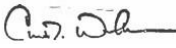
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Appendix A: Quick Response Squad Request Form

54.1 PURPOSE

The purpose of this policy is to outline the roles and responsibilities of the Special Operations Division (SOD) to include primary and collateral team supervision and designations from the Chief of Police.

54.2 SPECIAL OPERATIONS DIVISION

The Special Operations Division (SOD) Commander is a Captain who reports to the Bureau Commander of the Operations Bureau (Deputy Chief). SOD is comprised of several teams, both full time assignments and collateral, as well as a variety of other responsibilities, which are outlined in this policy.

SOD includes the supervision of the following full-time teams:

- Traffic Team (General Order 49)
- Animal Control
- Schools Team (General Order 68)
- Special Events & Secondary Employment Office (General Order 50 & 54)
- Quick Response Squad
- Canine Unit
- Harbor Patrol

The SOD Commander supervises the designated commanders for the following specially activated units, which are collateral duties and led by a Lieutenant or Civilian Director:

- Air Operations (General Order 56)
- Civil Disturbance Unit (General Order 57 & Civil Disturbance Field Guide)
- Crisis Negotiations Team (General Order 58)
- Explosive Devices Team (General Orders 59 & 69)
- Honor Guard (General Order 60 & 71)
- Special Weapons and Tactics Team (General 62 & SWAT Field Guide)
- Underwater Response Team (General Order 62)

Each of the specially activated units is responsible for maintaining related policies, field guides, and CALEA standards as well as conducting training, purchasing equipment, and ensuring professional relationships with similar teams in the area.

In addition to his/her primary assignment, the Commander of the Special Weapons and Tactics Team is also the Commanding Officer for Explosive Devices Team and the Canine Unit (General Order 55), which includes patrol and explosive detection canines.

The SOD Commander serves as the Chief of Police's designee for review of First Amendment Demonstration Permit and Peddler Permits. The SOD Commander is also the primary point of contact for coordination for dignitary protection with outside agencies, such as US Secret Service, US Capitol Police, and SC State Law Enforcement Division (SLED).

The SOD Commander also serves as the primary point of contact for the Emergency Management Division regarding emergency weather such as hurricanes, high tides, excessive rainfall, and ice/snow. He/She is responsible for coordinating the department's response to the events and coordinating with other city, county and state departments.

54.3 SPECIAL EVENTS & SECONDARY EMPLOYMENT OFFICE (CALEA 46.2.7)

The Special Events & Secondary Employment (SESE) Office is an administrative office responsible for managing the numerous special events held throughout the city, coordinating secondary employment for sworn and professional staff, and coordinating other events/activities in the city as assigned. This office is staffed by a Lieutenant and an Administrative Assistant. The details of secondary employment are outlined in General Order 50.

A. Special Events (CALEA 46.1.6 c)

The City of Charleston is host to numerous special events each year and the Special Events and Secondary Employment (SESE) Office Lieutenant is the department's representative on the City's Special Event Committee and is appointed by the Mayor. The Special Events Committee is governed by Chapter 2, Article IV, Division 8 of the City of Charleston Ordinances. The SESE Lieutenant shall be familiar with these ordinances, and other local, state, and federal laws pertaining to Special Events.

This order will ensure that the Charleston Police Department has a written plan for handling special events, to include, at a minimum, provisions for the following:

1. Designation of a single person or position as supervisor and Incident Commander for the coverage of a given event.
2. **Written estimate of traffic, crowd control, and crime problems expected (for large events a threat assessment may be needed);**
3. **Contingency plan for traffic direction and control;**
4. Logistical requirements.

- a) Communications
 - b) Transportation
 - c) Medical Support
 - d) Supplies
5. Use of special units' personnel, if any;
6. Coordination inside and outside the agency; and
7. After-action report.

All equipment necessary to handle the event being worked will be made readily available to each member of the detail. If the scheduled event is to cross over into another jurisdiction, coordination and communications between the Charleston Police Department and that jurisdiction will be handled by the officer-in-charge of the detail.

B. Scheduling Special Events (CALEA 46.2.8)

Each special event and activity varies in size, scope, and severity, which will dictate the amount of personnel required to staff the event in a safe manner for the participants, spectators, and community. The SESE Lieutenant is responsible for coordinating with the event organizer to determine the proper staffing. In addition to the public safety factors previously mentioned, the SESE Lieutenant should consider the following relating to staffing: other events being held near or at the same time, staffing demands prior to or after the event, the capacity to staff the event with or without adjust schedules or days off, and the availability of mutual aid. The majority of these events are not sponsored by the city and are staffed by off-duty personnel. For events sponsored by the city, either formally or by direction of the Chief of Police, on-duty personnel will be initially assigned from the Operations Bureau. If necessary due to the event in question, additional staffing will be assigned from the entire department, which may require schedule adjustment and/or cancelling days off.

Event deconfliction protocols, as described in General Order 38.13, will be followed to ensure agencies with concurrent or contiguous jurisdictions are aware of special events and activities occurring within the City of Charleston.

54.4 FIRST AMENDMENT DEMONSTRATION PERMITS

The Charleston Police Department is charged with keeping the peace and protecting the lives and property of the citizens of Charleston. This responsibility extends also to visitors to Charleston and persons passing through the geographical boundaries of the city. The Department will, at all times when reviewing or working First Amendment Demonstrations, attempt to establish a non-partisan attitude towards participants, always keeping in mind that the primary duty of the Department is the preservation of lives and property. This includes the lives and safety of participants (both those protesting and those counter-protesting), individuals in the area, and police officers. All actions taken in accordance with this order will be taken in accordance with the laws of the City of Charleston, the State of South Carolina, and the United States.

In accordance with City of Charleston Ordinances, Chapter 25, Article III, the City of Charleston Police Department facilitates the review and approval/denial of First Amendment Demonstration permits. The Office of Special Events and Secondary Employment (SESE) is the primary point of contact for these permit requests, coordinates with the City's Special Event Manager, and the Special Operations Division Commander serves as the Chief of Police's designee. The detailed process of review, conditions to be considered, approval, denial, and required notifications are outlined in City of Charleston Ordinances, Chapter 25, Article III and shall be followed. When questions arise, the City's legal team should be consulted for advice.

When staffing First Amendment Demonstrations, the SESE Lieutenant will utilize the tiered approach outlined in CPD's First Amendment & Civil Disturbance Operations Field Guide, which assigns the minimum number of officers necessary to ensure a safe event, if any are required at all.

54.5 PEDDLER'S PERMIT

The Special Operations Division Commander serves as the Chief of Police's designee for the review of peddler's permits which are facilitated through the City's Department of Revenue in accordance with City of Charleston Ordinances, Chapter 17, Article V. Within five (5) days of the initial receipt, the permit will be reviewed in accordance with the following:

1. There is no material omission, untrue or misleading information contained in or omitted from the permit application;
2. The applicant has not been convicted of a felony, misdemeanor or ordinance violation involving a sex offense, trafficking in controlled substances, or any violent act against person or property;
3. The applicant has not been convicted of any crime or misdemeanor involving moral turpitude;
4. The applicant has not had a civil judgment or criminal conviction entered against him based upon fraud, deceit or misrepresentation or have an outstanding warrant against them

If result of such investigation, the application for a permit is denied the individual denying the permit will endorse on the application his disapproval and notify the applicant of his reason for denial. If as a result of such investigation, the applicant's application is granted the approving officer will endorse on the application their approval and forward it to Department of Revenue Collection.

54.6 DIGNITARY PROTECTION DETAILS (CALEA 46.2.6)

The City of Charleston is often the destination for dignitaries, political figures, VIP or other individuals, which may require additional awareness or designated officers to staff a detail, as directed/approved by the Chief of Police. (For the purposes of this policy, this person(s) will be referred to as the dignitary.) This includes the assistance to other local, state, and federal agencies that may request our assistance.

A. Reasons for Protection

There are five reasons to consider when providing a protection detail:

1. Prevent intentional injury to the dignitary from a potential assassin or assailant;
2. Prevent kidnapping;
3. Prevent unintentional injury as the dignitary sustaining a fall or such accidental injury;
4. Prevent embarrassment to the dignitary; and/or
5. Assist the dignitary in maintaining his/her schedule, so that arrangements for protection, especially those coordinated with other law enforcement agencies, are not hampered or compromised.

B. Threat Assessment

When travel is scheduled to an area in question, a threat assessment for that location during a particular time frame is often desired. This threat assessment is a request for an update on local conditions as they might affect a dignitary. The response requires liaison with local, federal, or foreign law enforcement agencies to determine if a real or potential threat exists to the dignitary. Contact with the host organization will be considered depending on the dignitary's advance publicity and public exposure during the visit. All inquiries conducted during a threat assessment will be discreet in an effort to minimize unwarranted advance notification of the dignitary's visit.

C. Officer Demeanor

Protective services are levied upon departmental personnel along with their other multitude of duties. The personnel assigned to this operation will become knowledgeable of the individual they are ordered to protect and be keenly aware of his/her protection. The officer will avoid smoking, chewing gum, unnecessary talking, or other actions that would draw undue attention to the officer while involved in an actual protective detail. When providing these services to dignitaries, extensive press coverage may be encountered, and the officer will anticipate that their every move may be subject to exposure by the media. The officer's job is to provide protective coverage to the protectee, and in so doing, must exercise considerable discretion, self-control, and tact in dealing with the media and public in general. Inasmuch as the protection of the individuals is of paramount importance, the officer assigned to protective detail will be proficient in the use of firearms and in good physical condition. The equipment necessary to accomplish a protective operation will include, at a minimum: the service weapon, sufficient ammunition, a restraining device, and radio communication for each member of the detail. Depending on the detail, additional equipment may be issued, and specific items devoted to the protective detail logistics. Regarding attire, the officer will normally wear a moderate, contemporary business suit, not too tight or loose fitting, and laced shoes (preferred) with rubber heels. The officer will be properly groomed in accordance with departmental policy.

D. Operation Plan (CALEA 46.2.6)

During the planning and coordination, information must be collected and organized into a written operation plan. This document, which is prepared by, or at the direction of, the SESE Lieutenant, contains all information pertinent to the operation of the protective service detail in addition to administrative guidance to the detail members. One of the most important items to include is the dignitary's itinerary, which lists the time, date, and location of each movement. Similar to plans for Special Events, the same factors for operation plan development, staffing, and deconfliction should be followed. Additional consideration should be given to dignitary & support vehicles, additional equipment needs, support personnel from other law enforcement agencies (weapons and protocols), primary and alternate travel routes, plans for a medical issue or injury, communication platforms, and identification (such as lapel pins). These operation plans should be prepared in a similar design and format of plans prepared for Special Events. A briefing will be held prior to the beginning of the detail, where the written operation plan will be reviewed, equipment is confirmed, and questions are answered.

54.7 QUICK RESPONSE SQUAD (QRS)

The Quick Response Squad is tasked with planning and executing operations that require special expertise and skills that are outside of the capabilities of most Patrol officers. QRS will be provided with the criminal intelligence needed to complete the mission of intelligence-driven policing. QRS will focus on the following areas:

- Plan and Execute High Risk Warrant Operations: QRS will coordinate with Patrol and Investigative personnel to plan and execute non-spontaneous, high-risk arrest and search warrant services. A threat assessment will be completed in all cases and all available intelligence will be shared with QRS. Additionally, QRS will work with federal task force officers, and other local, state, and federal law enforcement agencies.
- Critical Incident Response: When in service, QRS will be able to immediately respond to any critical incidents that develop spontaneously. QRS will supplement Patrol officers with enhanced capabilities in order to stabilize and successfully resolve a critical incident. The QRS supervisor will also make an immediate assessment on whether to activate additional resources including SWAT team, CNT, EDT, and UAS.

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- Tactical Response: QRS will plan and execute a tactical response plan of specific and limited duration when special training, skills and/or additional personnel are requested from competent authority. A tactical response is not considered an elevated use of force similar to a full SWAT Team activation.
- Training: QRS will be considered subject matter experts in specialty areas and, as such, will be available to instruct, in a limited capacity, other departmental personnel in tactical response matters.
- Community Engagement: QRS will create positive citizen engagement within the communities it serves with the purpose of developing goodwill and a positive relationship with those stakeholders who value community peace and ridding their communities of the criminal element.

REQUESTS FOR QRS RESOURCES:

- QRS assistance may be requested as an option on a completed threat assessment. In order to request QRS assistance, the QRS Supervisor or SOD Lieutenant will be contacted for a consultation and review the threat assessment. All efforts will be made by the unit requesting such assistance to supply all applicable intelligence and supporting information so that QRS can plan and execute the operation as safely as possible. In some cases, the unit making the request may supply the operational plan which will be assembled in consultation with the QRS Supervisor or SOD Lieutenant. All threat assessments will be reviewed and signed by the Commander of the unit requesting QRS prior to execution of an operation.
- QRS Request Form (see Appendix A) may be used if a threat assessment is NOT completed. The form will require a description of the type of assistance requested in one of the following areas: Intel Gathering/Field Contact, Tactical Response, Crime Suppression or Department Training. A detailed description of the problem, desired outcome/objective, and any available intelligence should be supplied to the QRS Supervisor for review and development of an operational plan. The QRS request form must be approved by the Commander/Supervisor of the requesting unit. The purpose of this form is to document the types of assistance that is being provided and the effectiveness of the outcomes achieved.
- The QRS Supervisor is expected to regularly consult with intelligence sources to develop self-initiated, intelligence driven operational plans when not requested to assist other units as described above.

The QRS is under the command of the Special Operations Division (SOD) Lieutenant. The full-time Team is composed of a supervisor and five (5) officers. The unit will utilize CPD-marked and unmarked police vehicles for its duties. QRS members will normally work in full CPD uniform; however, they may also be assigned in non-traditional attire. Communication is paramount in the unit: communication up the chain of command and to detectives/investigators that are assisting with an investigation is vital to the success of the unit. The commander and supervisors of QRS will ensure that the unit is provided with the criminal intelligence needed to complete the unit's mission of intelligence-driven policing. QRS members will utilize field intelligence-gathering techniques to develop information during their normal operations and work closely with other intelligence units. QRS members will be trained in intelligence-driven criminal enforcement, modern surveillance techniques, advanced firearms training, high-risk patrol tactics training, and high-risk warrant tactical training. Additional training that will assist the unit to complete its mission and ensure the safety of its members and the community is encouraged.

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QRS MEMBER SELECTION:

A selection process will be administered annually for the purpose of filling current or future vacancies on the Quick Response Squad (QRS). This process may occur more frequently at the discretion of the SOD Commander.

To be eligible, interested personnel must be an active member of the Special Weapons and Tactics (SWAT) Team with a completed Basic SWAT School or an active member of the Explosive Device Team (EDT) with a Tactical Bomb Technician (TBT) certification. Supplemental members are not eligible. These criteria are required to support QRS's primary mission of critical incident readiness and necessity to operate in a team environment.

The selection process will be advertised internally within the Special Operations Division (SOD) no less than 15 days prior to the start of the selection process. Interested personnel will need to submit an AA form through the SOD Chain of Command, provide a letter of interest & resume (3 pages max), and appear before an Oral Interview Panel.

A review of personnel & disciplinary records will be conducted along with consultation from the candidate's direct supervisor. At the conclusion of the selection process, the SOD Lieutenant will submit the names of the most qualified candidates to the SOD Captain for final approval. QRS members may be dismissed from the unit for cause, to include discipline or safety violations, or by request of the SOD Commander or higher command.

See Attachment - Appendix A: Quick Response Squad Request Form



Chito T. Walker
Chief of Police

CHARLESTON POLICE DEPARTMENT

180 Lockwood Blvd. • Charleston, South Carolina 29403

Quick Response Squad (QRS) Request Form

The Quick Response Squad (QRS) is tasked with planning and executing operations that require special expertise and skills that are outside of the capabilities of most Patrol officers. Members of QRS will have tactical training in various specialty areas in order to successfully resolve more complex situations. QRS members will be trained in intelligence-driven criminal enforcement, modern surveillance and takedown techniques, advanced weapons training and capabilities, high-risk patrol tactics, and high-risk warrant tactics.

Date of Request: _____

Please describe the type of assistance needed:

- ☐ Intel Gathering / Field Contact
- ☐ Tactical Assistance
- ☐ Crime Suppression
- ☐ Department Training

Based on the type of assistance being requested, please attached a memo detailing the following:

- Detailed description of the problem
- Objective and estimated duration of operation
- Any available intelligence that may be useful to address the problem
- List of resources that are available to assist in the operation

Requesting Unit Commander/Supervisor: _____

QRS Commander/Supervisor: _____

QRS may also be requested/activated by use of the Threat Assessment or an Operational Plan submitted directly to the SWAT Commander / QRS Supervisor.