
Metropolitan Emergency Tactical Response Operations (METRO) Team

404.1 PURPOSE AND SCOPE

The METRO team is comprised of two specialized teams: the Crisis Negotiation Team and the Special Weapons and Tactics Team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary. The team is a multi-jurisdictional team consisting of officers from the Champaign County Sheriff's Office, Urbana, University of Illinois, Mahomet, Parkland College and Rantoul Police Departments.

404.1.1 SWAT TEAM DEFINED

A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

404.2 LEVELS OF CAPABILITY/TRAINING

It shall be the policy of this department to participate in the METRO team and to provide the manpower, equipment and training necessary to remain a participating agency on the METRO team. It is understood that the METRO team has specific policies and procedures, which are reviewed and approved by the Sheriff and Chiefs of Police of all participating agencies. The METRO team policy manual governs the tactics and duties of member officers while under the direction of the METRO Team Commanders.

404.2.1 FORMAL AGREEMENT

The Sheriff and Police Chiefs from the participating agencies have entered into a written formal agreement that further lists the requirements and obligations of each agency. Additionally, the METRO Oversight Board has written policies and guidelines specifically for the operation of the METRO Team. For matters not covered by the Urbana Police METRO policy, the METRO agreement and policy manual shall have precedence.

404.2.2 METRO SWAT POLICY MANUAL

The METRO team policy manual covers organizational procedures addressing the following:

- (a) The METRO team policy manual covers organizational procedures addressing the following:
- (b) Locally identified specific missions the team is capable of performing. Team organization and function.
- (c) Personnel selection and retention criteria.

Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

- (d) Training and required competencies.
- (e) Procedures for activation and deployment.

404.3 POLICY

The METRO Team Commanders and Team Leaders shall review the METRO Team training needs annually to ensure that training is conducted within team capabilities and policy.

404.3.1 POLICY CONSIDERATIONS

A needs assessment should be conducted to determine the type and extent of METRO team missions and operations appropriate to this department. The assessment should consider the team's capabilities and limitations and should be reviewed annually by the METRO Team Commander or his/her designee.

404.3.2 ORGANIZATIONAL PROCEDURES

Command and executive personnel are encouraged to attend training for managing the SWAT function at the organizational level to ensure personnel who provide active oversight at the scene of METRO Team operations understand the purpose and capabilities of the teams. Command personnel who may assume incident command responsibilities should attend SWAT or Critical Incident Commander course or its equivalent. METRO team command personnel should attend an ILETSB-certified SWAT commander or tactical commander course, or its equivalent.

404.3.3 OPERATIONAL PROCEDURES

Training shall be coordinated by the METRO Commanders and Team leaders. Specific details of required training standards are listed in the METRO policy manual.

404.3.4 OPERATOR, SNIPER/OBSERVER, CHEMICAL AGENT RESPONSE TEAM MEMBER INITIAL TRAINING

All members of the METRO Team, with the exception of negotiators, shall attend a ILETSB certified basic SWAT course. Once that is complete, members of the Sniper/Observer Team and the Chemical Agent Response Team (CART) will receive additional certified training in that specialty discipline.

404.4 TRAINING NEEDS ASSESSMENT

404.4.1 INITIAL TRAINING

METRO team members from this agency should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

404.4.2 UPDATED TRAINING

METRO team members from this agency should be adequately equipped with personal protective equipment to meet the specific mission(s) identified by the agency.

Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

404.4.3 SUPERVISION AND MANAGEMENT TRAINING

Weapons and equipment used by the METRO Team, the specialized units, and the supporting resources should be agency-issued or approved, including any modifications, additions, or attachments.

404.4.4 TRAINING SAFETY

Use of a designated safety officer should be considered for all tactical training.

404.4.5 SCENARIO BASED TRAINING

The METRO Team should participate in scenario-based training that simulates the tactical operational environment. Such training is an established method of improving performance during an actual deployment.

404.4.6 TRAINING DOCUMENTATION

Individual and team training conducted by operators from this Department shall be documented and records maintained by the Department's METRO Team Commander. Such documentation shall be maintained in the METRO Team's training file.

404.5 UNIFORMS, EQUIPMENT, AND FIREARMS

The Urbana Police Department METRO Commander shall be selected by the Chief of Police.

404.5.1 UNIFORMS

The METRO Team is commanded by Team Commanders who make up the Oversight Board. When activated for an operation, the METRO Team Commander from the affected jurisdiction becomes the Incident Commander, or Tactical Operations Commander if a separate Incident Commander is appointed by the Chief of Police. The METRO Team Commander is responsible for the deployment of the team, tactical decision making and tactical resolution of the incident. The METRO Commander is subordinate to the Incident Commander only in terms of when and if the tactical option will be initiated, not how it will be performed.

During METRO operations, METRO Team Members are subordinate to the appropriate Team Commander(s) and/or Team Leader(s) regardless of agency. The differentiation of agency will not be an issue during operations and the team will act as one unit regardless of outside routine rank or assignment.

404.5.2 EQUIPMENT

The METRO Team Leaders will be selected by METRO Commanders as specified in the METRO guidelines.

404.5.3 METRO TEAM COMMAND SELECTION

A METRO Commander will be appointed by the Chief of Police. The commander will sit on an oversight board with the commanders from the team's major agencies. This board has the authority to set policies and establish training criteria, provide advise on discipline, approve equipment and membership, act as a field command post team, etc.

Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

404.6 MANAGEMENT/SUPERVISION OF METRO SWAT TEAM

The METRO Team was established to provide a skilled and trained team which may be deployed during events requiring specialized tactics in such situations as cases where suspects have taken hostages and/or barricaded themselves as well as prolonged or predictable situations in which persons armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of Urbana officers who participate on the METRO Team.

404.6.1 SELECTION CRITERIA

The Urbana METRO Team Tactical Operator is assigned to the position based on criteria and standards published by the METRO Oversight Board and the METRO Inter-agency Agreement. The criteria include fitness levels, firearms proficiency, ability to function in a team environment, ability to respond well in changing situations, ability to maintain a positive attitude under stressful conditions, to be emotionally mature, ability to exercise good judgment and problem solve while remaining calm as well as existing specific training qualifications. Applicants for METRO team officer must meet the following minimum criteria:

- (a) Be a non probationary officer with at least two (2) years of law enforcement experience. Sergeants may remain on the team at the time of promotion, but are not allowed to apply for a new opening. Lieutenants are ineligible for any team membership outside of a command role.
- (b) Have acceptable performance on the METRO fitness and firearms qualifications and standards.
- (c) Attend 75 percent of all training and activations on an annual basis.
- (d) Be available to respond to call outs within a reasonable amount of time.
- (e) During the year prior of proposed date of appointment as METRO officer, have received no serious disciplinary action, and have exhibited no serious performance deficiencies.

The Urbana METRO Team negotiator is assigned to the position based on criteria and standards published by the METRO Oversight Board and the METRO Inter-agency Agreement. The criteria include verbal communications skills, ability to respond well in changing situations, ability to maintain a positive attitude under stressful conditions, to be emotionally mature, with the capacity to absorb verbal abuse without reacting negatively, ability to exercise good judgment and problem solve while remaining calm as well as existing specific training qualifications. Applicants for METRO Team Negotiator must meet the following minimum criteria:

- (a) Have a minimum of two (2) years law enforcement experience.

Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

- (b) Attend 75 percent of all training and activations on an annual basis.
- (c) Be available to respond to call outs within a reasonable amount of time.
- (d) During the year prior of proposed date of appointment as METRO negotiator, have received no serious disciplinary action, and have exhibited no serious performance deficiencies.

Once accepted and assigned to the METRO Team, all operational team members, regardless of rank or position, must maintain acceptable standards of performance as delineated in the METRO Inter-Agency Agreement. The consequences of the failure to maintain standards are outlined in the METRO guideline. The Urbana Police Department expects a minimum of a three (3) year commitment to the METRO team in exchange for the time and cost of any training for such a specialty position. That time period may be waived by the Chief of Police on a case by case basis. A team member may be removed from the team, without cause, when deemed necessary for the good of the team by a consensus of the Team Commanders and approved by the Urbana Chief of Police.

The Urbana Chief of Police may remove an Urbana METRO Team Member at his discretion at any time.

404.6.2 TEAM SUPERVISORS

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the METRO Commanders. The performance and efficiency level, as established by the METRO Commanders, will be met and maintained by all METRO Team members. Any member of the METRO Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team in accordance with the procedure established in the METRO guidelines.

404.7 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES

The following procedures serve as guidelines for the operational deployment of the METRO team. Generally, the Special Weapons and Tactics Team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of all of the Crisis Negotiation Team such as warrant service operations. This shall be at the discretion of the METRO Commander.

404.7.1 SELECTION OF PERSONNEL

The supervisor in charge on the scene of a particular event will assess whether METRO is to respond to the scene. Upon final determination by the Shift Supervisor, he/she will notify the METRO Commander. The METRO Commander shall have the final determination if the METRO team will be activated.



Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

- (a) [Redacted]
- (b) [Redacted]
- (c) [Redacted]
- (d) [Redacted]
- (e) [Redacted]
- (f) [Redacted]
- (g) [Redacted]
- (h) [Redacted]
- (i) [Redacted]
- (j) [Redacted]

[Redacted]

- (a) [Redacted]
- (b) [Redacted]
- (c) [Redacted]
- (d) [Redacted]
- (e) [Redacted]
- (f) [Redacted]
- (g) [Redacted]
- (h) [Redacted]

Urbana Police Department

Urbana PD Policy Manual

Metropolitan Emergency Tactical Response Operations (METRO) Team

The METRO Commander or Chief shall then initiate the METRO call-out.

404.7.4 FIELD UNIT RESPONSIBILITIES

While waiting for the METRO team, field personnel should, if reasonably practicable:

- (a) [REDACTED]
- (b) [REDACTED]
- (c) [REDACTED]
 - [REDACTED]

404.7.5 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the METRO team at the scene, the on-scene incident commander shall brief the METRO Commander and Team Leaders about the situation. Once the METRO Commander authorizes deployment, the METRO Commander will be responsible for the tactical portion of the operation. The on-scene incident commander shall continue supervision outer perimeter security, support for the METRO team, and any other duties as assigned by the METRO team commander. The on-scene incident commander and the METRO Commander (or his/her designee) shall maintain communications at all times.

404.7.6 COMMUNICATION WITH METRO NEGOTIATORS

All of those persons who are non-METRO team personnel should refrain from any non-emergency contact or interference with any member of the negotiator unit during active negotiations. Negotiations require the utmost in concentration by involved personnel and, as a result, no one should interrupt or communicate with Negotiation team personnel directly. All non-emergency communications shall be channeled through the Negotiation Team Supervisor or his/her designee.

404.7.7 REPORT WRITING

A minimum of one of the responding Urbana team members will write a report indicating the details of the METRO response. Any team member involved in "use of force", including handcuffing, searching of suspects and all higher levels of force, or involved in the destruction of private property, or the discovery of evidence, or sustains an injury or injuries another person, will write a report documenting the circumstances that required or lead up to the force, destruction, discovery or injury. All METRO reports will be forwarded directly to the METRO Commander.