

# ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

**Chapter:** 11 - Special Operations

**Original Issue:** 8/1/1994

**Policy:** 1103 - Emergency Response Team

**Last Revision:** 1/20/2022

**Previously:** 5010 - Emergency Response Team



---

## CONTENTS

INTRODUCTION

POLICY STATEMENT

DEFINITIONS

RULES AND PROCEDURES

1103.1 TEAM MISSION AND RESPONSIBILITIES

1103.2 TEAM ORGANIZATION

1103.3 MEMBER SELECTION PROCESS

1103.4 TRAINING

1103.5 EQUIPMENT

1103.6 ERT ACTIVATION

1103.7 TEAM OPERATIONS

## ASSOCIATED DIRECTIVES

[Policy 400 – Authority, Jurisdiction, & Mutual Aid](#)

[Policy 1100 – Critical Incident Response](#)

[SOP 3002 - Blue Team Reports](#)

## INTRODUCTION

The Emergency Response Team (ERT) is a designated law enforcement team, whose members are selected, highly trained, equipped, and assigned to resolve critical incidents involving a threat to public safety which would otherwise exceed the capabilities of the traditional law enforcement responders and/or investigative units.

## POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to establish professional standards and procedures that provide a disciplined response of specially trained officers to high-risk incidents.

## DEFINITIONS

**Barricaded Subject:** any individual who has taken a position in a physical location, most often a structure or vehicle, (fortified or not) that does not allow immediate police access, and who is refusing police orders to exit. A barricaded subject may be considered a threat to commit serious bodily injury or death to hostages, innocent civilians, law enforcement, or themselves.

High-Risk Apprehension: the arrest or apprehension of an armed or potentially armed suspect(s) where the likelihood of armed resistance is high.

High-Risk Warrant Service: the service of search or arrest warrants where the warrant service threat assessment recommends the use of tactical teams.

Hostage Situation: the holding of any person(s) against their will by force or threat of force, expressed or implied.

## **RULES AND PROCEDURES**

### **1103.1 TEAM MISSION AND RESPONSIBILITIES**

- A. The mission of the Emergency Response Team (ERT) is to protect human life, safeguard the community, its citizens, and officers by enhancing the department's level of tactical response capability to critical incidents that consist of, but are not limited to, hostage situations, barricade situations, sniper situations, high-risk apprehension, high-risk warrant service, personal protection details, special events/ assignments, prisoner security, rapid response situations, response to acts of terrorism and any other special circumstance.

### **1103.2 TEAM ORGANIZATION**

- A. The Emergency Response Team (ERT) is led by the ERT Commander as appointed by the Chief of Police. The ERT Commander is responsible for the daily operational and administrative duties of the team.
- B. In the absence of the ERT Commander, the senior ERT team leader will carry out the duties and responsibilities of the Commander.
- C. The ERT Commander reports to the Patrol Operations Division Commander. Team administrative reports or issues will be submitted through the Patrol Executive Officer or as directed by the Patrol Operations Division Commander.
- D. The ERT Commander is responsible for the following:
  - 1. Providing the Communications Section with an accurate on-call roster and contact information for ERT members.
  - 2. Review training and ensure mandatory training is conducted for team members.
  - 3. Maintaining a twelve (12) month training schedule to be distributed to all team members and their supervisors to minimize scheduling conflicts for other mandatory training.

4. Maintaining an ERT training file containing [training reports \(T-21 Specialty Team Training Report\)](#).
  5. Monitoring and tracking equipment security, inventory, and accountability.
  6. Ensuring each team member has necessary and appropriate equipment. [46.2.3]
- E. Removal from ERT is at the discretion of the Chief of Police.

### 1103.3 MEMBER SELECTION PROCESS

- A. To be considered eligible to participate in the ERT selection process, officers must meet, at a minimum, the following criteria: [46.2.2]
  1. [Receive a favorable endorsement by each supervisor in the officer's chain of command, including a review of the officer's personnel file.](#)
  2. Not have any conflicting duties, including current assignment to the Hazardous Devices Team, Crisis Negotiation Team, Crowd Control Team, [Bike Response Team](#), or as a patrol canine handler.
- B. Additional requirements may be outlined in the selection process announcement.
- C. Sergeants and above are not eligible for non-supervisory openings on the ERT.
- D. ERT selection processes will be announced to sworn officers by the Recruitment and Career Development Section.
- E. Once eligibility to participate as an ERT member is determined, the selection process will include, at a minimum: [46.2.2]
  1. Physical assessment(s).
  2. Firearms qualification(s) and combat course.
  3. A panel interview.
- F. Once the process is complete, a banded list will be produced by the Recruitment and Career Development Section and given to the Chief of Police for review and final selection(s).
- G. Each new team member will submit to a psychological screening conducted by a psychologist or psychiatrist licensed in the state of North Carolina. The choice of psychologist or psychiatrist is at the discretion of the department. [46.2.2]

### 1103.4 TRAINING

- A. The ERT Commander [or designee](#) will develop training consistent with national standards for submission to the Patrol Executive Officer and Patrol Operations Division Commander for approval. Training must incorporate current standards relating to [best](#)

safety practices and the development of scenario-based exercises. This will include, but not be limited to: [33.6.1 a] [33.6.2]

1. Critical skills based on the team's mission.
  2. Required specialty certifications.
- B. Training sessions are considered a duty for ERT members who will be excused from their regularly assigned units whenever possible to attend mandatory training. Team members must attend a minimum of 80% of scheduled team training sessions. [33.6.1 b]
- C. The ERT Commander or designee will coordinate monthly training for all ERT members unless in the event of extenuating circumstances such training is not feasible. [33.6.2]
- D. Each ERT member must annually complete the North Carolina Police Officer Physical Abilities Test (POPAT) to current state standards.
- E. Each team member must qualify with all weapons that are assigned for their use:
1. The day and night handgun and rifle courses will be the same as those for the rest of the department.
  2. The minimum qualification score for any ERT member is 95% on each course of fire.
    - a. If an ERT member fails to qualify with 95% or higher, then that team member will make an immediate second attempt to meet the minimum score.
    - b. If the ERT member fails to qualify after the second attempt, remedial training will be administered. Until remedial training is completed, the member will be prohibited from active deployment and will not receive on-call compensation.
    - c. The Patrol Executive Officer and the Patrol Operations Division Commander will be notified of any instance where a team member requires remedial firearms qualification training.
    - d. Continued failure to achieve the minimum score may result in removal from the team.
- F. Copies of training records and qualification scores will be submitted to the Patrol Executive Officer and the Recruitment and Career Development Section.

- G. All training records must be maintained so as to be available for inspection by the Patrol Operations Division Commander and Operations Bureau Commander.

### 1103.5 EQUIPMENT

- A. Each team member will be issued or have access to necessary equipment. [46.2.3]
- B. Team members will maintain their individual agency-issued equipment and weapons unless instructed otherwise.
- C. Equipment will be maintained in a clean, functional condition. Shortages and unserviceable equipment will be reported to the ERT Commander or Patrol Executive Officer immediately.
- D. An up-to-date and accurate log will be maintained on [all](#) ERT chemical munitions. [1.3.9 e]
- E. An equipment database will be maintained by the ERT Commander or designee and will include all team equipment (not individual or basic issue equipment).
- F. The following equipment will be stored in a secure location and be available for ERT members trained in its use: [46.2.3]
  - 1. Ballistic shields
  - 2. Breaching equipment
  - 3. Assault ladders
  - 4. Generator
  - 5. Outdoor lighting and accessories
  - 6. Tactical camera
  - 7. Thermal imaging camera
  - 8. Medical supplies
  - 9. Special weapons (e.g. sniper rifles, selective fire, and suppressed weapons)
  - 10. [Chemical munitions](#) and launchers
  - 11. Less lethal impact munitions and launchers
  - 12. Distraction devices
- G. The ERT has special purpose vehicles specifically assigned for team use [as authorized by the ERT Commander, Patrol Division Commander, or designee](#). [41.1.3 a]
  - 1. Only designated ERT members [or designated AFD medics](#) will be allowed to operate the response vehicle or have unrestricted access to the interiors. [41.1.3 b]
  - 2. ERT members must ensure the response vehicles are in a state of readiness, fueled, and ready for immediate use. [46.1.3 c]

### 1103.6 ERT ACTIVATION

- A. ERT activations take precedence over all other assignments within the department.
- B. A medic, preferably an ERT medic, must be present for ERT deployments.
- C. In a situation that requires immediate attention (e.g. hostage/barricaded subject or active shooter situations) the Watch Commander has the authority to place the ERT on stand-by. Activations of the ERT must be approved by the Patrol Operations Division Commander [or designee](#). [46.2.1 c]
- D. Situations, where there is sufficient time to make preparations for the event, are considered planned deployments. These include high-risk search warrants, arrest warrant services, or other pre-planned events. [46.2.1 b,c]
  - 1. Should a supervisor deem it necessary to request ERT support for such an operation, their request should be submitted to the Patrol Operations Division Commander [or designee for approval of activation](#).
  - 2. Where practical, the ERT Commander [and Patrol Division Commander](#) will be notified by the requesting supervisor at least twenty-four (24) hours before the planned deployment.
  - 3. [Any preplanned operation involving a felony arrest should have a threat assessment \(A-21 Threat Assessment\) completed prior to the warrant service, if possible. \[46.2.1 e\]](#)
- E. Mutual Aid requests involving the use of the ERT will follow [Policy 400 – Authority, Jurisdiction, & Mutual Aid](#).

### 1103.7 TEAM OPERATIONS

- A. Upon arrival, Emergency Response Team members will comply with the established incident command structure. The Incident Commander will ensure coordination and cooperation between all activated tactical teams and other operational components at the scene. [46.2.1 d,f]
- B. At the conclusion of an operation, team members will ensure that all equipment has been accounted for and properly stored.
- C. A debriefing will be conducted as soon as practical [after the conclusion of an operation](#).
- D. After every activation a department after-action report will be completed and submitted to the Patrol Executive Officer to be forwarded to the Division and Bureau Commanders, see [SOP 3002 -Blue Team Reports](#).

- E. After every team training exercise, a [T-21 Specialty Team Training Report](#) will be [completed](#) report documenting the training and submitted to the Patrol Executive Officer, via a shared Google folder, to be forwarded to the [Patrol Division Commander](#).
- F. The ERT Commander or designee will complete and maintain operations plans and after-action reports for all planned deployments to be utilized for training and assessment purposes.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David Zack  
Chief of Police