

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## SECURITY AND CONTROL

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Chapter

### JF 13 - SPECIAL ACTION TEAM

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JF 13/01.00 **GENERAL**

JF 13/01.01 **Purpose**

The purpose of this directive is to provide command structures, member responsibilities, and standard operating guidelines for staff assigned to the Weber County Sheriff's Office Corrections Division Special Action Team.

JF 13/01.02 **Cross Reference**

JB 04 - In-Service Training  
JB 05 - Dress and Uniform Standards  
JF 05 - Use of Less Lethal Force and Restraints  
JF 06 - Emergency Procedures  
JF 14 - Special Intensive Management

WCSO 3-1-00.00 thru 3-1-06.02 - Use of Force

JF 13/01.03 **Definitions**

<b>AAR</b>	After Action Report; a written report made by SAT members to Command Staff
<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>ICP</b>	Incident Command Post
<b>IMS</b>	Incident Management System
<b>Incident Commander</b>	the Staff Member tasked with the overall command and control of an incident, to include the assignment of resources, and other staff members involved in the resolution of the incident
<b>OIC</b>	Officer In Charge, Facility Commander/Designee
<b>SAT</b>	Special Action Team
<b>TOC</b>	Tactical Operations Center; an area housing an individual or group of individuals specifically tasked to provide tactical resolutions to an incident

**TOP**

Tactical Operations Plan; a written directive which generally describes the tactical goals of an incident and tactical operational procedures for achieving those goals.

JF 13/02.00    **SPECIAL ACTION TEAM**

JF 13/02.01    **Policy**

It is the policy of the WCCF that:

- A.     The WCCF Special Action Teams function is to control non-compliant, physically resistive, and actively destructive offenders within the WCCF, and to control and insure the security of Level One and Two inmates during emergent events which requires the evacuation of any portion of the WCCF;
- B.     SAT may be activated to supplement transport security for high risk offenders;
- C.     a defined command structure for Divisional Special Action Teams be written to insure a controlled response to any emergent event which requires SAT activation;
- D.     SAT shall deploy at the discretion of the Facility or Incident Commander/Designee;
- E.     Officers applying for SAT duties should have a minimum of 12 months of full time employment as a Correctional Officer; and
- F.     Officers who participate in the specialized duties of the Special Action Team shall be required to demonstrate and maintain minimum physical fitness standards as determined by the Weber County Sheriff/Designee.

JF 13/02.02    **Rationale**

- A.     SAT members receive specialized training in the response to emergency events and use of force and should be utilized in containing and emergent event which occurs within the WCCF.
- B.     SAT members are typically deployed with specialized protective equipment and/or specialized weapons. This equipment can be physically taxing to carry, wear, and deploy.
- C.     SAT members are asked to perform at the highest levels of efficiency and professionalism in hazardous conditions and should be held to a physical and professional standard.

JF 13/02.03    **Procedure: SAT Commander/TOC**

- A. The SAT Commander shall be primarily responsible for the administration of SAT to include:
  - 1. coordination of SAT call outs;
  - 2. equipment issue and maintenance;
  - 3. training;
  - 4. tactics;
  - 5. weapons technology lethal and less lethal;
  - 6. review and evaluations of team members;
  - 7. coordination for selection of new team members; and
  - 8. budgetary requests.
- B. SAT Team Command Function and structure shall exist only as it applies to operational deployment within the team itself. SAT Chain of Command and seniority shall be based on knowledge and ability as it relates to tactical responses by SAT and may operate outside the standard rank and seniority structure of the WCCF.
- C. SAT Operations Command functions, shall operate within parameters generally recognized as the Incident Management System (IMS).
  - 1. The SAT Commander should report to the Incident Commander/OIC upon Team activation and establish the Tactical Operations Center (TOC).
  - 2. The SAT Commander shall present assessments, recommendations, overall operational goals, and parameters to the Operations Officer, who shall develop a Tactical Operations Plan (TOP).
  - 3. Unless required by exigent circumstances, the TOP should be submitted in written form.
- D. The SAT Commander shall refine and present the Tactical Operations Plan (TOP) to aid the Incident Commander/OIC in determining if a tactical resolution to the incident is required and feasible.
- E. The SAT Commander/Tactical Operations Commander shall report directly to

the OIC/Incident Commander and insure that adequate liaison is established and maintained between the Incident Command Post(ICP) and TOC.

- F. The SAT Commander/ TOC shall conduct pre- and post-entry briefings.

JF 13/02.04 **Procedure: SAT Operations Officer/Squad Leader**

- A. The SAT Operations Officer/Squad Leader shall be primarily responsible to assist the SAT Commander in the administration of SAT to include:
1. tactical operational command of SAT call outs;
  2. equipment issue and maintenance;
  3. training;
  4. tactics;
  5. weapons technology lethal and less lethal;
  6. review and evaluations of team members;
  7. coordination for selection of new team members;
  8. budgetary requests.
- B. The SAT Operations Officer/ Squad Leader shall be responsible for developing and presenting a Tactical Operations Plan (TOP) to the SAT Commander.
- C. The SAT Operations Sergeant shall also provide supplemental plans to the SAT Commander based on mission driven contingencies.

JF 13/02.05 **Procedure: Squad Organization and Member Responsibilities**

- A. The SAT “squad” should include five members and two alternate members, in addition to the squad leader.
- B. At least one Squad Member Should be EMT Certified and able to function as a Squad Member/First Responder during operations outside the WCCF.
- C. All other Squad Member medical needs and any offender medical needs should be administered by facility Medical Staff or local EMS .

JF 13/02.06 **Procedure: Squad Operations Officer/Squad Leader**

- A. The squad leader shall muster his squad for deployment after notification from the SAT Commander, Incident Commander/OIC
- B. The squad leader shall report his team to the on duty TOC Operations Officer
- C. The squad leader may assume TOC responsibilities during single squad deployments or:
  - 1. in instances which the SAT Commander is unavailable or unable to establish command due to operational necessity;
  - 2. SAT Command functions should be assumed by the Primary Operations Officer on scene or by the individual designated by the Incident Commander/OIC.
- D. The Operations Sergeant/Squad Leader shall direct and control the movement, actions, and tactics of his squad during entry as dictated by initial Tactical Operations Plan or as required by offender response.
- E. The Operations Sergeant/ Squad Leader shall be responsible for the deployment of any chemical weapons, stun/distraction devises, impacting or electrical impulse devises during standard “cell extraction operations”.
- F. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Team Entry should be assumed by the Primary Operations Sergeant. The second Operations/Squad Sergeant should then assume the primary responsibility of deploying any specialized weapons, in accordance to the TOP.

JF 13/02.07 **Procedure: Point/Logistics Officer**

- A. The First entry team member generally carries and deploys the “Pin Shield” for team protection.
- B. The first entry team member may make “Shield-less Entry” when dictated by initial Tactical Action Plan or offenders response.
- C. The Point Member should control and restrain the torso/head of the offender during standard “cell extraction operations.”
- D. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Squad Entry

are assumed by the Operations Officer. The Point Member shall assume the Primary responsibility of deploying any non-chemical or pyrotechnic extended range impact munitions, or other duties as determined by the TOC.

- E. The Point Member functions as the executive squad leader/logistics officer for the squad, and shall assume squad command function in the event of injury or inability to contact the squad leader.

JF 13/02.08    **Procedure: Entry Team Member/Breacher**

- A. Second entry team member, generally will carry the primary set of hard arm/hand restraints during “cell extraction operations.”
- B. The Officer will control and restrain the first upper appendage the offender presents during “cell extraction operations.”
- C. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Squad Entry are assumed by the Operations Officer. The #2 Member shall assume the Primary responsibility of “Arrest Team Member,” or other duties as determined by the TOC.
- D. The #2 Member shall also serve as the squad Breaching specialist. He shall maintain and deploy any breaching implements or other devices during entry to assist the Entry Team in the event that the offender has barricaded, jammed, or otherwise disabled any point of entry to be used by the Entry Team.

JF 13/02.09    **Procedure: Entry Team Member/Communications Officer**

- A. Third entry team member, generally will carry a secondary set of hard arm/hand restraints, and a number of flexible restraints during “cell extraction operations.”
- B. The #3 member will control and restrain the uncontrolled/free, upper appendage during “cell extraction operations.”
- C. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Squad Entry are assumed by the Operations Officer. The #3 member shall assume the Primary responsibility of “Arrest Team Member,” or other duties as determined by the TOC.
- D. The #3 member will also serve as the communications Officer and shall be responsible for the maintenance, and support for any communications



equipment used by the squad.

JF 13/02.10 **Procedure: Entry Team Member/Supply and Equipment Officer**

- A. Fourth entry team member, generally will carry the primary set of hard leg restraints during “cell extraction operations.”
- B. The #4 member will control and restrain the first lower appendage the offender presents during “cell extraction operations.”
- C. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Squad Entry Tactics are assumed by the Operations Officer. The #4 member shall assume the Primary responsibility of “Shield Team Member,” or other duties as determined by the TOC.
- D. The #4 member shall also be responsible for the accounting and replacement of any specialized equipment or protective gear issued to squad members.

JF 13/02.11 **Procedure: Entry Team Member/Intelligence Officer**

- A. Fifth entry team member, generally will carry a secondary set of hard leg restraints and a number of flexible restraints during “cell extraction operations.”
- B. The #5 member will control and restrain the uncontrolled/free lower appendage during “cell extraction operations.”
- C. During multiple Squad deployments in response to Multi-offender disturbances, forced section entry, or riots, Command/Control of Squad Entry are assumed by the Operations Officer. The #5 member shall assume the Primary responsibility of “Shield Team Member,” or other duties as determined by the TOC.
- D. The #5 Member shall serve as the squad intelligence officer. He shall gather and provide any relevant suspect information during the formation of the TAP to include but not limited to:
  - 1. current incarceration information;
  - 2. past criminal history;
  - 3. current or past gang affiliations;
  - 4. past institutional history;

5. psychological/medical information;
6. possible motivations for current actions; and
7. any other information based on current on scene intelligence source.

JF 13/02.12 **Procedure: Alternate Entry Team Member/Advance Scout**

- A. The Advance Scout will generally be deployed to gather initial on scene intelligence and offender behaviors prior to Squad deployment and entry.
- B. During intelligence gathering activities, the scout shall coordinate and relay with the assigned squad intelligence officer.
- C. The Advance Scout may be permanently assigned to relay current information while the pre-entry briefing takes place.

JF 13/02.13 **Procedure: Alternate Entry Team Member/Video Officer**

The Video Officer shall be responsible to video document:

- A. pre-entry briefings;
- B. post-entry briefings;
- C. tactical entry and squad deployment; and
- D. medical evaluation of agitator/offenders.

JF 13/02.14 **Procedure: Supplemental Personnel**

- A. The TOC shall consult with the Incident Commander/OIC if additional personnel are required to supplement SAT members. This personnel may include:
  1. additional entry team members;
  2. Ogden Metro SWAT;
  3. Utah Department of Corrections, Special Operations Unit; and/or
  4. Supplemental medical staff/Local EMS.
- B. WCCF staff not assigned to SAT or who have not received special operations training shall not be assigned to deploy specialized weapons during SAT

operations.

JF 13/02.15 **Procedure: After-Action Report**

- A. All SAT members shall be required to submit an After Action Report (AAR) report to the SAT Commander/ TOC within 24 hours of the end of any training or real deployment.
- B. This AAR shall minimally include:
  - 1. a general description of the deployment;
  - 2. a detailed description of the team members assignment during the deployment;
  - 3. a detailed critique of the operation as a whole:
    - a. what tactics or procedures worked;
    - b. what tactics or procedures did not; and
  - 4. any recommendations.

JF 13/02.16 **Procedure: Shift Assignment/Call Out Procedures**

- A. Squad assignment, and call out priorities may be tailored by the SAT Commander/ Designee in order to cover for personnel requirements or to better fit the Incident staffing needs of the Incident Commander/OIC.
- B. Squad call out procedures should generally be on an “On Call” rotation between squads on a bi-weekly basis. (See appendix A)
- C. Squad on call status shall be posted and announced by the SAT Commander/Designee during each operations staff meeting.
- D. Each call out list shall indicate a primary and secondary squad on call.
- E. Each Squad Leader shall be responsible to inform the members of his squad of the squads current call out status.
- F. Each Squad Member shall be responsible to make himself available and fit for duty at all times during times of primary call out status or to inform his Squad Leader of any conflict at the time of on call status notification.
- G. In the event of a conflict in scheduling the Squad Leader shall notify the SAT Commander/Designee and arrange for supplemental personnel to be assigned

to the squad.

# SAT CALL OUT STATUS

WEEKS RUN WEDNESDAY TO WEDNESDAY

MM/DD/YY through MM/DD/YY

SAT Commander- W# 000-0000  
H# 000-0000  
C# 000-0000  
P# 000-0000

WEEK 1	Primary- “A”  Secondary- “B”	Sgt. John Doe- H#000-0000 C#000-0000 P#000-0000  Sgt. John Doe2- H#000-0000 C#000-0000 P#000-0000
WEEK 2	Primary- “A”  Secondary- “B”	Sgt. John Doe- H#000-0000 C#000-0000 P#000-0000  Sgt. John Doe2- H#000-0000 C#000-0000 P#000-0000
WEEK 3	Primary- “B”  Secondary- “A”	Sgt. John Doe2- H#000-0000 C#000-0000 P#000-0000  Sgt. John Doe- H#000-0000 C#000-0000 P#000-0000
WEEK 4	Primary- “B”  Secondary- “A”	Sgt. John Doe2- H#000-0000 C#000-0000 P#000-0000  Sgt. John Doe- H#000-0000 C#000-0000 P#000-0000
Comments		

# SAT COMMAND STRUCTURE



