

INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 17-01

February 2, 2017

**TO:** Metropolitan Division Personnel

**FROM:** Commanding Officer, Metropolitan Division

**SUBJECT:** SPECIAL WEAPONS AND TACTICS SELECTION PROCESS – PHASE II  
AND SUPERVISORY TRAINING REQUIREMENTS

The purpose of this Order is to outline current procedures pertaining to:

- Phase II of the Special Weapons and Tactics (SWAT) selection process; and
- Supervisory training requirements pursuant to California Penal Code Section 13514.1.

**Phase II** – This segment of the SWAT School/Selection Process entails practical application in the field over a six-month period. Phase II was adopted in 2008 following an exhaustive “meet and confer” process involving representatives from the Department, Office of the Los Angeles City Attorney, Los Angeles Protective League, Office of the Inspector General, and Personnel Department. It was designed to build upon a SWAT candidate’s foundation formed during, and in, the 14-week phase of training in learning environs (Phase I). Although a candidate may successfully complete Phase I, formal assignment to SWAT also requires successful completion of Phase II. The six-month phase is not to be considered a “probationary period” as selection to SWAT is not a promotion.

Nevertheless, a candidate’s performance in the field during Phase II shall be in-line with the published Task and Competency Lists for SWAT element member. Each candidate shall be expected to competently perform the tasks of a SWAT officer in a real-world environment, while also continuing his/her development during platoon core training as articulated in the 14-week curriculum, learning rubrics, and monthly firearms qualification requirements.

Progress, as well as areas of improvement shall be captured on an Employee Comment Sheet(s) each month until completion of Phase II. A SWAT supervisor shall also meet with each candidate to provide recurring feedback on progress, desired benchmarks, or growth areas minimally once a month. Upon conclusion of Phase II, a Standards Based Assessment report incorporating all supporting documentation shall also be completed to memorialize a candidate’s successful completion of all requisite training for permanent assignment.

Failure to competently perform the tasks of a SWAT officer in the field or repeated failures during core platoon training could subject a candidate to:

- Formal remediation;
- Development of a Performance Improvement Plan; or
- Removal pursuant to procedures outlined in Department Manual Section 3/763.55.

**Supervisory Training Requirements** – Pursuant to California Penal Code Section 13514.1, a newly appointed SWAT supervisor should receive some form of standardized training. Moreover, section 10.1.1 of the SWAT Operational Guidelines and Standardized Training Recommendations published by California’s Commission on Peace Officer Standards and Training (POST) specifically states, *“SWAT team Operators and SWAT Supervisors/team leaders should not be deployed until successful completion of the POST-certified Basic SWAT Course or its equivalent as determined by the agency.”*

In addition to adhering to the Department’s guidelines and procedures for selection to coveted assignments, newly appointed supervisors shall receive formal training to include a three-month mentoring period with a tenured SWAT supervisor. The following requisites shall be met prior to being placed in a decision-making position as the “primary tactics” or “primary Crisis Negotiations Team” supervisor at a SWAT crisis:

- 80-hour Basic POST-approved SWAT course or equivalent;
- Three-month shadowing period with a tenured SWAT supervisor to include exposure to tactical operations and crisis negotiations efforts depending on the nature of an incident;
- Ability to respond to off-hour call-ups during the three-month period to further development;
- Attendance at a Crisis Negotiations course, symposium, or conference; and
- Attendance of core platoon, as well as specialized cadre training for a three-month period.

A newly appointed supervisor shall not be eligible for “standby duty,” primary tactics or CNT responsibilities until completion of the above, which far exceeds the current mandates published by POST.

Should any Metropolitan Division personnel seek additional information or clarification, please contact a SWAT lieutenant.



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Commanding Officer  
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