



<b>GENERAL ORDER:</b>	<b>5.07</b>
<b>CHAPTER:</b>	<b>Law Enforcement Operations</b>
<b>SUBJECT:</b>	<b>Special Operations Group</b>
<b>ISSUED DATE:</b>	March 1, 1996
<b>REVISION DATE:</b>	October 28, 2021
<b>NOTES:</b>	
<b>RELATED ORDERS:</b>	
<b>ATTACHMENTS:</b>	

**PURPOSE:** To set forth written directives that authorize a Special Operations Group (SOG) within the Alameda County Sheriff's Office (ACSO).

**POLICY:** The SOG will consist of the following units: Explosive Ordnance Disposal (EOD), Special Response Unit (SRU), Crisis Intervention Unit (CIU), Canine Unit, Air Support Unit (ASU), and Small Unmanned Aircraft System (sUAS) Unit. It is the policy of the Sheriff that each of these units will maintain a state of readiness to respond to situations and circumstances as outlined in their respective Policy and Procedure (P&P) Manuals.

**ORDER:** This order will establish the chain of command for the SOG, responsibilities, call-out procedures, recruitment, selection criteria, training requirements, probationary periods, procedural manuals, and reporting requirements for each unit in the group.

**A. CHAIN OF COMMAND:**

**1. EOD:**

- a. EOD will maintain a cadre of trained personnel adequate to handle EOD calls on a county-wide scale.
- b. EOD will be managed by a Division Commander, who will be responsible for the overall management, supervision, and training of the unit.
- c. The Division Commander responsible for EOD, with the approval of the Sheriff, will appoint a Command Officer and Executive Officer that are certified Bomb Technicians trained through the FBI's Hazardous Device School (HDS). The Command Officer and/or Executive Officer will report to the Division Commander for overall guidance, direction, and unit specific approval as appropriate.

**2. SRU:**

- a. SRU will maintain a cadre of trained personnel skilled in a variety of disciplines. SRU is responsible for responding to situations that go beyond the normal resources of a line unit to handle. Specific assignments will be set forth in the SRU Policy and Procedure Manual.

- b. SRU will be managed by a Commanding Officer, who will be responsible for the overall management, supervision, and training of the unit.
  - c. The SRU Commanding Officer will report to a designated Assistant Sheriff for overall guidance, direction and unit specific approval as appropriate.
- 3. CIU:
  - a. CIU will maintain a cadre of trained personnel who will respond to any request for a situation requiring specialized negotiating skills.
  - b. CIU will be managed by an Executive Officer who will be responsible for the overall management, supervision, and training of the unit.
  - c. The CIU Executive Officer will report to the SRU Commanding Officer, or designee.
- 4. Canine:
  - a. The Eden Township Substation, Airport Police Services (APS), and Dublin Police Services will maintain a cadre of trained and certified patrol canine teams adequate to meet the needs of the duty station. The duties of patrol canines are set forth in General Order 5.34.
  - b. The EOD team will maintain a cadre of trained and certified explosive detection canine teams adequate to handle the volume of calls on a countywide scale. This number shall include the TSA National Explosive Detection Canine Training Program (NEDCTP) canine teams assigned to APS.
  - c. Canine units will be managed by a Division Commander, who will be responsible for the overall management, supervision and training of the unit.
- 5. ASU:
  - a. ASU will maintain a cadre of trained and certified pilots and Tactical Flight Officers (TFO) for manned aircraft who will respond to requests for air support and other authorized missions as described in ASU Policy and [Procedure 1.01](#).
  - b. ASU will be managed by a Captain who will be responsible for the overall management, supervision, and training of the unit.
  - c. The Captain will report to a designated Division Commander for overall guidance, direction and unit specific approval as appropriate.
- 6. sUAS:
  - a. The sUAS Unit will maintain a cadre of trained and certified remote pilots and observers for unmanned aircraft who will respond to requests for air support and other authorized missions as described in sUAS Policy and Procedure 2.01.
  - b. The sUAS Unit will be managed by a Captain who will be responsible for the overall management, supervision, and training of the unit.

- c. The Captain will report to a designated Division Commander for overall guidance, direction and unit specific approval as appropriate.

**B. CALL-OUT PROCEDURES:**

**1. EOD:**

- a. EOD will respond to situations which include but are not limited to the following:
  - i. Identify, render safe, and remove suspected improvised hazardous devices, explosive devices, small arms ammunition, and explosive chemicals
  - ii. Conduct post blast crime scene investigation
  - iii. Collect and preserve evidence
  - iv. Provide technical support to tactical operations
  - v. Provide dignitary protection
  - vi. Develop bomb threat awareness training for public and private organizations
  - vii. Respond to EOD Mutual Aid calls
  - viii. Respond to Weapons of Mass Destruction incidents
- b. EOD is a county-wide service and will respond to:
  - i. Any jurisdiction in the county
  - ii. Contracting agency
  - iii. Mutual aid requests from other counties or regions.
- c. Requests for EOD will be made through the ACSO Emergency Services Dispatch (ESD) Center. The following information shall be recorded on request for services for EOD form:
  - i. Date and time the call is received
  - ii. Origin of the request, name of the person, and agency making the request
  - iii. Locations of the scene and jurisdiction
  - iv. Description and locations of the device or suspected device
  - v. Name of person at the scene to be contacted.
- d. Once the request has been made, ESD personnel will notify the EOD Commanding Officer or the EOD Executive Officer and provide them with the call-out information

outlined above. They in turn will affect call-out procedures for EOD personnel.

- e. During operational call-outs, EOD personnel will be responsible for reporting to the Division Commander responsible for EOD.
2. SRU will respond to situations that go beyond the resources of regularly assigned personnel and units.
- a. Those situations can include but are not limited to the following.
    - i. High-risk arrest and search warrants
    - ii. Transportation of high risk/security prisoners
    - iii. Barricaded suspects
    - iv. Hostage situations
    - v. Executive dignitary protection
    - vi. Rescue or protection of citizens and public safety personnel
    - vii. Civil disobedience
    - viii. Crowd control/management
    - ix. High risk/security trials
  - b. The Commanding Officer of ETS, the Commanding Officer of SRU, the Division Commander of ETD or LES, the on-call manager, the Assistant Sheriff, Undersheriff or Sheriff can authorize an SRU call-out. In the absence of the aforementioned management personnel, or when extenuating circumstances exist, the ETS Watch Commander has the authority to immediately activate SRU and may authorize a call-out.
  - c. SRU can also be authorized to respond to other agencies when:
    - i. Under contract to provide the service
    - ii. Mutual aid request has been made
    - iii. Emergency request requiring an immediate response
  - d. Once authorization for a call-out has been made, the on-duty Watch Commander of the affected duty station will notify the SRU Unit Commander or the SRU Executive Officer of the call-out. They in turn will affect call-out procedures for SRU personnel. Upon arrival, SRU will make every effort to coordinate and cooperate with the units on scene to ensure a safe transition.
3. CIU:

- a. CIU will respond to any situation inside the Agency, where specialized negotiating skills are necessary.
  - b. The Commanding Officer of ETS, the Division Commander of LES, the Assistant Sheriff, Undersheriff, Sheriff, SRU Commanding Officer, or the on-call manager can authorize a CIU call-out. In the absence of the aforementioned management personnel, or when extenuating circumstances exists, the Watch Commander at ETS can authorize a CIU call-out.
  - c. CIU can also be authorized to respond to other Agencies when:
    - i. Under contract to provide the service
    - ii. Mutual aid request has been made
    - iii. Emergency request requiring an immediate response
  - d. Once authorization for a call-out has been made, the on-duty ETS Watch Commander will notify the CIU Executive Officer of the call-out. The CIU Executive Officer in turn will affect call-out procedures for CIU personnel.
4. ASU:
- a. The authorized missions for Air Support Unit are:
    - i. Providing air support for patrol units
    - ii. Support investigative units
    - iii. Flying video and photographic mission as required for gathering evidence, planning, critiquing and surveying
    - iv. Providing aerial security of VIP and foreign dignitaries as required
    - v. Search for lost or stranded persons and/or suspects
    - vi. Any other missions deemed necessary by the Sheriff, or a designee authorized by the Sheriff
    - vii. Providing assistance to incident commanders during unusual occurrences or special events
  - b. Requests for an ASU call-out should be made through ACSO's (ESD). ESD personnel receiving the request for an ASU call-out shall contact the on-call ASU Coordinator with the available information pertaining to the request. The on-call ASU Coordinator will contact the appropriate ASU pilot(s) and notify him/her of the mission if a call-out is warranted.
5. sUAS:
- a. The authorized missions for sUAS are:

- i. Post-incident crime scene preservation and documentation
  - ii. EOD missions
  - iii. Response to hazardous materials spills
  - iv. Search and Rescue (SAR) missions as defined in California Government Code Section 26614
  - v. Public safety and life preservation missions to include barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous and/or violent fleeing suspects, and high-risk search warrants
  - vi. Disaster response and recovery to include natural or human caused disasters including a full overview of a disaster area for post incident analysis and documentation
  - vii. Training missions
  - viii. In response to specific requests from local, state or federal fire authorities for fire response and prevention
  - viii. When there is probable cause to believe that (1) the sUAS will record images of a place, thing, condition, or event; and (2) that those images would be relevant in proving that a certain felony had occurred or is occurring, or that a particular person committed or is committing a certain felony and use of the sUAS does not infringe upon the reasonable expectation of privacy
  - iv. Pursuant to a search warrant
  - x. Any official law enforcement mission or event approved by the Sheriff, or the Sheriff's Designee
- b. The ASU/sUAS Unit can also be authorized to respond to other agencies when:
- i. Under contract to provide the service
  - ii. Mutual aid request has been made  
Emergency request requiring an immediate response.
  - iii. Requests for an sUAS call-out should be made through ACSO's ESD. ESD personnel receiving the request for an sUAS call-out shall contact the on-call sUAS Coordinator with the available information pertaining to the request. The on-call sUAS Coordinator will contact the appropriate sUAS pilot(s) and notify him/her of the mission if the call-out is warranted.

#### C. RECRUITMENT:

1. EOD, SRU, CIU, Canine, ASU and sUAS are all specialized assignments. Selection for these assignments will be made in accordance with (CALEA) accreditation standards and by Specialized Position Announcement.

2. Assignments to EOD, SRU, CIU, Canine, ASU and sUAS are in addition to regular duty assignments.
3. Minimally, the following procedures will be used in the selection of SOG personnel and assessing the applicant's potential performance and mental suitability for the specialized assignment.
  - a. An announcement for personnel selection will be made utilizing a Specialized Position Announcement and published via Distribution-C
  - b. A request for assignment must be voluntary
  - c. The volunteer must submit a memorandum of interest to the Human Resources Manager by the specified deadline
  - d. An oral interview may be required for the position
  - e. The applicant must pass a physical fitness test
  - f. An Agency performance review will be conducted and will include interviews with supervisors and co-workers

D. TRAINING:

1. Every year EOD, SRU, CIU, Canine, ASU, and sUAS will prepare a written training schedule for the coming fiscal year. The schedule must include specific training days, hours, and courses of instruction.
2. All training schedules will be prepared one year in advance to ensure that all SOG personnel may attend mandatory training dates.
3. The proposed schedule will be presented to the Agency Training Committee and approved by them. During the year, specialized training may be added with the approval of the EOD, SRU, CIU, Canine, ASU, sUAS Commanders, but the core courses and hours of the training program must be approved by the Agency Training Committee.
4. Each block of instruction shall be supported by a lesson plan submitted in the approved format. Once submitted, lesson plans shall be reviewed annually and modified as required. Whenever a core lesson plan is modified, the revised lesson plan shall be submitted to the Agency Training Committee for review.
5. All lesson plans must be accompanied by a written measurable test. The tests are to be submitted along with the lesson plans to the Commanding Officer of the Regional Training Center for approval.
6. The Regional Training Center shall maintain a record file of the following SOG training:
  - a. Course schedules
  - b. Condensed and expanded course curriculum outlines

- c. Attendance rosters
  - d. Student grades/rating information (if administered)
  - e. Any relevant information describing course curriculum and/or student performance
7. The EOD Command Officer and SRU, CIU, Canine, ASU, and sUAS Unit Commanders, or their designees, are responsible for creating, reviewing, and maintaining training manuals. Each member of EOD, SRU, CIU, ASU and sUAS must be issued a training manual.

**E. PROBATIONARY PERIODS AND PERSONNEL EVALUATIONS:**

1. Once personnel are selected and accepted to SOG they must successfully complete a one-year probationary period. Personnel must also successfully complete any assigned training task or courses relevant to the assignment.
2. Personnel assigned to SOG will receive yearly evaluation reports from their regular duty assignment supervisors. SOG supervisors will provide information to the requesting supervisor to reflect the member's annual attendance, training, overall performance, etc. This information will be inserted into the member's annual evaluation.

**F. POLICY AND PROCEDURE MANUALS:**

1. Each unit in SOG will create and maintain a unit P&P Manual, meeting CALEA standards.
2. Every person assigned to a unit in SOG will have access to all related General Orders and unit specific Policy and Procedures.
3. Unit P&P Manuals will be reviewed and updated each year in accordance with Agency policy, applicable accreditation standards, and other functional or statutory requirements.
4. At a minimum, unit P&P Manuals will consist of the following chapters:
  - a. Administration and Personnel.
  - b. Field Operations.
  - c. Vehicles and Equipment.

**G. REPORTING REQUIREMENTS:**

1. Each Executive Officer assigned to SOG will submit a monthly report to their respective Commanding Officer monthly.
2. The EOD Command Officer and the SRU, CIU, Canine, ASU, and sUAS Commanding Officers will be responsible for reviewing all reports and forwarding them to their respective Division Commander or Assistant Sheriff monthly.
3. The monthly report will include, at a minimum, the following information:



- a. Number of personnel assigned to the unit
  - b. Report of any industrial injuries incurred as a result of unit duties (injuries resulting from regular duty assignments are not to be included)
  - c. Collective hours spent functioning as a member of SOG (this is to include two sections, call-out or operational hours and training hours)
  - d. How much money was spent in overtime costs and training hours
  - e. Year to date totals for all statistical information
  - f. Report is to include a section for any special comments
- H. Command and Control: All SOG members are responsible to the Incident Commander, during any unusual occurrence, unless relieved of that responsibility by higher authority. The responsibilities of the SOG ranking officers responding to the unusual occurrences are to provide administrative, logistical and tactical support to the Incident Commander within their units' areas of operation.