices must be properly deployed and their use supervised.
4. Only police personnel who have successfully completed an Albany Police Department approved training course in the proper use and deployment of Noise Flash Diversionary Devices shall be authorized to deploy Noise Flash Diversionary Devices.
5. This policy shall be reviewed and evaluated as to direction, completeness, execution and management annually. Modifications to this policy shall be incorporated depending upon circumstances, technology, and/or experience.
6. Guidelines for Noise Flash Diversionary Devices:
 - a. Authorization for use: except in extreme emergencies (i.e. article 35 exceptions) Noise Flash Diversionary Devices shall not be used without the prior authorization of the Albany Police Department's Emergency Services Team Leader or in his absence, his designee.
 - b. Justification for use: Noise Flash Diversion Devices may be considered whenever the use of a less-lethal diversion would facilitate entry, enable arrest, and potentially reduce the risk of injury to innocent civilians, police officers, and suspects.

Circumstances justifying the use of Noise Flash Diversion Devices shall include, but not limited to:

- i. Barricaded suspect and/or hostage situations;
- ii. High-risk warrant service;
- iii. Distraction of mentally impaired persons and/or those under the influence of alcohol and/or drugs and is believed to be necessary in order to facilitate apprehension; and
- iv. Situations wherein the authorizing person(s) deems their use necessary to safely resolve the incident.

7. Deployment considerations for Noise Flash Diversionary Devices:

- a. Prior to deploying a Noise Flash Diversion Device, personnel shall consider available intelligence and circumstances.
- b. Noise Flash Diversion Devices shall be deployed in accordance with the Albany Police Department's Emergency Services Team's training and shall not be used solely for the preservation of evidence.

8. Storage, Transportation, and Handling for Noise Flash Diversionary Devices:

- a. Storage: All Noise Flash Diversion Devices shall be stored in the following manner:
 - i. Operational: Only the minimum number of Noise Flash Diversion Devices required to maintain the operational readiness of the Emergency Services Team shall be stored on the assigned Albany Police Department Emergency Services Team's [REDACTED]
 - ii. All other Noise Flash Diversion Devices shall be stored in the Albany Police Department Emergency Services Team [REDACTED]
- b. Transportation: Noise Flash Diversion Devices shall be transported in a secured manner, in accordance with Albany Police Department Emergency Services Team training.
- c. Handling: Noise Flash Diversion Devices will be handled and deployed in accordance with Albany Police Department Emergency Services Team training.

9. Reporting procedures for Noise Flash Diversionary Devices:

- a. The use of Noise Flash Diversionary Devices shall be reported on the Albany Police Department Emergency Services Team After-Action Review form and an Albany Police Department Use of Force report.
- b. The reporting to the NFTA of the use of Noise Flash Diversion Devices shall include, but not limited to the serial number of the device, the manner for which it was utilized (i.e. operational or

training), and the date of the device's utilization shall be the responsibility of the Albany Police Departments Emergency Services Team Leader or his designee.

10. Procurement and Inventory Control for Noise Flash Diversionary Devices:

- a. Noise Flash Diversion Devices shall be procured in accordance with normal Albany Police Department purchasing procedures.
- b. Inventory, serviceability, and tracking shall be the responsibility of the Albany Police Department Emergency Services Team Leader or his/her designee.

B. Less Lethal Impact Projectiles:

- 1. It is the purpose of this policy to establish guidelines for the storage, transportation, handling, and deployment of less lethal impact projectiles.

- a. Less Lethal Impact Projectiles are defined as those munitions that can be fired, launched or otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing a significant potential of causing death. Examples of Less Lethal Impact Projectiles include, but are not limited to [REDACTED]
- b. The availability of Less Lethal Impact Projectiles can assist officers in de-escalation of potentially violent confrontations and provide additional alternatives to the use of deadly force.
- c. Only police personnel who have successfully completed an Albany Police department approved training course in the proper use and deployment of Less Lethal Impact Projectiles shall be authorized to deploy Less Lethal Impact Projectiles during operations.
- d. This policy shall be reviewed and evaluated as to direction, completeness, execution, and management annually. Modifications to this policy shall be incorporated depending upon circumstances, technology and/or experience.

2. Guidelines for the use of Less Lethal Impact Projectiles:

- a. Impact Projectiles may be used in accordance to the Albany Police Department's policies regarding the use of force; Impact Projectiles are primarily designed for use against subjects who appear to pose a threat of death or serious bodily injury to themselves or others;
- b. The deployment and use of these devices are decisive actions that can assist in achieving the goal of protection of life and property and/or restoration of order. They should be considered whenever the use of less lethal options would assist in enabling an arrest, restoring order and/or reducing the risk of more serious injury.
- c. Circumstances justifying the use of these munitions include, but not limited to:

- i. Restoration or maintenance of order during civil disturbances;
 - ii. Propensity of the individual to be violent;
 - iii. Subduing vicious animals;
 - iv. The urgency of the situation and potential impact of actions that may be committed by the suspect; and
 - v. Situations wherein the authorizing person deems the use necessary to resolve the incident as safely as practical.
- d. Consideration may be given to the use of impact projectiles against those posing a threat of death or serious bodily injury to themselves or others.

3. Storage, Transportation and Handling:

- a. Less-Lethal weapons shall be designated for the deployment of impact projectiles and/or chemical agent munitions only;
- b. Storage of less-lethal munitions should conform to the manufacturer's recommendations;
- c. Munitions which have been removed from their original container shall be clearly and conspicuously identified as "less-lethal" to prevent confusion with lethal munitions;
- d. Where possible, officers should consult with the on-scene Incident Commander prior to the use of impact projectiles;
- e. Where possible, officers should inform other police personnel in the immediate vicinity that impact projectiles will be deployed in order that a shot will not precipitate the "sympathetic" use of firearms by other officers;
- f. Upon receiving any munitions, the authorized person deploying said munitions is responsible for ensuring that these munitions are "less-lethal" and used in accordance with the Albany Police Department Emergency Services Team training.
- g. Less-Lethal munitions and weapons shall be stored and transported in accordance with the Albany Police Department Emergency Services Team Policy on Specialized Equipment.
- h. Suspects who are struck with an impact projectile should be restrained as necessary and provided with medical attention as soon as possible.

4. Reporting:

- a. The use of less-lethal projectiles constitutes a use of force and, as such, must be reported on the Albany Police Department Use of Force form.
- b. The use of less-lethal projectiles shall also be reported on the Albany Police Department Emergency Service Team After-Action Review report.

C. Chemical Agents for Indoor Utilization:

- 1. It is the purpose of this policy to establish guidelines for the use of

chemical agents to effectively deal with barricaded suspects that pose a threat to hostages, citizens, or officers, and are believed to be armed and violent.

2. The only chemical agents that are used by the Albany Police Department are:

These agents are most effective on individuals who are lucid and have a normal pain threshold. is generally considered more effective than Chemical agents can be applied to a target location by firing low range projectiles or throw canisters, or volume dispensers.

3. These agents are known to be effective on emotionally disturbed and suicidal subjects, as well as on criminal suspects.
4. Barricaded suspects pose a significant threat to the safety of the neighborhood or area of occurrence and are a threat to the lives of citizens and officers. The refusal to submit to arrest and/or exit a barricade position is an indication of irrational behavior and/or violent criminal intent. Officers called upon to respond to barricade events should follow the procedures of containment, communications, evacuation, command and control, use of force, and use of chemical agents enumerated in this policy.
5. This policy shall be reviewed and evaluated as to direction, completeness, execution and management annually. Modifications to this policy shall be incorporated depending on circumstances, technology, and/or experience.

a. Chemical Agents Procedures:

- i. A barricaded suspect/subject incident shall be contained and a command structure that is appropriate for the time frame, location, and tactical problems presented by the suspect/subject shall be in place:

- a) As soon as reasonably possible, a communications effort should be made directing the suspect to exit the location and submit to arrest/protective custody;
- b) A tactical deployment that would include containment and based upon the terrain or environment, STA positions, arrest team, emergency reaction team, and deliberate action team should be in place;
- c) An evacuation and/or notification of citizens from the affected area should be accomplished to prevent contamination of uninvolved persons;
- d) If pyrotechnic chemical agents are to be used, fire extinguishers shall be presents and/or the Albany Fire Department shall be notified and requested to stand by near the scene of incident.
- e) Only police personnel who have successfully completed an Albany Police Department approved training course in the proper use and deployment of chemical agents shall be authorized to deploy chemical agents during operations;
- f) Prior to deployment of chemical agents, when practical notification of police personnel present shall

be given to avoid exposing unprotected personnel and citizens to the agents; and

- g) Chemical agents may be deployed when necessary, only with the approval of the Incident Commander.

i. Volume of chemical agents to be used:

- a) Only the amount of chemical agent that is reasonable shall be used;
- b) Basic deployment of chemical agents dictates that its use is most effective when it is unexpected by the suspect/subject. [REDACTED]
- c) [REDACTED]
- d) The appropriate amount of chemical agent used shall be monitored, determined, and controlled by the Emergency Services Team Leader and approved by the on-scene supervisor and only a reasonable amount shall be used;
- e) The amount of chemical agent to be used should be predicated on:
 - 1) The seriousness of the offense;
 - 2) The threat to the community posed by suspect(s)/subject(s);
 - 3) The location: size, single level or multi-level, available windows or area for insertion of chemical agents, wind and weather, and type of chemical agent being used;
 - 4) The available positions and locations from which chemical agents can be deployed;
 - 5) The available police personnel who meet the requirements of using and deploying chemical agents;
 - 6) The potential for injury to person(s) inside the location; and
 - 7) The reaction of the suspect(s)/subject(s) to the chemical agent.

ii. Deployment procedures shall fall into two categories [REDACTED]

- a) Munitions shall be fired using a trajectory to minimize the potential of injury to subjects inside the location;
- b) When practical, the upper portion of windows and doors will be used in conjunction with an upward trajectory;
- c) Chemical agent projectiles shall not be "direct fired" at a human target unless Article 35 of the New York State Penal Law applies;

- d) Verbal directions should be used with the insertion of chemical agents;
- e) Where practical, cover and/or concealment should be used when deploying chemical agents; and
- f) After the scene is secure and the suspect(s) are in custody, best effort should be made to remove the deployed munitions from the scene.

iii. Decontamination:

- a) Person(s) exposed to chemical agents shall be provided with decontamination assistance within a reasonable amount of time and shall be done in accordance with the Albany Police Department Emergency Services Team training.

iv. Reporting:

- 1) The use of any chemical agent in any amount or number shall be reported to the on-scene supervisor as soon as practical. A written report shall be prepared in accordance with the Albany Police Department Emergency Services Team After-Action Review report and documented on a Albany Police Department Use of Force Form.

D. Chemical Agent for Outdoor Utilization:

1. It is the purpose of this policy to establish guidelines for the use of chemical agents to effectively deal with Civil Disturbance/Protest
2. The only chemical agents that are used by the Albany Police Department are: [REDACTED]
[REDACTED] These agents are most effective on individuals who are lucid and have a normal pain threshold. [REDACTED] is generally considered more effective than [REDACTED]. Chemical agents can be applied to a target location by firing low range projectiles or throw canisters, or volume dispensers.
3. Non compliant persons participating in a civil disturbance/protest pose a significant threat to the safety of the neighborhood or area of occurrence and are a threat to the lives of citizens and officers. The refusal to obey the lawful order by on scene law enforcement personnel to disperse is an indication of irrational behavior and/or violent criminal intent. Emergency Services Team personnel called upon to respond to civil disturbance/protest events should follow the procedures for the use of chemical agents enumerated in this policy.
4. This policy shall be reviewed and evaluated as to direction, completeness, execution and management annually. Modifications to this policy shall be incorporated depending on circumstances, technology, and/or experience.

a. Chemical Agents Procedures:

- i. A civil disturbance/protest incident shall be delineated and a

command structure that is appropriate for the time frame, location, and tactical problems presented by the civil disturbance/protest shall be in place:

- a) As soon as reasonably possible, a communications effort should be made directing all participants involved in the civil disturbance/protest to peacefully disperse;
- b) Emergency Services Team personnel will be in place as a supportive role for the deployment of chemical agent prior to deployment;
- c) An evacuation and/or notification of citizens from the affected area should be accomplished to prevent contamination of uninvolved persons;
- d) If pyrotechnic chemical agents are to be used, fire extinguishers shall be presents and/or the Albany Fire Department shall be notified and requested to stand by near the scene of incident.
- e) Only police personnel who have successfully completed an Albany Police Department approved training course in the proper use and deployment of chemical agents shall be authorized to deploy chemical agents during operations;
- f) Prior to deployment of chemical agents, notification of law enforcement personnel and non sworn personnel present shall be given to avoid exposing unprotected personnel and citizens to the agents; and
- g) Chemical agents may be deployed when necessary, only with the approval of the Incident Commander.

ii. Volume of chemical agents to be used:

- a) Only the amount of chemical agent that is reasonable shall be used;
- b) Announcing the use of chemical agents is required
- c) The appropriate amount of chemical agent used shall be monitored, determined, and controlled by the Emergency Services Team Leader and approved by the on-scene supervisor and only a reasonable amount shall be used;
- d) The amount of chemical agent to be used should be predicated on:
 - 1) The seriousness of the offense;
 - 2) The threat to the community posed by suspect(s)/subject(s);
 - 3) [REDACTED]
 - 4) The available positions and locations from

- which chemical agents can be deployed;
- 5) The available police personnel who meet the requirements of using and deploying chemical agents;
- 6) The potential for injury to person(s) inside the location; and
- 7) The reaction of the suspect(s)/subject(s) to the chemical agent.

E. Explosive Handling and Breaching:

Definition: The term "Breaching" is referred to as a method in which entry is gained into a location; which is secured or fortified. Breaching occurs by using the minimum amount of force necessary in order to achieve 100% penetration into the selected objective 100% of the time, through a door, window or solid surface. The longer it takes to gain entry into a location, the more time suspects have to escape, destroy evidence or prepare defenses. Breaching also allows tactical teams to secure potential suspects without making physical entry into a location. However, with all breaching techniques, in order to reduce any potential for injury, breaching techniques must be properly deployed, trained and their use supervised.

1. The SWAT team has the direct capabilities to perform [REDACTED]
2. It is the purpose of this policy to establish guidelines for the storage, transportation, handling, and deployment of explosives.
3. For the purposes of this policy explosives are [REDACTED]
[REDACTED] or other products that are commercially manufactured compounds, that through chemical reaction, rapidly change to a gaseous state.
4. The use of explosives has saved the lives of many police officers and innocent civilians, as well as suspects. However, in order to reduce the potential for injury, explosives must be properly deployed and their use supervised.
5. Only Albany Police Department personnel who have successfully completed an Albany Police Department approved training course in the proper use, handling and deployment of explosives shall be authorized to deploy explosives on operations.
6. This policy shall be reviewed and evaluated as to direction, completeness, execution and management annually. Modifications to this policy shall be incorporated depending upon circumstances, technology and/or experience.

a. Procedures:

i. Guidelines for Use:

- a) Authorization for use: except in extreme emergencies (i.e. article 35 exceptions) explosives shall not be

used without the prior authorization of the Albany Police Department Emergency Services Team Leader. In the absence of the Albany Police Department Emergency Services Team Leader, his/her designee may authorize their use.

- b) Justification for use: explosive breaching may be considered whenever the use of an entry would facilitate the gathering of intelligence, enable an arrest, and potentially reduce the risk of injury to innocent civilians, police officers, and suspects. Circumstances justifying the use of explosives shall include, but not limited to:

- 1) Barricaded suspect/subject and/or hostage situations;
- 2) High-Risk warrant service; and
- 3) Situations wherein the Albany Police Department Emergency Services Team Leader deems their use necessary to safely resolve the incident.

- c) Deployment considerations:

- 1) Prior to deploying explosives, personnel shall consider available intelligence and circumstances. Explosives shall be deployed in accordance with the Albany Police Department's Emergency Services Team's training and shall not be used solely for the preservation of evidence.

- d) No explosives shall be deployed without the Albany Police Department Emergency Services Team Leader or his designee being advised of the Net Explosive Weight (N.E.W) and the Minimum Safe Distance (M.S.D.) of the explosive.

ii. Storage, Transportation and Handling:

- a) Storage: All explosives shall be stored in one of the following manners:

- 1) Operational: Only the minimum amount of explosives required to maintain the operational readiness of the Emergency Services Team shall be stored on the assigned Albany Police Department Emergency Services Team [REDACTED] Said amount is to be determined by the Breacher Team Leader, with the approval of the Albany Police Department Emergency Services Team Leader.

- 2) Breacher Room: Only the minimum amount of explosives required to maintain the readiness of the Emergency Services Team shall be [REDACTED] Said storage will be in accordance to the Albany Police Department Emergency Services Team training and recommendations of the manufacturer. Said amount is to be determined by the Breacher Team Leader, with the approval of the Emergency Services Team Leader.

3) [REDACTED]

- b) Transportation: All explosives shall be transported in one of the following manners:

- 1) Operational: Explosives shall be transported in a manner deemed necessary by the Breacher Team Leader or his designee and approved by the Emergency Services Team Leader, on the assigned Albany Police Department Emergency Services Team [REDACTED]
- 2) Operational Ready: Explosives shall be transported in a secured manner, on the Albany Police Department Emergency Services Team [REDACTED]
- 3) Except for Operational and Operational Ready: Explosives shall be transported in a secured manner, [REDACTED]
[REDACTED]
[REDACTED]
Albany Police Department approved training course in the proper use, handling and deployment of explosives.

- c) Handling: Explosives will be handled and deployed in accordance to the Albany Police Department Emergency Services Team training.

iii. Reporting:

- a) Operational use of explosives shall be reported on the Albany Police Department Emergency Services Team After-Action Review report and the Albany Police Department Emergency Services Team Breacher Report (SHOT Sheet); and
- b) Training use of explosives shall be reported on the Albany Police Department Emergency Services Team Breacher Training Summary and the Albany Police

Department Emergency Services Team Breacher Report (SHOT Sheet) and documented on an Albany Police Department Use of Force Form.

iv. Procurement and Inventory Control:

- a)** Explosives shall be procured in accordance with normal Albany Police Department purchasing procedures;
- b)** Inventory, serviceability, and tracking shall be the responsibility of the Albany Police Department Emergency Services Team Breacher Team Leader and/or his designee; and
- c)** Inventory inspections shall occur monthly.

F. Conducted Energy Weapons (CEWs):

1. Training And Certification:

- a.** Only those officers, who have successfully completed the approved departmental user training course taught by a certified CEW instructor and who have successfully demonstrated proficiency in the use of a CEW, shall be authorized to carry and utilize a CEW.
 - i.** Proficiency for CEWs shall include successfully loading, unloading, deploying, and discharging the prongs of the CEW on an annual basis.
- b.** Officers shall complete an initial eight (8) hour block of in-service training in the proper use of the CEW, which may include the following topics:
 - i.** New York State Penal Law Article 35 - use of force requirements;
 - ii.** Departmental policies and procedures concerning its use of force policy;
 - iii.** Approved and accepted techniques and strategies for non-deadly use of force options (not limited to those involving a CEW);
 - iv.** Approved CEW target zones;
 - v.** Legal updates;
 - vi.** Justification for CEW deployment and usage;
 - vii.** De-escalation techniques;
 - viii.** Departmental reporting requirements;
 - ix.** CEW unit maintenance and safe storage;
 - x.** CEW unit inspection;
 - xi.** Medical treatment and decontamination protocols following CEW exposure;
 - xii.** Probe removal requirements; and
 - xiii.** Drive-stun techniques.

- c. At least annually, all agency personnel who are currently authorized to carry a CEW are required to attend in-service training on the department's use of force policies and demonstrate proficiency with a CEW.
 - i. Proficiency training must be monitored by a certified CEW instructor;
 - ii. Training and proficiency must be documented by the Training Unit; and
 - iii. Any officer who does not qualify with a CEW will be given remedial training in the proper use of the CEW. This training shall be completed and documented on an Intra-Departmental Correspondence prior to the officer being re-issued a CEW for use in official capacity.
- d. A CEW may only be carried by on-duty personnel who have been certified in its use. If carried, the CEW unit shall be immediately accessible on the person and contained within the departmentally approved holster on the support hand side.
- e. CEWs shall be carried and/or utilized only as issued and authorized. The Albany Police Department currently authorizes the CEW - Advanced Taser X-26.
- f. The Albany Police Department does not permit the use of privately owned CEWs while on-duty.

2. Pre-Deployment and Storage Of CEWs:

- a. CEWs shall be assigned to designated units/stations and stored in a secure area when not in use.
- b. After removing an CEW from its secure storage area, personnel shall complete the following:
 - i. Verify that the battery life percentage of the CEW is above 20%;
 - ii. If the CEW meets this requirement, attach the cartridge to the front of the CEW and holster the weapon; and
 - iii. Report the following information to the desk officer. The desk officer shall be responsible for documenting this information in the unit/station personnel blotter:
 - a) CEW serial number;
 - b) Department holster utilized;
 - c) The officer's name who is utilizing the CEW; and
 - d) The shift/detail and the duration it will be utilized.
- c. It shall be the desk officer's responsibility to account for all CEWs and CEW related equipment at the beginning and end of each tour of duty, which shall be documented in the unit/station blotter.
- d. Personnel shall return all CEWs and CEW related equipment at the end of their shift or detail. CEWs and CEW related equipment shall not be stored in any locations other than the designated station/unit

storage area.

3. Deployment:

- a.** The CEW is a defensive operation weapon and shall be used in accordance with Article 35 of the New York State Penal Law and Albany Police Department use of force policies and procedures.
 - i.** A fleeing subject shall not be the sole justification for using a CEW against a subject. Officers shall also consider, and be able to clearly articulate, the following factors:
 - a)** The severity of the offense;
 - b)** The subject's threat level to others; and
 - c)** The risk of injury to the subject.
 - b.** Prior to deploying the CEW, personnel shall consider the following:
 - i.** The level of force exhibited by the subject;
 - ii.** Proximity and/or access of the subject; and
 - iii.** Safety of involved individuals, to include:
 - a)** Hostages;
 - b)** Non-subject civilians;
 - c)** Other personnel; and
 - d)** Subject in question.
 - c.** CEWs shall not be used under the following circumstances:
 - i.** Where the subject is elevated on an object and has the potential to fall (e.g. building roof tops, trees, river banks, bridges, fences);
 - ii.** Obviously pregnant or known to be pregnant woman;
 - iii.** Apparent juveniles, unless the involved personnel is justified in using deadly physical force;
 - iv.** The elderly or visibly frail;
 - v.** Handcuffed subjects(s); unless it is necessary to prevent the subject from causing harm to themselves, personnel, or others and all other lesser attempts of control are deemed ineffective;
 - vi.** Subjects that are in physical control of a vehicle in motion (e.g. driver of a car, truck, motorcycle, ATV, bicycle, scooter);
 - vii.** Where the subject has a known heart condition, or an apparent debilitating illness;
 - viii.** Intentionally utilizing the CEW at the facial or head area of a subject;
 - a)** CEWs intentionally utilized in the facial and head area is considered deadly physical force and shall only be used in those situations deemed reasonable and

justified as prescribed in Article 35 of the New York State Penal Law and the Albany Police Department Use of Force policy.

- ix. CEWs shall not be used in areas where flammable liquids and/or gasses are present due to the potential for ignition of said liquids and/or gases; and
 - x. CEWs shall not be deployed when a subject has been sprayed with an alcohol based chemical spray or alcohol based pepper spray. The Albany Police Department utilizes a non-alcohol based pepper spray, therefore, it is safe to utilize department authorized CEWs.
- d. Personnel should be aware that there is a higher risk to the subject when the CEW is utilized in the following circumstances:
- i. Where the subject is in medical or mental crisis; and
 - ii. Persons obviously under the influence of drugs and/or alcohol.
- e. When safe and practical, personnel should give a verbal warning to the subject that a CEW will be used if they do not comply. This can also include laser painting and/or arcing.
- f. When possible, personnel shall not use a CEW unless there is another officer present to provide lethal cover.
- g. The officer deploying the CEW shall inform all other present personnel that a CEW is being utilized.
- h. It is the responsibility of the cover officer to properly assess the situation and appropriately provide lethal cover as the circumstance dictates.
- i. If compliance of the subject is achieved, it shall be the responsibility of the back-up officer(s) to take control of the subject (i.e. handcuffing).
- i. Personnel shall not intentionally use more than one CEW against a subject at a time.
 - ii. Personnel shall not use a CEW on an individual subject more [REDACTED] during a single incident. (This includes both deployment of the probes and drive-stun).
- j. Personnel should use a CEW for one standard cycle [REDACTED] and then evaluate the situation to determine if subsequent cycles are necessary.
- k. Personnel should consider that exposure to the CEW [REDACTED] (whether due to multiple applications or continuous cycling) may increase the risk of death or serious injury.
- l. Any subsequent applications should be independently justifiable, and the risks should be weighed against other force options.
- i. For maximum effectiveness, [REDACTED] unless utilizing the drive stun

method.

m. Drive Stun Utilization:

- i. [REDACTED]
 - ii. [REDACTED]
 - a) The primary function of the drive stun mode, when not used to complete the circuit, is to gain subject compliance through the administration of pain.
 - b) Using the CEW to achieve pain compliance may have [REDACTED]
 - iii. The CEW probes shall be delivered to the subject target areas based on the following circumstances:
 - a) Availability;
 - b) Clothing;
 - c) Established safety priorities; and
 - d) Level of force necessary.
 - iv. Personnel shall not intentionally target sensitive areas such as the head, neck, upper center mass, and genitalia.
- n. The subject's lower center mass should be the target area, unless exigent circumstances dictate otherwise.**
- i. Personnel shall keep in mind that subjects affected by the CEW may be unable to physically perform verbal commands given by personnel (e.g. "put your hands on top of your head", "get on your knees").

4. Post Deployment:

- a. When a CEW is deployed on a subject, personnel shall, as soon as safe and practical, request Emergency Medical Services for the subject. These procedures shall be followed for both deployment of the probes and for drive-stuns, and shall occur before transporting any subject to Central Booking or the Detective Office.
 - i. Only Emergency Medical Services personnel shall remove the probes from the subject. Personnel of this department shall not remove the probes from any subject.
 - ii. If a CEW is deployed on any subject by personnel of this Department, that subject is assumed to be in custody and cannot refuse medical attention.
 - iii. Emergency Medical Services personnel shall determine if a

subject should be treated at the scene or if they should be transported to a hospital for medical attention, via ambulance.

- b. Personnel need to be cognizant of how positional asphyxia may exacerbate the condition of any individual who has received a CEW application.
 - i. Positional asphyxia is a death that occurs when a subject's body position interferes with breathing, either when the chest is restricted from expanding properly or when the position of the subject's head obstructs the airway.
 - ii. Positional asphyxia has been mentioned as a possible contributing factor in a number of cases in which subjects died after one or more CEW applications.
 - iii. Personnel shall utilize a restraint technique that does not impair a subject's respiration following a CEW application.

5. Care and Maintenance:

- a. CEW operators shall use due care with any CEW or CEW related equipment, and shall not subject them to unnecessary abuse or destruction.
- b. Any CEW that is not function properly shall immediately be taken out of service and turned into the Training Unit for repair according to the following procedures:
 - i. The officer shall complete an Intra-Departmental Correspondence (IDC) to the Chief of Police referencing the CEW serial number and the reason that the CEW needs repair;
 - ii. The officer's immediate supervisor shall notify the Training Unit via email at [REDACTED] (underscore between training and unit);
 - iii. The CEW, along with the approved IDC, shall be turned into the Training Unit, as soon as possible; and
 - iv. An entry shall be made in the unit/station personnel blotter stating when the CEW was turned in, for what reason, and by whom.

**XIV. SURVEILLANCE & TARGET ACQUISITION SQUAD (STA)
POLICIES/PROCEDURES**

- A. It is the policy of the Albany Police Department and the Emergency Services Team to maintain positions of Sniper/Observer within the Surveillance and Target Acquisition Squad. These positions are necessary in order to protect life and enforce the laws of the City of Albany and the State of New York. It is recognized that the members of the Surveillance and Target Acquisition Squad must meet the highest standards to effectively perform the duties of this position. For these reasons the following procedures have been developed and updated.

B. STA Squad Mission - The STA Squad has two distinct functions:

1. The STA Squad serves as a tool in the resolution of critical incidents, performing the role of Sniper/Observer, by;
 - a. Providing real-time intelligence to the Incident Commander through the use of surveillance and reporting techniques;
 - b. Assisting in the containment of critical incidents by providing surveillance and rifle coverage of the established boundaries of said incident; and
 - c. Neutralizing any threat(s), when justified, in order to resolve a life-threatening situation.
2. The STA Squad may provide surveillance on target locations and/or persons in the furtherance of investigations:
 - a. Upon the request of a supervisor from any unit within the Albany Police Department and subsequent approval of the Emergency Services Team Commander;
 - b. Upon the request of any police department within the state of New York and subsequent approval of the Emergency Services Team Commander;
 - c. Conduct surveillance operations in order to assist requesting units in accomplishing their mission. Examples of these types of missions include, but are not limited to:
 - i. Narcotics Investigations;
 - ii. Dignitary Protection Details;
 - iii. Murder Investigations; and
 - iv. Wanted Person(s).

C. Command Structure/Squad Member Responsibilities:

1. STA Squad Leader:

- a. The Emergency Services Team Leader will select the STA Squad Leader based on experience, knowledge, dedication, and leadership abilities. The STA Squad Leader carries the full authority of the Emergency Services Team Leader to perform his/her duties, and is directly responsible for the training, assignments, duties, records, and conduct of the individual STA Squad members. The STA Squad Leader will prepare a yearly training schedule for the STA Squad, ensuring that all members are aware of the dates, times, and location of the training events. The STA Squad Leader's call sign is [REDACTED].

2. STA Squad Member:

- a. Each STA Squad member is responsible for their own conduct and compliance with these policies and procedures. STA Squad members will maintain themselves, their equipment, and records to

the highest standard. Each STA Squad member will follow and complete all tasks, duties, and lawful orders as directed by the Emergency Services Team Leader and the STA Squad Leader. STA Squad member's call signs begin with "[REDACTED]", and proceed in ascending numerical order based on seniority within the STA Squad (e.g. [REDACTED]). The STA Squad consists of four STA Squad members and two members from the Emergency Services Team Entry Squad that are cross-trained as STA Squad members.

3. Sniper Coordinator:

- a. STA manpower permitting, a Sniper Coordinator should be utilized in the Tactical Operations Center (TOC) during a critical incident.
- b. The Sniper Coordinator is responsible for coordinating all Sniper/Observer Team activities, developing patterns from communicated observations, arranging relief for Sniper/Observer teams, recording exact locations of and all radio transmissions from the Sniper/Observer Teams, and depending on the decisions made by the emergency Services Team Leader, controlling coordinated sniper fire when necessary.
- c. The Sniper Coordinator serves as a liaison between command and the STA Squad members by disseminating updated information as he/she receives it from deployed STA Squad members.
- d. The Sniper Coordinator should be trained as a Sniper/Observer.
- e. The Sniper Coordinator's call sign [REDACTED]

D. Use of Force:

1. On Order – Upon the lawful order of the Chief of Police, Incident Commander, Emergency Services Team Leader or his designee, STA Squad members are authorized to utilize deadly force by means of rifle fire, with or without having personal knowledge of the circumstances authorizing such use of deadly force. Only the Emergency Services Team Leader or his/her designee should issue the actual command authorizing deadly force. The command to use such deadly force will be as follows:
[REDACTED]
2. Article 35 – Any time a STA Squad member, through personal knowledge or observations, believes that the use of deadly force as authorized by Article 35 of the New York State Penal Law is required to preserve the lives of hostages, civilians, or police personnel; he/she may use such deadly force without further authorization.
3. Coordinated Fire – Coordinated fire may be utilized when multiple STA Squad members are required to fire their weapons at a specific time, under the control of the Emergency Services Team Leader or Sniper Coordinator. When coordinated fire is ordered, the authority calling the command will ascertain if the STA Squad member(s) has a [REDACTED]
[REDACTED]

a. [REDACTED]

b. [REDACTED]

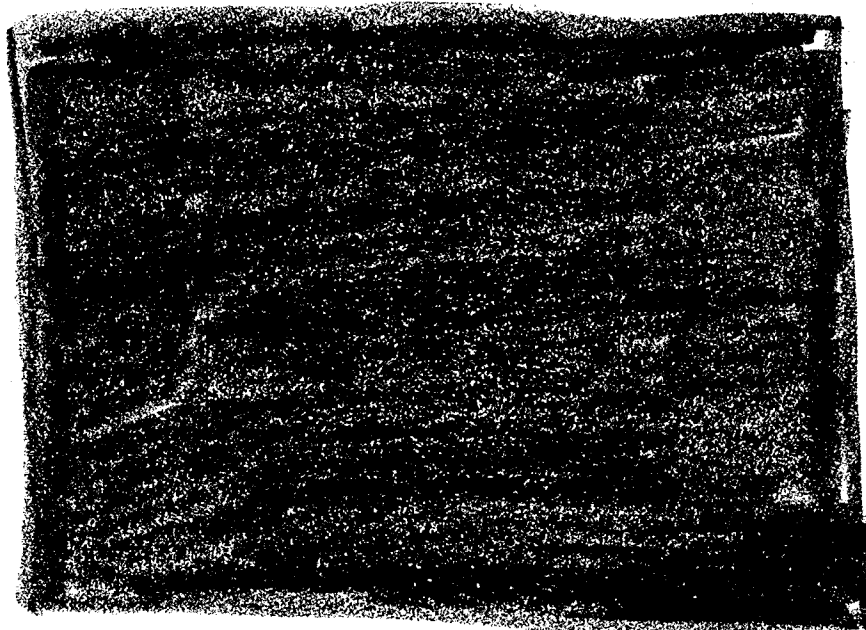
c. [REDACTED]

E. Sniper Operating Directives:

1. Upon activation of the STA Squad on a critical incident operation, the Emergency Services Team Leader, or his/her designee, shall issue Sniper Operating Directives (SOD's) to deploying STA Squad members. These directives should be issued prior to STA Squad members departing for their final operational position. In cases where Sniper Operating Directives are not issued prior to members reaching their final operational position, the Sniper Operating Directives will be issued via radio or other means at the first available opportunity. Sniper Operating Directives include, but are not limited to:
 - a. Any special instructions regarding the use of force not previously addressed in this document;
 - b. Actions to be taken if a STA Squad or any other Team member is compromised;
 - c. Actions to be taken if encountered by hostile civilians;
 - d. Actions to be taken if encountered by hostile animals;
 - e. Time frames of any events that may affect STA Squad members;
 - f. Positions of containment or Emergency Reaction Team personnel; and
 - g. Areas of the crisis site designated by the Incident Commander, Emergency Services Team Leader, or his/her designee that requires coverage by STA Squad personnel. (Note: Exact final operational positions are selected by individual STA Squad members based on cover, concealment, and ability to cover designated area.)

F. Reporting Procedures:

1. Final Operating Position: The final operational position (FOP) of each STA Squad member will be reported to the TOC utilizing the clock system in relation to the target site. Each member will indicate his/her call sign, followed by their clock position and distance in yards from the target location. In the following example, [REDACTED] would indicate [REDACTED]



2. Intelligence Reporting: Once in a final operating position, STA Squad members will relay all relevant data regarding the target site to include any activity and persons thereat. To streamline radio communications, personal identifiers may be assigned to people at the target site, both suspects and hostages. [REDACTED]

[REDACTED] In any case [REDACTED]

3. Target Engagement: Any STA Squad member who engages a target with rifle fire will immediately identify him/herself, report that a shot has been fired, and the apparent effect of the round on the target. STA Squad members will remain in the respective final operating positions, with weapons and equipment in place for evidentiary purposes. STA Squad members will not be relieved from their positions until authorized by the Emergency Services Team Leader or his/her designee.

G. Qualification:

1. All STA Squad members must successfully complete a DCJS NYS Certified Police Sniper Course, as well as qualify quarterly with a required minimum of 100%. If a STA Squad member fails to qualify, he/she will be placed on inactive status until a 100% qualification standard is met. If any STA Squad member fails to qualify in three successive attempts, he/she is subject to removal from the STA Squad.

- H. Selection Process:** Selection for the STA Squad is open to Emergency Services Team members in good standing with a minimum of 18 months of Emergency Services Team service. Upon approval of the Emergency Services Team Leader, a canvass of the entire Emergency Services Team will be conducted to compile a list of interested members. Selection to the STA Squad will consist of:

1. Observation Skills Test:

2. Rifle Marksmanship Skills Test; and
3. Oral review Board.
 - a. The individual with the highest aggregate score as a result of this testing will be selected as a probationary STA Squad member. The probationary period is six months in duration, during which the Emergency Services Team Leader, STA Squad Leader, and current STA Squad members will evaluate the probationary member for full-duty status. During the probationary period, the STA Squad Leader may recommend to the Emergency Services Team Leader that the probationary STA Squad member be removed. The final decision lies with the Emergency Services Team Leader.

XV. ALBANY POLICE DEPARTMENT TACTICAL MEDIC POLICY/PROCEDURES

A. Tactical Medic Squad Policy:

1. It is the policy of the Albany Police Department and the Emergency Services Team to maintain positions within the Tactical Medic Squad utilizing members from the Albany Fire Department. These positions are necessary in order to render medical aid to persons injured during operations of the Emergency Services Team as well as during training exercises.

B. Tactical Medic Squad Mission:

1. To render advanced medical aid to person(s) in need of medical care during operations and training exercises conducted by the Emergency Services Team.

C. Command Structure/Squad Member Responsibilities:

1. Tactical Medic Squad Leader:

- a. The Emergency Services Team Leader will select the Tactical Medic Squad Leader based on experience, performance, knowledge, dedication, and leadership abilities. The Tactical Medic Squad Leader carries the full authority of the Emergency Services Team Leader to perform his/her duties, and is directly responsible for the training, assignments, duties, records, and conduct of the individual Tactical Medic Squad members. The Tactical Medic Squad Leader will prepare a yearly training schedule for the squad, ensuring that all members are aware of the dates, times, and locations of the training.

2. Tactical Medic Squad Member:

- a. Each member is responsible for their own conduct and compliance with these policies and procedures. Members will maintain themselves, their equipment, and records to the highest standard.

Each member will follow and complete all tasks, duties, and lawful orders as directed by the Emergency Services Team Leader and Tactical Medic Squad Leader.

D. Tactical Medic Operating Directives:

1. Tactical Medics will operate in accordance with the Albany Fire Department Standard Operating Procedures with regards to the issuances of paramedic care.

E. Reporting Procedures:

1. Tactical Medics will operate in accordance with the Albany Fire Department Standard Operating Procedures with regards to the reporting of medical care rendered to injured persons.

F. Qualification and Selection Process:

1. Candidates for the Emergency Services Team Tactical Medics must be full time Paramedics with the Albany Fire Department, must also meet the minimum standards listed in Section II (subsection B. 1,3) and an additional oral interview with an Authorizing Physician. Tactical Medics once qualified for Emergency Services Team selection must successfully complete an Albany Police Department/Albany Fire Department approved training course for Tactical Medic Training.

XVI. ALBANY POLICE DEPARTMENT CRISIS MANAGEMENT TEAM POLICIES/PROCEDURES

A. Crisis Management Team Policy:

1. It is the policy of the Albany Police Department to maintain positions within the Crisis Management Team utilizing members from the Albany Police Department. These positions are necessary in order to assist in the successful resolution of a Critical Incident involving the Albany Police Department.

B. Crisis Management Team Mission:

1. The Crisis Management Team (CMT) is a unit that exists within the Albany Police Department. It is intended to be a resource of the Command, utilized for the successful resolution of high risk or critical incidents.
2. The presence of a highly trained, highly skilled, police Crisis Management Team personnel has been shown to reduce risk of injury or loss of life to citizens, police officers and suspects. A well-managed team response to critical incidents usually results in the successful resolution of these incidents. Therefore, in recognition of these facts, it is the intent of the Albany Police Department to work within itself and with other agencies to provide a highly trained and skilled Crisis Management Team to be used as a resource when such assistance is necessary.
3. The purpose of this guideline is to establish governing regulations for the

administration, training, equipping, deployment and selection of Crisis Management Team personnel.

C. Command Structure/Squad Member Responsibilities:

1. The Albany Police Department's Crisis Management team will adhere to the same command structure as the Albany Police Department's Emergency Services Team and will report directly to the Incident Commander. The following is an exception:
 - a. When Tactical Operation Center Forward model is being utilized, the Crisis Management Team will report directly to [REDACTED] or his/her designee.

D. Crisis Management Team Operating Directives:

1. The Crisis Management Team will operate in accordance to with the Albany Police Department's Policies and Procedures with regards to Negotiations during Critical Incidents.

E. Reporting Procedures:

1. The Commanding Officer of the Crisis Management Unit, or his/her designee, shall ensure that all notes, maps, sketches and other written communications generated as a result of the crisis situation, are preserved as per existing department chain of evidence policies and procedures. The above will be submitted under the assigned incident number for the crisis situation and placed into the Albany Police Department Evidence/Property Room.

F. Training:

1. All members must complete a specialty initial training and conduct annual training for negotiations.

XVII. Robotic Asset(s)

- A. It is the purpose of this policy to establish guidelines for the storage, transportation, Maintenance, handling and deployment of Robotic Assets (RA).
- B. A RA is any tactical mobile robot that has the means to propel itself in low/high risk environments with the ability to be teleoperated. Teleoperated is the ability to be controlled from a remote location while sending back video and/or audio signals for the operator to monitor and to have such feedback to be utilized in making further operational decisions.
- C. A RA will be deployed only during Emergency Services Team operations unless authorized by the Emergency Services Team Leader or his designee.

- D.** Only Albany Police Department Emergency Services Team member who have successfully demonstrated proficiency (Mandatory Minimum Performance Standards Check list) for Robotic assets to [REDACTED] shall be authorized to deploy said Robot Assets during operations.
- E.** This policy shall be reviewed and evaluated as to direction, completeness, incorporated depending upon circumstances, technology, and/or experience
- 1. Usage and Handling: Guidelines for Use**
- a.** RA's are designed to provide environmental feedback to an operator when there is a concern for the safety of Emergency Services Team members. The RA can be utilized for surveillance, reconnaissance, and target acquisition for all types of Emergency Services Teams operations.
 - b.** When deploying a RA from a position that does not afford cover, lethal cover and ballistic shield cover shall be utilized
 - c.** When deploying a RA Emergency Services Team members should avoid the following:
 - 1) Submersing the RA in fluids
 - 2) Live Electrical Wires
 - d.** When deploying a RA the following should be adhered to:
 - 1) RA should be checked prior to leaving the storage area to make sure all components are in working order
 - 2) Extra battery packs if applicable should be transported with the RA to incident location, allowing for a battery exchange to be conducted
 - 3) Monitor should be check in conjunction with the RA's camera to ensure a clear unobstructed video and/or audio signal
- 2. Usage and Handling: Storage, Maintenance and Transportation**
- i.** RA's will be stored in the Emergency Services Team Locker Room under the supervision of the Emergency Services Team Leader or his designee
 - ii.** All batteries will be maintained in the following fashion:
 - 1) Fully charged
 - 2) Fully discharged quarterly, then recharged fully
 - iii.** All RA components should be inspected to make sure they are in working order monthly, to include:
 - 1) Antenna's
 - 2) Video camera's
 - 3) Articulating Arms if applicable
 - 4) Audio microphone's
 - 5) Video monitors
 - iv.** RA's will be transported to critical incidents in designated Emergency Services Team designated vehicles unless Authorized by the Emergency Services Team Leader or his designee
 - v.** RA will be decontaminated in accordance with the manufacturers recommendations and best practices

XVIII. MANDATORY MINIMUM PERFORMANCE STANDARDS CHECKLIST

Mandatory Minimum Performance Standards Checklist

Team Member: _____

	<u>TASKS</u>	<u>DATE</u>	<u>INSTRUCTOR</u>	<u>PASS</u>	<u>FAIL</u>
	Policies and Procedures				
	Vehicle Operation/Maintenance				
	Uniforms/Equipment				
	Call Up Procedure				
	Firearms Qualification - Handgun				
	Firearms Qualification - Entry Rifle				
	Firearms Qualification - Shotgun				
	Firearms Qualification - Sniper Rifle				
	Less Lethal Qualification - 40mm & Taser				
	Noise Flash Diversionary Devices				
	Chemical Agents/Gas Mask				
	Warrant Service Planning				
	Perimeter/Containment				
	Cover/Concealment/Team Movement				
	Officer/Victim Rescue				
	TOC Operations - Operating Concept				
	Barricade Operations/Sniper Operations				
	High-Risk Warrant Service/Apprehension				
	Hand & Arm Signals				
	Vehicle Assaults				
	High Risk Vehicle Takedown				
	Breaching – Explosive & Manual				
	Scouting				
	Hostage Rescue Operations				
	Open Area/Field/Team Movement				
	Defense Tactics/Arrest Techniques				
	Woodland Operations/Land Navigation				
	Tubular Assault Tactics				

A. Task: Policies and Procedures:

1. Conditions: Emergency Services Team members are to be issued the updated Emergency Services Team Policies and Procedures, the Albany Police Department Policies and Procedures, and the laws of the City of Albany and the State of New York.
2. Standards: The member will demonstrate a working knowledge of the policies and procedures verbally, and by their conduct, during training and operations.

B. Task: Vehicle Operation/Maintenance:

1. Conditions: Each Emergency Services Team member is issued a key and has access to the Emergency Services Team Vehicle logbook.
2. Standards: The contents of all Emergency Services Team Vehicles will be properly organized and accounted for. All vehicles will be maintained in accordance with Albany Police Department policy according to the manufacturer's recommended schedule of maintenance. Each member

will be expected to safely operate assigned vehicles during training and operations.

C. Task: Uniforms and Equipment:

1. Conditions: Each member is to be issued a full set of uniforms and standard equipment.
2. Standards: Emergency Services Team members are required to report to training and operations in the uniform of the day, which is to be clean, free of rips, and complete with authorized patches only. All equipment is expected to be in good working condition, properly charged, or complete with fresh batteries, and appropriately cared for in accordance with manufacturer's recommendations.

D. Qualification/Skill: Call-up Procedures:

1. Conditions: Albany Police Department issued phones to key personnel; Emergency Services Team policies and Procedures for response to call-ups.
2. Standards: Emergency Services Team members are expected to respond to the correct location with appropriate equipment at a specified time. No member is to report for duty in an unfit state. Lack of availability must be disclosed to immediate Team Leader.

E. Task: Firearms Qualifications:

1. [REDACTED] (Bi-annually at a minimum).
2. [REDACTED] (Bi-annually at a minimum).
3. [REDACTED] (Annually with the Albany Police Department).
4. Conditions: Members are to be issued a designated Emergency Services Team weapon as well as training and duty ammunition for both.
5. Standards: Each member will utilize appropriate firing methods and will properly and safely clear any malfunction, disassemble, clean, function-check and reload each weapon. The member will demonstrate skills during appropriate range qualifications, training and maintenance. Specific qualifications for each weapon are attached.

F. Task: Sniper Rifle Qualifications:

1. Conditions: The member will have an understanding of the role of Precision Rifle Officers and accurately engage targets during qualifications.
2. Standards: Each member will demonstrate proper weapons handling, cleaning, maintenance and shooting techniques during range qualifications and training.

G. Task: Less Lethal Qualification – [REDACTED]:

1. Conditions: Emergency Services Team members will have access to less lethal assets to include the [REDACTED] platform and an array of projectiles.

2. Standards: Each Emergency Services Team member is required to understand the basic operation and nomenclature of these resources, and must demonstrate a working knowledge in the presence of a certified less lethal instructor.

H. Task: Noise/Flash Diversionary Devices:

1. Conditions: Emergency Services Team members will have access to Noise/Flash Diversionary Devices both in training and operational settings.
2. Standards: Each member is required to understand the basic operation and nomenclature of these devices, and must demonstrate a working knowledge, the limitations and uses of the devices verbally and by qualifying in the presence of a certified Noise/Flash Diversionary Device instructor.

I. Task: Chemical Agents/Gas Mask:

1. Conditions: Emergency Services Team members will have access to an array of chemical agents, both hand-deployed and launchable, in both training and operational settings. Each member issued a gas mask and be properly fit tested by certified personnel.
2. Standards: Each member is required to understand the basic operation and nomenclature of these resources, and must demonstrate a working knowledge, and the devices limitations and uses, verbally and by qualifying in the presence of a certified chemical agent instructor. Gas masks will be donned and removed appropriately, and inspected for proper care by certified personnel.

J. Qualification/Skill: Warrant Service Planning

1. Conditions: Emergency Services Team members will attend a class presentation, and participate in the planning process in training and on operations.
2. Standards: Each member will demonstrate an understanding of cover and concealment through practical applications. The member will also demonstrate an understanding of unit movement, tactics and techniques by performing these skills during training scenarios and actual deployments.

K. Qualification/Skill: Perimeter/Containment:

1. Conditions: Emergency Services Team members will have an understanding of cover, concealment and unit movement during tactical operations.
2. Standards: Each member will demonstrate an understanding of perimeter and containment through practical applications. The member will demonstrate an understanding of the Emergency Services Team Unit movement, tactics and techniques by performing these drills during training scenarios and actual deployments.

L. Qualification/Skill: Cover/Concealment/Team Movement:

1. Conditions: Emergency Services Team members will have an understanding of cover, concealment and Team movement during tactical operations.
2. Standards: Each member will demonstrate an understanding of cover and concealment through practical applications. The member will demonstrate an understanding of the Team movement, tactics and techniques by performing these drills during training scenarios and actual deployments.

M. Qualification/Skill: Officer/Victim Rescue:

1. Conditions: Emergency Services Team members will have an understanding of the importance of officer/victim rescue.
2. Standards: Each member will demonstrate the ability to perform officer/victim rescue from various positions within the entry team line up.

N. Qualification/Skill: TOC Operations – Operating Concept:

1. Conditions: Emergency Services Team members will have a basic understanding of the role of the Command Post/Tactical Operations Center.
2. Standards: Each member will demonstrate an understanding of the incident command system and be capable of giving basic deployment orders to assisting officers.

O. Qualification/Skill: Barricaded Gunman/Sniper Operations:

1. Conditions: Emergency Services Team members will have a basic understanding of barricade/sniper operations and tactics.
2. Standards: Each member will demonstrate with other members the proper techniques and tactics used on a given location to attempt to safely apprehend the suspect(s). The member will have a basic understanding as to how to stabilize a situation and deploy an emergency group.

P. Qualification/Skill: High-Risk Warrant Service/Apprehension:

1. Conditions: Emergency Services Team members will have an understanding of High-Risk Warrant Service/Apprehension.
2. Standards: Each member will demonstrate with other members the proper technique and tactics used on a given location attempt to safely execute the High-Risk Warrant or apprehend the High-Risk suspect.

Q. Qualification/Skill: Hand and Arm Signals:

1. Conditions: Emergency Services Team members will have of basic hand and arm signals used during Unit and individual movements.
2. Standards: Each member will demonstrate appropriate hand and arm signals during practices and actual missions.

R. Qualification/Skill: Vehicle Assaults:

1. Conditions: Emergency Services Team members will have an understanding of appropriate tactics and techniques to be used during vehicle assaults.
2. Standards: Each member will demonstrate appropriate vehicle assault techniques during practices, scenarios and actual missions. The member will understand the importance of shot placement, fields of fire and proper positioning.

S. Qualification/Skill: High-Risk Vehicle Takedown:

1. Conditions: Emergency Services Team members will have an understanding of appropriate tactics and techniques to be used during High-Risk Vehicle Takedowns.
2. Standards: Each member will demonstrate appropriate High-Risk Vehicle Takedown techniques during practices, scenarios and actual missions. The member will understand the importance of shot placement, fields of fire and proper positioning.

T. Qualification/Skill: Breaching-Explosive and Manual:

1. Conditions: Emergency Services Team members will have a basic understanding of forcible entry tools and an understanding of basic explosive breaching tactics and techniques.
2. Standards: Each member will demonstrate and select the appropriate breaching tool for the type of door presented, the member will be able to demonstrate, verbally or in a practical application, the use of the [REDACTED]. The member will demonstrate the proper breaching technique required on specific types of entrances.

U. Qualification/Skill: Scouting:

1. Conditions: Emergency Services Team members will have an understanding of basic scouting techniques and tactics.
2. Standards: Each member will demonstrate scouting target locations by completing and preparing information on a target. The member will demonstrate this skill during practices and actual missions.

V. Qualification/Skill: Hostage Rescue Operations:

1. Conditions: Emergency Services Team members will have an understanding of the techniques and tactics used during hostage rescue operations.
2. Standards: Each member will demonstrate an understanding of the safety priorities, importance of mission and purpose of the tactics used.

W. Qualification/Skill: Open Area/Field/Team Movements:

1. Conditions: Emergency Services Team members will have an understanding of the techniques and tactics used during Open Area/Field/Team Movements.
2. Standards: Each member will demonstrate an understanding of the proper

tactics and techniques of Open Area/Field/Team Movement techniques during practices, scenarios and actual missions.

X. Qualification/Skill: Defensive Tactics/Arrest Techniques:

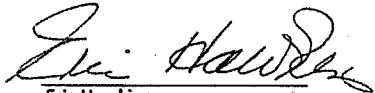
1. Conditions: Emergency Services Team members will perform appropriate arrest control techniques and have an understanding of the importance of defensive tactics.
2. Standards: Each member will demonstrate proper arrest control techniques given the tactical situation and the amount of resistance encountered. The member will subdue and take physical custody of the suspect utilizing proper arrest control techniques.

Y. Qualification/Skill: Woodland Operations/Land Navigation:

1. Conditions: Emergency Services Team members will have an understanding of the proper tactics used during Woodland Operations/Land Navigation.
2. Standards: The member will demonstrate an understanding of the proper tactics and techniques of Woodland Operations/Land Navigation techniques during practices, scenarios and actual missions. Members will also demonstrate basic knowledge of the use of a compass.

Z. Qualification/Skill: Tubular Assault Tactics:

1. Conditions: Emergency Services Team members will have an understanding of the techniques and tactics used during Tubular Assaults.
2. Standards: Each member will be able to demonstrate and perform the proper techniques and tactics in making entry of a Tubular location. This will be accomplished through training scenarios conducted. This basic understanding will include but not be limited to school buses, city transit buses as well as applying the concept to others (i.e. airplanes).


Eric Hawkins
Chief of Police