



**Division of State Patrol  
Policy and Procedure**

Number  
**1-5**

Subject <b>TACTICAL TEAM ASSIGNMENT</b>	
Author/Originator Bureau of Field Operations	Approved by <b>Superintendent</b> <i>Timothy L. Carnahan</i>
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**1. POLICY**

It is the policy of the Division of State Patrol (DSP) to provide general procedures for tactical team operations and the selection and participation of sworn personnel on tactical teams.

**2. BACKGROUND**

The DSP provides sworn personnel to joint tactical teams throughout the state. These assignments have been facilitated through the use of a Memorandum of Understanding (MOU) between the DSP and the lead agency governing the joint tactical team. The DSP also maintains its own tactical teams.

Tactical teams are specially prepared, trained, and equipped to provide local, state, and federal law enforcement with tactical services related to numerous types of critical incidents including hostage situations, barricaded subjects, hostile snipers, high-risk apprehensions and warrant service, dignitary protection, drug enforcement, terrorist activity, rural and water-borne operations, and other special activities based upon a high level of threat and/or need for a specialized level of tactical expertise and equipment.

**3. OBJECTIVE**

The DSP will coordinate the selection and oversight of sworn personnel in tactical team assignments in a manner that is uniform and accountable across the Division.

**4. DEFINITIONS**

4.A **Regulated Munitions** – items falling within 18 USC Chapter 40, which governs the importation, manufacture, distribution, and storage of explosive

materials. An example is a noise flash diversionary device, commonly known as a flash bang.

- 4.B **Tactical Team Coordinator (TTC)** – a DSP sworn supervisor selected by the colonel who is charged with coordinating Division personnel selected to participate on tactical teams.
- 4.C **Team Commander (TC)** – a DSP sworn supervisor who has overall command of the Special Weapons and Tactics (SWAT) during tactical operations.
- 4.D **Team Leader (TL)** – a DSP sworn supervisor who controls the actual performance of his/her team during tactical operations.
- 4.E **Tactical Team** – a team optimally equipped, trained, and organized to respond to critical incidents. These teams may be referred to as Special Weapons and Tactics (SWAT), Special Response Teams (SRTs), Combined Tactical Units (CTUs), or Joint Tactical Teams (JTTs).
- 4.F **Joint Tactical Team (JTT)** – a tactical team comprised of personnel from more than one agency operating under a MOU.

## 5. PROCEDURES

- 5.A Tactical Team positions and responsibilities
  - 5.A.1 The Division Tactical Team Coordinator or designee shall:
    - 5.A.1.a Coordinate the selection, retention, training, and outfitting of tactical team members.
    - 5.A.1.b Be the main point of contact and liaison between the Division and various Joint Tactical Teams partnered with the Division regarding administrative matters.
    - 5.A.1.c Review and maintain all MOUs and internal policies and procedures relating to the DSP SWAT Team and Joint Tactical Teams. All MOUs shall identify the assigned DSP personnel covered by the particular MOU as applicable. MOUs and any attached cover letters shall be signed by the Director of the Bureau of Field Operations or his/her designee. Copies of signed MOUs will be stored on the tactical team SharePoint site and copies will be provided to the Executive Staff Assistant in the Office of the Superintendent. No DSP personnel shall be permitted to participate in any joint tactical team activity unless the above provisions are completed.
    - 5.A.1.d Track all activations of tactical teams and provide records and situational updates to the Executive Command Team when requested.

- 5.A.1.e Have the authority to place DSP members who serve on the WSP SWAT Team into pay status following applicable protocol. DCI JTT and local teams will activate Division personnel based on the criteria outlined in the applicable local MOU.
- 5.A.1.f Identify and implement training opportunities to bring advanced tactical training opportunities to other members of the Division.
- 5.A.1.g File all required Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) reports, forms, and other paperwork associated with the team member firearms and regulated munitions.
- 5.A.2 Team Commander or designee shall:
  - 5.A.2.a Report to the TTC in his/her capacity.
  - 5.A.2.b Oversees the selection, retention, training, outfitting, and deployment of tactical team members.
  - 5.A.2.c Place team members in pay status when deemed appropriate for possible and actual tactical team operations.
  - 5.A.2.d Take overall command of tactical operations during SWAT call-outs or designate a DSP supervisor to take command.
  - 5.A.2.e Provide deployment and incident notifications up the chain of command.
  - 5.A.2.f Ensure the team is always mission capable.
- 5.A.3 Team Leader or designee shall:
  - 5.A.3.a Report to the Team Commander in his/her capacity.
  - 5.A.3.b Serve as the designated supervisor for all DSP personnel assigned to the team when in activated status, including during related tactical team training and meetings.
  - 5.A.3.c Place team members in pay status when deemed appropriate for possible and actual tactical team operations after consulting with the Team Commander.
  - 5.A.3.d Contact the individual DSP tactical team members during call-outs.
  - 5.A.3.e Coordinate with other DSP supervisors and Region personnel to ensure activation does not negatively impact the operational needs of the respective Region(s).
  - 5.A.3.f Receive reports of local team activations from applicable Post- level supervisors and/or team members.

- 5.A.3.g Address all performance issues with DSP team members arising from or associated with the tactical team.
- 5.A.3.h Provide tactical equipment and ammunition to all team members (in concert with the TC).
- 5.A.3.i Maintain databases documenting tactical team member deployments and training hours.
- 5.A.4 Region/Post Duty Supervisors shall:
  - Receive notification of tactical team member activations and immediately notify, via electronic means, the Executive Team, Division Tactical Team Coordinator, Division Team Commander, and the respective Commander and Executive Officer of the applicable Region/Post where the tactical team member(s) are deployed from.
- 5.A.5 Tactical Team members shall:
  - 5.A.5.a Maintain mission readiness.
    - Assignment to a joint tactical team requires constant preparedness for activation. DSP personnel assigned to a team shall keep all tactical and personal gear accessible and in a state of readiness, such that each member can initiate direct vehicular travel to the scene within one hour of activation.
  - 5.A.5.b Immediately notify their Region/Post duty supervisor when activated as a tactical team member via the most efficient means available.
  - 5.A.5.c Provide deployment updates as the mission allows. At a minimum notification must be made to the duty supervisor when the mission is complete, and the employee is released. Any injuries or loss of equipment shall be reported at this time.
  - 5.A.5.d Report all tactical team call-outs and training conducted to the DSP Team Leader utilizing a Division-wide prescribed reporting method.
  - 5.A.5.e Document all tactical team training electronically as directed.
- 5.B Tactical equipment and uniforms
  - DSP personnel assigned to a tactical team may be issued tactical equipment and clothing for the execution of their tactical duties as determined and approved by the TTC/TC.
- 5.B.1 DSP personnel shall properly maintain all equipment and uniform items issued for the performance of tactical duties.

- 5.B.2 Such equipment and uniform items remain the property of the State of Wisconsin, and DSP personnel shall immediately return such equipment and uniform items upon request.
- 5.B.3 DSP personnel assigned to a tactical team and while engaged in tactical team training and/or activated status will wear the uniform, clothing, and equipment designated by the TC or TL and are not required to wear the DSP uniform or duty belt. However, the DSP exterior tactical team uniform items (e.g. plate carrier, tactical vest) worn during activation status must clearly be marked on the front and back with identifying word(s). (example: "Police," "Sheriff," "State Patrol," etc.)
- 5.B.4 The sponsoring agency of a joint tactical team will supply Division employees with any and all equipment, clothes, and protective gear necessary to fulfill his/her duties as a member of a joint tactical team, which is over and above his/her normal issue as a State Trooper/Inspector. The MOU with the sponsoring agency shall include the following verbiage:
- The [name the department] will supply Trooper/Inspector [name of employee] with any and all equipment, clothes, and protective gear necessary to fulfill his/her duties as a [name team type] (i.e., S.W.A.T., CRT, JTT, ERU, etc.) member, which is over and above his/her normal issue as a State Trooper/Inspector.
- 5.B.5 When a request from a joint tactical team comes to the Region for a State Trooper/Inspector to join, the Region Commander or designee shall provide this requirement to the sponsoring agency. If the agency agrees, the Region may continue with the approval process described in this policy. If the sponsoring agency does not agree, the Region Commander or designee will respectfully decline the invitation.
- 5.C DSP assignment to tactical teams
- Assignment to a tactical team is voluntary and granted at the discretion of the Division. Division personnel are expected to provide a minimum of five years of service to the team and shall continue to perform satisfactorily all normally assigned duties.
- 5.C.1 Assignment will be at the direction of the Director of the Bureau of Field Operations.
- 5.C.2 Assignment will be based upon DSP needs and with consideration of individual employee's communication skills, aptitude, character and professionalism, weapon and tactical experience, work performance, probationary status progress (as applicable), geographic location, and ability to meet the qualification criteria.

- 5.C.3 Requests for assignment to a tactical team shall be forwarded to an individual employee's supervisor. This request will then be forwarded through the Post/Region chain of command to the TTC.
- 5.C.4 The TTC will arrange for the testing of the applicant to ensure they meet the physical and functional proficiency qualification standards required of all team members. Results and recommendations will be shared with the Director of the Bureau of Field Operations for consideration.
- 5.D Tactical team functional fitness and firearms proficiency qualification standards
- 5.D.1 DSP personnel shall maintain the minimum ongoing training standards for their specified team to include physical and proficiency standards set by the respective team.
- 5.D.2 All DSP team members, regardless of local team requirements, shall meet the following physical fitness and weapons proficiency qualification standards:
- 5.D.2.a Pass the minimum physical fitness qualification assessment.
- 5.D.2.b Successfully complete the designated course of fire, demonstrating functional fitness and firearms proficiency standards.
- 5.D.2.c Members who fail to meet the annual qualification standards are allowed six months to meet the standard or they will be removed from the specified team(s). In such situations, those members may be allowed to attend team training but shall not be allowed to deploy until the standards are met and documented.
- 5.E Tactical team selection process
- DSP team members shall be selected in accordance with the selection criteria for the type of team specified. The TTC shall receive applications for assignment to a tactical team and work in concert with the Director of the Bureau of Field Operations to appoint DSP sworn personnel to teams.
- 5.F Tactical team qualification criteria
- Any DSP personnel interested in participating on any team (Division or local) must meet the standards identified below. The selection process may include the following:
- 5.F.1 Specified physical fitness test, which shall be passed annually.
- 5.F.2 Specified firearms proficiency test(s) which shall be passed annually.

5.F.3 Tactical proficiency demonstrated in prescribed written test and/or scenario(s)

5.F.4 A panel interview

5.G Removal from service on a tactical team

DSP personnel assigned to a tactical team shall remain proficient in the core duties outlined in their position description. If time management or performance becomes an issue the DSP may remove the appointee at any time. Appointees may also be removed from the tactical team for cause, including if disciplinary action is taken against the member for any reason, lack of tactical proficiency, physical fitness deficiencies, re-occurring unavailability, regularly missed training sessions, or conduct not in keeping with tactical team standards, mission, or values. The procedure for removal from the team is as follows:

5.G.1 Recommendations with justification for removal will be jointly submitted by the TTC and the TC in writing to the Director of the Bureau of Field Operations.

5.G.2 The team member will be given the opportunity to provide any mitigating circumstances in writing to the Director of the Bureau of Field Operations.

5.G.3 The Director of the Bureau of Field Operations or his/her designee will make the final decision as to whether or not the member may remain on the tactical team.

5.H Independent Operation Prohibited

DSP personnel assigned to joint tactical teams function under a cooperative agreement (MOU) between the DSP and the partnered agency. At no time shall individual members nor an exclusive collection of DSP members engage in tactical operations without activation by the partnered agency and/or authorization from the DSP TTC/TC/TL (i.e. "gear up" as a group to help a local officer/trooper serve a high-risk warrant). Nothing in this policy prohibits or prevents any DSP personnel from participating in training exercises with their local law enforcement agency (if authorized by a DSP supervisor), or from assisting another law enforcement agency in response to an imminent public safety event. Assistance under this section shall be limited to those tasks for which the employee has been properly trained, equipped, and authorized to perform.