

TITLE: Emergency Response Team (ERT)

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PURPOSE

The purpose of this directive is to define responsibilities of personnel assigned to the Emergency Response Team (ERT) and to establish guidelines and procedures prior to, during and after mobilization in response to events or incidents of an emergency or non-emergency nature. This includes those situations where a lawful demonstration, assembly or gathering devolves into a civil disturbance.

DISCUSSION

Situations which present grave danger to Officers and civilians demand the development of tactical plans, which detail the responsibilities of persons involved. These events or incidents may include riots, civil unrest, civil disturbances and natural disasters. Such events may also require response to peaceful assemblies, which may include marches, protests, or other gatherings. Other situations where ERT may be deployed include dignitary protection activities, critical incidents which require scene security, and other situations for which Patrol, Investigations and Support Operations Divisions may request the deployment of ERT personnel and resources.

POLICY

It shall be the policy of the Santa Fe Police Department to employ an Emergency Response Team to resolve high risk-incidents in an attempt to minimize the danger to Officers, the public and suspects. In addition ERT Officers are committed to the balance of preserving the peace and protecting property, while defending the constitutional and

statutory rights of private citizens and safeguarding officer safety.

PROCEDURE

Staff Structure

61.2.01 The Emergency Response Team (ERT) is comprised of volunteer, commissioned personnel from throughout the Department. For administrative purposes, the ERT is a subcomponent of Special Operations, within the Operations Division. The ERT Commander, when functioning in that capacity, will report directly to the Special Operations Commander regarding administrative or operational matters related to ERT.

The order of rank and positions for the Santa Fe Police Department Emergency Response Team is as follows:
Special Operations Commander (Sergeant, Lieutenant, or Captain as designated by the Chief of Police)
ERT Commander (Sergeant or Lieutenant as designated by the Chief of Police)
Team One Leader/Assistant Commander (Sergeant or Officer)
Team Two Leader (Sergeant or Officer)
Team Members (By Seniority)

Special Operations Commander

61.2.02 The Special Operations Commander will be a Sergeant, Lieutenant or Captain appointed by the Chief of Police or his/her designee. Selection of the Special Operations Commander shall be based on the commander's training, experience, tactical proficiency, and leadership traits.

A. The Special Operations Commander reports to the Operations Deputy Chief.

B. The Special Operations Commander has overall command of the Special Operations Group and will serve principally as incident commander during SWAT / TEMS/ K-9 / EOD / CNT / ERT related incidents.

C. The Special Operations Commander may delegate or assign functions, duties, assignments and/or responsibilities as deemed necessary for the effective and efficient operation of the Unit.

Emergency Response Team Commander

61.2.03 The Emergency Response Team Commander will be selected by the Chief of Police or his/her designee from active members of the ERT holding the rank of sergeant or lieutenant. Selection of the ERT Commander shall be based on the member's training, experience, tactical proficiency, and leadership traits.

A. The ERT Commander reports to the Special Operations Commander.

B. During ERT related operations, the ERT Commander may act as Incident Commander in the absence of the Special Operations Commander or as delegated.

C. The ERT Commander may substitute as an Emergency Response Team Leader in the absence of one of the Team Leaders.

D. The ERT Commander will be responsible for saving, maintaining, and organizing for easy retrieval all ERT historical data, to include:

1. All photos, audio recordings, video recordings, reports, documents and operation plans.
2. All After Action Reports on all ERT deployments.

E. The ERT Commander will maintain all historical operational records, such as training, equipment, inspections, purchases and rosters.

Emergency Response Team 1 (one) Leader/Assistant Commander

61.2.04 The Emergency Response Team 1 Leader will be selected by the Chief of Police or his/her designee from active members of the ERT. Selection of the Emergency Response Team 1 Leader shall be based on the member's training, experience, tactical proficiency, and leadership traits. The member's current departmental rank (i.e., Sergeant /Detective/ Senior Police Officer / POII or POI), will not be a consideration in the decision.

A. The Team 1 Leader reports to the ERT Commander.

B. The Team 1 Leader may act as ERT Commander in the absence of the ERT Commander.

C. During ERT related operations, the Team 1 Leader may act as Incident Commander in the absence of the Special Operations Commander and the ERT Commander, or as delegated.

Emergency Response Team 2 (two) Leader

61.2.05 The Emergency Response Team 2 Leader will be selected by the Chief of Police or his/her designee from active members of the ERT. Selection of the Emergency Response Team 2 Leader shall be based on the member's training, experience, tactical proficiency, and leadership traits. The member's current departmental rank (i.e., Sergeant /Detective / Senior Police Officer / POII or POI), will not be a consideration in the decision.

A. The Team 2 Leader reports to the ERT Commander.

B. The Team 2 Leader may act as Assistant Commander in the absence of the Team 1 Leader/ Assistant Commander.

- C. The Team 2 Leader may act as the ERT Commander in the absence of the ERT Commander, and Team 1 Leader/ Assistant Commander.
- D. During ERT related operations, the Team 2 Leader may act as Incident Commander in the absence of the Special Operations Commander, the ERT Commander, and the Assistant Commander, or as delegated.

TRAINING

GOAL

61.2.06 The Santa Fe Police Department Emergency Response Team (ERT) will train and maintain professional, highly trained, skilled law enforcement personnel capable of achieving Team goals and objectives.

OBJECTIVE

61.2.07 The Santa Fe Police Department Emergency Response Team will train in the area of tactical deployment a minimum of 120 hours per year. They will be trained and equipped to respond to assignments that may exceed the capabilities/equipment possessed by the average police personnel.

METHOD

61.2.08 The following procedures are the methods employed in training members of the ERT team:

- A. The Santa Fe Police Department ERT will conduct actual tactical deployment training a minimum of ten (10) hours per month. Training will be conducted "on duty" time and will be considered hour for hour/day for day training when possible. ERT Members may have to attend training on "overtime/compensatory time". Training will be "hands on" and will deal with simulated tactical situations to include but not limited to:
 1. First Amendment Assemblies and Demonstrations
 2. Crowd Control and Demonstration

3. Civil Disobedience
4. Officer Rescue /Officer Down Emergency Care
5. Dignitary Protection
6. Active Shooter/Rapid Deployment
7. Firearms
8. Less Lethal Munitions
9. Equipment Deployment

- B. All ERT members will participate in the ERT major exercise which will be conducted a minimum of once per year for all members of ERT
- C. The Santa Fe Police Department ERT will receive Advanced and Specialized training in the areas identified in paragraphs A, B and C of this section and the number of hours shall be set by the Special Operations Commander. Advanced and Specialized training may not be considered a portion of the 120 hours of annual training specified in this section.
 1. Advanced and Specialized Training will be reviewed by the Special Operations Commander and the ERT Commander. When a deficiency in training is identified, a request will be made to the Training Unit outlining the training required and avenues available in which to correct the deficiency.
- D. The ERT Commander will assure a training calendar is developed and maintained outlining training dates and times by month and topics of training. All training schedules will be approved before implementation. All members will be apprised of the training as well as the division commanders for scheduling purposes.
 1. Attendance of training sessions is mandatory. Failure to attend training without prior approval from the Special Operations Commander, ERT Commander, Assistant Commander, or Team Leader or absent

unforeseen conditions may result in suspension and/or removal from the team.

2. Requests for approval must be in memo form and submitted through the chain of command. The request should identify the date of absence, and reason.
 3. Verbal authorization is acceptable under unforeseen circumstances; however a memo must be submitted as soon as practicable.
 4. ERT members must attend a minimum of 40 hours of training each six-month period (January to June and July to December). Failure to meet the minimum hours may result in suspension and/or removal from the team.
 5. All training conducted by the ERT in accordance with this standard will be documented and placed in the training file for ERT and the department training unit files.
- E. The Santa Fe Police Department ERT will train and cross train team members by assignment within the team. Training by assignment will include, but is not limited to, the following:

1. Special Operations Commander
 - a. SWAT Supervisor's Tactics and Management
 - b. Field Force Command and Planning
 - c. ICS 300 & 400
 - c. Hostage Negotiations/Basic
2. Emergency Response Team Commander
 - a. Field Force Operations
 - b. Field Force Extrication Tactics
 - c. Field Force Command and Planning
 - d. Chemical Munitions/Diversion Device Deployment
 - e. Less Lethal Impact Munitions

3. ERT Assistant Commander / Team Leader
 - a. Field Force Operations
 - b. Field Force Extrication Tactics
 - c. Field Force Command and Planning
 - d. Chemical Munitions/Diversion Device Deployment
 - f. Less Lethal Impact Munitions
4. Emergency Response Team Member
 - a. Field Force Operations
 - b. Field Force Extrication Tactics
 - c. Chemical Munitions/Diversion Device Deployment
 - d. Less Lethal Impact Munitions

EMERGENCY RESPONSE TEAM SELECTION

GOAL

61.2.09 The Santa Fe Police Department Emergency Response Team (ERT) will select personnel for team assignment, capable of achieving Team goals and objectives.

OBJECTIVES

61.2.10 The Santa Fe Police Department Emergency Response Team will select personnel utilizing a series of tests designed to measure psychological well-being, physical strength, agility, stamina, weapons proficiency, decision making ability under extreme stress, and the character of the applicant (i.e., disciplinary actions, work history). The Special Operations Commander will ensure compliance with the Union contract agreement in regards to Filling of Vacancies section.

METHOD

61.2.11 The following procedures are the methods employed in selecting members of the ERT:

A. Physical standards test

1. The Operational Physical Standards Test is designed to measure physical strength, agility, and stamina in a practical task related manner. The test is divided into (7) separate tasks which will be completed as one continuous test with no rest between stations. Participants will be required to wear a long sleeve shirt, BDU type pants and boots during the (1) mile run. Participants will don a standardized set of tactical equipment after the completion of the (1) mile run. The equipment will include but not be limited to: Ballistic Vest, Load Bearing Equipment, Kevlar Helmet, elbow pads, knee pads, and tactical gloves. The participant will also carry their own gas mask to be used during two sections of the test.

a. Station 1 (Run):

Will consist of a (1) mile run. Participants must complete the run and don all tactical equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will walk to station 2. As they walk, the participant will don the gas mask.

b. Station 2 (60 yard dash):

Upon reaching station 2, the participant will pick up a [REDACTED] and while wearing the gas mask run as quickly as they can to a designated marker which will indicate 60 yards. (The marker at the end of station 2 will also serve as the start of station 3)

c. Station 3 (High Crawl):

Upon completing station 2, the participant will turn around, drop to the ground and "high crawl" to another designated marker which will indicate 30 yards. This will also be done while wearing the gas mask. (During the high

crawl the participant will use elbows/forearms and knees only.)

d. Station 4 (Officer Rescue):

Upon completing station 3, the participant will stand up, remove and stow their gas mask. At that time a designated individual dressed in similar tactical equipment, simulating a "downed officer" will be lying supine on the ground. The participant will grab the downed officer and drag him to a designated marker which will indicate 30 yards. The participant will then proceed to the starting marker of station 5.

e. Station 5 (Obstacle negotiation):

Upon reaching station 5, the participant will climb up and over an 8' chain link fence.

f. Station 6 (push ups):

Upon reaching station 6, other side of the fence, the participant will complete 5 (five) proper push ups. The participant will then jog to station 7.

g. Station 7 (stair climb/descent):

Upon reaching station 7, the participant will run up a designated flight of stairs and return to the bottom of the stairs. This must be accomplished in a maximum time of 30 seconds.

B. The test is then complete. In order to pass the test, the participant must complete every station without stopping/resting between stations and complete the two timed stations within the designated time.

C. All physical strength, agility, and stamina tests will be task related. A review of these tests will be conducted on an annual basis to assure compliance with Policy and Procedure of the City of Santa Fe, the Santa Fe Police Department, Union contract, and all applicable State and Federal Statutes, Rules and Regulations.

- D.** Psychological well-being;
1. Psychological well-being will be measured by utilizing the following means:
 - a. Psychological screening examination as per Union Contract.
 - b. A clinical interview by the licensed psychologist/psychiatrist on contract with the City of Santa Fe Police Department.
- E.** Weapons Proficiency
1. Weapons Proficiency will be determined utilizing the following means:
 - a. Handgun (Semi-Automatic) will be measured by a target qualification.
 - b. Target qualifications will be conducted by use of department authorized targets. Distances will be a maximum of 25 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the approved hit area. A score of 90% will be considered passing.
 - c. Time elements and course of fire will be outlined by Emergency Response Team Commander prior to conducting assessment/qualification. The course outline may be designed to add stress and high physical exertion.
- F.** Decision making skills will be measured by a series of questions/answers developed by Emergency Response Team members and approved by the Emergency Response Team Commander, Special Operations Commander, and City of Santa Fe Human Resources Department.
1. Questions/Answers will be developed to solicit responses that are quantifiable and not subjective to interpretation by person(s) administering the test. A minimum qualifying score will be placed on all candidates.
 2. Oral exam may be conducted utilizing, time, fatigue, and exercise to induce artificial stress environments.
- G.** The character, disposition, and temperament of the applicant will be measured by utilizing the following means:
1. Review of departmental personnel file.
 2. Interview with the Command Officer(s) directly responsible for the supervision of the applicant.
 - a. Ascertain the applicant's attitude, work ethic, work product, and reliability/dedication to their assignment and department. (Questions and answers will be developed and approved by the City of Santa Fe Human Resources Department.)
- H.** Additional criteria for selection will include the following requirements:
1. A minimum rank of Police Officer I and not be on probationary status.
 2. A written endorsement from the applicant's chain of command; in the form of a memo from the applicant's Sergeant and Lieutenant.
 3. May reside within the authorized unit take home mileage as outlined in the Union contract.
 4. Applicants must reside within a 10 mile radius of the authorized unit take-home mileage.
 5. Applicants vehicle must remain within the authorized unit take-home mileage at all times.
- I.** Upon Completion of the aforementioned selection process, the Emergency Response Team Commander, Assistant Commander and Team Leaders will review the results of the selection process with the Special Operations Commander and City Human Resources Department for each applicant. A

formal list of eligible candidates will be forwarded to the Office of the Chief of Police for selection in accordance with the Union Contract. In cases where more than one opening on the team exists, selection will be made based on numerical ranking.

- J.** The selected applicant shall serve a one year probationary status on the ERT. A performance and proficiency review will be conducted at six months and twelve months. If the member fails to meet the required performance or proficiency standards, during either review, the member may be dismissed from the ERT.

EMERGENCY RESPONSE TEAM RETENTION

GOAL

61.2.12 Upon appointment to the Santa Fe Police Department Emergency Response Team, Team members will maintain the highest Ethical, Physical, Tactical, and Weapons proficiency Standards.

OBJECTIVE

61.2.13 Utilizing a series of tests/surveys members of the Emergency Response Team will be required to successfully complete psychological, physical, weapons, and character evaluations within prescribed time limitations. This will assure competence and professionalism of all team members.

METHOD

61.2.14 The following procedures are the methods employed in training members of the Santa Fe Police Department ERT:

- A.** Physical strength, agility, and stamina will be measured in accordance with the following physical fitness standards.

1. Physical Standards Test:

The Operational Physical Standards Test is designed to measure physical strength, agility, and stamina in a practical task related manner. The test is divided into (7) separate tasks which will be completed as one continuous test with no rest between stations. Participants will be required to wear a long sleeve shirt, BDU type pants and boots during the (1) mile run. Participants will don a standardized set of tactical equipment after the completion of the (1) mile run. The equipment will include but not be limited to: Ballistic Vest, Load Bearing Equipment, Kevlar Helmet, elbow pads, knee pads, and tactical gloves. The participant will also carry their own gas mask to be used during two sections of the test.

a. Station 1 (Run):

Will consist of a (1) mile run. Participants must complete the run and don all tactical equipment in a maximum time of 12 minutes. After passing the designated finish line, participants will walk to station 2. As they walk, the participant will don the gas mask.

b. Station 2 (60 yard dash):

Upon reaching station 2, the participant will pick up a [REDACTED] and while wearing the gas mask run as quickly as they can to a designated marker which will indicate 60 yards. (The marker at the end of station 2 will also serve as the start of station 3)

c. Station 3 (High Crawl):

Upon completing station 2, the participant will turn around, drop to the ground and "high crawl" to another designated marker which will indicate 30 yards. This will also be done while wearing the gas mask. (During the high crawl the participant will use elbows/forearms and knees only.)

d. Station 4 (Officer Rescue):

Upon completing station 3, the participant will stand up, remove and stow their gas mask. At that time a designated individual dressed in similar tactical equipment, simulating a “downed officer” will be lying supine on the ground. The participant will grab the downed officer and drag him to a designated marker which will indicate 30 yards. The participant will then proceed to the starting marker of station 5.

e. Station 5 (Obstacle negotiation):

Upon reaching station 5, the participant will climb up and over an 8’ chain link fence.

f. Station 6 (push ups):

Upon reaching station 6, other side of the fence, the participant will complete 5 (five) proper push ups. The participant will then jog to station 7.

g. Station 7 (stair climb/descent):

Upon reaching station 7, the participant will run up a designated flight of stairs and return the bottom of the stairs. This must be accomplished in a maximum time of 30 seconds.

2. The test is then complete. In order to pass the test, the participant must complete every station without stopping/resting between stations and complete the two timed stations within the designated time.

3. All physical strength, agility, and stamina tests will be task related. A review of these tests will be conducted on an annual basis to assure compliance with Policy and Procedure of the City of Santa Fe, the Santa Fe Police Department, Union contract, and all applicable State and Federal Statutes, Rules and Regulations.

4. The aforementioned physical tests will be conducted semi-annually.

B. Psychological well-being;

1. Psychological well-being will be measured by utilizing the following means:

a. Psychological screening examination to include a testing device designated by the mental health professional.

b. A clinical interview by the licensed psychologist/psychiatrist on contract with the City of Santa Fe Police Department.

2. The aforementioned psychological examination will be conducted every two years.

C. Weapons Proficiency

1. Weapons Proficiency will be determined utilizing the following means:

a. Handgun (Semi-Automatic) will be measured by target qualification

- Target qualifications will be conducted by use of department authorized targets. The course of fire will be based on the New Mexico Department of Public Safety qualification course or similar. Distances will be a maximum of 25 yards. A minimum of 18 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the approved hit area. A score of 90% will be considered passing.

- Time elements and course of fire will be outlined by Emergency Response Team Commander, or designee, prior to conducting assessment/qualification. The course outline may be designed to add stress and high physical exertion.

b. Long Gun (Carbine / Shotgun) will be measured by target qualification

- Qualifications will be conducted by use of silhouette targets of size and design

acceptable for course design. The course of fire will be based on the New Mexico Department of Public Safety qualification course or similar. A minimum of 10 rounds will be necessary for qualification. Scoring will be determined based on hits on target in the area designated by course design. A score of 90% or higher will be considered passing.

- Time elements and course of fire will be outlined by the Emergency Response Team commander, or designee, prior to qualification.

2. The aforementioned weapons qualifications will be conducted semi-annually at a minimum.

D. Character evaluations will be conducted in conjunction with psychological evaluations.

1. Emergency Response Team Members may be recommended for removal from team assignment upon receipt of a Performance Related disciplinary action (in accordance with Union contract). It will be the responsibility of the Emergency Response Team Commander to evaluate and make recommendations on any such violation to the Special Operations Commander.

E. As prescribed in paragraphs A-D of this section Emergency Response Team members will be required to meet the aforementioned standards.

1. Failure to meet the prescribed standards during the specified time periods will result in immediate remedial training and/or an evaluation of the underlying cause of the failure.
2. Failure to meet the prescribed standards during the remedial training period will result in immediate suspension. During suspension it will be the responsibility of the individual team member to bring himself/herself up to acceptable levels of performance. The suspension period will be a minimum of one month and a maximum of three months. During any period of suspension, the suspended member must attend all scheduled training; however the

suspended member will not participate in ERT operations or special events.

3. Failure to correct the deficiency as provided within the aforementioned time frame will result in dismissal from the team.

SECTION E. 1-3 WILL BE IN ACCORDANCE TO UNION CONTRACT

F. Seniority and Promotion

1. An officer's rank outside of ERT shall have no bearing on the member's seniority within the ERT, rather, longevity on ERT, proficiency and/or team position title shall be benchmarks with regard to a member's seniority. These measures will also be factors considered when appointing a member to Team Leader or Assistant Commander.

2. Promotion to the rank of Sergeant shall necessitate removal from the ERT Team, unless the member promoted holds the title of Team Leader.

Promotion to the rank of Lieutenant shall necessitate removal from the ERT Team, unless they hold the position of ERT Commander.

PLANNING FOR EVENTS

GOAL

61.2.15 Provide a highly trained tactical Unit capable of responding to situations requiring specialized equipment and/or tactical training.

OBJECTIVE

61.2.16 Provide a rapid response to calls for service as deemed necessary by the City of Santa Fe Police Department with highly trained and skilled personnel.

METHOD

61.2.17 The following procedures are the methods employed in assessing the need for the deployment of the Emergency Response Team and the criteria routinely utilized to request deployment of the Emergency Response Team for planned events.

A. Planned events are those that the Department is aware of in advance, either through the submission of a permit request or by other means, and that allow for the advance planning of resources and response procedures.

B. Responsibilities

1. Under the direction of the Chief's Office, the ERT Commander or his/her designee (ERT Team Leader), will bear the responsibility of planning for the events. In this capacity he/she shall manage the following tasks:

a. Coordinate all aspects of the event plan with the affected units and personnel.

b. Coordinate activities with other law enforcement agencies, as necessary.

c. Designate liaison officers to work with demonstration leaders before, during, and after the demonstration.

2. These events may include demonstrations, protests, marches, or other gatherings that are expected to draw large crowds.

3. Every effort shall be made to establish advance contact with the leaders of the demonstration and to gather information about the event to ensure accurate assignment of SFPD personnel and resources. Staffing levels will be assigned to the extent possible, based on projected numbers of participants, pre-event intelligence, and sufficient personnel to ensure participant and officer safety.

4. While in contact with the leaders of a demonstration, supervisors (whether ERT or otherwise) will encourage the peaceful and lawful gathering of individuals.

5. The ERT Commander or designee will encourage those facilitating the event to gain necessary permits.

6. At the same time, the ERT Commander or designee should inform the organizers that the Department and the City of Santa Fe may impose reasonable restrictions on the time, place, and manner in which persons engage in their First Amendment activities.

7. The Department shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, to facilitate uninhibited commerce and freedom of movement.

8. The ERT Commander or designee will gather at least the following necessary information:

a. What type of event is involved?

b. When is it planned?

c. Will the event coincide with other routine, large-scale events, such as sporting events?

d. Is opposition to the event expected?

e. How many participants are expected?

f. What are the assembly areas and movement routes?

g. What actions, activities, or tactics are anticipated, to include use of demonstrator devices designed to thwart arrest, such as dragon sleeves and u-locks?

h. What if any critical infrastructures are in the proximity of the event, such as

schools, hospitals, government facilities?

- i.** Have other agencies, such as Fire, EMS, and other nearby law enforcement agencies, been notified?
 - j.** Is there a need to request mutual aid?
 - k.** Will off-duty personnel be required?
 - l.** Have ERT and SWAT been notified of the situation and deployed in conjunction with the capabilities of the field Patrol resources? Additionally, determine whether those capabilities are sufficient given the nature of the situation or incident, and if not, determine how to best allocate additional supporting resources.
 - m.** What is the past history of conduct at such events, and have group leaders been cooperative?
- 9.** From this, and any other available information, the ERT Commander or designee will determine what department resources are needed. He/she shall consider utilizing the department's specialty units (with the exception of canines for crowd control, as they are prohibited from being used in such a manner), based on the operational needs and on a case-by-case basis. For example, these specialty units may be considered:
- a.** Bicycle units may be used for marches or protests of a mobile nature.
 - b.** Intelligence Unit resources may be utilized when there is a need for ongoing intelligence gathering and dissemination during the event.
 - c.** Deployment of the Transport van may be needed where intelligence indicates civil disobedience or crowd violence will occur.
 - d.** Request for mutual aid from surrounding agencies for air support resources, Bicycle Unit resources, ERT personnel, Horse Mounted Unit, etc.
- 10.** The ERT Commander or designee will determine staffing for crowd management events.
- a.** He/she will base staffing levels on the projected number of event participants and any pre-event intelligence indicating potential violence. In addition, he/she will use training and past experience with such events and/or with the participants or organizers.
 - b.** He/she will develop contingency plans regarding staffing and tactics.
- 11.** Upon obtaining the necessary information, the ERT Commander or designee will develop an Operational Plan.
- 12.** The Operational Plan is composed of the following elements and the plan will:
- a.** Describe the nature of the event, along with the location and duration of time.
 - b.** Identifies the Incident Commander for the operation.
 - c.** Lists the appropriate radio frequency to use.

d. Provides Operational Orders and contingency plans.

e. Provides instructions for reporting by involved personnel.

13. Once the Operational Plan has been completed and approved, the ERT Commander or designee will take the following action:

a. Deliver the operation briefing using the Operational Plan, and ensure all ERT members at the briefing receive their own copy.

b. Communicate each unit's mission to that unit's supervisor or commander.

c. Retain ultimate responsibility for the decisions of subordinates. In order to fulfill this obligation, the ERT Commander or designee will be available for on-scene consultation.

request deployment of the Emergency Response Team.

A. The ERT functions as the department's rapid deployment mobile field force in response to requests for deployment to non-emergency peaceful gatherings in which citizens appear to be exercising their First Amendment rights in civil assembly.

1. ERT shall also be deployed to other emergency incidents, including civil unrest, civil disturbances, declared states of emergency and natural disasters.

2. The ERT shall respond to all civil gatherings where the potential for violence or other illegal behavior exists.

3. The ERT shall take action if a threat to public safety or danger to property begins to develop.

4. The ERT shall respond to large assemblies which may require deployment of a mobile field force, as well as to other incidents if requested by the Chief's Office.

B. ERT personnel are trained for deployment to the wide variety of situations requiring ERT support. ERT Officers are committed to the balance of preserving the peace and protecting property, while defending the constitutional and statutory rights of private citizens and safeguarding officer safety.

C. In fulfilling these responsibilities, ERT will make reasonable efforts to employ nonarrest methods of crowd management as the primary means of restoring order. Should such methods prove unsuccessful, arrests shall be made when individuals violate the law.

1. All arrests shall be based upon probable cause, and arresting officers shall use only the objectively reasonable and appropriate level of force necessary to make and maintain the arrest.

EMERGENCY RESPONSE TEAM DEPLOYMENT

GOAL

61.2.18 Provide a highly trained tactical Unit capable of responding to situations requiring specialized equipment and/or tactical training.

OBJECTIVE

61.2.19 Provide a rapid response to calls for service as deemed necessary by the City of Santa Fe Police Department with highly trained and skilled personnel.

METHOD

61.2.20 The following procedures are the methods employed in training members of the Emergency Response Team and the criteria routinely utilized to

2. To the extent possible under the circumstances, arrests shall be made in an organized manner by units under the direction of the Chief of Police or his designee.
3. All arrests shall be fully documented.
4. Prisoners shall be protected, adequately cared for, and expeditiously processed for court or release.

D. As described in this policy, the Department and the ERT will strive to effectively manage crowds during demonstrations or civil disturbances, maintaining the overarching goal of preventing loss of life, injury, or property damage, and minimizing disruption to persons who are not involved in the incident.

1. This policy is not intended to provide specific guidance for ERT actions if mentally-ill participants or bystanders are present.
2. Officers involved in responding under this policy shall adhere to its guidance even as they should strive to protect life, property, and the continuing exercise of participants' rights under the First Amendment of the United States Constitution.
3. If these factors are present, the ERT Commander must decide what other applicable Department policies must be followed for handling situations with mentally-ill persons.

E. It is the Department's declared policy that persons and groups have a right to organize and participate in peaceful First Amendment assemblies on the streets, sidewalks, and other public ways, and in the parks of the City of Santa Fe.

1. Persons and groups have a right to engage in First Amendment assembly near the object of their protest so they may be seen and heard.

2. However, this right is subject to reasonable restrictions regarding the time, place, and manner designed to protect public safety, persons and property, and to accommodate the interests of persons not participating in the assemblies so they too may use the streets, sidewalks, and other public ways to travel to their intended destinations, as well as to use the parks for recreational purposes.

F. Definitions

1. **Civil Disturbance-** This is a gathering that constitutes a breach of the peace or any assembly of persons where there is a clear and present danger of imminent violence to participants, individuals with opposing views, other non-participating persons, law enforcement officers or to property. Such a gathering may also be deemed as a riot or unlawful assembly occurring beyond the permissive scope of City Ordinance (Santa Fe City Ordinance 16-3.13, *Unlawful Assembly Involving Force or Violence*) or other state or federal law."
2. **Crowd Control-** These are techniques used to address and manage civil disturbances, to include non-aggressive voice commands, traffic control, blocking lanes of travel, a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.
3. **Crowd Management-** These are techniques used to manage demonstrations, assemblies and gatherings before, during, and after the event for the purpose of ensuring participants' rights of peaceful assembly, free speech and petitioning for redress of grievances are protected; and for maintaining their lawful status through event planning, pre-event contact with

group leaders, issuance of permits when applicable, information gathering, presence of personnel, training and other means.

4. **Demonstration-** This is a lawful assembly of persons primarily organized to engage in protected First Amendment activity. A demonstration may or may not be a scheduled event that allows for law enforcement planning. It includes, but is not limited to, marches, gatherings, protests, and other assemblies intended to attract attention. A lawful demonstration can sometimes devolve into a civil disturbance that necessitates a law enforcement response; refer to the above definition of *Civil Disturbance* in this directive.
5. **First Amendment-** This is part of the Bill of Rights, an amendment to the Constitution of the United States, that guarantees the right of free expression; this right includes the freedom of speech, the freedom of peaceful assembly, freedom of religion, the freedom of press, and the right to petition for the governmental redress of grievances.
6. **Natural Disaster-** Any hurricane, tornado, storm, flood, high water, tidal wave, earthquake, volcanic eruption, landslide, snowstorm, fire, explosion, or other catastrophe which causes or may cause damage of sufficient severity and magnitude that an emergency action is necessary to preserve and protect human life or property.

Response to Planned and Unplanned Events

61.2.21 Planned event response will be accomplished by on-duty patrol personnel unless it has been predetermined that ERT will initially respond. If the planned event escalates beyond the capability of the Patrol Division, the procedures outlined below will apply.

61.2.22 Unplanned events are those that the Department has no prior knowledge. Such events may consist of spontaneous gatherings and/or large scale First Amendment assemblies.

61.2.23 Patrol personnel will be the first to respond to unplanned First Amendment assemblies. The on duty commander will determine if it is necessary to request the ERT. All requests will be made to the ERT Commander or his/her designee, who will then obtain approval through the Special Operations chain of command for activation.

61.2.24 Once activated and approved to respond, ERT personnel shall:

1. Respond to the identified staging area in their department issued vehicles.
2. Maintain order at the staging area.
3. Remain with their Team Leader and deploy as a team.
4. Not deploy from the staging area, absent exigent circumstances, prior to being briefed by the Incident Commander.

Responsibilities of the Incident Commander

61.2.25 The Incident Commander will assess the situation for seriousness and its potential for escalation.

- A. If the assembly is peaceful and adequate resources are available, efforts should be made to allow for the protest action to continue by redirecting vehicular and pedestrian traffic around the incident.
- B. Ensure that the following information about the incident is continuously provided to the Regional Emergency Communications Center and the chain of command:
 1. Location of assembly

2. Number of participants
 3. Activities/condition of the participants (such as blocking traffic, destruction of property, evidence of participants demeanor and behavior)
 4. Direction of participants' movements
 5. Ingress/egress route(s) for emergency vehicles.
- C. If a peaceful assembly escalates to a civil disturbance beyond the capacity of the personnel to effectively handle the situation, the Incident Commander shall take these actions:
1. Make an evaluation as to the additional manpower required to manage the situation.
 2. Notify the RECC.
 3. Determine, in consultation with the chain of command, whether a recall and deployment of off-duty personnel is necessary and warranted.
 4. Determine the level of personal protection equipment to be utilized and the tactics to be employed.

Crowd Dispersal/ Dispersal Order

61.2.26 Orders to disperse a First Amendment assembly, gathering or demonstration shall not be given unless there is a civil disturbance, which is defined as a clear and present danger of imminent violence to participants, individuals with opposing views, other non-participating persons, law enforcement officers or to property.

1. Upon determining that the crowd presents a civil disturbance, the Incident Commander may order that the crowd be dispersed.
2. Before ordering forced dispersal of a civil disturbance, the Incident Commander shall

determine whether lesser alternatives may be effective. These alternatives include the use of containment and dialogue, as follows:

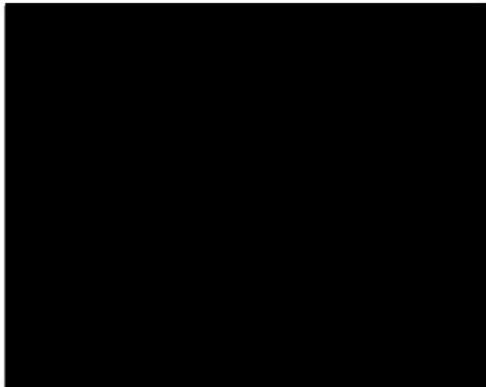
- a. Establish contact with crowd leaders to assess their intentions and motivations and develop a mutually-acceptable plan for de-escalation and dispersal.
 - b. Communicate to the participants that their assembly is in violation of the law and that the department wishes to resolve the incident peacefully but that acts of violence will be dealt with swiftly and decisively.
 - c. Negotiate with crowd leaders for voluntary dispersal, or target specific violent or disruptive individuals for arrest.
3. Prior to issuing dispersal orders, the Incident Commander shall ensure that all potentially necessary law enforcement, fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.
 - a. The Incident Commander shall authorize the wearing of hard personal protection equipment, such as helmets, gloves, chest protectors, and shin guards only where there is a danger of violence.
 - b. ERT will have individual-officer identifiers for hard personal protection equipment.
 4. The following order will be verbally issued, using an amplification device, from a stationary vantage point that is observable to the crowd:

“I am (rank and name) of the Santa Fe Police Department. I am now issuing a public safety order to disperse, and I command all those assembled at

(specific location) to immediately disperse. This means you must leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include the use of chemical agents or less lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of city and state law. The following routes of dispersal are available: (routes). You have (reasonable amount of time) minutes to disperse.”

- 5. A reasonable amount of time, as noted in #4 above, will be allowed for the crowd to disperse. The order shall be repeated for a total of three times, absent exigent circumstances, as explained below:

- a.
- b.
- c.

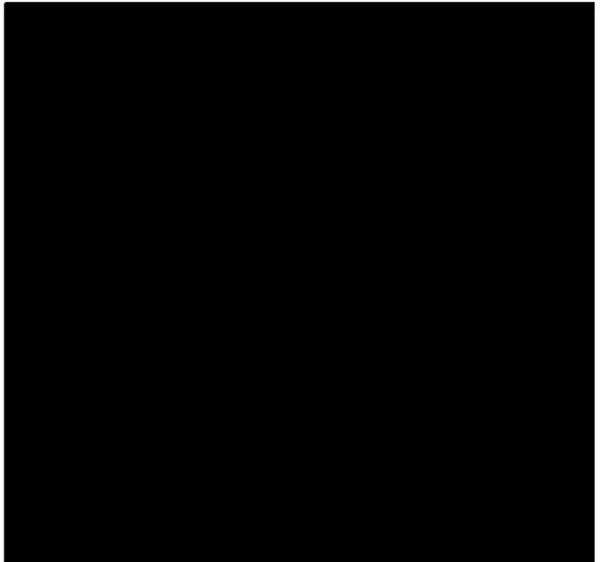


- 6. At a minimum, the dispersal order should be recorded using the department issued body worn camera or issued digital recording device.
- 7. During this time, the Incident Commander shall continually assess the balance of dispersal time and the goal of retaining control of the situation.

Crowd Dispersal Tactics

61.2.27 Specific crowd dispersal tactics shall be ordered as necessary when the crowd does not heed warnings. These include, but are not limited to, any one or any combination of the following:

- 1.
- 2.
- 3.



- 4. The Incident Commander shall have the authority to direct the use of chemical agents and less lethal devices to disperse the crowd.
 - a. Officers shall not use chemical agents or less lethal munitions to overcome passive resistance by nonviolent and/or peaceful protestors, absent exigent circumstances, such as where there is imminent danger to life and safety.
 - b. An ERT Team Leader may authorize the use of chemical agents or less lethal munitions to disperse a crowd if an immediate life safety or emergency situation exists that requires this action be taken and there is insufficient time to obtain incident command approval.
 - c. An immediate life safety emergency is an unplanned, dynamic situation where immediate police action is necessary to protect the officers' and/or the public's safety.
- 5. Law enforcement formations are those which best utilizes the available resources, ensure officer safety, and provide effective support for the aforementioned policy goals and crowd control tactics.

Response to Improvised Devices

61.2.28 Protestors might come prepared to use improvised devices that are made from cement, steel, wood, and other material, which are designed to intentionally block roadway, entrances to public or private property, and to resist arrest.

1. The ERT has members who are trained and equipped with special extracting tools to defeat improvised locking devices used by protestors. This equipment will be delivered to the scene at the request of the Incident Commander, should it become necessary.
2. The ERT Commander will ensure that the special extracting tools be maintained and inventoried. The equipment will be serviced as needed.
3. Only ERT members who are trained in field force extrication tactics will be authorized to use this specialized equipment to defeat improvised devices.

Mass Arrest

61.2.29 In a civil disturbance it may be necessary to arrest numerous individuals over a relatively short period of time. For this process to be handled efficiently, safely, and legally, the following procedures shall be observed.

1. Mass arrests shall be conducted by designated teams. Teams will consist of no more than (8) officers under the supervision of a Team Leader. No officer shall arrest more than (15) persons at any one particular location.
2. Restraining and transporting prisoners shall be in accordance with *Directive 58.1 Restraint and Transportation of Prisoners*.
3. The Santa Fe Police Transport Van will respond to the scene to take custody of and transport prisoners.
 - a. The transport officers will have field arrest packets ready and available

during mass arrest incidents when the use of a mobile data terminal is not permissible.

- b. The completed packet will be transported along with the prisoner to the booking location.
4. An adequate and secure area shall be designated for holding prisoners after the initial booking process while awaiting transportation to the Adult Detention Center.
5. Arrest teams shall be advised of the basic offenses for all arrests, and all arrestees shall be advised of these charges.
6. Arrestees who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two or more officers shall carry those who refuse to walk.
7. Prisoners shall be searched incident to arrest for weapons, evidence for the crime of arrest and contraband.
8. Photographs shall be taken of the arrestee with the arresting officer (in the same frame) and of any prisoner property. An inventory of all property will be made by the arresting officer. All booking and charging documents will be completed in the field by the arresting officer on a mobile data terminal when possible.
9. Transporting officers shall not accept prisoners without the properly completed booking documents, charging documents, and photographs. The transporting officers shall ensure that all property is properly processed.
10. Injured prisoners and those who request medical attention shall be provided medical attention without unreasonable delay and prior to transportation to the detention facility.
11. Photographs shall be taken of all injuries.

Deactivation

61.2.30 When the disturbance has been brought under control, the Incident Commander shall ensure that the following measures are taken:

1. All personnel engaged in the incident shall be accounted for. An assessment and documentation will be made of any personal injuries.
2. Witnesses, suspects, and others shall be interviewed and questioned.
3. All necessary personnel shall be debriefed as required.
4. All written reports shall be completed as soon as possible after the incident.
5. An incident After Action Report (AAR) memorandum will be forwarded to the Office of the Chief of Police by the ranking member facilitating the debriefing. Contents of the memorandum should include an overview of the assignment itself, any equipment failure and/or identifiable requirements (equipment), cost analysis, and overall team and operational support performance.

Response to Natural Disasters or Weather-Related Emergencies

61.2.30 The ERT may be mobilized in the event of a natural disaster or weather-related emergency which has caused or may cause a significant threat to property or human life. ERT members shall be assigned tasks by the Chief's Office through the ERT chain of command. These tasks will vary depending on the nature of the emergency.

Response to Critical Incidents

61.2.31 ERT may be utilized for events where manpower on patrol has been depleted. When ERT is deployed, they will relieve those officers at the scene of a critical incident to allow them to return to patrol duties. ERT members should generally not take calls for service.

A. Examples of such critical incidents may include:

1. Major Crime Scenes
2. Tactical Operation in support of SWAT
3. Tactical Operation in support of EOD
4. Large scale Dignitary Protection Details

B. In an effort to ensure adequate manpower on Patrol and when possible during critical incidents, the priority of response for ERT members for the aforementioned critical incidents in paragraph "A" is as follows:

1. Off Duty ERT members
2. On Duty ERT members assigned to Administration and/or Investigations
3. On Duty ERT members assigned to Patrol

Debrief and After Action Report

61.2.32 Debriefing is an integral part of this department's processes and should be embedded into organizational learning and development. The debriefing process enables improvements in the way this Department operates and supports continuous development of processes, structures and procedures.

- A.** Debriefing is not about pointing the finger or assigning blame, although the process may identify weaknesses in an individual's level of knowledge, skills, and abilities. It may also identify weaknesses in the department's system and processes. It should promote open and honest discussion but should not compromise any ongoing investigation.
- B.** The process identified the lessons that can be identified, discussed, analyzed, and incorporated into organizational thinking and

learning, thereby creating good practices for the future.

C. In essence, the debrief will endeavor to answer these three questions:

- 1. Are we prepared as we should be?
- 2. How well did we perform?
- 3. What can we do better in the future?

D. The debrief should occur in a safe location immediately following the conclusion of the incident.

E. All members shall be afforded the opportunity to provide their input.

F. The ERT Team Leader(s) shall make note of suggestions or items requiring consideration or investigation. These items will be discussed with the ERT Commander and Team Leaders for further disposition.

61.2.33 An After Action Report provides the chain of command with a synopsis of a critical incident, demonstration, or other major event.

A. The ERT Commander is responsible for completing the After Action Report. If the ERT Commander is not available, it is the responsibility of the Incident Commander or designee to complete the report.

B. The After Action Report shall contain the following information:

- 1. Case Number
- 2. Operation Date
- 3. Location
- 4. Synopsis of event
- 5. ERT Response
- 6. Resources involved

7. Results of Operation

8. Damage

9. Injuries

10. Equipment lost/damaged/expended

11. Overtime cost

ERT Issued Equipment

61.2.34 The Santa Fe Police Department Emergency Response Team members may be issued and deployed with the following equipment, depending on mission, to include but not limited to:

1. Weapons:

- 
- 
- 
- 
- 
- 
- 

2. Uniform/Support Equipment

- BDU type uniform (color as necessary for mission), clearly marked as a Police Uniform having patches or other identifiable markings.



4. Vehicles assigned to the Santa Fe Police Department's ERT shall not be used by any other personnel other than ERT members, unless the ERT member is on a non-deployable status and his/her issued ERT equipment has been turned in. Due to the emergency nature of ERT operations, and the amount of critical equipment carried, active ERT members will have priority in receiving loaner vehicles.

DRAFTED (bpv) 12/16 (npw) 3/21

Approved: _____
Andrew Padilla
ANDREW PADILLA
Chief of Police

Date: 3-22-21

3. Equipment as listed in section 1 and 2 will be assigned individually and carried in the department issued vehicle of the ERT member. Vehicles equipped with a trunk will be secured with a lock and chain to prevent unauthorized entry. Vehicles equipped with a storage vault will be secured with a locking mechanism at all times to prevent unauthorized entry.