Specialist Team Program

400.1 PURPOSE AND SCOPE

The San Mateo Police Department Specialist Team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that may exceed the capabilities of first responders or investigative units. The Specialist Team can be used in coordination with other Specialized Units, such as the the Special Weapons and Tactics Team (SWAT) and the Crisis Negotiation Team (CNT).

400.2 GENERAL CONCEPTS

1. Specialists are assigned to all watches of Field Operations Patrol, CRU, and Traffic.Team members shall receive overtime compensation when called to an incident while off duty or when an incident continues past their end of watch.

2. In compliance with General Order 408, during a critical incident Specialists are to respond to the command post where they can be briefed.They then respond with full equipment to their assigned areas to secure the inner perimeter, report any pertinent observation to the command post, locate, apprehend or neutralize the suspect(s), support the entry team in its mission, evacuate victims, secure witnesses, deliver chemical agents, and perform other duties as assigned by the Tactical Command Post.Specialists are generally deployed in pairs.In addition to responding to critical incidents Specialists also respond to high-risk crimes in progress as part of their duties as regular patrol officers, where the presence of their Team issued weapons and other equipment may offer a tactical advantage.

3. Specialist Administration members will respond to the tactical command post to assist in the management of Specialists, or to be assigned to the inner perimeter as directed by the field supervisor, the OIC, or the Tactical Commander.

4. Specialists are seldom deployed as part of an entry team.They are to be used primarily as high ground cover/observers and ground arrest teams.Specialists may be used to provide a specific function in close coordination with an entry team (i.e., close cover, securing an entry team, shrinking the inner perimeter in conjunction with an entry, etc.).These duties will be at the discretion of the Tactical Commander.

5. While on duty Specialists shall have all issued or required equipment readily accessible for immediate response.Specifically, members assigned to uniformed patrol shall carry their weapons and issued critical incident gear with them in their vehicles at all times during their shift.Specialists shall be subject to unannounced field inspection by Sergeants to monitor compliance with this requirement.Members assigned to plainclothes duties shall carry their weapons and issued critical incident gear with them only when they can be safely secured in the trunk of their unmarked vehicle.Members assigned to plainclothes duties shall also carry with them at all times a clearly identifiable garment that identifies them as a police officer.In addition all Specialists shall bring all individually issued Team equipment with them to all Specialist-related trainings.

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400.3 ORGANIZATION

400.3.1 AUTHORIZED STRENGTH
The Specialist Team has an authorized strength of eight (8) to twelve (12) officers, one (1) Sergeant, and (1) Commander (patrol Lieutenant) and a liaison to the SWAT team (SWAT Commander).The Sergeant will be designated the OIC. Additional numbers of Specialists may be added to the Team at the discretion of the Chief of Police.

Team Executive Officer: The Sergeant selected by the Commander of the Specialist Team will act as the Team's OIC and will take charge of the Team in the absence of the Specialist Commander.

400.4 STAFF ADMINISTRATION UNIT

400.4.1 ORGANIZATION
The Specialist Team Staff Administration Unit (Admin Unit) is composed of selected Specialists (Team Leaders), the OIC, and the SWAT Commander.They are responsible for training team members and administering Team functions. Staff Duties include the following:

1. Officer-in-Charge (OIC)- Sergeant

    (a) Supervises Team

    (b) Assists in coordination of training

    (c) Directs Specialist Team tactical operations and staff duties

    (d) Oversees appointments of Officers

    (e) Prepare and distribute orders

    (f)Maintain personnel records

    (h) Oversee station/watch compliance as detailed in Section 400.3.1

    (i) Prepare, maintain and distribute call-up roster

    (j) Oversee team appointments and terminations as directed by the OIC

    (k) Conduct tactical intelligence research and briefings

    (l). Provide timely review and critique of all Team operations

    (m). Maintain training and attendance records

2. Team Leader

    (a) Direct and coordinate training

    (b)With approval of OIC, select and train instructors

    (c) Coordinate schools for Team members

    (d)Provide equipment for training and operations

    (e) Secure training sites

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(f) Coordinate weapon assignments

(h) Provide supplies for equipment and weapons maintenance

(i) Conduct inspections of weapons and issued equipment as necessary

(j) Maintain equipment inventory

(k) Handle re-supply

400.5 EQUIPMENT

400.5.1 UNIFORMS

1. Regular duty uniform attire

2. Tactical Operations uniform attire

(a) Class D Uniform

(b) Other attire as may be ordered by the Tactical Commander.

400.5.2 WEAPONS

1. Semi-Auto Rifle

(a).223 Caliber rifle with scope, sling, bipod.

2. Sidearm

(a) Department issued/ authorized handgun

3. 40mm less lethal launcher

(a) CTS 40mm launcher with the capability to fire less lethal rounds as well as chemical munitions.

400.5.3 AMMUNITION

Riflemen shall carry a minimum of one hundred (100) rounds of approved ammunition in their gear at all times.Specialists also equipped with 40mm launchers shall carry less than lethal rounds in their gear at all times.

400.5.4 INDIVIDUAL ISSUED EQUIPMENT

1. Members are responsible for the care and maintenance of all items assigned to them.

2. Members shall immediately notify OIC of any damaged, lost or malfunctioning issued items.

3. Members shall immediately file required reports to proper authority upon loss or theft of issued weapon.

4. Periodic inspections of issued equipment may be made by OIC of the Specialist Team and Sergeants, or by other ranking officers as directed by the Commander of the Specialist Team.

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5. Department owned weapons shall not be repaired or altered except as authorized by the OIC of the Police Range.Any such alterations must be authorized in writing by the OIC Specialist Team and the Rangemaster.

6. Members shall comply with all General Orders relating to equipment except as authorized or noted in this manual or as ordered by competent authority.

400.6 QUALIFICATIONS FOR MEMBERSHIP

Application to the Specialist Team is open to all Department sworn members from the ranks of patrol officer and sergeant. Patrol officers must have three (3) years of service and have successfully completed any Department probationary periods prior to application. Patrol sergeants must have successfully completed any Department probationary periods prior to application.

Active Team members must be assigned to Field Operations Services, in a patrol capacity, or in a street-crime enforcement unit such as Crime Reduction Unit.Specialists in these street-crime enforcement units must be able to don a vest outer garment which clearly displays “POLICE.”

400.7 RECRUITMENT

All interested Department members must submit a memo of interest to the Specialist Team Commander listing the reasons for applying and any other qualifications.

400.8 ENTRANCE TESTING

The Specialist entrance test should be given once a year, or at the direction of the OIC, Specialist Team.If, for any reason, a candidate is unable to participate on the day of the test, he or she must wait until the following year for the next test.

1. Successful completion of Specialist Team Physical Fitness Test, consisting of:

    (a) Measured half mile run in 6 minutes or less

    (b) 160lb dummy drag 10 yards

    (c) 30 push ups non-stop

    (d) 60 sit ups non-stop

    (e) 6ft wall climb over and back (no time limit)

2. Marksmanship Course (500 points maximum, 350 points minimum) from the fifty (50) yard line with your department issued rifle.

    (a) Prone unsupported, strong hand 10 rounds

    (b) Prone unsupported, weak hand 5 rounds

    (c) Sitting unsupported, strong hand 10 rounds

    (d) Sitting unsupported, weak hand 5 rounds

    (e) Kneeling unsupported, strong hand 10 rounds

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(f) Kneeling unsupported, weak hand 5 rounds

(g) Standing unsupported, strong hand 5 rounds

400.8.1 BASIC TRAINING COURSES

1. Advanced patrol carbine class

2. Less lethal launcher class

3. Mechanical breaching class

400.9 PHYSICAL FITNESS STANDARDS

1. The physical fitness standard (pass/fail) is as follows:

(a) Measured half mile run in 6 minutes or less

(b) 160lb dummy drag 10 yards

(c) 30 push ups non-stop

(d) 60 sit ups non-stop

(e) 6ft wall climb over and back (no time limit)

The physical fitness standards are the same for male and female Specialists.

2. Any member who fails to pass the physical fitness test will be given four weeks to remediate the course.

(a) During this period, the member is ineligible for operational deployment.

(b) The re-test will be conducted by a Specialist Team Leader.

(c) Failure to maintain the fitness standards or failure to remediate in the specified time will cause the member to be removed from the team.

400.10 GENERAL MEMBERSHIP REQUIREMENTS

1. Attendance at Training Sessions:

(a) All Specialists shall meet the minimum physical fitness standards as set forth in Section X (A) of this manual at each quarterly training.

(b)Members who are unable to attend a scheduled quarterly training must notify the OIC.If unable to notify the OIC, members shall then contact the TL by telephone stating the reason for such absence.

2. Inactive List:

(a) Any member who is unable to meet a physical fitness or marksmanship standards as set forth in this manual because of a temporary disability shall be placed on the inactive list by the OIC.

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(b) Any member who is unable to meet a physical fitness or marksmanship standard as set forth in this manual due to reasons other than disability shall be placed on the inactive list by the OIC of the Specialist Team for no more than three (3) consecutive months.If, during those three (3) months the member still is unable to meet a physical fitness or marksmanship standard as set forth in this manual, the member may then be dismissed from the Team upon the recommendation of the OIC.

(c) Any member returning from a temporary disability must satisfactorily meet all of the Team's physical fitness and marksmanship standards before resuming duties as an active Specialist.

3. Grounds for Dismissal from Team:

(a) Any member who fails to meet the physical fitness standard at two (2) consecutive scheduled trainings without a valid reason.

(b) Any member who fails to attend two (2) consecutive scheduled trainings without a valid reason.

(c) Any member who fails to meet the physical fitness standards at two (2) scheduled trainings in one year without a valid reason.

(d) Any member who fails to attend two (2) scheduled trainings in one year without a valid reason.

(c) Any member receiving Department discipline as a result of misconduct.

(d) Any member who has repeated non-compliance of standards as set forth in the Specialist Team Administrative and Operational Guidelines Manual.

(e) Any member who fails to meet firearms qualification standards as set forth in the Firearms Standards and Qualification Policy.

The final authority for dismissal from the Team on any of the above grounds shall rest with the Specialist Commander.

4. Assignments Outside of Field Operations Bureau:

Should a member accept an assignment outside of patrol, the member shall turn in all issued Team equipment to the OIC for the duration of the assignment.At the end of the assignment the member must either return to patrol or resign from the Team.Upon returning to patrol the member must satisfactorily meet all of the Team's physical fitness and marksmanship standards before resuming duties as an active Specialist.If there are no openings upon that member returning to patrol that member may be placed on the inactive list pending an opening on the team.

Any member may accept an assignment to a street-crime enforcement unitwithout affecting his or her status as a Team member.During the duration of the member's assignment in such unit, the member will be considered active and will attend all scheduled trainings.

5. Voluntary Resignation from the Team:

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Any member who resigns from the Team and subsequently wishes to rejoin the Team after more than a twelve (12) month period must re-apply and go through the entire entrance testing and selection process as detailed in Sections VII and VIII of this manual.

400.11 OPERATIONS

1. Mobilization to Critical Incident

(a) Mobilization (or call up) is made by Dispatch (radio), Operations Center (telephone) or the OIC Specialist Team (via pager/cell phone).All on-duty Specialists shall respond to any critical incident when mobilized.

2. Response to Critical Incident

A Specialist responding to a critical incident should:

(a) Announce his response to his/her or field supervisor, and Dispatch.

(b) Drop his/her radio identifier and pick up his Specialist Designator.

(c) Request a safe avenue of approach to the scene of the critical incident, if not already known.

(d) Respond Code “3” unless otherwise directed, and notify Dispatch of his/her Code “3” response.

3. Duties of the First Arriving Specialist

(a) The first arriving Specialist at the scene of a declared critical incident should establish a Tactical Command Post (TCP) and remain there until properly relieved by a Specialist supervisor, Field supervisor or the Tactical Commander.

(b) The Specialist should establish a staging area for the responding Specialists and broadcast a safe avenue of approach, if one has not been already announced.

(c) The Specialist should begin filling out a Command Post form and make an estimate of the situation using the SMEAC format:

C- Contain

L- Long Rifle

R- React

4. Duties of the Next Arriving Specialists

(a) The next arriving Specialists at a declared critical incident should prepare for deployment by:

1. Donning appropriate gear
2. Receiving a briefing from the first arriving Specialist, or Specialist supervisor.
3. Pairing up with a partner.

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4. Assess the situation and deploy the proper equipment.

5. Tactical Operations

(a)Once briefed, Specialists should deploy and secure the inner perimeter covertly, and perform a reconnaissance of the objective and the inner perimeter, as needed.

(b) Specialists should inform the TCP via radio as soon as they are in position, and begin gathering and relaying information back to the TCP. Specialists should notify the TCP of any movement to another position.

6. Post Operations

(a) After any critical incident has been resolved and all responding Specialists have returned to the TCP, the Specialist OIC should conduct a debriefing of the operation, away from the civilian onlookers or the news media.

(b) After the debriefing all Specialists will return to regular patrol duties in their assigned beats.They shall inform Dispatch and their field supervisors of their return to their districts.

7. Mobilization to High-Risk Crimes in Progress

(a)Like any other patrol officer, a Specialist is expected to respond to any high- risk crimes in progress.If a Specialist learns of a high-risk crime in progress that may be occurring in another beat he/she may respond to that incident to utilize his/her skills, special equipment and weapons as needed.

400.12 TRAINING

1. Objectives

(a) Maintain the highest degree of proficiency in tactical procedures, marksmanship and physical fitness.

2. Training Requirements

(a) Training for the entire Team shall be conducted quarterly.Areas to be covered during each training year are as follows:

1.Weapon handling and marksmanship

2. Tactical procedures

3. Chemical agents/gas mask testing

4. Medical training

5. Legal updates

6. Breaching

(b)Training for the sniper element (bolt-action riflemen) of the Specialist Team shall be conducted monthly.Areas to be covered during each training year are as follows:

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1. Weapons handling and marksmanship
2. Radio-coordinated firing procedures
3. Camouflage/field craft
4. Urban craft
5. Judgment/decision making
6. Range estimation
7. Documentation

3. Documentation

(a) All formal training conducted by the Specialist Team shall be documented as follows:

1. Training attendance
2. Physical fitness and range qualifications
3. Training warning orders
4. After action reports for training days

400.13 FIREARMS STANDARDS AND QUALIFICATION POLICY

Specialist Team Members must maintain a high level of proficiency with both their assault rifle and handgun. Each member must maintain this level because of the nature of their responsibilities at critical incidents, active shooter incidents, high-risk crimes in progress, and high risk warrant service. Members can achieve this through firearms training and qualification standards set forth in this order. Non-adherence to training and qualification standards will jeopardize the safety of all officers and civilians involved in an incident.

1. Specialist Team Members will be required to pass a shooting qualification course with all issued weapon systems.

(a) Members must pass a shooting qualification course at minimum two times per 12 month period. The Team's Firearm's Instructors may adjust the course of fire qualification requirements as they deem appropriate with the approval of the OIC.

(b) Any member failing to pass the qualification course and subsequent remediation, will be given four weeks to remediate.During this period, the member is considered ineligible for operational deployment. The re-test will be conducted by SMPD range staff.

(c) Failure to pass the shooting qualification course in the specified time will render the member ineligible for deployment.

(d) Failure to pass the re-qualification will result in the member being placed on a probationary period for 3 months.During that time period the member will receive additional training in the required areas.

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(e) During the probationary period the team member will not be eligible for operational deployment.

(f) Failure to qualify during or after the probationary period will result in the member being removed from the team.

(g) If the operator qualifies prior to the end of the probationary period they will be reactivated and eligible for callouts.

(h) Specialists will be required to demonstrate knowledge of the function and nomenclature of all weapons issued to them.The demonstration and knowledge regarding each special weapon will be to the satisfaction of the OIC.

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