

U.S. Department of Homeland Security



U.S. Immigration
and Customs
Enforcement

Office of Investigations

**Special Response
Team
Handbook**

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OFFICIAL USE ONLY

Foreword


The Special Response Team Handbook provides a single source of national policies, procedures, responsibilities, guidelines, and controls that should be followed by Office of Investigations (OI) Special Agents when conducting high-risk enforcement operations. This Handbook contains instructions and guidance that will help to ensure uniformity and operational consistency at all OI field offices. Oversight over the national Special Response Team Program resides with the National Firearms and Tactical Training Unit (NFTTU), U.S. Immigration and Customs Enforcement (ICE).

The Special Response Team Handbook (Customs Issuance System HB 4600-02) dated January 1998, and Customs Directive 4510-010A, entitled "Diversionary Devices," dated October 5, 2002, no longer apply to ICE OI. All other previous issuances on the subject are hereby superseded. This Handbook is available in the Handbook section of the OI Proprietary Website.

The Special Response Team Handbook is an internal policy of OI and is not intended to confer any right or benefit on any private person or party. If disclosure of this Handbook or any portion of it is demanded in any judicial or administrative proceeding, the appropriate ICE Counsel and/or U.S. Attorney should be consulted so that appropriate measures can be taken to invoke privileges against disclosure. This Handbook contains information which may be exempt from disclosure to the public. Any further request for disclosure of this Handbook or information contained herein should be referred to:

U.S. Immigration and Customs Enforcement
Office of Investigations
Mission Support Division
Information Disclosure Unit
425 I Street, NW, Suite 40238
Washington, DC 20536

The Planning and Policy Unit, Mission Support Division, Office of Investigations (OI), is responsible for coordinating the development and issuance of OI policy. All suggested changes or updates to this Handbook should be submitted in writing to the OI National Program Manager with copy to the Planning and Policy Unit.



Marcy M. Forman
Director, Office of Investigations



Date

SPECIAL RESPONSE TEAM HANDBOOK

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Chapter 1. SPECIAL RESPONSE TEAM OVERVIEW

1.1 Special Response Team

A Special Response Team (SRT) is an authorized tactical team that has been trained to conduct high-risk enforcement operations. (b) (7)(E)

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(b) (7)(E)

SRT operations will be governed by the use of force guidelines in the Department of Homeland Security (DHS) Use of Deadly Force Policy (July 1, 2004), the Interim ICE Firearms Policy (July 7, 2004), and the Interim ICE Use of Force Policy (July 7, 2004), or as amended.

OI supervisors and SRT members must comply with all the provisions of this Handbook.

1.2 Mission

The mission of an SRT is to conduct high-risk enforcement operations and other specialized duties within the scope of its training and capabilities, safely, professionally, and in a manner that maximizes officer and public safety.

1.3 High-Risk Activities

For the purposes of this Handbook, the term "high-risk" will refer to any activity which holds a greater than normal probability of injury or death either to the law enforcement officer or the person(s) being arrested. Examples of high-risk enforcement operations may include, but are not limited to:

- 1) A suspect with a history of violence or resisting arrest;
- 2) Fortified buildings, property, vessels, or other structures or conveyances which require the use of specialized equipment to gain access;
- 3) Suspects who are members of organizations which advocate violence;
- 4) Other situations where the totality of circumstances present an above average risk of threat;
- 5) Situations that would overwhelm the resources and capabilities of an officer or office with standard equipment and training;
- 6) A disturbance in an ICE facility that poses a risk of physical injury to government employees, detainees, or others.
- 7) Other high-risk enforcement operations within the scope of the SRT training and capabilities.

1.4 Criteria for Establishing an SRT

The Assistant Secretary has determined that the operational needs of ICE require the establishment and operation of an SRT in specified offices. The Director, Office of Investigations (OI), must authorize the request for the establishment of an SRT, based on the following criteria:

- 1) The recommendation of the ICE National Tactical Coordinator (NTC); and
- 2) A risk assessment completed by each Special Agent in Charge (SAC) requesting or renewing an SRT. The “Risk Assessment Memorandum for Establishing and Maintaining Special Response Teams” (see Appendix A) should be completed with guidance from the OI SRT National Program Manager (NPM).

Subsequent risk assessments will be completed every 3 years by each SAC and reviewed by the respective SAC and the OI SRT NPM.

The risk assessments must then be forwarded to the Director, OI, for approval. Risk assessments will be based on the nature of the SAC office's enforcement activities and staffing levels of the office.

Chapter 2. ROLES AND RESPONSIBILITIES

2.1 Oversight

The ICE Deputy Assistant Secretary has designated the National Firearms and Tactical Training Unit (NFTTU) to provide oversight and support for the national ICE SRT program. This oversight will include reviews of field SRT programs and post-deployment reports and training, as well as the delivery of basic and other specialized tactical certifications as required.

The acquisition, testing, and evaluation of specialized weapons, ordnance, and equipment for SRT operations will be conducted by the NFTTU as required, or at the specific request of OI.

2.2 Headquarters

2.2.1 ICE National Tactical Coordinator

The ICE NTC is the primary agency-wide Headquarters point of contact for all ICE SRT Program Managers. The ICE NTC is responsible, through the chain of command in the NFTTU, to the ICE Deputy Assistant Secretary. This position will be held by an ICE law enforcement officer with tactical experience who has completed or will complete tactical training certified by the NFTTU.

The ICE NTC is responsible for reviewing and providing concurrence on all new versions of this Handbook as proposed by the OI NPM. ICE NTC duties and responsibilities include:

- 1) Briefing the Deputy Assistant Secretary on all facets of the SRT program;
- 2) Consulting on tactical operations when requested;
- 3) Maintaining liaison with the OI SRT NPM and other law enforcement agencies with tactical teams outside ICE;
- 4) Reviewing and preparing reports concerning all SRT programs, training sessions, and other significant activities agency-wide at the direction of the Deputy Assistant Secretary;
- 5) Determining level and status of team accreditations;
- 6) Establishing and maintaining a national training curriculum for basic, advanced, and in-service SRT training programs;
- 7) Validating team skills and local training programs; and
- 8) Managing national training exercises and SRT capability evaluations.

2.2.2 SRT Office of Investigations National Program Manager

The OI SRT NPM is the primary Headquarters point of contact for all OI field SRT components. This position will be held by an OI law enforcement officer with tactical experience who has completed or will attend tactical training certified by the NFTTU, but will not be required to meet the physical and firearms standards.

The OI NPM is responsible for the life cycle review of this Handbook every 3 years and for representing OI during the review. Suggestions for updating this Handbook during the life cycle review should be sent in writing through a memorandum from the field to the attention of the OI NPM, with copy to the OI Planning and Policy Unit (PPU). The OI SRT NPM will coordinate all changes with the OI PPU and the ICE NTC, and will ensure that they reflect legal decisions and technological advances as well as innovations in high-risk law enforcement and special tactical operations. The OI NPM duties and responsibilities include:

- 1) Briefing OI management on all facets of the SRT program and ongoing SRT operations within OI;
- 2) Reviewing sensitive circumstance (see Section 6.5) SRT operational plans prior to deployment and notifying the NTC;
- 3) Consulting on tactical operations when requested;

- 4) Maintaining liaison with OI NPMs from other ICE components, and other law enforcement agencies with tactical teams external to ICE;
- 5) Notifying the NTC as soon as possible prior to deployment, and forwarding reports concerning all SRT post deployment reports, programs, training sessions, and other significant activities to the NTC within 5 business days;
- 6) Monitoring the level and status of team accreditations for his or her program area;
- 7) Preparing an after-action report containing a synopsis of the overall operation following each tactical enforcement action for distribution to the Director, NFFTU, with a copy to the NTC upon receipt from field elements; and
- 8) Coordinating with the NFFTU and NTC regarding the evaluation of team skills.

2.3 Field Offices

2.3.1 Special Agent in Charge

The SAC maintains responsibility for all SRT operational and administrative functions. SRTs are formed by, and are under the immediate control of, the SAC in those locations authorized by the Director, OI. The SAC must be familiar with the basic concepts of crisis management, high-risk warrant service, deployment, and tactical decision-making. The SAC's responsibilities include:

- 1) Providing data on all SRT operations, programs, training sessions, or other related significant activities as requested;
- 2) Approving SRT operations;
- 3) Approving SRT team member selection;
- 4) Reviewing and approving all operational plans prior to execution;
- 5) Delegating tactical responsibility to Tactical Supervisors with tactical expertise;
- 6) Ensuring that the SRT meets all training standards established in this Handbook;
- 7) Ensuring that the SRT operates within the standards established in this Handbook;
- 8) Ensuring that the SRT has the equipment and personnel needed to function;
- 9) Ensuring that all SRT reporting requirements are met in an accurate and timely manner;

- 10) Conducting an annual management review of the SRT jointly with the OI SRT NPM; and
- 11) Ensuring that managers provide official time for SRT team members to complete in-service training requirements.

2.3.2 Tactical Supervisors

A Tactical Supervisor must be a supervisory special agent with tactical experience who has completed or will attend the ICE SRT Basic Course delivered by the NFFTU and who is required to meet the physical and firearms standards. Tactical Supervisors who wish to be deployable must be certified to SRT training standards (physical skills and firearms standards) in order to participate as a member of an entry, arrest, or other team element that is responsible for physically securing subjects and/or an objective.

The Tactical Supervisor will exercise command and control at all times, through the Team Leaders, during the deployment phase of an operation. Although the Tactical Supervisor is responsible for managing the team, only the SAC is authorized to deploy an SRT. The Tactical Supervisor's duties include:

- 1) Briefing the SAC regarding the status and readiness of the team to perform high-risk enforcement operations either assigned or requested;
- 2) Coordinating operational objectives with the case agent where applicable;
- 3) Reviewing and discussing with the SAC all operational plans prior to execution to ensure that actions are consistent with ICE policies;
- 4) Attending the pre-operation briefing and the post-operation debriefing;
- 5) Ensuring that search or arrest warrants are valid, and verifying that addresses listed on search warrants are the same as those targeted for SRT deployment;
- 6) Maintaining an on-site supervisory presence during SRT deployments;
- 7) Maintaining a file containing the reports of each SRT deployment, to include the relevant SRT operational document such as the "Risk Analysis for Tactical Operations" (see Appendix B) and the "Pre-Entry Planning Worksheet for Tactical Operations" (see Appendix C). Other forms, such as the Team Leader's report and individual team member reports, will also be included when applicable;
- 8) Reviewing and approving all local SRT training;
- 9) Maintaining and issuing team equipment, ensuring that there is sufficient equipment to support mobilization efforts, and notifying the local field authority of equipment needs; and

- 10) Maintaining liaison with other Tactical Supervisors within and outside of ICE to include local law enforcement agencies.

2.3.3 Local Training Coordinator

The Local Training Coordinator (LTC) is the certified team member responsible for the development, implementation, and presentation of local training programs that must be designed to meet the immediate and future needs of the SRT. As a team member, the LTC must meet all basic SRT firearms and physical skills requirements and maintain a current NFTTU firearms and/or defensive tactics instructor certification. The LTC should be one of the most knowledgeable and experienced team members and have an aptitude for providing training. The LTC duties include:

- 1) Submitting all training proposals to the Tactical Supervisor for review and approval and scheduling and conducting all SRT training; and
- 2) Maintaining records to ensure that the members meet minimum monthly training requirements, reviewing firearms qualification scores, and annual physical skills tests.

2.3.4 Team Leader

The Team Leader is the certified SRT member responsible for preparing a written, detailed operational plan prior to the commencement of tactical enforcement operations. Case agents will assist Team Leaders by providing all information in the “Risk Analysis for Tactical Operations” (see Appendix B). Team Leaders must submit operational plans to the SAC through the Tactical Supervisor for approval prior to the commencement of operations. Before the Team Leader participates in any SRT enforcement operation, the Team Leader must pass all firearms and physical standards as required by team members. The Team Leader's responsibilities include:

- 1) Supervising unit members and assigning tasks during planning and deployment;
- 2) Knowing the status of team members, suspects, and weapons at the conclusion of all operations and ensuring that all areas and subjects are cleared, controlled, and secured;
- 3) Preparing an after-action report containing a synopsis of the overall operation following each tactical enforcement action for distribution to the SAC through the Tactical Supervisor within 24 hours after the completion of the enforcement action and to the NPM within 48 hours; and
- 4) (b) (7)(E)

2.3.5 Team Members

An OI SRT member is an armed ICE law enforcement officer selected and approved for service in an SRT by the SAC, who has met all the physical skills, firearms, basic training, and recurring in-service training requirements established by the NFFTU. All positions within an SRT described as team member(s) are required to meet the aforementioned standards. If at any time the team member becomes non-deployable as defined in the remedial training section of this Handbook, he or she must be reassigned until the disqualifying deficiency is corrected. SRT team members are responsible for:

- 1) Maintaining firearms qualification scores of at least 90 percent;
- 2) Passing annual SRT physical skills test (Note: Physical conditioning is critical to participation in this strenuous physical activity; consequently, team members must be capable of successfully completing a physical skills test at any time during the year.);
- 3) Ensuring that the SRT equipment for high-risk enforcement operations is properly maintained and available for operational use at all times;
- 4) Attending SRT training sessions (minimum of 8 hours a month);
- 5) Providing feedback to the Tactical Supervisor and Team Leader on training and operations;
- 6) Assisting in the planning and coordination of deployments, training, and other team activities;
- 7) Ensuring that proper safety and tactical considerations are adhered to at all times and notifying the Tactical Supervisor if any deficiencies are discovered;
- 8) Attending both a pre-operation briefing and a post-operation debriefing session when scheduled to participate in a specific tactical enforcement operation;
- 9) Contributing to after-action reports as requested by the Team Leader; and
- 10) Being available for extended deployments.

Chapter 3. SELECTION, TRAINING, AND STANDARDS

3.1 Selection

Prospective SRT team members (volunteers only) will be selected by the Tactical Supervisor and approved by the SAC. If there is an insufficient amount of volunteers, (b) (7)(E) . Primary criteria for selection will be enforcement

experience, sound judgment, professionalism, discipline, compatibility, physical fitness, and firearms proficiency. The selection process shall be as follows:

- 1) An OI law enforcement officer submits a request through the supervisor to the Tactical Supervisor.
- 2) The Tactical Supervisor interviews the prospective SRT member and conducts other interviews as necessary to validate the applicant's potential as a team member, which may include the candidate's supervisor, co-workers, former supervisors, former co-workers, and current SRT members.
- 3) The Tactical Supervisor ensures that only those officers medically capable of strenuous physical activity participate in the SRT program, and questions regarding medical suitability of proposed candidates shall be evaluated by an appropriate physician.
- 4) The candidate successfully completes the physical fitness testing.
- 5) The candidate successfully completes the firearms testing.
- 6) Upon completion of these steps, the Tactical Supervisor will make a recommendation to the SAC as to whether or not the candidate should be considered for team membership. Candidates approved by the SAC will be scheduled to attend the next available basic NFFTU SRT training class.

3.2 Training

Eligibility for membership in an SRT is contingent upon certification of training, which will be granted only after the SRT nominee successfully completes the basic SRT course conducted by the NFFTU. This training will be on a pass/fail basis. Training from other law enforcement, military, or private sources will not be considered to certify team members. In addition, all prospective team members must meet the minimum standards set forth in this chapter.

3.2.1 Utilization of SRT Trainees

SAC offices that have ICE certified and active SRTs (i.e., at least ██████ active, trained members) may permit certified OI law enforcement officers who are candidates for SRT team member status to participate in SRT training as a trainee, provided that:

- 1) They have been selected using the selection process described in Section 3.1 of this Handbook; and
- 2) They have the concurrence of the SAC.

SRT trainees shall not be allowed to deploy with the team until they are fully certified and trained as team members. Priority for NFFTU SRT basic training slots will be given to active

SRT trainees. (Note: SRT trainees may not be used to meet the minimum number of SRT members for an active team as prescribed in this Handbook. Designation as an SRT trainee is a temporary status; therefore, every effort should be made to have the trainees complete the ICE NFTTU basic SRT training program as soon as possible.)

3.3 In-Service Training

SRTs will be required to complete a minimum of 8 hours of in-service training per month. SRT training will be designed and conducted by an LTC or his or her designee(s) with written approval by the Tactical Supervisor. All in-service tactical training will be conducted on a scheduled non-operational basis and supported by approved lesson plans.

A memorandum will document each training session. The SRT training coordinator will maintain the lesson plans and memoranda. The SRT training supervisors will provide official time for team members to attend all required training sessions.

Field training conducted after initial training must be in compliance with all applicable national policies. Formal advanced SRT training received after initial NFTTU training must be approved by the SAC, with the concurrence of the NTC.

Tactical emergency medical training will be addressed in a separate policy document.

3.4 Failure and Remedial Training

Failure to meet the physical skills and/or the firearms standards, as prescribed below in sections 3.5 through 3.6, and absences of more than two consecutive regularly scheduled in-service training sessions will be reported by the LTC, through the Tactical Supervisor, to the SAC. The Tactical Supervisor will notify the OI NPM, who will in turn notify the NTC in writing. The affected team member(s) will be placed on an inactive status.

Members who are placed on an inactive status will not be allowed to participate in high-risk enforcement operations until the disqualifying deficiency is resolved. However, they will be allowed to train with the team upon approval by the Tactical Supervisor. Members who are placed on inactive status due to failure to meet national standards may be designated to an active status after successfully meeting national standards.

Inactive officers (due to failure to attend in-service training) may be reactivated after attending organized training sessions and after Tactical Supervisors have determined that their skill levels are adequate.

3.5 ICE SRT Physical Skills Test

The local physical fitness coordinator, if available, or a non-SRT member designated by the SAC, must administer the ICE SRT Physical Skills Test annually. Physical fitness test scores will be reviewed annually to ensure that team members meet the minimum standards.

The minimum standards are as follows:

- 1) (b) (7)(E) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.6 Firearms Proficiency

Prospective members must achieve a firearms qualification score of at least 90 percent with their ICE-authorized handgun(s) and with all ICE-standard long guns used by team members. The course of fire will be the regular qualification course as established in the Interim ICE Firearms Policy.

Team members must meet the firearms qualification standards in quarterly tests administered by the local Senior Firearms Instructor (SFI) who will not be a member of the SRT. The Tactical Supervisor, on a quarterly basis, will review each team member's firearms qualification test scores to ensure that they meet minimum team standards.

Team members who fail to achieve a qualifying score of 90 percent may remain on the team but will be excluded from operations until the qualifying standard is met. Team members who fail to achieve the qualifying standard of 90 percent after remediation will be removed from the team.

Chapter 4. EQUIPMENT

4.1 Authorized Equipment

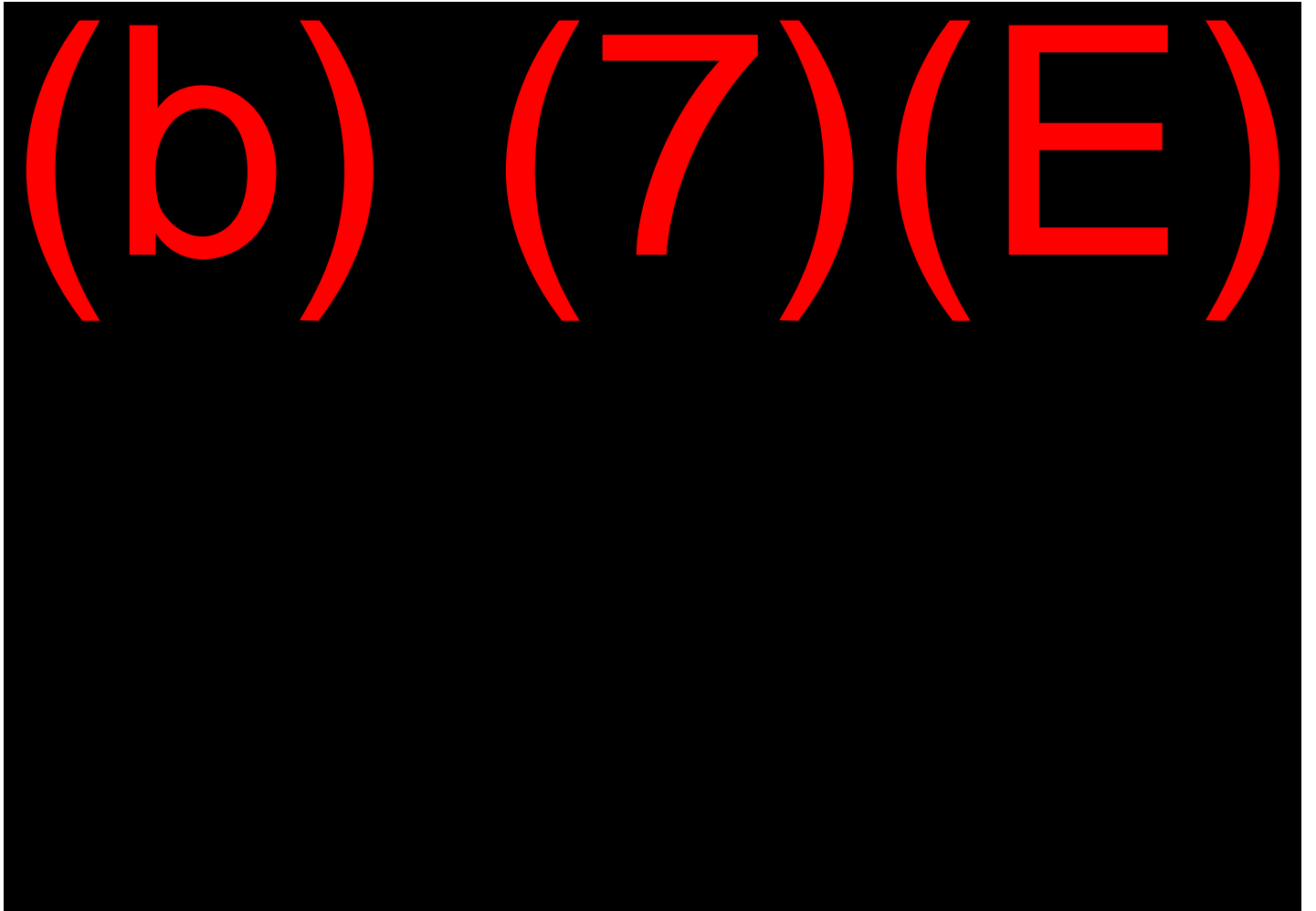
SRT members should be attired and equipped uniformly and display insignias identifying themselves as law enforcement personnel. Therefore, only ICE-authorized uniforms and equipment may be used by SRT personnel.

4.2 Individual Equipment

Each team member assigned to an SRT will be equipped with the following items of ICE approved equipment to include their authorized firearms and ammunition:

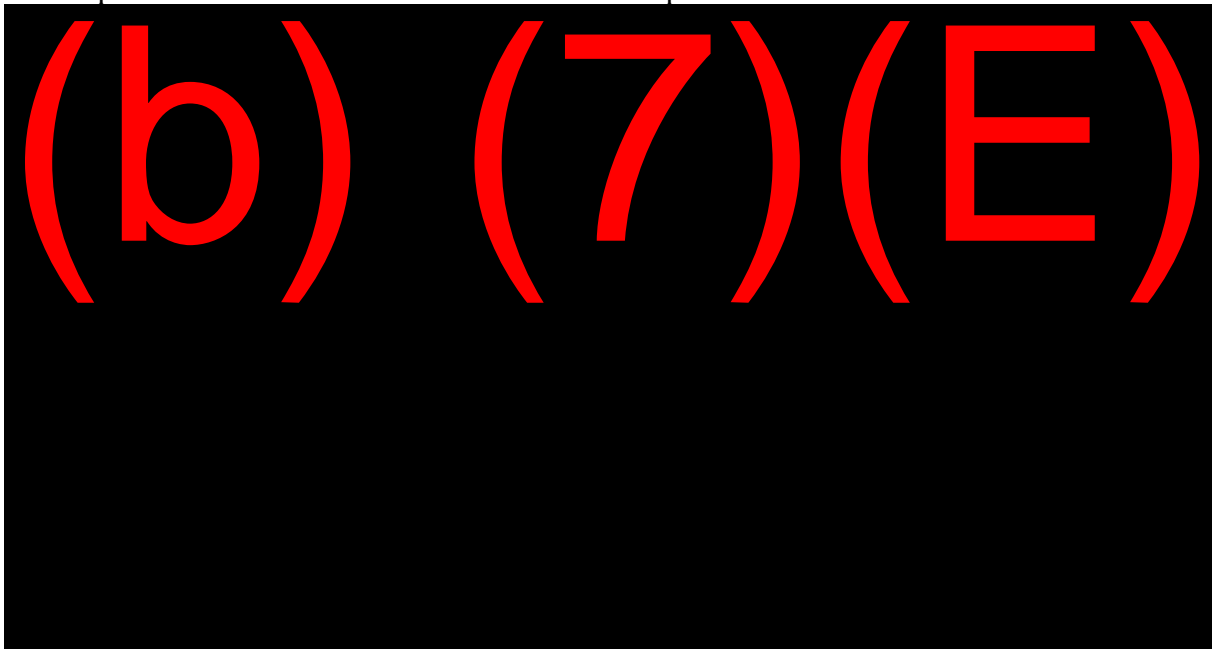
- 1) Uniforms;

(b) (7) (E)



4.3 Team Equipment

In addition to individual equipment, the following team equipment must be available in sufficient quantities to ensure safe and effective team operations:



(b) (7)(E)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Optional team equipment includes:

1) (b) (7)(E) [Redacted]

[Redacted]

[Redacted]

[Redacted]

(b) (7)(E)

(b) (7) (E)

(b) (7) (E)

(b) (7) (E)

Chapter 6. GUIDELINES FOR THE USE OF AN SRT

6.1 Use of an SRT

An SRT may be activated for special high-risk situations and ICE designated special duties as described in Chapter 1 of this Handbook. SRTs will only be used when their use can be justified by articulable facts and circumstances in accordance with the provisions of this Handbook. The decision to deploy an SRT rests with the SAC, except in tactical operations involving sensitive circumstances (see Section 6.5).

Except in exigent circumstances (see Section 6.6), the OI NPM must receive a copy of all operational plans for information purposes at least 24 hours prior to SRT deployments. The OI NPM will notify the NTC as soon as possible prior to the deployment of the SRT.

6.2 Planning

All team operations will be planned in accordance with procedures taught by the NFTTU. Operational plans must include a “Risk Analysis for Tactical Operations” (see Appendix B) and a “Pre-Entry Planning Worksheet for Tactical Operations” (see Appendix C). Operations should be conducted with a concern for public safety.

6.3 Requesting SRT Activation

ICE officers, through the appropriate chain of command, must request the use of an SRT from the Tactical Supervisor by submitting a completed “Risk Analysis for Tactical Operations” (see Appendix B) at least 48 hours prior to ICE enforcement operations. Tactical Supervisors may waive the 48-hour rule in exigent circumstances (see Section 6.6). The Tactical Supervisor will ensure the accuracy and completeness of the “Risk Analysis for Tactical Operations” that will be used as a guide in determining the need to use SRT resources.

The Tactical Supervisor or Team Leader may assist the case agent in preparing the “Risk Analysis for Tactical Operations.” The case agent (or person most knowledgeable of the case) will be readily accessible to provide the Tactical Supervisor with all relevant information.

In circumstances where search or arrest warrants will be executed, the case agent will ensure the warrant's validity and provide copies to the Tactical Supervisor who will verify the warrant. The “Risk Analysis for Tactical Operations” will be discussed with the case agent's immediate supervisor and the appropriate SRT supervisor. If Tactical Supervisors feel that the request justifies the deployment of the SRT, they will forward the request for the SAC's approval and authorization to activate the team.

If intelligence gathered during the preparation phase indicates that safety may be compromised, the team will not attempt entry and the Tactical Supervisor will consult with the SAC regarding the proper course of action.

6.4 Requesting SRT Activation by Other Offices

Requests for tactical support by field offices without an SRT must be requested by and to the appropriate SAC. Funding for support of the tactical operation will come from the local field office requesting the use of the SRT. The ICE NTC and the OI NPM will coordinate requests for support of SRT operations outside any particular ICE operational component.

6.5 Sensitive Circumstances

SACs must request approval, through the OI NPM, from the Director, OI, for all SRT operations involving sensitive circumstances. For the purposes of this Handbook, sensitive circumstances are involved, but not limited to, when there is a reasonable expectation that the tactical operation will involve activity in support of:

(b) (7) (E)

The SACs will forward the request to the Director, OI, at least 24 hours prior to the time of the anticipated operation, except in exigent circumstances as defined in Section 6.6. The request package will consist of:

- 1) A cover memorandum;
- 2) A completed “Risk Analysis for Tactical Operations” (see Appendix B);
- 3) A completed “Pre-Entry Planning Worksheet for Tactical Operations” (see Appendix C); and
- 4) A completed “Request for the Use of an SRT Under Sensitive Circumstances” (see Appendix D).

6.6 Request Under Exigent Sensitive Circumstances

Exigent sensitive circumstances are defined as those instances when an immediate activation of the SRT is necessary to ensure officer or public safety in the opinion of the Tactical Supervisor or SAC. When exigent sensitive circumstances exist, requests must be submitted to the Director, OI, prior to deployment when practical. (b) (7)(E)

6.7 Attire

Except during covert operations, SRT members will wear only attire authorized by this Handbook and which clearly identifies them as law enforcement personnel. This requirement is in addition to appropriate body armor. If, during the course of a covert surveillance, an arrest or other enforcement action is to be made, officers will immediately affix identifying insignia to their uniforms in a conspicuous location. (See Section 4.2.)

6.8 Tactical Emergency Medical Technicians/Paramedics

An ICE certified tactical emergency medical technician, or tactical paramedic, should be on site during SRT deployments. An emergency transport vehicle shall be designated solely for medical emergencies when medical support at the enforcement site is not available. Tactical medical operations shall be conducted in accordance with any separate, relevant ICE policies. Tactical medical contingency planning must be completed prior to all operational deployments as part of the operational plan. Each SRT must have at least one certified tactical emergency medical technician or tactical paramedic on the team. If an SRT loses its tactical emergency medical technician or its tactical paramedic, the SRT may remain active while obtaining a replacement. However, until the replacement is active with the SRT, emergency medical technician or paramedic personnel must be present during SRT operational deployments. Medical control will be coordinated through the National Tactical Medical Coordinator designated by the NFTTU.

6.9 After-Action Procedures

At the conclusion of the operation, all SRT members will meet at a location selected by the Team Leader or Tactical Supervisor for a mandatory debriefing session. Team members should not discuss the details of the operation with non-SRT members unless instructed to do so by the SAC or his/her designee(s). The Tactical Supervisor and Team Leader will critique the overall operation with team members. The Team Leader will ensure that all necessary information is provided to follow-up investigators and supervisors. Team Leaders or their designees will ensure that all team equipment is retrieved from the scene after the operation.

6.10 Use of Chemical Agents

The use of chemical agents must conform to the guidelines established in the Interim ICE Firearms Policy and Interim ICE Use of Force Policy. (b) (7)(E)

(b) (7)(E)

If an SRT is deployed in support of mobile field force/crowd control operations, then the use of pyrotechnic chemical munitions would also be authorized.

Each team must have at least one designated team member who has been specifically trained in the proper use, care, and handling of the chemical agents authorized in this policy as well as in the treatment of persons exposed to these chemical agents. This team member must be certified in these skills through the NFTTU.

All less-lethal options and specialty impact munitions employed must be in compliance with the Interim ICE Firearms Policy and Interim ICE Use of Force Policy and all other appropriate directives and handbooks.

6.11 Prohibited Uses of an SRT

The Director, OI, prohibits SRTs from responding to any type of incident that is not within the scope of ICE enforcement authority unless directed and approved. These requests should be routed through the OI NPM, who will, in turn, immediately notify the ICE NTC prior to the deployment of the SRT. The SRT will not be used for routine warrant service or other enforcement activities that do not meet the criteria established in this Handbook. The SRT will not be deployed in support of state or local cases outside the jurisdiction or official interest of ICE unless otherwise approved by the Director, OI.

All less-lethal options and specialty impact munitions employed must be in compliance with the Interim ICE Firearms Policy and Interim ICE Use of Force Policy and all other appropriate directives and handbooks.

Chapter 7. REPORTING REQUIREMENTS

7.1 Reporting Requirements

The Tactical Supervisors or their designees will maintain all reports in an SRT administrative file. Copies of all reports will be submitted through their designated chain of command to the OI NPM within 48 hours. The OI NPM shall forward the information to the ICE NTC.

7.2 After-Action Reports

Within 24 hours after the end of the operation, the Team Leader will prepare an after-action report. The report will include the names of the participating team members and the name of the requesting case agent. The report will detail why the team was requested, the options considered in the planning, how the operation was planned, and a summary of events. Copies of the relevant documents will also be provided, including the "Risk Analysis for Tactical Operations," the "Pre-Entry Planning Worksheet for Tactical Operations," and the "Shooting Incident Report" (if applicable).

The Team Leader will include in the after-action report information regarding any extraordinary property damage. Property damage is considered extraordinary when it exceeds that damage which is required to make entry into a structure. This report will be approved by the Tactical Supervisor and submitted to the SAC for review. Any use of force above soft techniques shall be documented in accordance with the provisions of the Interim ICE Firearms Policy and Interim ICE Use of Force Policy.

7.3 Report of Use

In cases where officers are required to use hard techniques, chemical agents, or diversionary devices, team members will submit this information to the Team Leader for inclusion in the after-action report. In the case of diversionary devices, team members will include the information previously specified in this policy.

7.4 Cancellation of an Operation

In the event of a cancellation of a scheduled operation, the Team Leader will make a notation on the tactical operation plan explaining why the operation was cancelled. The Tactical Supervisor will keep all cancelled operation plans on file with a copy forwarded to the OI NPM. The Tactical Supervisor shall notify the SAC of all cancellations.

**Risk Assessment Memorandum
For Establishing and Maintaining
Special Response Teams**

The determination of whether or not to have a Special Response Team (SRT) is based on a local risk assessment of the Responsible Official's area of operation using the criteria listed below. The risk assessment memorandum shall include the following information:

1. Location of Requesting Office
2. Request Date
3. Does the office currently have an SRT?
 - a. If yes, how many deployments in the past 3 years; and
 - b. If yes, include a breakdown of the nature of deployments.
4. Operational Component Background Information:

Within the past 3 years, how many enforcement actions involved the following:

- a. Arrests of suspects with a history of violence or resisting arrest;
- b. Arrests of armed suspects;
- c. Forcible entry into fortified buildings;
- d. Arrests of suspects who were members of organizations which advocate violence;
- e. Seizures or arrests involving large amounts of narcotics or currency;
- f. Escort and protection of evidence destruction; and
- g. Other enforcement activities whose totality of circumstances presented a greater than normal risk.

Risk Analysis for Tactical Operations

The following information must be addressed in the risk analysis for tactical operations document:

1. Case Number
2. Date
3. Type of Operation:
 - a. Search warrant;
 - b. Arrest warrant; or
 - c. Other operation.
4. Subject Assessment:
 - a. Name (to include alias names);
 - b. Address;
 - c. Date of birth;
 - d. Physical identification information and description;
 1. Sex;
 2. Race;
 3. Age;
 4. Hair;
 5. Weight;
 6. Height;
 7. Build;
 8. Scars; marks, and/or tattoos; and
 9. Other relevant information.
 - e. Business name and address;
 - f. Criminal history and numbers;

- g. Other relevant personal history;
 - h. Vehicle description, to include make, model, color, and license number(s); and
 - i. Other relevant information for risk assessment.
5. Information Sources Check List with Dates Checked:
- a. Utilities;
 - b. Driver's license;
 - c. ICE Information Systems (b) (7)(E)
 - d. National law enforcement database systems (b) (7)(E)
 - e. Other Federal law enforcement database systems (b) (7)(E)
 - f. Other DHS database systems;
 - g. Property records;
 - h. State and local law enforcement sources and database systems;
 - i. Coordination with any local deconfliction process; and
 - j. Other relevant information for risk assessment.
6. Critical Information with Reference:
- a. Record of Violence:
 - 1. Homicide;
 - 2. Assault;
 - 3. Robbery;
 - 4. Rape;
 - 5. Major narcotic violator;
 - 6. History of resisting arrest; and/or
 - 7. Other relevant violent behavior.
 - b. Parole History:
 - 1. On parole;
 - 2. On probation; and/or
 - 3. Other form of supervised release.

- c. Substance Abuse:
 - 1. Drugs;
 - 2. Alcohol; and/or
 - 3. Other.

- d. Mentally Unstable:
 - 1. Legally;
 - 2. Apparent; and/or
 - 3. Other.

- e. Military, Police, or Tactical Training

- f. Associations:
 - 1. Known criminals;
 - 2. Criminal organizations;
 - 3. Paramilitary;
 - 4. Terrorist;
 - 5. Religious extremist;
 - 6. Separatist; and/or
 - 7. Other.

- g. Weapons:
 - 1. Rifles;
 - 2. Shotguns;
 - 3. Handguns;
 - 4. Explosives;
 - 5. Automatic firearms;
 - 6. Knives;
 - 7. Animals; and/or
 - 8. Other relevant weapons.

- 7. Site Assessment:
 - a. Urban;
 - b. Rural;
 - c. Geographical barriers;
 - d. Fortifications;
 - e. Booby traps

- f. Electronic counter-surveillance;
 - g. Hazardous materials;
 - h. Possible armed counter-surveillance;
 - i. Others subjects at location, to include children; and/or
 - j. Other relevant information.
8. Diagram drawing(s) to scale of the location(s) must be attached to this document, to include photographs, if possible, for review and assessment. A narrative description must be included with the diagram.
9. Certification:
- 1. SRT required;
 - 2. SRT not required; or
 - 3. Other courses of action recommended.

Pre-Entry Planning Worksheet for Tactical Operations

The following information must be addressed in the pre-entry planning worksheet for tactical operations document:

1. Date
2. Case Number
3. Case Title
4. Case Agent
5. Type of Operation:
 - a. Search Warrant:
 1. Warrant number;
 2. Court and judge;
 3. Date signed;
 4. Special provisions; and/or
 5. Other relevant information.
 - b. Cover / Protection / Undercover Operation
 - c. Other
6. Anticipated Date and Time of Operation:
 - a. Briefing date, time, and location;
 - b. Assembly date, time, and location; and
 - c. Deployment date, time, and location.
7. Address(es) and Full Description of Location(s):
 - a. Address(es)
 - b. Description(s);
 - c. Diagrams;

- d. Drawings;
 - e. Photographs; and/or
 - f. Other relevant descriptive information.
8. Weapons Possessed or Available to Occupants
9. Counter-surveillance:
- a. Human;
 - b. Electronic;
 - c. Animal; and/or
 - d. Other devices.
10. Subject Assessment(s)
- a. Name (to include alias names);
 - b. Address;
 - c. Date of birth;
 - d. Physical identification information and description;
 - 1. Sex;
 - 2. Race;
 - 3. Age;
 - 4. Hair;
 - 5. Weight;
 - 6. Height;
 - 7. Build;
 - 8. Scars, marks, and/or tattoos; and
 - 9. Other relevant information.
 - e. Business name and address;
 - f. Criminal history and numbers;
 - g. Other relevant personal history;
 - h. Vehicle description, to include make, model, color, and license number(s); and

- i. Other relevant information for risk assessment.
11. Law Enforcement Personnel Involved:
- a. Undercover Personnel:
 - 1. Name(s);
 - 2. Call sign;
 - 3. Description(s);
 - 4. Vehicle(s); and/or
 - 5. Other information.
 - b. Assisting Personnel:
 - 1. Name(s);
 - 2. Call sign;
 - 3. Description(s);
 - 4. Vehicle(s); and/or
 - 5. Other information.
12. SRT Personnel Assignments:
- a. On-scene Commander;
 - b. Tactical Supervisor;
 - c. Team Leader;
 - d. Perimeter Control Team Member;
 - e. Entry Team Members;
 - f. Tactical Observer;
 - g. Other assignments.
13. General Instructions
14. Specific Instructions
15. Diagram drawing(s) to scale of the location(s) must be attached to this document, to include photographs, if possible, for review and assessment. A narrative description must be included with the diagram.
16. Alternative Plan of Action

17. Communications
 - a. Primary radio channel;
 - b. Secondary radio channel;
 - c. Go signal;
 - d. Abort signal;
 - e. Command post location; and/or
 - f. Other relevant information.
18. Logistics
 - a. Equipment required; and
 - b. Equipment issued to each team member.
19. Medical Emergencies
 - a. Ambulance on-scene;
 - b. Tactical Emergency Medical Technician;
 - c. Name and location of nearest hospital;
 - d. Route to hospital; and
 - e. Other relevant information.
20. Contingencies

Any incident or situation listed below that is encountered during the operation must be addressed in the narrative portion of this document:

- a. Shots Fired by Suspect(s):
 1. Shots fired on approach;
 2. Shots fired as entry is made; and/or
 3. Shots fired after entry is made.

- b. Officer Down
 - 1. Officer down on approach;
 - 2. Officer down as entry is made; and/or
 - 3. Officer down after entry.

 - c. Deploy Diversionary Devices / Chemical Agents
 - 1. Children present;
 - 2. Elderly present;
 - 3. Flammable materials present; and/or
 - 4. Other relevant information.

 - d. Hostage(s) Taken
 - 1. Law enforcement officer(s);
 - 2. Civilian(s);
 - 3. Suspect(s); and/or
 - 4. Other subject(s).

 - e. Forfeited site

 - f. Booby traps

 - g. Hazardous materials

 - h. Counter-surveillance

 - i. Armed suspect(s)

 - j. Animals

 - k. Other law enforcement agencies present

 - l. Other relevant information
21. Post-Arrest/Operation Procedures
- a. Prisoner transport;
 - b. Prisoner processing;
 - c. Prisoner interviewing; and/or
 - d. Other relevant information and assignment locations.

**Request for the Use of an
SRT Under Sensitive Circumstances**

The following information must be addressed in the request for the use of an SRT under sensitive circumstances:

1. Case Number
2. Date and Time of Request
3. Field Office
4. Date and Time of Anticipated SRT Operation
5. Type of Operation:
 - a. Search Warrant;
 - b. Arrest Warrant; and/or
 - c. Other Operation.
6. Names of Subject(s)
7. Location(s) of SRT Operation
8. Full SRT Operation Narrative
9. Requesting Official
 - a. Name;
 - b. Title;
 - c. Signature block;
 - d. Address; and
 - e. Contact telephone numbers.

10. Approving Official

- a. Name;
- b. Title;
- c. Approval / disapproval blocks; and
- d. Signature block.

(b) (7) (E)

ACRONYMS

| | |
|-------|--|
| BDU | Battle Dress Uniform |
| DHS | Department of Homeland Security |
| ICE | U.S. Immigration and Customs Enforcement |
| LTC | Local Tactical Coordinator |
| NFTTU | National Firearms and Tactical Training Unit |
| NPM | National Program Manager |
| NTC | National Tactical Coordinator |
| OI | Office of Investigations |
| PPU | Planning and Policy Unit |
| SAC | Special Agent in Charge |
| SFI | Senior Firearms Instructor |
| SRT | Special Response Team |