

(c) Personally make contact with at least one of the following persons: (in order of priority), SWAT Lieutenant, either SWAT Sergeant, either SWAT Team Leader. (If any of the aforementioned persons are on-duty and at the scene of the incident, do not assume that they have made contact with off-duty SWAT members. Still make personal contact with a ranking off-duty SWAT Team member.

(d) Contact Crimes Against Persons Sergeant / designee.

(e) Notify the Division Commander of the circumstances

(f) Ensure that the Chief of Police is notified

(g) Designate a field supervisor (if one is not already on-scene) who will act in the capacity of Tactical Commander and/or Incident Commander until the arrival of the Division Commander and SWAT Lieutenant or their designees.

(h) At the time the SWAT Team Lieutenant/Sergeant/Team Leaders arrive at the station, the Watch Commander should be able to provide them with the following information

- 1. The nature of the incident;*
- 2. The address of the incident;*
- 3. The location of the Command Post and the name of the Officer in charge;*
- 4. The best route to the Command Post without driving past the suspect location;*
- 5. The radio frequency being used for the operation;*
- 6. The number of suspects and any physical description, as well as names, if available;*
- 7. If applicable, the number of hostages; include physical and clothing descriptions;*
- 8. The number and types of weapons seen or known to be inside the suspect location, (include threatened use of explosives).*

Administration & Logistics:

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