

MERGE



Unit Guidelines

**San Jose Police Department
Special Operations Division**



Special Operations Division

MERGE Unit Guidelines



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MERGE Unit Objectives

The MERGE Unit is responsible for supporting patrol and other units by utilizing specialized skills and equipment to address high risk operations, which may include critical incidents, dignitary protection, special events, apprehension of violent offenders, high risk search warrants and unusual crime problems. When not working a specific case, operation, unit training or other department member training, MERGE officers are expected to assist patrol on priority weapons calls.

MERGE Officer Responsibilities

The ability to work within a close-knit team environment is an essential attribute for MERGE officers. The critical nature of the various missions (response to critical incidents, surveillance and apprehension of violent offenders, execution of high-risk search and arrest warrants, etc.) requires a high degree of teamwork. MERGE personnel are subject to callback twenty-four hours a day, seven days a week for critical incidents and special events. MERGE personnel are issued a department phone and take-home vehicle. *The necessity of being able to maintain flexibility regarding the work schedule cannot be overemphasized.*

MERGE officers are expected to be self motivated and maintain a high level of self initiated activity.

MERGE officers are tested on a regular basis to ascertain their level of physical fitness, firearms, and tactical proficiency. Failure to adhere to designated standards will be grounds for removal from the unit.

Skill proficiency requirements:

- Officers must pass the Bi-annual MERGE obstacle course test with a time of 6 minutes or less.
- Officers must pass the Quarterly MERGE firearm qualification for each of their assigned weapons.
- Officers must be able to demonstrate basic tactical skill proficiency upon completion of the MERGE Entry, MERGE Advanced Tactics, Carbine and Pistol schools. Those skills are subject to review and evaluation at any time at the request of a MERGE Sergeant.
- All assigned equipment must be maintained and is subject to inspection at any time at the request of a MERGE Sergeant.
- Officers must know and satisfactorily perform all the tactics and skills defined in the Standard Operating Procedures.



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All MERGE team members will be assigned administrative duties. They are expected to complete any tasks related to their duty in a timely manner. Duties include but are not limited to:

- Bearcat maintenance
- Equipment Van Maintenance
- Warehouse inventory
- Range Box inventory
- Equipment inventory
- [REDACTED]
- [REDACTED]
- Ammo inventory
- Daily stat report
- Mirror [REDACTED]
- Simunition Gear Maintenance
- [REDACTED]
- LRAD
- Simunition House Maintenance
- [REDACTED]

Probationary MERGE officers

To ensure that the MERGE unit maintains a high level of operational competency, all newly assigned MERGE officers will serve a probationary period of 12 months from their date of entry into the unit. Any prolonged injury or modified duty could result in extension of the probationary period. At the end of the probationary period, the new officer's supervisor will conduct an evaluation to determine if the officer has successfully completed the probationary period and should thereby be retained in the unit.

MERGE Team Leader Responsibilities

MERGE will have two permanent Team Leaders (React & Spec. Ops) and two Assistant Team Leaders (Perimeter & Intel).

The permanent Team Leaders will have the following responsibilities:

- Motivate the team.
- Running the team, day-to-day in the field.
- Ensuring the proper disbursement of critical and non-critical information.
- Provide training in tactics, surveillance, firearms, etc.
- Supplement the unit supervisors.
- Develop plans during critical incidents.
- Develop operation plans (S/W, apprehensions, etc...)
- Notifications when necessary (critical incident, out of town Ops, etc...)
- Make personnel assignments on operations and in the field.
- Assess the capabilities of team members.
- Advise the unit Sergeant of any personnel issues.
- Act as a liaison between team members and patrol supervisors during critical events.
- Manage assigned officers during call outs.
- Collect and disperse necessary intel.



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Minimum Staffing

[REDACTED] Additional officers can have Time Off (TO) but are subject to call back. Officers are reminded that TO can be revoked if a need arises and those officers must remain within [REDACTED] response time and fit for duty. When working the streets, a minimum of 10 officers must be on duty. All UA and TO must be approved by a unit sergeant in advance and placed on the unit calendar. UA and TO are “first come, first served.”

Pre-Planned Operations

There is a distinct difference between a “pre-planned” operation and a situation that is “on-going” in the field and presents exigencies.

Pre-Planned Operations:

Pre-planned operations include (but are not limited to) arrest/search warrant execution, probation/probation searches, and fugitive apprehensions. A pre-planned operation provides officers the luxury of time. Prior to executing a pre-planned operation, officers are expected to gain as much investigative background information as possible. Preparation for a pre-planned operation includes but is not limited to the following:

TL Responsibilities:

- When a special operations request is received the TL will notify a sergeant of a pending operation and jurisdiction.
- TL will contact the case officer [REDACTED], and availability of the investigative unit.
- [REDACTED]
- Cross check all information received from the case officer.
- Review warrant and verify [REDACTED] with initial brief. Confirm that the warrant is signed and within the allowed time frame.

- Locate a staging area.
- Complete an Operations Plan [REDACTED]
- Determine the number of personnel needed.
- Notify additional resources (i.e., [REDACTED], animal control, paramedics, fire) if necessary.



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- Brief unit sergeant on Op Plan.
- Ensure all involved personnel are notified in advance of the time and location for the briefing.
- Assign MERGE operators to pick up required specialty equipment needed for the operation.
- [REDACTED]
- [REDACTED]
- Complete a supplemental report documenting the entry, involved MERGE personnel, and any damage to property.

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Examine location for evidence of children or elderly.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Identify possible staging location.
- [REDACTED]
- Look for schools in the area.
- Prepare 844/1532 notification recording.

Operator Responsibilities:

- Assist TL with threat assessment work ups.
- Prepare specialty equipment in advance.
- Arrive early to briefing with all necessary equipment.
- [REDACTED]
- Debrief the operation to identify any training issues.
- Complete a supplemental report documenting any damage to property or force used.



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NFD Deployment of Pre-Planned Operations

Absent exigent circumstances all Noise Flash Distraction Device deployments on search warrants or apprehensions will be administratively reviewed prior to the operation.

- [REDACTED]
- [REDACTED]

Utilization of other Special Operations Units

The MERGE unit Commander will be notified if other special operations units are required on a pre-planned operation.

On-Going Field Situations

On-going field situations are rapidly developing situations that occur in the field and present exigencies. Exigent circumstances include but are not limited to weapons calls with an immediate threat to life, “Hot Pursuit” (e.g. foot pursuit) and “Fresh Pursuit” (e.g. continuous investigation following the commission of a crime).

MERGE personnel are expected to assist during critical incidents, high priority calls, and weapon-related calls for service.

The first MERGE operator arriving at a patrol priority patrol event will contact the patrol incident commander (Sgt. or Lt.), advise them of the number of responding MERGE personnel and offer assistance. MERGE personnel will remain directly subordinate to the patrol Incident Commander unless a full MERGE callout has been initiated.

MERGE personnel may assist patrol by providing:

- An arrest/react team.
- A rescue element.
- Assist with the establishment of a perimeter/containment.
- Tactical planning.
- Special equipment [REDACTED]
- Area search teams.
- Intel gathering.
- Investigative follow-up.

Officers are reminded that exigent circumstances only remain for as long as that specific exigency exists. If time and circumstances permit, a warrant must be obtained.



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Requests from BOI or Outside Agencies

Outside agencies and SJPD BOI units often request the assistance of the MERGE Unit. Prior to committing MERGE resources to assist outside agencies/units, Team Leaders will advise a MERGE supervisor. The personnel providing the assistance will then ensure that the following steps are taken prior to the operation

- MERGE personnel will determine if the BOI unit requesting assistance has completed the Special Operations request form and submitted it for review.
- [REDACTED]
- The MERGE Sergeant will notify the Unit commander of the request.
- MERGE personnel will clarify exactly what the agency/unit is requesting.
- MERGE will determine the appropriate tactic for the mission.
- MERGE personnel will ensure that a supervisor from the outside agency/unit is aware of the request.
- MERGE personnel will conduct their own case workups (Even if this information is provided by the requesting agency/unit, MERGE personnel will reconfirm the information).
- Absent "fresh-pursuit," MERGE personnel will ensure that a warrant is signed, or a felony affidavit is on file prior to contacting the suspect(s). [REDACTED]



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Fugitive Apprehensions

The MERGE Unit has experienced great success with high risk fugitive apprehension operations. Fugitive apprehension involves the utilization of covert/overt tactics in order to locate and arrest a suspect. It should be noted that circumstances surrounding each individual case will dictate the tactics used by MERGE personnel. [REDACTED]

[REDACTED] When conducting fugitive apprehensions MERGE personnel will adhere to the following guidelines:

- [REDACTED]
- MERGE personnel will ensure that a warrant is signed, and/or a felony affidavit/JCR is on file prior to contacting the suspect(s).
- A Team Leader will conduct a briefing with all involved personnel.
- Ideally, [REDACTED] will be covered during the operational briefing [REDACTED].
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED], MERGE personnel will RCT the location and advise the Patrol district supervisor.
- Traffic control should be assigned if necessary.
- Entry into a residence to arrest a suspect pursuant to consent, exigent circumstances or a warrant may be feasible depending on the threat level.
- If any occupants refuse to exit the Unit Commander will be notified [REDACTED]
- [REDACTED] the Team Leader or unit [REDACTED]
- If a foot pursuit occurs [REDACTED] the unit sergeant will advise the district radio channel and request the assistance of patrol units for a perimeter. MERGE units will establish a perimeter until relieved by patrol units. [REDACTED]
- [REDACTED]
- [REDACTED] The pursuit will be turned over to the first marked 4-wheel unit available to take over. [REDACTED]



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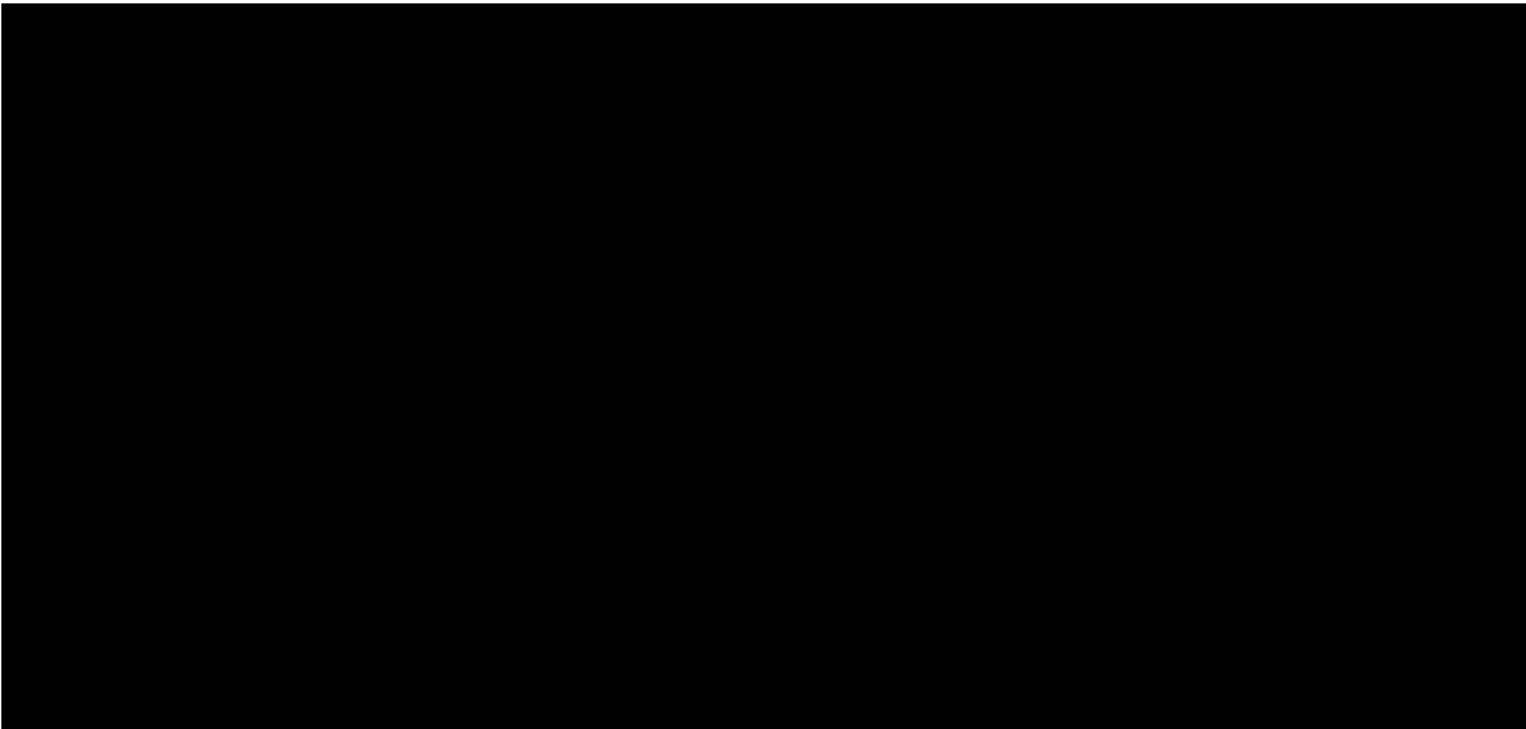
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Tactics & Operational Flow Chart

MERGE utilizes the following tactics to address a wide variety of operations:

- Dynamic Entry
- Modified Entry
- Stronghold Assault/HRT
- [REDACTED]
- [REDACTED]
- [REDACTED]
- High Risk Vehicle/Pedestrian Stop
- [REDACTED]
- Rapid Containment Tactics
- Open Field Search
- Standing Slow Search
- [REDACTED]
- Vehicle Assault & [REDACTED]
- Tubular Assault
- Sniper Initiated Assault
- [REDACTED]/HRT
- Officer/Citizen Rescue
- [REDACTED]
- Active Shooter Tactics
- Surround and Callout





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MERGE Enforcement in Outside Jurisdictions

- MERGE Unit enforcement in outside jurisdictions requires approval from the MERGE Unit commander.
- If MERGE units enter a jurisdiction outside of San Jose, they will contact the appropriate agency and advise of their presence and purpose. Officers will get the name of the person from that agency that they spoke with on the phone. Officers will provide a call-back number to the agency.
- MERGE personnel will advise the outside agency if their investigation will involve enforcement action.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Entry into a residence or other structure in an outside jurisdiction for the purpose of an arrest/search requires approval from the Special Operations Captain.
- The terrain and circumstances of the case will dictate the tactics used. Likewise, if the suspect is located in a public place, the terrain and circumstances will dictate the arrest tactics.
- [REDACTED]
- [REDACTED]
- [REDACTED]



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MERGE Unit Equipment

The MERGE Unit procures and maintains its own equipment. Therefore, it is important that Unit equipment be properly inventoried, always maintained and stored. The MERGE Unit Equipment Officer is responsible for the equipment inventory. The MERGE Unit Equipment Officer will maintain a log of the equipment assigned to each officer and sergeant. Additionally, each officer/sergeant will complete an individual equipment log sheet and sign for all equipment that is issued to him/her. As additional equipment is issued, the Equipment Officer will update the log. All assigned equipment will be returned to the Unit at the completion of an officer's tour of duty.

MERGE personnel will adhere to the following procedures regarding equipment:

- When not being used, MERGE equipment is to be kept properly secured.
- All unit equipment is for official use only.
- [REDACTED]
- Officers are always required to maintain all of their assigned equipment in operating condition. Any defects to the equipment are to be brought to the attention of the Equipment Officer and unit Sergeant as soon as possible.
- If an officer is going to be unavailable, any shared equipment issued to that officer [REDACTED]
- Equipment will not be loaned outside the unit without prior approval by a MERGE supervisor.
- If any piece of equipment is lost, damaged or missing, it will be reported to a MERGE supervisor immediately. The appropriate documentation and/or notifications will be completed prior to the end of the shift.
- When an officer/sergeant leaves the MERGE Unit, he/she will return their equipment to the Equipment Officer. The MERGE Unit Equipment Officer will inventory the equipment and sign for it. A copy of the log sheet will then be provided to the departing officer. The original copy will be retained by the MERGE Unit.
- All equipment is subject to inspection at anytime.
- Officers will make themselves familiar with the proper function and operation of their assigned equipment and may be required to demonstrate proficiency in its use at any time.



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MERGE Unit Uniforms

MERGE uniforms of the day may vary depending on the mission. All MERGE personnel will maintain a class “A” uniform, Special Operations black uniform (BDU), camouflage uniform (BDU), and appropriate plain-clothes capabilities. MERGE officers will have the appropriate holsters and duty equipment for both plain-clothes and uniform enforcement. MERGE officers will be aware of and comply with Duty Manual Sections S1118, L2206-L2208 regarding non-uniformed enforcement.

It may be necessary for MERGE officers to change their dress while in the field, so all officers are always required to have one set of each BDU and one set of plain clothes with their equipment.

Cellular Phones

All MERGE officers will have their city issued cell phone upon entering the unit. This will facilitate a swift response when called back to duty. Absent exigent circumstances, MERGE officers will utilize city issued cell phones for official law enforcement purposes only. All city cell phone use is governed by the City Policy Manual, section 1.7.4.

MERGE Unit Vehicles

[REDACTED] The following guidelines will be adhered to regarding the use of MERGE vehicles:

- [REDACTED]
- [REDACTED]
- MERGE officers will maintain their assigned vehicles in proper working condition.
- MERGE vehicles will not be loaned outside the unit without prior approval of a MERGE supervisor.