



Carrboro Police Department

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I. PURPOSE

- A. Recognizing that the presence of a highly-trained, highly-skilled police tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens, police officers and suspects; and recognizing that a well-managed “unit” response to critical incidents usually results in successful resolutions of critical incidents, it is the purpose of the Carrboro Police Department Critical Incident Unit (CIU) to provide a highly-trained and skilled tactical unit as a resource for the Carrboro Police Department in the handling of critical incidents.
- B. The purpose of this policy is to establish the governing regulations in the selection, training, equipping, and use of the Carrboro Police Department CIU.

II. MISSION

The mission of the Carrboro Police Department CIU is to support the Carrboro Police Department and any other requesting law enforcement agency (as allowed by this Policy and a mutual aid agreement) with a tactical response to critical incidents. Critical incidents are defined as follows:



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- A. Hostage Situations: The holding of any person(s) against their will by an armed or potentially armed suspect; Barricade Situations: The standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender;
- C. Suicidal Subject: Subject(s) who are potentially violent to themselves and/or other people and refuse to cooperate with responding officers in resolving a dangerous situation;
- D. Sniper Situations: The firing upon of citizens and/or police by an armed suspect, whether stationary or mobile;
- E. High-Risk Apprehension: The arrest or apprehension of armed or potentially armed suspects where the likelihood of armed resistance is high;
- F. High-Risk Warrant Service: The service of search or arrest warrants where the location and/or suspects(s) create an environment of unusually high potential for danger (i.e. search warrants for controlled substances);
- G. Personal Protection/High-Risk Transport: The security of special persons, such as VIP's, witnesses, or suspects, based on threat or potential threat to the well-being of those persons;
- H. Terrorist: Subject(s) who are highly trained and pose a great threat of death or serious bodily harm to themselves and/or other persons because of violent actions committed or attempted against the government (Local, State, or Federal) or any other high-profile person or establishment; or
- I. Special Assignments: Any assignment approved by the CIU Commander, based upon a high level of threat.

III. DEFINITIONS

- A. Incident Commander: The person in charge of the entire operation, i.e., The Chief of Police, Police Captain, or CIU Commander.
- B. Logistics Officer: The officer assigned by the Incident Commander to assist in providing support of manpower, equipment, food, shelter, and anything else that is



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needed to ensure the Incident Commander has the essential elements to complete the mission safely and successfully.

- C. **Command Post:** A strategic position in a safe, secure area that serves as the field headquarters. The Incident Commander and/or the CIU Commander shall control and manage all operations from the command post. It is recommended that the location of the command post be within the outer perimeter but outside the inner perimeter. It must be out of sight and out of the line of fire to the target area.
- D. **Inner Perimeter:** The immediate area of containment, which includes the target area.
- E. **Outer Perimeter:** The area that is established outside the inner perimeter to control access to the target area.

IV. COMPOSITION AND STRUCTURE

The Department CIU shall consist of a minimum of six (6) members. However, the unit may consist of as many members as approved by the CIU Commander. The deployment of the CIU with less than six (6) members responding is not recommended. The positions and their respective duties are as follows:

- A. **Unit Commander:** This position is staffed by a rank of Lieutenant or higher. The unit commander has overall responsibility for the unit's activities and must approve their tactical plan. The unit commander serves as an advisor and liaison between the unit and the Incident Commander. The unit commander is responsible for maintaining a written log of the unit's activities when operational.
- B. **Unit Leader:** This position is staffed by a rank of Corporal or higher. The unit leader is responsible for supervising the unit and directing their tactical deployment. The unit leader must be familiar with all unit positions.
- C. **Scout:** The scout is responsible for collecting information and developing intelligence necessary to the creation of a tactical plan. The scout is also responsible for selecting suggested positions for other unit members and escorting them to these positions during deployment. The scout must be familiar with all unit positions.



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- D. Scout Backup: The scout backup acts in many capacities, dictated by circumstances. The scout backup assists the scout in reconnaissance duties and provides security for the scout. The scout backup must be familiar with all unit positions.
- E. Munitions Officer: This position is responsible for the deployment of selected chemical agents, less-lethal munitions, and/or flash/noise diversionary devices.
- F. Munitions Officer Backup: This position serves as a secondary munitions officer. The munitions officer backup may assist the munitions officer in handling, transporting, securing, and deploying all selected chemical agents, less-lethal munitions, and/or flash/noise diversionary devices. This position also provides security for the munitions officer during the deployment of selected munitions.
- G. Marksman: The marksman is responsible for providing highly accurate rifle fire and target identification and observation. The marksman provides cover for the movement of any other unit positions.
- H. Spotter: The spotter serves as a secondary marksman. The spotter also provides the marksman with security and any other assistance.
- I. Negotiator: The negotiator is responsible for establishing an open line of communication with suspects, attempting to establish a working rapport with suspects, and attempting to negotiate a non-violent resolution to any critical incident. The negotiator is also responsible for maintaining a written negotiations log and maintaining an open line of communication with the unit commander. The negotiator is the only position that may not be directly attached to the CIU and, therefore, the negotiator is not required to meet all CIU standards.

V. COMMAND AND CONTROL STRUCTURE

- A. An officer with the rank of Lieutenant or higher commands the Department CIU.
- B. When activated for an operation, the CIU Commander, or Acting Commander when the Commander is absent, reports directly to the Incident Commander, where one has been designated, or to the on-scene supervisor.



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- C. The CIU Commander is responsible for deployment of the CIU, tactical decision-making and tactical resolution of the incident.
- D. The CIU Commander is subordinate to the Incident Commander only in terms of **when and if** the tactical option shall be initiated, not **how** it shall be performed.
- E. Unless the CIU Commander relinquishes his control to another within the CIU, no other person, who is not in a leadership position within the CIU, shall attempt to direct, supervise, or control any element or member of the CIU. It is recommended that the Incident Commander and the CIU Commander direct the incident from the command post.

VI. ACTIVATION PROCESS

- A. CIU activations take precedence over all other assignments within the Department. CIU members assigned to the Department CIU become subordinate to the CIU Commander until the CIU Commander determines that the activation is over. The CIU Commander, along with the shift supervisor, shall determine the number of CIU members that shall respond to a critical incident if they are on-duty at the time of the callout. At no time shall a patrol shift go unsupervised, even if the shift supervisor is a member of the CIU.
- B. The Shift Supervisor has the authority to immediately activate the unit for any critical incident within jurisdictional boundaries. The activation shall commence when the responsible Shift Supervisor contacts the CIU Commander or the next in the chain of command, if the Commander is unavailable, and briefs that person on the incident. The Commander or Acting Commander shall then take responsibility for the conduct of the activation. If no one in the CIU command staff is available, the Shift Supervisor has the authority to activate the CIU.
- C. The Basic guidelines for determining if the CIU may be utilized are:
 - 1. The suspect has committed a dangerous criminal act or appears to be in a dangerous mental state;
 - 2. The suspect is believed to be armed; The location in question is barricaded against entry or the suspect is inside a location, vehicle or hidden from



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view and refuses to submit to arrest;

3. The suspect’s background reveals a propensity toward violence; or
4. By the nature of the situation, an unacceptable risk is presented to officers or the public.

D. After approval by the command staff officer, Orange County Communications, the Police Department front desk person, or any other designated person, shall initiate a telephone call-out of the CIU.

VII. RESPONSIBILITIES

- A. If the Patrol Division or the Investigative Division activates the CIU, the Shift Supervisor and/or Investigative Supervisor at the scene shall establish:
 1. Inner Perimeter;
 2. Outer Perimeter;
 3. Command Post;
 4. Staging Area to include press liaison, press area;
 5. Develop appropriate intelligence information; and
 6. Begin evacuation as appropriate.
- B. The Patrol Supervisor shall brief the CIU Commander of the situation upon his arrival at the scene.
- C. Control of the inner perimeter shall be released to the CIU Commander, who shall be responsible for containment or apprehension of the suspect.
- D. After the situation is resolved, it shall be the responsibility of the CIU Commander or his designee to forward a written report to the Chief of Police on the next working day.



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- E. The report shall include:
 - 1. Injuries to any person(s), use of weapons or chemical agents; and
 - 2. Any property damage.

- F. Press relations at the scene and issuance of a timely press release shall be the responsibility of the Administrative Services Division Commander or his designee.

- G. Any Division within the Department, such as Criminal Investigations, or Community Policing, may request the assistance of the CIU in planning or conducting appropriate operations. The respective supervisor shall contact the CIU Commander with the request. The CIU Commander, if approving the request, shall then follow the above-described procedures for unit activation.

VIII. OUTSIDE AGENCY REQUEST

- A. Subject to a valid mutual aid agreement and request for assistance, the Department CIU is available, with the approval of the Chief of Police to any requesting law enforcement agency. When a request for the unit is received, it shall be immediately forwarded to the CIU Commander, who shall determine if the situation warrants the activation of the unit. The request for aid must be from the head of the requesting agency. They may request two (2) kinds of assistance:
 - 1. **Primary Assistance:** Primary Assistance denotes that the CIU shall assume the entire responsibility involved in neutralizing a situation. The personnel utilized in the inner perimeter, shall be limited to members of the CIU or other officers that the CIU Commander deems appropriate. The CIU Commander shall respond to the scene and take charge of Carrboro Police Department personnel. This does not preclude consultation between the CIU Commander and the representation of the outside agency in a Primary Assistance situation. The requesting agency must agree to these criteria or the CIU shall decline assistance.

 - 2. **Secondary Assistance:** Secondary assistance denotes that the CIU shall



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assume a support role to the requesting agency’s tactical team. The requesting agency shall retain complete operational responsibility and control of the incident. The CIU Commander shall respond to the scene and shall accept mission assignments, as he deems appropriate, from the Incident Commander of the requesting agency. The integrity of the CIU shall remain intact and under the direct supervision of the CIU Commander.

- B. If the situation warrants the activation of the unit, the CIU Commander shall contact the Chief of Police and request activation of the unit. Once permission is granted, the activation shall follow standard procedures.
- C. Responsibility of Requesting Agency
 - 1. The on-duty supervisor from the requesting agency shall establish:
 - a. Inner Perimeter;
 - b. Outer Perimeter;
 - c. Command Post;
 - d. Staging Area to include press liaison, press area; and shall
 - e. Develop appropriate intelligence information; and shall
 - f. Begin evacuation of the area as appropriate.
 - 2. The requesting agency shall assign a supervisor or command level officer to the command post during the length of the situation.
 - 3. If the requesting agency fails to fulfill the responsibilities set forth above, the CIU Commander shall decline to provide the requested assistance.

IX. SELECTION PROCESS

The Department CIU shall select all prospective members from a valid selection roster



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created through applicant testing. Criteria for application shall be based on the following:

- A. A minimum of one (1) year of full-time employment with the Carrboro Police Department, or six (6) months full-time service with the Carrboro Police Department and at least one (1) year of full-time service with another law enforcement agency;
- B. Proficient overall evaluation on last evaluation review;
- C. Ninety (90) percent or better Departmental handgun qualification score in 2 out of 3 attempts. Applicants may submit their most recent qualification score as long as it is within six months of the application date. If the applicant does not wish to submit previous scores, he may qualify as soon as a firearms instructor is available, after the application is filed;
- D. Eighty-Five (85) percent or better Departmental shotgun qualification score in 2 out of 3 attempts. Applicants may submit their most recent qualification score as long as it is within six months of the application date. If the applicant does not wish to submit previous scores, he may qualify as soon as a firearms instructor is available, after the application is filed;
- E. Proficient physical fitness level by successful completion of the Police Officer Physical Abilities Test (POPAT). Successful completion of the POPAT requires the first part to be completed in less than 6 minutes and the second part to be completed in 3 minutes or less. The POPAT will be conducted annually.

There shall be no age or gender exceptions in physical fitness levels.

- F. The one year of full-time employment requirement may be reduced to six months, if the officer has more than one year of experience with another law enforcement agency or a minimum of two years of military service with his End Tour of Service date not exceeding three years from the date applying for CIU.
- G. The selection process shall consist of an application and interview, a physical proficiency evaluation, and a background investigation and review of all applicable Departmental records. The CIU Commander and CIU Leader shall coordinate all aspects of the selection process. The Chief of Police must also approve all personnel approved and accepted by the CIU Commander through the



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selection process, before being assigned to the CIU.

- H. All operational team members, regardless of rank or position, must maintain acceptable standards of performance in training as well as actual deployment situations. The CIU Commander and the CIU Leader shall closely monitor these standards. Failure to meet the acceptable standard(s) shall result in the unit member being placed on temporary non- deployment status for 90 days. Failure to meet the acceptable standard(s) within 90 days shall result in immediate removal from the unit, unless a medical extension is applied for. This request for extension shall be made to the CIU Commander and it shall be his discretion how long the extension shall be in effect. Being placed on temporary non-deployment status twice within three (3) years shall result in immediate removal from the unit unless injury, illness, or other medical condition was the cause. If injury, illness or other medical reason was the cause, it shall be at the CIU Commander’s discretion to remove member. If a member misses a mandatory training evaluation because of vacation or minor illness, he shall have 15 days from the original evaluation date to make up the evaluation without penalty. This request must be approved by the CIU Commander.
- I. A unit member may voluntarily withdraw from the unit at any time, for any reason. A unit member may be removed from the unit when deemed necessary for the good of the unit by a consensus of the leadership elements of the unit and approved by the Chief of Police.

X. TRAINING STANDARDS

The Department CIU shall conduct training a minimum of four (4) hours per month. The Department CIU shall train on appropriate subjects related to the mission of the Department CIU. All training shall be documented and the CIU Leader shall maintain training records on file.

- A. All training shall be performance oriented and CIU task specific. The Department CIU leader shall maintain a current task manual that lists the standards of performance of each task, individual and unit level. Individual unit members shall be re-certified once per year on all individual skills, and the unit shall be re-certified once per year on all unit level skills. Failure to re-certify, at either level, shall result in immediate remedial training on basic skills. Continued failure to re-certify, after appropriate remedial training, shall be dealt with as a failure to meet



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minimum standards.

- B. The training program shall also include regular updates on legal issues facing CIU operations, such as warrant service, and knock and announce issues. Deadly force policy and legal issues shall also be a regular part of firearms training.

XI. EQUIPMENT STANDARDS

- A. The Department CIU shall supply unit members with at least the following safety equipment:
1. Ballistic Helmet;
 2. Hearing Protection;
 3. Complete coverage ballistic entry vest with Threat Level IIIA or better insert;
 4. Load bearing vest or duty belt for tactical equipment;
 5. Special weapons as authorized by CIU Commander; and
 6. Appropriate ammunition for training and qualification.
- B. CIU members shall utilize appropriate utility type uniforms, of an approved color/pattern, and footwear. Uniforms shall utilize clearly visible and identifiable placards, patches, badges, or lettering that identifies the wearer of the uniform as a law enforcement officer. The CIU Commander must approve all other items of personal wear or equipment.
- C. CIU members, to whom any item of equipment is issued, are responsible for the care and maintenance of the equipment. The CIU Commander may request, at any time, an equipment inspection. Failure to appropriately care for or maintain the equipment in full mission readiness shall be dealt with as a failure to meet minimum standards.

XII. SPECIAL EQUIPMENT



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- A. Recognizing that the missions of the Department CIU are performed in a hazardous environment, and recognizing that the safety of citizens, officers, and suspects is often jeopardized by the hazardous conditions, it is the intent of the Department CIU to utilize special equipment, as listed below, in an attempt to decrease the risk of injury or death to all involved during the performance of a CIU operation. **The Department CIU recognizes, however, that the use of special equipment in no way implies or guarantees that injury or death shall not occur during a CIU operation.**
1. Primary Entry Weapons (pistols, entry shotguns and rifles): A weapon which enables the unit member to rapidly acquire targets and provides maneuverability, reliability, and stopping power;
 2. Precision Rifles: Commonly referred to as “sniper rifles.” These weapons allow the unit member to deliver highly accurate rounds where needed to help resolve life threatening incidents;
 3. Less Lethal Weapons or Ammunition: Weapons or ammunition which propel a round or device that is not normally lethal in nature.
 4. Distraction Devices: See specific section included in this Chapter.
 5. Breaching Tools and Ammunition: Items such as rams, pry bars, hydraulic or electronic machines, special frangible shotgun rounds, etc., which are designed to force entry into barricaded or secured areas.
 6. Chemical Munitions: See specific section included in this Chapter.
- B. **The CIU Commander shall ensure that only those unit members properly trained through a Departmental approved training course in the use and deployment of special equipment shall utilize the equipment during actual operations. Because of the specialized nature of these devices and the training required to properly use and deploy them, their use shall be restricted to trained personnel from the CIU, except in the event of an imminently life-threatening emergency. The CIU Commander shall be responsible for establishing the certification standards and criteria for the unit. The CIU Commander shall maintain all documentation of the**



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specialized training and certifications of team members for the special equipment listed above.

XIII. SPECIFIC EQUIPMENT POLICIES

A. Chemical Munitions

This procedure shall govern the use of chemical munitions by the members of the Department CIU. The purpose of this procedure is to provide guidelines for the deployment of chemical munitions during tactical situations faced by the Department.

1. Definitions: Chemical munitions are devices that emit chemical agents in a solid and/or liquid form. These chemical agents may produce the following effects on exposed persons:
 - a. Physiological Effects (normally lasting approximately 10 to 20 minutes):
 - 1) Pain: Pricking, burning sensation to the skin, especially in moist areas, such as the eyes, mouth, throat, nasal passages, and armpits;
 - 2) Lacrimation: Involuntary, excessive secretion of tears from the lachrymal glands of the eyes;
 - 3) Blepharospasm: Involuntary blinking and closing of the eyelids. Depending on the level of exposure, exposed persons may be unable to keep their eyes open;
 - 4) Rhinorrhea: Excessive mucous discharge from the nose; or
 - 5) Respiratory: Breathing of chemical munitions may prompt a feeling of suffocation or tightness of the chest, shortness of breath, coughing, and sneezing.
 - b. Psychological Effects: Some mental disorientation and confusion.



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Panic may ensue due to discomfort caused by the physiological effects.

2. **Approved Devices:** The following chemical munitions have been approved for use by trained Departmental personnel:
 - a. **Oleoresin Capsicum (OC):** Comprised of Oleoresin (a naturally-occurring mixture of oil and resin extracted from various plants) and Capsicum (an herb with the active ingredient capsaicin, a colorless and pungent crystalline compound that is a strong irritant to skin and mucous membranes). OC is classified as an inflammatory chemical agent and can be produced in powder and liquid form; and
 - b. **Ortho Chlorobenzalmalononitrile (CS):** A synthesized chemical composition known as a lachrymator. CS is classified as an irritant chemical agent and can be produced in powder and liquid form.
3. **Training:** To ensure safety for team members and citizens, only those members that have been properly trained in the proper deployment of chemical munitions may deploy the devices. This training shall be conducted by Team members trained and certified by certified personnel through classes approved by the CIU Commander or Chief of Police.
4. **Equipment Requirements:** Members deploying chemical munitions must wear the following required safety equipment: Full eye coverage or issued chemical agent mask, Nomex or Kevlar gloves, long sleeve blouse, and ballistic tactical vest. A Nomex hood must be worn if the issued gas mask is not donned.
5. **Carrying of Device:** All members qualified to deploy chemical munitions shall have the device(s) placed within an enclosed carrier specifically designed for carrying chemical munitions containers.
6. **Deployment Factors:** The following factors shall be considered when deploying chemical munitions:



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- a. **Elderly Adults or Children:** Chemical munitions shall not be deployed in close proximity to elderly adults or to young children, unless authorized by the CIU Commander for rescue purposes.
- b. **Safety:** The use of chemical munitions is to provide a tactical advantage to the CIU members by providing them with a window of opportunity while the suspect(s) are disoriented by the chemical agents. Use of the devices is meant to save lives and prevent active resistance from the suspects. Officers shall take every reasonable precaution to ensure that innocent bystanders are not in the line of fire prior to discharge. When deploying chemical munitions, the officer should ensure that an avenue of escape is provided for the aggressor(s).
- c. **Planning:** When utilized during a pre-approved plan, the deployment of chemical munitions shall be marked on the operational plan, including who shall deploy them and into what portals. The team leader shall assign these tasks and confer with the CIU Commander on the usage of chemical munitions. The CIU Commander shall approve all pre-planned use of chemical munitions.
- d. **Emergency Deployment:** The deployment of chemical munitions may be used during a situation when any member feels his safety has been compromised and the effects of chemical munitions may be needed to overcome resistance or make entry into a barricaded area safer. The team leader or designee shall direct a member to deploy the device. The same usage considerations must be used during deployments in emergency conditions.
- e. **Decontamination:** Subjects taken into custody after exposure to chemical munitions shall be decontaminated as soon as practical by the use of water and fresh air. Subjects shall be monitored for 15-20 minutes after exposure for any complications. Subjects shall be discouraged from rubbing their eyes and shall not be allowed to apply salves, lotions or creams on the affected skin.



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7. Documentation: Each time chemical munitions are utilized, it shall be reported on the Use of Force form.
8. Justification for Use: Chemical munitions shall only be used when it is reasonable under the circumstances. The circumstances which allow deployment of chemical munitions are as follows (this is not an exhaustive list):
 - a. To rescue hostages;
 - b. To distract potentially dangerous suspects to enable their arrest;
 - c. To distract large numbers of suspects (5 or more) present at a location, which would potentially hinder a safe and quick operation from being conducted;
 - d. To prevent a shooting; or
 - e. Situations wherein the CIU Commander and/or CIU team leader deems their use reasonable and necessary to safely resolve the incident.
9. Method of Deployment: Chemical munitions may be hand thrown or launched with a departmentally approved launcher designed for the deployment of chemical munitions. Chemical munitions can be deployed by:
 - a. Pyrotechnic grenades (burning);
 - b. Expulsion grenades (non-burning); or
 - c. Barricade penetrating rounds.
10. Decontamination: Individuals in police custody who have been affected by chemical agents shall be given an opportunity, when practical, to alleviate the effects of the irritant by washing and flushing the affected areas with cold water. They shall be advised not to use creams, ointments,



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or bandages on the affected areas, and informed that continual rubbing of the skin against affected clothing shall cause irritation and reddening of the skin.

B. Noise/Flash Distraction Devices

1. This procedure shall govern the use of Noise/Flash Distraction Devices by the members of the Department CIU. The purpose of this procedure is to provide guidelines for the deployment of Noise/Flash Distraction Devices during tactical situations faced by the Department.
2. Definition: A noise/flash distraction device (NFDD) is a device designed to distract or disorient by using a bright flash and loud report or overpressure, on detonation.
3. Training: To ensure proper safety only those members that have properly trained in the proper deployment of NFDD may deploy the device. This training shall be conducted by Team members trained and certified by factory-sponsored personnel through approved classes.
4. Equipment Requirements: Members deploying NFDD must wear the following required safety equipment: Full eye coverage or issued chemical agent mask, Nomex or Kevlar gloves, long sleeve blouse, and ballistic tactical vest. Also, a Nomex hood must be worn if the issued gas mask is not donned. At least one member of the entry team shall have a portable chemical fire extinguisher immediately available.
5. Equipment Transportation: All members qualified to deploy NFDD's shall have the device(s) placed within an enclosed carrier specifically designed for carrying NFDD's.
6. Deployment Factors: The following factors shall be considered when deploying NFDD's:
 - a. Location of flammable materials within the structure: A NFDD shall not be deployed if prior information exists of flammable liquids or gasses within the structure, or if the structure is known to



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contain a drug manufacturing laboratory.

- b. Elderly Adults or Children: NFDD's shall not be deployed in close proximity (within the same room) to elderly adults or to young children, unless authorized by the CIU Commander for rescue purposes.
- c. Forced entry: Whenever feasible during a forced entry situation, NFDD's should be deployed within the entry portal prior to a forced entry. The member assigned to deploy the NFDD shall place the device in an area that is not likely to cause injury to any person, or come in contact with combustible material. Additional NFDD's may be deployed away from the entry point to further distract suspects. Safety: The usage of NFDD's is to provide a tactical advantage to the CIU members providing them with a window of opportunity while the suspect(s) are disoriented by the blast and flash. The usage of the devices is meant to save lives and prevent active resistance from the suspects.
- d. Planning: When utilized during a high-risk warrant or entry, the deployment of NFDD's shall be marked on the operational plan including who shall deploy them and into what portals. The team leader shall assign these tasks and confer with the CIU Commander on the usage of NFDD's. The CIU Commander shall approve all pre-planned use of NFDD's.
- e. Emergency Deployment: The deployment of NFDD's may be used during a fast-paced entry situation when any member feels his safety has been compromised and the effects of an NFDD may be needed to overcome resistance or make entry into a barricaded area safer. The member deploying the device shall announce to the other team members the word "BANG" and point to the area the device is needed. The team leader or designee shall direct a member to deploy the device. The same usage considerations must be used during deployments in emergency conditions.

7. Justification for Use: Examples of situations in which NFDD's may be



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utilized follows: [NOTE: This is not all-inclusive list.]

- a. To rescue hostages;
 - b. To distract potentially dangerous suspects to enable their arrest. Dangerous suspects shall be determined by prior violence towards law enforcement or weapons related criminal history and/or current, reliable information of immediately accessible weapons;
 - c. To distract large numbers of suspects (5 or more) present at a location, which would potentially hinder a safe and quick operation from being conducted;
 - d. Distraction devices may also be deployed in a safe area away from a location, for situations that may not fit into the violent or armed category. A safe location is defined as an area with no potential for property damage or injury to suspects or bystanders; To prevent a shooting; or
 - e. Situations wherein the CIU Commander and/or CIU team leader deems their use necessary to safely resolve the incident.
8. Method of Deployment: Prior to deploying a distraction device, the officer shall look where he is going to place the device, unless doing so would expose the officer to an imminent threat of serious bodily injury or death. Distraction devices may be hand thrown, launched or initiated on a pole. Devices to assist remote deployment may be used, to include painter's poles and other devices, to allow NFDD's to be placed in portals above ground level with control

XIV. MISSION PLANNING

The Carrboro Police Department CIU shall utilize a written planning process for all operations that are proactive or anticipatory in nature, such as raids. The written process shall include a format that shall document how the operation is to be conducted, command/control/communication, and support required. All operations plans shall be stored and maintained in a file. The operational sequence should be as follows:



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- A. Pre-planning: The Key to Success - Time and circumstances do not always allow for pre-planning, as each situation has its own distinct dynamics and circumstances.
1. Meeting between CIU Commander and/or CIU Team Leader, Scout, and the requesting officer. The purpose of the meeting is:
 - a. To obtain available intelligence information;
 - b. To determine and assign areas of responsibility; and
 - c. To define the mission objective (i.e. arrest of suspect, seize evidence, is the evidence destructible).
 2. Planning information is obtained from:
 - a. The investigator;
 - b. Scouting the location;
 - c. Informants, witnesses and victims; Photos, maps, videotape, etc.; and
 - d. Law enforcement computer data sources, (i.e. criminal history records, firearms registration records).
- B. Preparation of the tactical plan
1. Use of an established planning format; and
 2. Use of a checklist.
- C. Rehearsal
1. Ensures everyone knows their assigned role; and



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2. Provides an opportunity to use and test specialized equipment in advance of actual mission.

D. Briefing

1. Detailed tactical briefing for CIU; and
2. Separate general briefing for others involved.

E. Deployment

1. Non-CIU members respond to a pre-selected assembly area and remain until called in;
2. A drive-by is made to obtain last minute information (unless the location is being observed by assigned personnel);
3. The CIU responds to the location in marked or unmarked vehicles, depending upon the situation.
 - a. Containment positions are assumed;
 - b. Announcements are made (if required);
 - c. Entry is made;
4. If shots are fired, the location is contained and treated as a barricaded suspect situation. The investigator at the assembly area is provided with periodic situation reports over the radio by an assigned CIU member;
5. Once the location is cleared, the investigator is called to the location to conduct a search; and
6. All CIU activities should be logged.



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F. Post-Operation Activities

1. Pertinent information is provided to the case investigator for his report;
2. A property damage assessment is conducted and recorded;
3. All equipment is inventoried;
4. Diagrams of the location are prepared for critique and file purposes;
5. Unless the area is such that the team is needed for security and/or search purposes, their involvement is terminated; and
6. A comprehensive post-operation critique is conducted during which all responding members are encouraged to participate.

G. The CIU Commander shall cause a log of events to be recorded on all CIU operations, and shall also cause all planning or decision-making documents to be recorded. These documents shall be stored and maintained in a file.

H. A radio operations log for all CIU operations shall be obtained from Orange County Communications and stored in a file.

XV. DOCUMENTATION OF ACTIVATION

The Department CIU Commander shall cause an agency incident report to be generated detailing the activation and use of the unit. This report shall be a standard police report type document which details the operation and pertinent information required for follow-up investigations, prosecutors, etc.

XVI. AFTER ACTION CRITIQUE

At the completion of all operations and significant training events, the CIU Commander shall conduct an after-action review. The purpose of this review shall be to create a forum for unit members to offer input for the improvement of the unit. The after-action review shall be formatted to develop the following information: Positive Factors, Negative Factors, and Solutions for Negative Factors.



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XVII. PERIODIC POLICY REVIEW

The CIU Commander shall annually review and, when necessary, update this policy. The CIU Commander shall then cause the policy to be annually reviewed and approved by the Chief of Police.