



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29 Emergency Response Team (ERT)

Index

- 2-29-1 – Purpose
- 2-29-2 – Policy
- 2-29-3 – Definitions
- 2-29-4 – Requirements and Responsibilities
- 2-29-5 – Training
- 2-29-6 – Planning for Events; Incident Action Plan Included
- 2-29-7 – Response to Planned and Unplanned Events
- 2-29-8 – Crowd Dispersal
- 2-29-9 – Deactivation
- 2-29-10 – Documenting Uses of Force: Use of Force Report
- 2-29-11 – Response to Natural Disasters and Weather-Related Emergencies
- 2-29-12 – Response to Critical Incidents
- 2-29-13 – Debrief and After-Action Report; After-Action Report Included

2-29-1 Purpose

This policy establishes the ERT's roles and responsibilities prior to, during, and after mobilization in response to events or incidents of an emergency or non-emergency nature. Such events or incidents may include riots, civil unrest, 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 Field Services may request the deployment of ERT personnel and resources.

2-29-2 Policy

The ERT functions as the department's rapid deployment mobile field force in response to requests for deployment to nonemergency peaceful gatherings in which citizens appear to be exercising their First Amendment rights in civil assembly. ERT shall also be deployed to other emergency incidents, including civil unrest, civil disturbances, declared states of emergency, and natural disasters. The ERT shall respond to all civil gatherings where the potential for violence or other illegal behavior exists. ERT shall take action if a threat to public safety or danger to property begins to develop. 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 APD chain of command or by Field Services supervisory personnel.

ERT personnel are trained for deployment to the wide variety of situations requiring ERT support. ERT responders 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.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

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. All arrests shall be based on probable cause, and arresting officers shall use only the objectively reasonable and appropriate level of force necessary to make and maintain the arrests. 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. All arrests shall be fully documented. Prisoners shall be protected, adequately cared for, and expeditiously processed for court or release.

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. This policy is not intended to provide specific guidance for ERT actions if mentally-ill participants or bystanders are present. However, 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.

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 Albuquerque. 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. However, this right is subject to reasonable restrictions designed to protect public safety, persons and property, and to accommodate the interests of persons not participating in the assemblies so that 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.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-3 Definitions

A. Civil Disturbance

A gathering that constitutes a breach of the peace or any assembly of persons where it is determined that a threat of collective violence, destruction of property, or other unlawful acts may occur. Such a gathering may also be referred to as a riot or unlawful assembly occurring beyond the permissive scope of a city ordinance, such as the Albuquerque Free Expression Ordinance 35-2005 § 7-3-1, or other state or federal law.

B. Crowd Control

Techniques used to address civil disturbances, to include a show of force, crowd containment, use of dispersal equipment and tactics (excluding the use of canine officers), and preparations for multiple arrests.

C. Crowd Management

Techniques used to manage lawful assemblies before, during, and after the event for the purpose of maintaining their lawful status. These techniques will involve event planning, pre-event contact with group leaders, issuance of permits when applicable, information gathering, observational assessment of participating and nonparticipating individuals, personnel training, and other similar means.

D. Demonstration

A lawful assembly of persons organized primarily to engage in protected activities under the First Amendment of the United States Constitution. These may be scheduled events that allow for law enforcement planning. These activities include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Lawful demonstrations can devolve into civil disturbances that necessitate enforcement action.

E. First Amendment

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 assembly, the freedom of religion, and the freedom of press.

F. 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 such that an emergency action is necessary to preserve and protect human life or property.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-4 Requirements and Responsibilities

A. ERT Chain of Command

1. Chief
2. Assistant Chief
3. Majors, Field Services Bureau
4. Operations Review Lieutenant
5. ERT Lieutenants
6. ERT Sergeants (two per team) – to include Training and Property/Supply
7. ERT Officers

B. Incident Commander

1. The Chief of Police, or an official or officer designated directly by the Chief through operation of the chain of command, will be the Incident Commander at scenes of First Amendment assemblies. Command will be assumed by virtue of deployment of personnel pursuant to an operational plan or in response to a First Amendment assembly or a lawful order.
2. Once established, incident command responsibility does not automatically pass from one officer or official to another simply by the appearance or arrival of a senior official or officer at the scene of a First Amendment assembly. In such instances, incident command responsibility will pass only upon verbal acceptance of that responsibility by the senior official. Once the transfer occurs, the current Incident Commander shall notify radio communication central control of the change.

C. ERT Operational Teams

1. Silver Team
2. Red Team
3. Gold Team
4. Blue Team
5. White Team



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

D. Requirements

1. ERT members, to include officers, sergeants, and lieutenants, shall fulfill the following requirements:
 - a. Be certified, sworn police officers of the rank of Patrolman First Class or higher.
 - b. Be assigned to the Field Services Bureau in a patrol capacity.
 - c. Maintain a minimum fitness physical standard of 70% overall and no lower than 50% in one (1) category. Physical fitness categories consist of 1) push-ups, 2) sit-ups, 3) sit-and-reach, and 4) 1.5 mile run. Based upon the APD Academy's physical fitness requirements, these categories have been established by the ERT chain of command and are applicable to current ERT members in the following manner:
 - i. ERT officers who fail to meet a physical standard will be allowed to retest within ninety (90) days.
 - ii. If the ERT officer fails to meet that physical standard within (90) days of the original test failure, he or she may be dismissed from ERT.
 - iii. Officers may appeal their dismissal through the ERT chain of command. The chain of command's decision shall be final.
 - d. A team member shall advise their ERT chain of command, within 24 hours of notification, about any disciplinary action taken against them, or of any incident that may bring disrepute to the ERT.

E. Responsibilities

1. ERT members will fulfill the following responsibilities:
 - a. Be assigned to the ERT on a voluntary basis only.
 - b. Be reassigned, if necessary, after each bid to ensure uniform dispersal throughout the Field Services Bureau.
 - c. While on primary or secondary on-call status, maintain all ERT gear, riot protective suits, and the ERT alpha uniform in their assigned police vehicles, and when called out, be present and accounted for in one (1) hour or less at the designated staging area.
 - d. Work Chief's Overtime and Grant Overtime provided they obtain alternate coverage prior to working the overtime and notify their ERT sergeant.
 - i. In the event of a call-out to which an on-call ERT officer is unable to respond and an alternate responds in his or her place, two (2) hours of on-call comp time will be awarded to the alternate ERT officer who provides the coverage.
 - ii. The original ERT officer will then deduct those two (2) hours from his or her overall comp time when submitting the pay sheet for the on-call week. On-call weeks run on a seven (7) day cycle from 12 noon on a Friday until 11:59:59 a.m. the following Friday.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

- e. Maintain a personal cell phone which will be utilized as an on-call notification device.
 - f. Maintain all ERT equipment and turn in any non-serviceable equipment to the ERT property/supply sergeant. When separated from ERT, return all equipment to the ERT property/supply sergeant.
 - i. Report any shortage or loss of equipment to the ERT supervisors as soon as possible.
 - ii. Officers removed from or who leave the ERT shall coordinate with the property/supply sergeant to turn in all ERT equipment within seven (7) days. Failure to do so may result in discipline.
 - iii. All property and supply issues, including turn-in, replacement, and first-time issue of equipment, will be coordinated through the property/supply sergeant. ERT officers shall not circumvent the ERT property/supply sergeant.
 - g. Record all activities and contacts with citizens during any ERT activations in accordance with SOP 1-39 On-Body Recording Devices and SOP 2-52 Use of Force and Reporting.
2. An ERT Sergeant is always expected to deploy when ERT is requested, and he or she will fulfill the following responsibilities:
- a. Maintain a cell phone list and text-messaging group for callouts.
 - b. Ensure squad members acknowledge the callout via voice mail, text messaging, or radio.
 - c. Assume control of the ERT situation and coordinate activities under the direction of the Operations Review Lieutenant or designee.
 - d. On an ongoing basis throughout the incident or situation, review the need for increasing or decreasing the numbers of team members required.
 - e. Monitor the incident or situation and advise the on-call ERT lieutenant of current conditions.
 - f. Place affected squads on high alert when a callout is anticipated but not yet certain. High alert is defined as required deployment to the identified location within 30 minutes of notification. (Normal on-call deployment is within 60 minutes of notification.)
 - g. Ensure all ERT members record all activities and contacts with citizens during any ERT activations in accordance with SOP 1-39 On-Body Recording Devices and SOP 2-54 Use of Force and Reporting.
 - h. Notify ERT chain of command of any issues or of an expanding mission or situation.
 - i. Be aware of these additional requirements.
 - (a) Sergeants may be assigned two to a team.
 - ii. One sergeant shall not supervise more than eight ERT officers.
 - iii. Sergeants shall obtain and maintain Basic Instructor Certification.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

3. The ERT Training Sergeant will fulfill the following responsibilities:

- a. Track all training conducted for ERT.
- b. Maintain a historical record of training and files for all ERT personnel and teams.
Records will include:
 - i. Current DPS weapon qualification scores.
 - ii. Department physical fitness assessment scores.
- c. Ensure all ERT officers perform within and meet required standards.
 - i. If officers perform below established minimum standards, track and report on all deficiencies.
 - ii. Publish a yearly training calendar before each bid to ensure maximum participation and to reduce the impact on personnel in the area commands.
 - iii. Maintain training files on mandated ERT training.
 - iv. Work with all ERT sergeants to assign trainers and jointly identify training deficiencies as well as current and future needs.
 - v. Report on any training issues or concerns at the monthly ERT review board.

4. The ERT Property/Supply Sergeant will fulfill the following responsibilities:

- a. Track and maintain current and historical records on all ERT property and ERT property assigned to individual officers.
- b. Conduct annual inspections of all inventories. Report all findings or discrepancies to the ERT review boards and to APD property.
- c. With APD property personnel, conduct quarterly audits of all ERT equipment issued to individual officers.
- d. Track use and maintain supplies of ERT ammunition. When levels reach reserve minimums, work with Operations Review to order additional ammunition as necessary. This includes the following:
 - i. Training pistol and rifle ammunition.
 - ii. Less lethal ammunitions.
 - iii. Chemical ammunitions.
- e. Inform the Operations Review Lieutenant as to the status of all property and supplies, and discuss any property issues or problems.
- f. Report any property or supply issues at the monthly ERT Review Board.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

5. The ERT Lieutenant will fulfill the following responsibilities:
 - a. When notified by a field supervisor or by communications of an ERT request, determine if deployment of specific resources is applicable and what assets should be utilized.
 - b. Respond to situations involving large-scale operations and civil disturbances.
 - c. Respond to any incident when so requested by the chain of command.
 - d. When it is determined that ERT is needed, contact the on-call ERT sergeant to ensure he or she understands the assignment. Convey essential information to ensure proper notification and deployment, to include:
 - i. Type and nature of incident.
 - ii. Type and number of resources needed.
 - iii. Point of contact for the field/specialized unit Incident Commander.
 - iv. Determining the designated staging area and approach route.
6. ERT Commander requirements and responsibilities
 - a. This position is held by the Operations Review Lieutenant.
 - b. He or she will be responsible for saving, maintaining, and organizing for easy retrieval all ERT historical data, to include:
 - A. All photos, recordings, videos, reports, documents, and incident action plans.
 - B. All after-actions review reports on all ERT call-outs and cost analyses.
 - c. Maintain all historical operational records, such as training, property, inspections, purchases, and rosters.
 - d. Be responsible for publishing the On-Call Schedule and ensuring that it is approved, distributed and on file with Communications.
 - e. Assist the Property/Supply Sergeant with purchases and expenditures for ERT personnel and property.
 - f. Serve as secretary of the ERT Review Board and schedule the monthly meetings.
 - g. Ensure copies of all information noted above are given to the Administrative Sergeant to ensure proper documentation, communication, and situational awareness for the chain of command.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-5 Training

- A. ERT officers will receive training in crowd control and demonstrations, which will include strategies for crowd containment, crowd redirecting, and planned responses.
- B. Training will also include techniques that safeguard the fundamental rights of individuals who gather or speak out legally.
- C. ERT officers shall be trained to understand that the use of canines for crowd control is prohibited.
- D. All personnel will be required to participate in a program of in-service training on a periodic basis. Training will be determined by the ERT Review Board in order to meet the needs of the team and the Department.
- E. Mandated Training
 - 1. A minimum of one (1) day per quarter will be devoted to individual and team training.
 - 2. All ERT members will participate in the ERT major exercise (team building events), which will be conducted a minimum of once per year for all members of ERT.
- F. All training events will have assigned instructors and assistant instructors, follow an approved lesson plan, and generate an After Action Review Report, to include a roster of who attended. These files will be approved and maintained by the ERT Training Sergeant and forwarded to the Administration Sergeant for historical archiving.
- G. ERT officers failing to attend more than one (1) training event within a year will be considered for removal from ERT by the ERT Review Board.
- H. All personnel will maintain proficiency with their assigned weapons. Proficiency will be assessed using the approved NMDPS qualification.
- I. All team members who are assigned 40/37 mm launchers will conduct a familiarization course biannually.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-6 Planning for 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 of Police, the Operations Review Lieutenant or designated ERT Lieutenant will bear the responsibility of planning for events. In this capacity he or she shall manage the following tasks:
 - a. Coordinate all aspects of the event plan with the affected elements, 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 a demonstration and to gather information about the event to ensure accurate assignment of APD 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 Operations Review Lieutenant will encourage those facilitating the event to gain necessary permits. Further guidance may be found in the Event Application and Permit SOP.
 6. At the same time, the Operations Review Lieutenant should inform the organizers that the Department and City of Albuquerque 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.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

8. The Operations Review Lieutenant or designated ERT Lieutenant 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 Services personnel?
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 Operations Review Lieutenant will determine what department resources are needed. He or 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 manner), based on 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. The Horse Mounted Unit may be used for static events, marches, or mobile protests.
 - c. Prisoner Transport Unit may be needed for events where intelligence indicates civil disobedience or crowd violence will occur.
 - d. Intelligence Unit resources may be utilized when there is a need for ongoing intelligence gathering and dissemination during the event.
 - e. Air Support may provide additional intelligence.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

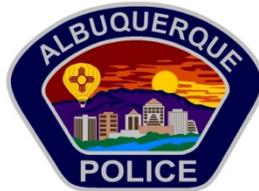
Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

10. The Operations Review Lieutenant will determine minimum staffing for crowd management events.
 - a. He or she will base staffing levels on the projected number of event participants and any pre-event intelligence indicating potential violence. In addition, he or she will use training and past experience with such events and/or with the participants or organizers.
 - b. He or she will develop contingency plans regarding staffing and tactics.
11. Upon obtaining the necessary information, the Operations Review Lieutenant will develop an Incident Action Plan (IAP).
12. The Incident Action Plan is composed of the following elements. This plan
 - a. Describes the nature of the event, along with the location and the duration of time;
 - b. Documents the Incident Commander;
 - c. Lists the appropriate radio frequency to use;
 - d. Provides Operational Orders; and
 - e. Provides instructions for reporting.
13. Once the Incident Action Plan has been completed, the Operations Review Lieutenant will take the following actions:
 - a. Deliver event briefings using the Incident Action Plan, and ensure all 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 Operations Review Lieutenant will be available for on-scene consultation.

The Incident Action Plan is provided on the next two pages for quick reference.



**ALBUQUERQUE POLICE DEPARTMENT
EMERGENCY RESPONSE TEAM
INCIDENT ACTION PLAN
FOR:
DATE:**



Prepared by: ERT Lieutenant _____

ACTUAL EVENT: (Describe event/location/time here)

COMMAND:

Incident Commander:

**Independent action by any APD member, except in matters concerning the immediate safety of themselves or others, is strictly prohibited. Any enforcement action or use of force must first be approved by and ordered through the established chain of command.*

COMMUNICATION:

All radio transmissions will be conducted on channel _____ the day of the event and will be monitored and directed by APD Communications personnel. Cellular phones will be used to maintain communications as needed.

RESOURCES NEEDED:

OPERATIONAL ORDERS: (List all activities in addition to 1-4.)

1. The Albuquerque Police Department (APD), on behalf of the City of Albuquerque, supports the right to assembly and free speech. The City of Albuquerque Ordinance 7-3-1 (Albuquerque Free Expression and Parade Ordinance or AFEPO) reflects these rights. The AFEPO governs APD policy and procedure regarding responsible and safe public demonstration in our city. This APD SOP, city ordinances, and state statutes will govern the department's response to criminal behavior.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2. The APD recognizes that in order to avoid unnecessary confrontation with protestors, it must display some discretion in the application of the law. Therefore, any minor transgression of the law— to include but not limited to obstruction of traffic (pedestrian or vehicular), entering an intersection against the traffic signal, indecent exposure, noise ordinance violations, and criminal trespass violations— will be immediately reported to the chain of command. The chain of command will contact any protest organizers, once identified, and report the violation, location, and persons involved. The chain of command will determine if lawful action will be taken on minor violations. The chain of command will maintain contact with the organizers until the situation is resolved.
3. The APD further recognizes that often these events attract a minority of individuals or groups who are determined to undermine the peacefulness of these events. Alternatively, individuals with mental illness or psychological conditions may be attracted to, or experience adverse reactions to, such events. Through direct observation or investigation, an effort will be made to identify these individuals and or groups as early as possible. If observed, the chain of command will report the presence of this element or type of individuals to the protest organizers, and will coordinate the removal of weapons and/or other prohibited objects, and if appropriate, will remove these individuals and/or groups from participation in this event.
4. The APD reserves the right to deny the use of the streets for gatherings or marches, based on City Ordinance 7-3-1. Therefore, the APD will limit the available portion of any street, where a segment, lane, or portion of the street is capable of accommodating the demonstration. Where necessary, APD will stop traffic at intersections to permit protestors to proceed through in order to have the least adverse effect on normal traffic flow. Protestors will not be allowed to endanger themselves or motorists by blocking moving traffic.

REPORTING:

All actions taken by members of APD will be reported using the approved department incident report. All personnel involved will complete appropriate supplemental reports. These reports will be completed following the event and submitted for review per department protocol, to include SOP 2-52 Use of Force and Reporting.

Lapel video will be used during this event and uploaded before personnel are allowed to leave.

All supervisors will be responsible for ensuring any reports are written prior to allowing personnel to leave the event.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-7 Response to Planned and Unplanned Events

- A. Planned event response will be accomplished by on-duty Field Services Bureau patrol personnel in accordance with the Field Services Response to Demonstrations SOP, unless it has been predetermined that ERT will initially respond.
- B. If the planned event escalates beyond the capability of the Field Services Bureau, the procedures outlined below will apply.
- C. Unplanned events are ones about which the Department has no prior knowledge. Such events may consist of spontaneous gatherings and/or large-scale First Amendment assemblies.
- D. Field Services Bureau personnel will be the first to respond to unplanned First Amendment assemblies and shall respond in accordance with the Field Services Response to Demonstrations SOP.
- E. Once notified, ERT personnel shall:
 - 1. Respond to the staging area identified by the ERT Sergeant in department-assigned vehicles.
 - 2. Maintain order at the staging area.
 - 3. Remain with their sergeant and deploy as a team.
 - 4. Not deploy from the staging area, absent exigent circumstances, prior to being briefed by the Incident Commander.
- F. Incident Commander Responsibilities
 - 1. Assess the situation for seriousness and its potential for escalation. 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.
 - 2. Ensure that the following information about the incident is continuously provided to dispatch and the chain of command:
 - a. Location of assembly
 - b. Number of participants
 - c. Activities/condition of the participants (such as blocking traffic, destruction of property, evidence of participants' demeanor and behavior)
 - d. Direction of participants' movements
 - e. Ingress/egress route(s) for emergency vehicles



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

3. If a peaceful assembly escalates to a civil disturbance beyond the capacity of personnel to effectively handle the situation, the Incident Commander shall take these actions:
 - a. Make an evaluation as to the additional manpower required to manage the situation.
 - b. Notify dispatch.
 - c. Determine, in consultation with the Chief of Police or his designee, whether a recall and deployment of off-duty personnel is necessary and warranted via the establishment of an Alpha/Bravo schedule.
 - d. Determine the level of personal protection equipment to be utilized and the tactics to be employed in response.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-8 Crowd Dispersal

A. Dispersal Order

1. Orders to disperse a First Amendment assembly shall not be given unless a significant number of participants fail to adhere to reasonable restrictions or a significant number of participants are engaging in, or are about to engage in, unlawful disorderly conduct or violence towards persons or property.
2. Upon determining that the crowd presents an imminent risk to public safety or that large-scale property destruction appears likely, the Incident Commander (IC) may order that the crowd be dispersed.
3. Before ordering forced dispersal of a civil disturbance, the IC 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.
4. Prior to issuing dispersal orders, the IC 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. Although current gear is not marked with individual-officer identifiers, ERT anticipates a future revision of this policy will describe and define such identifiers for hard personal protection equipment.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

5. 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 Albuquerque 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.”

6. A reasonable amount of time, as noted in #5 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. 1st warning issued at: _____. (Wait 5 minutes before reading 2nd warning)
- b. 2nd warning issued at: _____. (Wait 2 minutes before reading 3rd warning)
- c. 3rd warning issued at: _____. (Commence making arrests, if necessary)

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

B. Crowd Dispersal Tactics

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. Display a forceful presence, to include police lines, combined with motorcycles, law enforcement vehicles, mounted units, bicycle units, and mobile field forces, if necessary and feasible.
2. Crowd Containment

Complete containment of a crowd without a dispersal route will be done only as a prelude to a mass arrest.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

3. Crowd Isolation

This prevents the growth of the crowd and denies access to those who are not involved, for their own safety. Such isolation action should be utilized in conjunction with the overall operational goals of mitigating escalation of the situation.

4. The Incident Commander shall have the authority to direct the use of chemical agents and less lethal devices to disperse the crowd.

- ii. 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.
- iii. A lieutenant 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.
- iv. 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.

- b. Law enforcement formations are those which best utilize the available resources, ensure officer safety, and provide effective support for the aforementioned policy goals and crowd control tactics.

C. Response to Improvised Devices

- 1. Protesters might come prepared to use improvised devices that are made from cement, steel, wood, and other materials, which are designed to intentionally block roadways, entrances to public or private property, and to resist arrest.
- 2. 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.
 - a. The Operations Review Lieutenant will ensure that the equipment described in #2 above will be maintained and inventoried.
 - b. This equipment will be serviced as needed.
- 3. Only those members who are trained in field force extrication tactics will be authorized to use this specialized equipment to defeat improvised devices.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

D. Mass Arrest

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 eight officers under the supervision of one sergeant. No officer shall arrest more than 15 persons at any one particular location.
2. Restraining and transporting prisoners shall be in accordance with the Restraint and Transportation of Prisoners SOP.
3. The Prisoner Transport Unit (PTU) will respond to the scene to take custody of and transport prisoners.
 - a. PTU officers will have individual field arrest packets ready and available during mass arrest incidents.
 - b. This packet, once completed, will be transported along with the prisoner to the booking.
 - c. At a minimum, the packet will contain these forms:
 - A pre-booking worksheet
 - A criminal complaint
 - A prisoner property inventory form
 - A list of relevant city ordinances and state statutes
4. An adequate and secure area shall be designated for holding prisoners after initial booking and while awaiting transportation.
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. A field arrest form shall be completed.
9. Transporting officers shall not accept prisoners without a properly prepared field arrest form and photographs, and they shall ensure that all property is properly processed.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

- a. Injured prisoners and those who request medical attention shall be provided medical attention without unreasonable delay and prior to transportation to the detention facility.
- b. Photographs shall be taken of all injuries.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-9 Deactivation

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

- A. All personnel engaged in the incident shall be accounted for and an assessment and documentation made of any personal injuries.
- B. Witnesses, suspects, and others shall be interviewed or questioned.
- C. All necessary personnel shall be debriefed as required.
- D. All written reports shall be completed as soon as possible after the incident. Comprehensive documentation of the basis for the incident, the department's response to the incident, and a statement of impact to include the costs of equipment, personnel, and related items shall be completed.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-10 Documenting Uses of Force: Use of Force Report

- A. Critical Incident Response Team (CIRT) will be notified and shall respond to any use of force incidents by department personnel during First Amendment assemblies or civil disturbances. For further information, refer to the CIRT SOP.
- B. Force Investigation Team (FIT) will respond in the event of a serious use of force by department personnel. For further information, refer to the FIT SOP.
- C. Any officer who uses force shall be required to report that use of force in accordance with the Use of Force Reporting SOP.
- D. On-Body Recording Devices (OBRD) shall be downloaded in accordance with the OBRD SOP 1-39.
- E. Reports detailing the use of electronic control weapons (ECWs) shall be completed in accordance with the ECW SOP.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-11 Response to Natural Disasters or Weather-Related Emergencies

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 and human life. ERT members shall be assigned tasks by the Chief of Police or his designee through the ERT chain of command. These tasks will vary depending on the nature of the emergency.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-12 Response to Critical Incidents

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.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

2-29-13 Debrief and After-Action Report

A. Debriefing

1. 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.
2. 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 systems and processes. It should promote open and honest discussion but should not compromise any ongoing investigation.
3. This process identifies the lessons that can be identified, discussed, analyzed, and incorporated into organizational thinking and learning, thereby creating good practices for the future.
4. In essence, the debrief will endeavor to answer these three questions:
 - a. Are we prepared as we should be?
 - b. How well did we perform?
 - c. What can we do better in the future?
5. The debrief should occur in a safe location immediately following the conclusion of the incident.
6. All members shall be afforded the opportunity to provide their input.
7. The ERT Sergeant(s) shall make note of suggestions or items requiring consideration or investigation. These items will be presented at the next scheduled ERT meeting.

B. After-Action Report

1. An After-Action Report provides the chain of command with a synopsis of a critical incident, demonstration, or other major event.
2. The Operations Review Lieutenant is responsible for completing the After-Action Report. If the Operations Review Lieutenant is not available, it is the responsibility of the Incident Commander or designee to complete the report.
3. The After-Action Report shall contain the following information:
 - a. Synopsis of event
 - b. ERT response
 - c. Resources involved



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-29

Effective: 05/12/16 Expires: 11/08/16 Replaces: 01/23/14

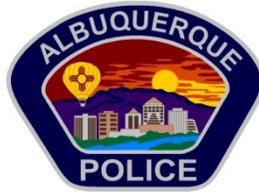
- d. Considerations
 - e. Successes
 - f. Policy
 - g. Training concerns
 - h. Equipment
 - i. Tactics
 - j. Issues learned for future operations
4. Once the After-Action Report has been completed, a copy will be forwarded to the Force Review Board.

For quick reference, the After Action-Report is included on the next page.



ALBUQUERQUE POLICE DEPARTMENT EMERGENCY RESPONSE TEAM AFTER-ACTION REPORT

FOR:
DATE:



Prepared by: ERT Lieutenant _____

Synopsis of Event:

ERT Response:

Resources Involved: (List Teams and all resources used.)

Considerations:

Successes:

Policy:

Training Concerns:

Equipment:

Tactics:

Issues Learned for Future Operations:

*Upon completion of this After-Action Review report, a copy will be forwarded to the Force Review Board per SOP 2-29-13-B-4.