



Arkansas Community Correction

Two Union Nation Plaza Building
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ADMINISTRATIVE DIRECTIVE: 14-19 SPECIAL RESPONSE TEAM (SRT)

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: None

APPROVED: Signature on File

EFFECTIVE: July 16, 2014

I. POLICY

The agency will have a Special Response Team (SRT) consisting of specially-trained-certified law enforcement officers who can handle high-risk situations.

II. ORGANIZATION

The SRT supervision chain is as follows:

- ACC Director
- SRT Commander
- SRT Leader
- SRT Squad Leader
- SRT Team Member

III. GUIDANCE

A. Application and Selection Process for SRT Members

1. Special Response Team membership is voluntary. Employees interested in becoming an SRT member may submit their name to the SRT Commander or SRT Leader. When the SRT has a vacancy the Commander will contact volunteers and ask for resumes.
2. SRT selection will be based on the resume, favorable recommendations from the supervisor and Deputy Director, and an interview with the SRT Commander and Leader. Selection criteria will also include disciplinary history, firearms qualification scores, ability, physical agility, previous training, and experience. The SRT Commander makes the final decision on selection.

B. SRT Commander Responsibilities

The SRT Commander is responsible for the following:

- Overall management and supervision for all SRT operations, training, policy, budget, and control of specialty weapons and equipment. Specialty weapons include Tasers, shotgun, rifle, and related ammunition.
- Selecting SRT Team Members
- Choosing Squad Leaders
- Removing team members pursuant to policy guidance
- Controlling specialty weapons to ensure they are only issued to trained-qualified SRT members whose assignments require carrying the weapons

C. SRT Leader Responsibilities

The SRT Leader at a minimum must:

- Supervise daily SRT operations
- Call out team members when directed by the SRT Commander
- Monitor training and team member fitness for the position
- Maintain a current list of qualified SRT Team Members to include all home and work phone numbers, call signs, and assignment area(s). Make the updated SRT Team Member list available to the SRT Commander and other appropriate employees.
- Designate an interim SRT Leader when he/she is not available for call out
- Notify the SRT Commander of the interim SRT Leader and periods in which the interim SRT Leader is to be contacted, and
- Ensure the SRT pursues the highest risk absconders.

D. SRT Squad Leader Responsibilities

SRT Squad Leaders at a minimum are responsible for the following:

- Ensuring emphasis is placed on arresting absconders on the Top 10 list.
- Organizing and leading teams to achieve mission requirements such as apprehending absconders.
- Ensuring a coordinated response. This includes appropriate coordination with the SRT Leader and SRT Commander, the SRT Team, and local/state/federal law enforcement.
- Following applicable policy and procedures.

E. SRT Member Responsibilities

SRT Member responsibilities include the following:

Comply with applicable policy with emphasis on compliance with policy on Use of Force, Use of Restraints, Weapons and Security Equipment, Code of Ethics and Rules of Conduct, Serious Incident Notification Procedures, and Reporting and Investigating Incidents, Hazards, and Maltreatment.

Attend supplemental SRT training unless excused by the SRT Leader in advance for good cause.

Provide the SRT Leader with sufficient advance notice of duty and off-duty periods in which they are not available for a call-out.

Maintain and keep secure assigned weapons and specialty equipment. When leaving the team, promptly turn items in to the Squad Leader, SRT Leader or Commander.

Ensuring appropriate entries are made in the electronic Offender Management Information System (eOMIS).

F. Requests for SRT Support by Parole/Probation Managers/Assistant Managers

Parole/Probation Managers/Assistant Managers should request SRT involvement to arrest an offender who presents a high level of risk. To request support, he/she may contact the SRT Commander, SRT Leader, or any SRT Team Member.

G. Requests for SRT Support by Other Law Enforcement

Other law enforcement agencies may request SRT involvement and the SRT may provide support within the scope of their ability and training. To request support, the agency representative may contact the SRT Commander or SRT Leader. The Commander or Leader will inform the Director of all such requests.

H. Supplemental Taser Guidance

In addition to other policies guiding weapons, the following applies to Tasers:

1. The Taser must be worn in an approved holster on the side opposite the officer's duty weapon, so that the officer would need to reach across his/her body (cross draw) to remove the Taser with his/her prevalent hand.
2. Whenever practical, two or more Taser device cartridges should be carried when carrying a Taser device.
3. Never hold both a firearm and Taser device at the same time unless lethal force is justified.

4. Never aim a laser into the eyes of another because it may permanently impair his/her vision.
5. Never use a Taser on individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
6. The use of the Taser device on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer:
 - a. Individuals who are known to be pregnant
 - b. Elderly individuals or obvious juveniles
 - c. Individuals with obviously low body mass
 - d. Individuals who are handcuffed or otherwise restrained.
7. A verbal warning of the intention to use a Taser device should be given to other officers and individuals before using the Taser unless it would endanger officers/bystanders or circumstances make a warning not practical.
8. The Taser device should only be used when its operator can safely approach the subject within the operational range of the device.

I. SRT Operations Guidance

The SRT may request support from, and provide support to, other law enforcement agencies. Support may include investigations and apprehending offenders or criminal suspects.

The SRT Squad Leader must complete the SRT Operations Briefing form before engaging offenders where arrest or confrontation is a possibility. He/she must ensure everyone involved is briefed on the plan and understands his/her role, to include other agency law enforcement agency officers.

The SRT Squad Leader or appropriate Team Member must complete the SRT Arrest Report form promptly, utilizing the Incident Reporting System in eOMIS, after any arrest by an SRT member and when another law enforcement agency arrests an ACC offender during a joint operation. The report must be promptly emailed to the ACC Incident Notification email group.

All media requests must be referred to the Public Information Officer or designee.

IV. ATTACHMENTS.

ACC Form 570, SRT Operations Briefing
ACC Form 571, SRT Arrest Report

**Arkansas Community Correction
SRT Operations Briefing**

Team Leader: _____ SRT Team # _____

Offender/Fugitive:

Name	Race	Height	Weight	DOB
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Targeted Location:

Street Address _____ City _____

The Structure is owned by:

- Offender
- Rental Agent or Landlord/Owner: _____
- Other (designate): _____

Participating agencies will be:

(List Participating Agencies)

Communications Alias: _____

Talk Group: _____

Other individuals known to reside at the above-stated premises are:

Name	Relationship	Criminal History (if known)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Layout of the structure:

(Physical description, diagram, etc; use reverse side of this form or attachments as needed.)

Operations Plan:

Perimeter Team:

Who, When, Where, How _____

Entry Team:

Who, When, Where, How _____

Medical Support:

Where _____ Contact Information _____

List Wants / Warrants#

Warrant #	Judge	Date
_____	_____	_____
_____	_____	_____

Indicate information pertaining to the likely use of weapons during this arrest:

**Arkansas Community Correction
SRT ARREST REPORT**

SRO: _____

Offender: _____

PID: _____ **ADC:** _____

Current Sentence: _____

Prior Conviction: _____

Arrest location: _____

Arrest Date: _____

Additional Charges/Warrants: _____

Other Officers/Agencies Involved: _____

Summary/Synopsis: _____