

SERT POLICY

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Title: **SERT POLICY** Detention Division Version: 15.12.07

1.0 POLICY STATEMENT

A team of Correctional Deputies trained extensively in self defense, cell extraction, the use of specialized equipment, and crowd control techniques shall be established and supported by the Detention Division. Establishment of this team provides the Detention division with the ability to take control of situations that may be beyond the ability of generally trained line staff to manage without injury.

2.0 DEFINITIONS

Call-out The summoning of off-duty personnel for duty.

SERT Specialized Emergency Response Team.

3.0 MANDATES

Title 15 Standards: None

4.0 GENERAL INFORMATION

4.1 MISCELLANEOUS INFORMATION

- A. SERT is comprised of Correctional Deputies who have received additional specialized training in defensive tactics, cell extraction, the use of impact and less lethal weapons, and crowd control.
- B. Each newly-appointed SERT Member will attend and participate in a 16-hour SERT orientation

course.

- C. The primary objectives of SERT are:
1. To re-establish or maintain, the integrity of a safe and secure environment;
 2. To save, maintain, and protect life and property;
 3. To provide and maintain a well trained, well equipped, professional unit for lawfully and ethically ensuring order, safety, and security for staff, inmates, and the public.
- D. SERT may be used to assist other Law Enforcement Agencies with in-field booking, and the control of those being booked during mass arrest situations.
- E. All Incident Reports submitted by SERT Members will include, if known:
1. The cause of the disturbance;
 2. The names of all those involved;
 3. Actions taken;
 4. Injuries incurred during the incident;
 5. Evidence; and
 6. Any damage to the facility or property.
- F. The SERT Sergeant will report to the on-duty Watch Commander whenever SERT is called out. The SERT Sergeant/Team Leader will be in charge of the call-out.
- G. If the SERT Sergeant is unavailable for call-out, the Team Leader will assume the supervisory role during the call-out.
- H. Only the Detention Assistant Sheriff, the Facility Managers, the NCDF Assistant Facility Manager, and Watch Commanders are authorized to call out SERT.
- I. Emergency tactical equipment will be authorized for use by SERT Member only when supervised by the SERT Sergeant, or in his/her absence, the Team Leader. The exception to this is when SERT members are operating under an Operational Order approved by a Lieutenant or higher while assigned to specific areas.

4.2 SERT ORGANIZATIONAL CHART

Detention Assistant
Sheriff
Assigned Facility
Manager
SERT Lieutenant
SERT Sergeant(s)
SERT Team Leaders
SERT Deputies

4.3 SERT MEMBER ASSIGNMENTS

- A. SERT Lieutenant
1. The SERT Lieutenant will:
 - a. Routinely review and approve SERT training plans and schedules;

- b. Periodically review the training files of SERT Members to ensure training requirements are being met;
- c. Assist in the selection of SERT Members;
- d. Review reports documenting SERT actions and reasons for call-out; and
- e. Prepare budget requests for SERT training and equipment.

B. SERT Sergeants

1. The SERT Sergeants will:
 - a. Supervise all SERT activities;
 - b. Be responsible for the supervision, planning, and scheduling of all specialized training for SERT personnel;
 - c. Maintain chronological records of training and qualifications for each Team Member;
 - d. Maintain a system for contacting SERT personnel both on and off duty;
 - e. Exercise operational supervision of SERT actions; and
 - f. Supervise the SERT orientation training.

C. Team Leader

1. The Team Leader will:
 - a. Be a CO II who has been selected by the SERT Lieutenant and the SERT Sergeant.
 - b. Assist the SERT Sergeant in directing and leading Team personnel.
 - c. In the absence of the SERT Sergeant, be authorized to supervise and direct Team Members in the performance of SERT operations.

4.4 SERT TRAINING

- A. SERT Members will not be authorized use of emergency or tactical equipment without first demonstrating their proficiency after completion of SERT orientation.
- B. SERT Members will be certified in the use of impact weapons. This certification will include a written test and a demonstration of proficiency with weapons.
- C. All SERT Members must be certified in the appropriate use of O/C spray prior to being authorized to use it. SERT Members will not be authorized to use O/C spray without directive from the SERT Supervisor or Team Leader.
- D. SERT training will be conducted a minimum of once each month.
- E. The SERT Sergeant will document the attendance of SERT Members at training sessions and forward the documentation, along with a training outline, to the SERT Lieutenant and Division Training Manager.
- F. All SERT Members must be certified in the appropriate use of specialty impact munitions prior to being authorized to use them.
- G. All SERT Members will be trained in the proper deployment of distraction devices prior to being

authorized to use them.

4.5 TEAM MEMBERS' RESPONSIBILITIES

- A. Each SERT Member will be required to maintain a certain level of fitness while appointed to the Team. Each member will be required to perform the following at any time:
1. Run one mile in 8 minutes or less;
 2. Complete 25 consecutive men's push-ups;
 3. Complete 50 consecutive sit-ups;
 4. Complete a 5-minute circuit training.
- B. SERT Members are required to have their issued equipment readily available at all times.

5.0 PROCEDURES

5.1 SERT MEMBER SELECTION PROCESS

- A. When a vacancy occurs, the **Sheriff's Department's Personnel Services Bureau** will circulate a notice per policy [Specialty Job Assignments](#). **Interested Correctional Staff** will submit a Request for Transfer form to Personnel by the specified date and time. The notice shall also include the qualifications and testing requirements:
1. Run one mile in 8 minutes or less;
 2. Do 25 consecutive men's push-ups;
 3. Do 50 consecutive sit-ups; and
 4. Complete a Circuit Training Work Out (5 minutes).
- B. When the filing date has passed, the **SERT Lieutenant** and the **SERT Sergeant** will review the transfer requests to ensure they are properly completed.
- C. The **SERT Sergeant** will notify the applicants in writing, of the physical agility testing date, place, and time.
- D. After the physical agility has been conducted, the **SERT Sergeant** will schedule those Staff Members who successfully completed the agility test to appear for an oral interview. The oral interview date and time will be given to the applicants in writing.
- E. The **SERT Lieutenant** and **SERT Sergeant** will develop questions and/or scenarios for the oral interviews which will test the applicants' common sense, ability to act under pressure, decision making ability, and knowledge of facility emergency procedures.
- F. After consulting with the SERT Sergeant, the **SERT Lieutenant** will submit to the MADF Facility Manager the applicant's name that has been selected to fill the vacancy.
- G. The **Assigned Facility Manager** will approve or disapprove the selection made by the SERT Lieutenant.
- H. The **SERT Lieutenant** will advise the SERT Sergeant of the selection.

- I. The **SERT Sergeant** will notify each applicant in writing of his/her selection to the Unit. If the applicant did not qualify for a position on the Team he/she will be notified of the reasons.
- J. The **SERT Lieutenant** and the **SERT Sergeant** will schedule the Staff Members selected for SERT orientation.

5.2 SERT CALL-OUT PROCEDURES

- A. When all other means of resolving an emergency situation have been exhausted, the **On-Duty Watch Commander** will advise the Sergeant or his/her designee to call or page the SERT Sergeants. If a SERT Sergeant cannot be reached, the on-duty Watch Commander will call or page the Team Leader.
 1. The **Watch Commander/Sergeant** will have the following information available for the SERT Sergeants/Team Leader when they arrive:
 - a. The type of emergency/situation;
 - b. The location where it is occurring;
 - c. The number of inmates housed/staged in the area;
 - d. The number of involved inmates;
 - e. Whether or not hostages are being held and who they are;
 - f. Injuries and/or fatalities;
 - g. Number of staff on duty; and
 - h. The number of on-duty SERT Members.
- B. The **Watch Commander** will notify:
 1. The SERT Lieutenant.
 2. Assigned Facility Manager.

After contacting the Watch Commander, the **SERT Sergeant** will:

1. Advise the Central Control Deputy to initiate the call-out of the SERT Team utilizing the Text/Paging Interface accessible in the Law Enforcement section of the Intranet.
2. Upon arrival at the facility, meet with the Watch Commander for a briefing and assessment of the emergency/situation.
3. After the briefing, develop an operational plan.
4. After developing the operational plan, meet with the SERT Members, brief them of the situation, and lay out the operational plan and objectives.

5.3 POST EMERGENCY PROCEDURES

- A. Once the emergency has been resolved and all inmates secured or returned to housing, the **SERT Members** will:
 1. Gather and document evidence, in chronological sequence.
 2. Submit [Incident Reports](#) which fully document the level of force used and all actions taken

to the SERT Sergeant.

3. Report any damage or injuries to the SERT Sergeant.

B. The **SERT Sergeant** will:

1. Submit all reports to the Watch Commander and report any criminal activity which may have occurred.
2. Debrief the Watch Commander and other Staff involved in the incident.

C. As needed, the **Watch Commander** will:

1. Request a Patrol Deputy to write a crime report.
2. Initiate Post Emergency Critique Procedures. (Refer to: [Emergencies - Post Emergency Critiques](#))
3. Document the incident in the appropriate SCADS Activity Log.

6.0 REVISION HISTORY

Version 13.11.04 - Revised 11/03/04

(Replaces MADF Version: 12.04.01 & NCDF Version: 09.07.00)

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