
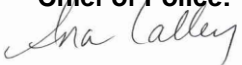
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 06/23/25
Chief of Police: 	Special Weapons and Tactics Team, 46.2	
Cross Reference: SOP 1.3 Response to Resistance SOP 16.2 Specialized Assignments SOP 17.5 Purchasing & Inventory Control SOP 33.1 Training SOP 41.3 Police Vehicles SOP 41.5 Motor Vehicle Pursuits SOP 46.1 Unusual Occurrences SOP 46.6 Crisis Negotiations Unit Uniform and Appearance Guidelines Manual Job Descriptions – SWAT Commander & Officer 65 ILCS 5/11-5.1-2 725 ILCS 5/108-8		Policy Sections: 46.2.1 Special Weapons and Tactics Team Organization 46.2.2 Mobilization of the Special Weapons and Tactics Team 46.2.3 Specialized Equipment 46.2.4 Incident/Tactical Protocol 46.2.5 Operational Readiness of Equipment 46.2.6 Selection Criteria 46.2.7 Training 46.2.8 Removal from the Special Weapons and Tactics Team Appendix A: Operations Plan Appendix B: Individual After Action Report Appendix C: Post Mission Critique Appendix D: Search Warrant Matrix Appendix E: Risk Assessment Form

PURPOSE

The purpose of this policy is to establish procedures for the department's Special Weapons and Tactics Team (SWAT).

POLICY STATEMENT

It is the policy of the department to establish a Special Weapons and Tactics Team (SWAT) consisting of police officers who are recruited, selected, trained, equipped, and tasked with resolving critical incidents that exceed the capabilities of first responding police officers and/or investigative units.

DEFINITIONS

Active Violent Suspect: One or more suspects who threaten or participate in random or systematic acts of violence and are actively demonstrating their intent to immediately or continuously physically harm others with the use of a weapon or weapons; this is also known as an active shooter.

Air Purifying Respirator (APR): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element. This includes APRs used for tactical operations and those used for CBRN incidents.

Ballistic Shield: Ballistic shields come in varying protection levels or ratings set by the National Institute of Justice (NIJ) and are designed to stop or deflect fired bullets.

Barricaded Subject: A person who is known or believed to be armed and uses any shelter, conveyance, structure, or building as a barrier against law enforcement and refuses to exit and submit to custody or arrest.

Breaching Shotgun: The use of a specially designed shotgun and ammunition for the dynamic breaching of doors and other barriers.

Chemical Munitions: Munitions designed to temporarily confuse, disorientate, visually impair, and incapacitate subjects to create a tactical advantage or gain compliance.

Directed Fire: A limited technique in which deadly force is aimed at a specific known threat in order to stop incoming fire from the threat; this is limited to officers who have received law enforcement training in this tactic.

Emergency Services Detail: The assignment of SWAT officers during a designated eight-hour period to assist in the resolution of elevated risk calls for service.

Emotionally Distressed Persons: A person who appears to be in crisis or demonstrates emotional instability and is conducting themselves in a manner in which a police officer believes is likely to result in serious injury to themselves or others.

Explosive Breach: A technique of employing materials to create an opening through a door, window, wall, or other barrier to allow access.

Hostage: Any person held against their will by force or threat of force, expressed or implied.

Less Lethal Weapons: The application/use of any weapon/object that is not part of the human body to control resistance or an assault. These weapons have the potential to be lethal and includes the following weapons, but are not limited to chemical agents, impact weapons or emergency /improvised impact weapons or electrical weapon devices such as TASERS.

Noise Flash Diversionary Device (NFDD): Creates a bright flash and loud report designed to temporarily divert the attention of persons in the immediate vicinity.

Rapid Response Team: Designated SWAT team members who have a take home police vehicle equipped to rapidly respond to a tactical critical incident.

Rapid Response Vehicle: An assigned take-home police vehicle assigned to designated members of the Rapid Response Team.

Reconnaissance Robot: An electronic machine or device that is remotely controlled and is designed to be deployed into an area for the purpose of conducting video or audio surveillance or communicating with individuals.

Safety Air Cushion: An inflatable device with a special breather system designed to absorb the g-force within human endurance levels to be used in the resolution of persons on elevated surfaces.

Search Warrant Operations: A court authorized entry of police officers into a residential or business structure for the purpose of executing a search warrant; this also includes high risk warrant services to persons or vehicles.

Self-Contained Breathing Apparatus: A device worn by SWAT officers and others to provide breathable air in an immediately dangerous to life or health atmosphere.

SWAT Rapid Response: Notification to SWAT officers who have specially equipped take-home vehicles and who reside within the city limits to directly respond to a tactical critical incident.

SWAT Emergency Rescue Team: The hasty formation of a small team of police officers for an organized response to an unplanned event until a formal rescue plan can be formulated.

Tactical Critical Incident: Incidents that involve an active violent subject or any other rapidly evolving tactical situation where notifications through the chain of command may create jeopardy for those involved or delay the deployment of tactical resources.

Tactical Emergency Medical Support (TEMS): Members of the fire department appointed by the Fire Chief and SWAT Commander who provide preventative, urgent and emergency medical care during high-risk, extended duration and mission-driven law enforcement special operations.

Targets of Opportunity: Unexpected or unplanned targets that present themselves during the course of an operation and can be acted upon without jeopardizing the mission or violating rules of engagement.

Water Fire Extinguisher: Can style fire extinguisher filled with water pressurized by air.

Wrap Restraint: A temporary restraining device which immobilizes a violent or potentially violent/combatative subject who has been detained or taken into custody.

Y bar: A device which is an approximate six-foot metal bar with an angled end resembling the shape of the letter "Y" designed to contain, re-direct, or restrict the movement of violent, combative, or emotionally distressed persons or those under the influence of drugs or alcohol.

PROCEDURES

46.2.1 SPECIAL WEAPONS AND TACTICS TEAM ORGANIZATION

- A. The Special Weapons and Tactics Team (SWAT) is utilized in situations requiring the use of special weapons and tactics. The SWAT team consists of the following positions:
 - 1. SWAT commander, designated by the chief of police, who reports to the deputy chief of police.
 - 2. Team leaders, designated by the SWAT commander
 - 3. Assistant team leaders, designated by the SWAT commander
 - 4. SWAT operator, appointed through a formal selection process as described in this policy
 - 5. ESD officer, SWAT officer assigned to work the Emergency Services Detail
- B. SWAT members may be assigned to specific roles, as designated by the SWAT commander that include:
 - 1. Assistant Team/Squad Leader
 - 2. Explosive Breacher
 - 3. Medic
 - 4. Rapid Response Team
 - 5. Sniper/Observer
 - 6. Tactical Emergency Medical Support (TEMS)
 - 7. Team/Squad Leader
- C. SWAT members may be assigned to the Emergency Services Detail (ESD) for the purpose of responding to elevated risk incidents where emotionally distressed persons (EDP) exist or there is a need for more advanced tactical skills and equipment.
 - 1. The ESD will be deployed for the following types of incidents:
 - a. Barricaded subjects
 - b. Cell extractions
 - c. Dangerous animals
 - d. Emotionally distressed persons
 - e. High visibility patrol

- f. Incidents requiring special tactics
 - g. K9 deployment
 - h. Special events
 - i. Weapon calls
 - 2. The ESD will be assigned to calls via a dispatch by the Emergency Communications Division, as requested by patrol officers or a patrol supervisor, or self-dispatched based upon available dispatch information.
 - 3. The ESD will fall under the command of the supervisor on scene in the absence of the SWAT commander. Notifications will be made to the SWAT commander when appropriate. The ESD will be assisted by other on-duty SWAT officers if necessary.
 - 4. Members report directly to the SWAT commander or designee, regardless of rank. At the scene of an incident, the SWAT commander or designee shall have full authority over the team.
- D. Refer to the job descriptions for the SWAT commander and other roles fulfilled by police officers to view the duties associated with these positions/roles.

46.2.2 MOBILIZATION OF THE SPECIAL WEAPONS AND TACTICS TEAM

- A. The SWAT team may be mobilized for the following:
- 1. Assist other operational components with their investigations or missions
 - 2. Active violent subjects or active shooter events
 - 3. Barricaded subjects, hostage situations, and active violent suspects
 - 4. Civil disturbance
 - 5. High risk arrest situations
 - 6. High risk search warrant service
 - 7. Incidents involving the Emergency Services Detail
 - 8. Situations that require an inner and/or outer perimeter control
 - 9. Surveillance/Stakeouts
 - 10. VIP protection and security
 - 11. When deemed appropriate by the shift or investigations supervisor
- B. The incident commander shall request the assistance of SWAT through the Emergency Communications Division or by contacting the deputy chief or designee.
- 1. In the event of a tactical critical incident, as defined in this policy, that requires immediate tactical resources to a scene, supervisory personnel may request immediate assistance by instructing the Emergency Communications Division to activate a RAVE notification to the 'SWAT Rapid Response' group.
 - a. This notification advises SWAT/ESD officers who have specially equipped take-

home vehicles and who reside within city limits to respond directly to a tactical situation.

2. When able to do so, supervisory personnel shall make appropriate notifications through the chain of command to determine if additional tactical resources are needed.
- C. Situations involving investigative units are usually pre-planned with approval from the SWAT Commander or designee. When appropriate, notification will be provided to the patrol supervisors that will be on-duty at the time of the incident and the Emergency Communications Division.
- D. The SWAT team is responsible for, but not limited to:
 1. Control of the inner and outer perimeters
 2. Assist tactical negotiators in establishing communications
 3. All tactical operations and planning
- E. The following documents shall be completed prior to or after mobilization:
 1. Operations Plan: Prepared by the SWAT commander or designee, refer to Appendix A.
 2. Individual After Action Report: Completed by all personnel involved in the mission and forwarded to the SWAT Commander or designee, refer to Appendix B.
 3. Post Mission Critique: Completed by the SWAT commander or designee. When the SWAT team is requested by a shift supervisor, a copy of the critique shall be forwarded to the incident commander, as stipulated in Standard Operating Procedure 46.1 Unusual Occurrences, refer to Appendix C.
 4. Search Warrant Matrix: Completed by sworn investigations personnel to determine whether the circumstances warrant use of the SWAT team, refer to Appendix D.
 5. Risk Assessment Form: Completed by the SWAT commander or designee. Designed to evaluate the identified risks of a proposed operation and to determine the appropriate tactical resources to be utilized.
 6. The SWAT commander shall forward the above documents to the Records Division for inclusion in the police report.

46.2.3 SPECIALIZED EQUIPMENT

The below listed equipment shall only be utilized by SWAT members and is to be maintained in a secure location, accessible to SWAT members only.

- A. Air Purifying Respirators (APR) and Self-contained Breathing Apparatus (SCBA) are pieces of specialty equipment used by SWAT officers in order to breath in hazardous environments.
 1. SWAT officers shall be quantitatively fit tested each year to ensure proper fitting of APR and SCBA face pieces.
 2. SWAT officers shall be trained in the proper use of APR and SCBA devices.
 3. SWAT officers may not have facial hair that comes between the sealing surface of the face or that interferes with valve function, or any condition that interferes with the face-to-face piece seal or valve function.

4. This policy defines facial hair as beards, moustaches, goatees, or any combination. Facial hair shall be maintained at all times so as to not interfere with the proper wearing of protective head gear, face piece and/or any other safety equipment.
- B. Ballistic Armor Tactical Transport Vehicle (BATT) is used by trained team members. Guidelines for this vehicle are outlined in Standard Operating Procedure 41.3 Police Vehicles.
- C. Ballistic Shields with varying protection levels or ratings set by the National Institute of Justice (NIJ) and are designed to stop or deflect fired bullets. Ballistic shields can be hand carried, mounted on stands, or rolled on wheels depending on their design. Ballistic Shields may also be used to contain, restrict, distract, or re-direct the movement of violent, combative, or emotionally distressed persons or those under the influence of drugs or alcohol.
- D. Breaching Shotgun and ammunition is used for the dynamic breaching of doors and other barriers. These are individually assigned to SWAT members and may be deployed during dynamic entries such as an emergency entry, or when dynamic breaching is required.
- E. Chemical Munitions are used by team members to gain compliance from suspects. Members who have successfully completed an approved training course in the proper use and deployment are authorized to use these tools.

The following procedures apply:

1. The use of chemical munitions shall be approved by the SWAT commander in conjunction with the incident commander.
2. Chemical munitions may be used in the following situations, but is not limited to:
 - a. Barricaded suspects or hostage situations.
 - b. High risk warrant services.
 - c. Circumstances believed to be necessary to distract or remove violent, combative or emotionally distressed persons or those under the influence of drugs or alcohol.
 - d. Civil disturbances where violent acts are occurring.
 - e. Any situation where the team leader or designee feels the use is necessary to safely resolve an incident.
3. Proper announcements and warnings in accordance with law should be made, when appropriate, in civil disturbances where violent acts are occurring.
 - a. These violent acts may include the imminent threat of great bodily harm or death to persons: destruction of property, unlawful presence of weapons, and the use of incendiary devices or acts of arson.
 - b. Chemical munitions may be deployed without announcement if it is immediately necessary to prevent the loss of life.
 - c. The announcements should be made in what is believed to be the primary language of the participants and in English.
 - d. The announcement shall include the lawful authority for the announcement and the lawful actions requested.
4. Chemical munitions should not be used upon participants who are considered peaceful or passive resistant.

5. When chemical munitions are used within a residence or structure, written notification should be made to the property owner or occupants as to the type of chemical munitions used and suggested clean up procedures. This notification should be made by the SWAT commander or designee.
 6. The police officer deploying the munition(s) shall document its use in the Individual After Action Report.
- F. Explosive Breaching utilized when a breach is critical to the success of an operation or when mechanical breaching exposes SWAT operators to great risk. This tactic may be used by members appointed to the role of explosive breacher who have successfully completed the required training. All SWAT operators will undergo periodic training in its use. The following procedures apply:
1. Explosive Breaching is limited to the following situations requiring access to: a structure or vehicle to effect the rescue of hostages, a structure for the service of a high risk search or arrest warrant, a structure or vehicle when immediate access is required to conduct the rescue of trapped police officers or citizens, and a structure to effect the arrest of an armed suspect during a barricade situation when lesser means are not practical.
 2. Explosive breaching will not be deployed under the following circumstances: construction of the doors, walls; or targets to be defeated are unknown; there is a presence of unstable chemicals or other incendiary materials in close proximity to the crisis site; and other means of mechanical breaching would be more effective.
 3. Charges will not be utilized on doors where a "knock and announce" will be conducted.
 4. Explosive breaching may be authorized by the SWAT commander in conjunction with the incident commander.
 5. The breacher shall document use of explosive breaching in the Individual After Action Report.
 6. All charges and priming systems used during training must be documented in each explosive breacher's electronic logbook.
 7. All explosive material will comply with the guidelines and procedures established by the United States Bureau of Alcohol, Tobacco, Firearms, and Explosives. All material will be stored in the SWAT explosive magazine located at the police department or in a day box, in accordance with its limitations.
- G. Night Vision Goggles (NVGs) are optical devices used by team members to enhance vision in low-light or no-light environments by amplifying ambient light (such as starlight or moonlight) or through thermal imaging. These devices allow members to conduct operations such as surveillance, breaching, or hostage rescue in darkness while maintaining situational awareness and stealth.
- H. Noise Flash Diversionary Devices (NFDD), are utilized whenever a diversion may reduce the risk to SWAT operators and police officers. These devices may be used by members that have successfully completed the certification process. The following procedures apply:
1. NFDD may be used to facilitate an arrest in the following circumstances, but is not limited to barricaded suspects or hostage situations, high risk warrant services, circumstances believed to be necessary to distract violent/mentally deranged persons or those under the influence of drugs or alcohol, and any situation where the team leader or designee feels the use is necessary to safely resolve an incident.
 2. The pre-planned use of NFDD must be authorized by the SWAT commander or

designee. Certified members may deploy these without prior approval in exigent circumstances when it is reasonable to believe that a distraction is necessary to facilitate the arrest of a potentially violent suspect, move to a position of advantage over a suspect, or to facilitate the rescue of an injured citizen or police officer.

3. The SWAT operator deploying the NFDD shall document its use in their After Action Report, along with the serial number of the NFDD. The operator shall notify and provide The Bureau of Alcohol, Tobacco, Firearms, and Explosive with the device serial number.
- I. Rapid Response Vehicle used by Rapid Response Team members responding to the scene of a tactical incident. This vehicle may be used by team members during regular duty assignments and when requested to respond to tactical incidents on or off-duty.
1. These vehicles shall be maintained in the state of operational readiness to include all individually assigned SWAT equipment.
 2. When Rapid Response Team members are away from the department such as use of vacation benefit time or extended leave, the vehicle should be temporarily assigned to another SWAT officer designed by the SWAT Commander.
 3. Team members shall adhere to the provisions established in Standard Operating Procedure 41.6 Take Home Vehicles.
- J. Reconnaissance Robot an electronic machine or device controlled remotely designed to be deployed into an area for the purpose of conducting video or audio surveillance or communicating with individuals. SWAT officers will make use of the appropriate robot based upon the needs of the operation. Appropriate judicial orders will be obtained when necessary.
- K. Safety Air Cushion an inflatable device with a special breather system designed to absorb the g-force within human endurance levels to be used in the resolution of persons on elevated surfaces.
1. The Safety Air Cushion should be deployed when resolving incidents involving persons on elevated surfaces within the limitations of the device and within manufacturer guidelines.
 2. Only trained members of the Special Weapons and Tactics Team are authorized to deploy the Safety Air Cushion.
- L. Specialized Firearms are assigned to sniper/observer team members. Team members will be assigned a department issued weapon chambered in .308 ammunition. Team members are required to attend and pass the required training. The following procedures apply:
1. Sniper/Observer Teams may be utilized in the following situations, as approved by the SWAT commander:
 - a. Barricaded subjects
 - b. Counter sniper
 - c. Dignitary protection
 - d. High risk warrant service
 - e. Hostage rescue
 - f. Surveillance

2. The sniper/observer is authorized to use deadly force as outlined in Standard Operating Procedure 1.3 Response to Resistance. When deadly force is to be used against designated targets or targets of opportunity, the targets will be prioritized and engaged based upon the level of danger they pose to team members, police officers, hostages, or civilians.
 3. The tactical authority will be determined by the SWAT Commander and must meet the standards for use of deadly force as outlined in state and federal statutes and department policy.
- M. Water Fire Extinguisher a can style fire extinguisher filled with water pressurized by air. A water fire extinguisher can be deployed to contain, restrict, distract, or re-direct the movement of violent, combative or emotionally distressed persons or those under the influence of drugs or alcohol.
- N. Wrap Restraint a temporary restraining device which immobilizes a violent or potentially violent/combative subject who has been detained or taken into custody. The wrap restraint is a temporary restraining device to be used when violent/combative behavior is indicated, to immobilize a combative subject, to limit a violent/combative subject from injuring themselves or others, to restrain a subject after a chemical spray or stunning device is used, when conventional methods of restraint are not effective, and in the transportation of violent/combative subjects. The subject will be monitored at all times while in the restraint.
- O. Y bar a device used to gain compliance from subjects. The Y bar is an approximate six-foot metal pole with an angled end resembling the shape of the letter "Y." The Y bar can be used to contain, restrict, distract, or re-direct the movement of violent, combative, or emotionally distressed persons or those under the influence of drugs or alcohol.
- P. Refer to the Uniform and Appearance Guidelines Manual to view items assigned to members upon appointment to the SWAT team.
- Q. The purchase of equipment shall be in compliance with the provisions established in Illinois statute 65 ILCS 5/11-5.1-2. Public notification of equipment purchases that are not prohibited from a military surplus program are accessible to the community via the department's transparency site.

46.2.4 INCIDENT/TACTICAL PROTOCOL

- A. Barricade Incident
1. Upon the determination of a barricade incident, the SWAT members present should determine if the incident is criminal or involves an emotionally distressed person. This determination will assist in the determination of tactics and philosophies to be used in the resolution.
 2. The Crisis Negotiations Unit and/or the Collaborative Crisis Services Unit will be contacted when needed. These resources will work in conjunction with SWAT officers.
 3. SWAT officers will fall under the command of the incident commander. The SWAT commander or designee will be tactical command.
 4. The incident commander shall request the assistance of the Major Investigations Division when needed for intelligence gathering, search warrants, and other aspects of the criminal investigation.
 5. SWAT officers will attempt to isolate and contain the subject, attempt to communicate with the subject, and evacuate others to safety.

6. SWAT officers will use specialized tools and tactics if necessary in order to ensure a safe resolution. The specialized tactics will include the use of specialized isolation techniques and less lethal options.
7. The incident commander will notify the Elgin Fire Department for the appropriate staging of emergency medical resources.

B. Directed Fire

1. Incidents involving active violent suspects require assistance from the SWAT team. The use of directed fire is limited to members of the SWAT team.
2. Directed fire shall only be used in the defense of human life. SWAT team members shall adhere to the procedures set forth in Standard Operating Procedure 1.3 Response to Resistance.

C. Execution of Search Warrants

1. Prior to the execution of a search warrant, a Warrant Service Matrix should be completed by a member of the investigating unit.
2. A Warrant Service Matrix resulting in a numerical score requires a consultation with the SWAT Commander or designee which shall be submitted to the SWAT Commander for review.
 - a. Upon receipt of the matrix, the SWAT Commander or designee will complete the Risk Assessment Form to properly assess the threats and risks associated with the proposed operation and the proper tactical resources to be used.
 - b. Input as to the proper resources should come from all involved units to include the investigating unit, commander of the unit and the deputy chief.
 - c. Final approval of the operation will be made by the deputy chief.
3. The SWAT commander or designee will also develop an Operations Plan describing the appropriate tactics, along with the following types of information:
 - a. Assigned personnel
 - b. Emergency contingencies
 - c. Investigative summary
 - d. Personnel assignments and duties
 - e. Specialized equipment and tools
 - f. Threat assessment summary
4. SWAT officers will execute search warrants using tactics appropriate to the review of the threat assessment. Such tactics may include:
 - a. Breach and hold
 - b. Deliberate movements
 - c. Dynamic movements

- d. Ruse
 - e. Surround and call out (barricade)
 - f. Any combination of these tactics
5. SWAT will conduct a “knock and announce” in accordance with current state and federal guidelines when required.
- a. The knock and announcement will include announcing the presence of the Elgin Police Department with a Search Warrant and the action(s) requested such as “Come to the front door.”
 - b. These announcements will be given in English and the primary language of those suspected to be present.
6. SWAT will not conduct “No Knock” warrants unless a need is identified as necessary for preservation of life during hostage, rescue or active shooter situations and the applicable state’s attorney’s office has been contacted. Prior to the issuing of a warrant pursuant to Illinois statute 725 ILCS 5/108-8, the police officer must attest that:
- a. Prior to entering the location described in the search warrant, a supervising officer will ensure that each participating member is assigned a body worn camera and is following policies and procedures set forth in Standard Operating Procedure 41.10 Body Worn Cameras and pursuant to Section 10-20 of the Law Enforcement Officer-Worn Body Camera Act.
 - b. The supervising police officer verified the subject address listed on the warrant for accuracy.
 - c. The supervising police officer prepared operational plans to account for children or other vulnerable people on site.
 - d. If a police officer becomes aware the search warrant was executed at an address, unit, or apartment different from the location listed on the search warrant, the officer will immediately notify the deputy chief who will ensure an internal investigation or formal inquiry ensures.
7. The SWAT commander will notify the Elgin Fire Department for the appropriate staging of emergency medical resources.

D. Hostage Incident

- 1. The primary goals in a hostage incident are to isolate and contain the subject, the safety of the hostage(s) and of all the persons present.
- 2. A SWAT Emergency Rescue Team will deploy as soon as possible. Often, information will be fragmented and time limited, however, positioning of the emergency rescue team will provide an organized response to an unplanned event.
- 3. The incident commander shall contact the Major Investigations Division to request investigative support.
- 4. SWAT or members of the Crisis Negotiations Unit should start communication or negotiations as soon as possible in order to process and gather information and start a dialogue.
- 5. SWAT should ensure the security of the outer and inner perimeters.

6. The SWAT commander has overall responsibility for the tactical mission and should work in conjunction with the Crisis Negotiations Unit commander.
 7. SWAT should develop emergency and deliberate tactical intervention plans.
 8. The SWAT commander will notify the Elgin Fire Department for the appropriate staging of emergency medical resources.
- E. Refer to Standard Operating Procedure 46.1 Unusual Occurrences to view additional protocol during a law enforcement critical incident.
- F. Refer to Standard Operating Procedure 41.5 Motor Vehicle Pursuits for information on the use of forcible stopping during high-risk arrest situations.

46.2.5 OPERATIONAL READINESS OF EQUIPMENT

- A. As required in Standard Operating Procedure 17.5 Purchasing & Inventory Control agency stored property, which includes equipment used by SWAT shall be maintained within the department's inventory control system and kept in a state of operational readiness. The protocol outlined in said policy shall be followed as it pertains to the purchasing of equipment.
- B. Regular inspections, inventory, care and cleaning, preventative maintenance occur during SWAT monthly training sessions. Items requiring repair are brought to the attention of the SWAT commander who shall ensure the appropriate repairs are secured.

46.2.6 SELECTION CRITERIA

- A. Police officers who apply for open positions shall have successfully completed the probationary period. When a vacancy arises, a notice requesting letters of interest shall be published. The notice shall also include the selection criteria and process. Selection shall be based on the results of the following, in addition to the criteria outlined in Standard Operating Procedure 16.2 Specialized Assignments.
1. Physical agility test, as determined by the SWAT commander.
 2. Firearms qualification test, as determined by the SWAT commander.
 3. Practical scenarios.
 4. Oral interview, conducted by the SWAT commander and team leaders.
 5. Background check and supervisory recommendations.
- B. Once the applicant has successfully completed the selection process, recommendations for appointment to the SWAT team shall be made by the SWAT commander through the chain of command to the chief of police.

46.2.7 TRAINING

- A. The SWAT team adheres to the training standards set forth by the National Tactical Officers Association (NTOA). Refer to the job descriptions for the SWAT commander and other positions to view the mandatory and suggested training for these positions.
- B. The SWAT team conducts regularly scheduled maintenance training/readiness exercises to focus on core skills related to SWAT assignments.
- C. Maintenance training will be documented on a department training outline which will list the date

and time of the training, topics covered and designated instructors. Refer to Standard Operating Procedure 33.1 Training for more information on the training outline.

46.2.8 REMOVAL OR TEMPORARY SUSPENSION FROM THE SPECIAL WEAPONS AND TACTICS TEAM

- A. All team members shall maintain the same standards and proficiency set forth in the candidate selection process. If an active team member fails to maintain these standards, the member will be allowed a second attempt to fulfill the requirements. If the member fails the second attempt, the member shall be considered for removal or suspension from the SWAT team.
- B. Removal or suspension from the SWAT team shall be at the sole discretion of the chief of police.

APPENDIX A: OPERATIONS PLAN (Page one)



ELGIN POLICE DEPARTMENT *Special Weapons and Tactics Team - Operations Plan*



Date of operation	<input type="text"/>	Report #	<input type="text"/>	Briefing time	<input type="text"/>
Requesting agency/division	<input type="text"/>	Requesting supervisor	<input type="text"/>		
Authorizing supervisor	<input type="text"/>	Date authorized	<input type="text"/>		
Case officer	<input type="text"/>	SWAT supervisor	<input type="text"/>		
Team leader	<input type="text"/>	Type of operation	<input type="text"/>		
SWAT role in operation	<input type="text"/>				
Primary location	<input type="text"/>				
Alternative location	<input type="text"/>				

Suspect information, attach photographs by copying the image into the designated image field

Suspect #1

Suspect #1

Associations/Organizations/Gang Affiliation:

Violence/Weapon History:

Department Contacts:

Drug/Alcohol History:

Mental/Emotional Stability: *Include available intelligence, incidents, diagnosis, physician's care, medication, etc.*

Specialized Training: *Describe training suspect has or claims to have. Is the suspect an avid shooter? Does the suspect physically train on a regular basis? Does the suspect have a martial arts background or have a military or police background?*

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

Revised 10/23/20

APPENDIX B: INDIVIDUAL AFTER ACTION REPORT



ELGIN POLICE DEPARTMENT Special Weapons and Tactics Team Individual After Action Report



Name Badge # Report #

Date Team

Incident location

Team assignment

- | | | | | |
|---------------------------------|---|--|---|---|
| <input type="checkbox"/> Entry | <input type="checkbox"/> Sniper/observer | <input type="checkbox"/> Negotiations | <input type="checkbox"/> Perimeter | <input type="checkbox"/> Support |
| <input type="checkbox"/> TEMS | <input type="checkbox"/> Team leader | <input type="checkbox"/> NFDD deployment | <input type="checkbox"/> Gas deployment | <input type="checkbox"/> Phone deployment |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Knock & announce | <input type="checkbox"/> Breaching | <input type="checkbox"/> Police service dog | |

Assigned duties during the incident

List observations and areas of participation during the incident

Officer's signature

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

Revised 12/25/15

APPENDIX C: POST MISSION CRITIQUE
(Page one)



ELGIN POLICE DEPARTMENT
Special Weapons and Tactics Team
Post Mission Critique



Police report number Report prepared by Date

Incident Classification

☐ Arrest ☐ Barricade/Hostage ☐ Search Warrant ☐ Other
Specify incident type for "other"

Incident Information

Incident date Incident commander's name Time of appointment

Incident location

Incident Briefing

Overall mission conducted by

SWAT role conducted by

Describe what
information was
presented

Incident Narrative

Describe what
happened
(Include who, what,
why & how incident
resolved.)

APPENDIX D: SEARCH WARRANT MATRIX (Page one)



ELGIN POLICE DEPARTMENT Warrant Service Matrix



SOP 43.1 Drugs, Vice, Organized Crime requires completion of a warrant matrix to assess personnel needed for the execution of a warrant. Upon completion of the investigation, this form shall be submitted to the Records Division for inclusion in the police report. *This requirement is not necessary for locations that are already under the physical control of law enforcement or those situations requiring a warrant for electronic or written materials.*

Within each category, select the highest description (only 1) & designate the number of points within the score field. Case #

Search Warrant is for:	Points	Score
Evidence of financial and/or property crimes	2	
Narcotics	4	
Evidence of a person's crime and/or firearms	8	
Evidence of a violent person's crime involving a deadly weapon	12	
Explosives, nuclear, biological or chemical threat	25	
Arrest Warrant is for:	Points	Score
Financial and/or property crimes	2	
Drug related offenses	4	
Distribution of drugs	6	
Person's crimes and/or weapons offenses	8	
Violent person's crimes involving a deadly weapon	15	
Suspect has a history of:	Points	Score
Property crimes	1	
Narcotics crimes	3	
Persons crimes	5	
Weapons offenses <u>or</u> resisting police	7	
Weapons offenses <u>and</u> resisting police	9	
Firing a firearm during the commission of an offense	15	
Location has:	Points	Score
Potential to require manual breaching	4	
Surveillance equipment or lookouts	6	
Dangerous animals present	8	
Fortifications	15	
Booby traps	20	
Firearms are:	Points	Score
Readily available at the target location	6	
Listed as a caution at the location or target	8	
Always carried by the target	15	
Present at a location that would be classified as assault weapons	20	

APPENDIX E: RISK ASSESSMENT FORM
(Page one)



**SPECIAL WEAPONS & TACTICS TEAM
PRE-DEPLOYMENT RISK ASSESSMENT**



Requesting Unit/Agency: _____

Case #: _____

Date Received: _____

Date of Service: _____

Activation #: _____

Form Completed By: _____

Type of Mission: _____

Case Detective: _____

Deconfliction ☐ Yes ☐ No

Deconfliction # _____

Jurisdiction: _____

Authorizing Judge: _____

SWAT Team Scouts: _____

Warrant Expiration: _____

Provide a detailed case synopsis

Large empty box for providing a detailed case synopsis.

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750