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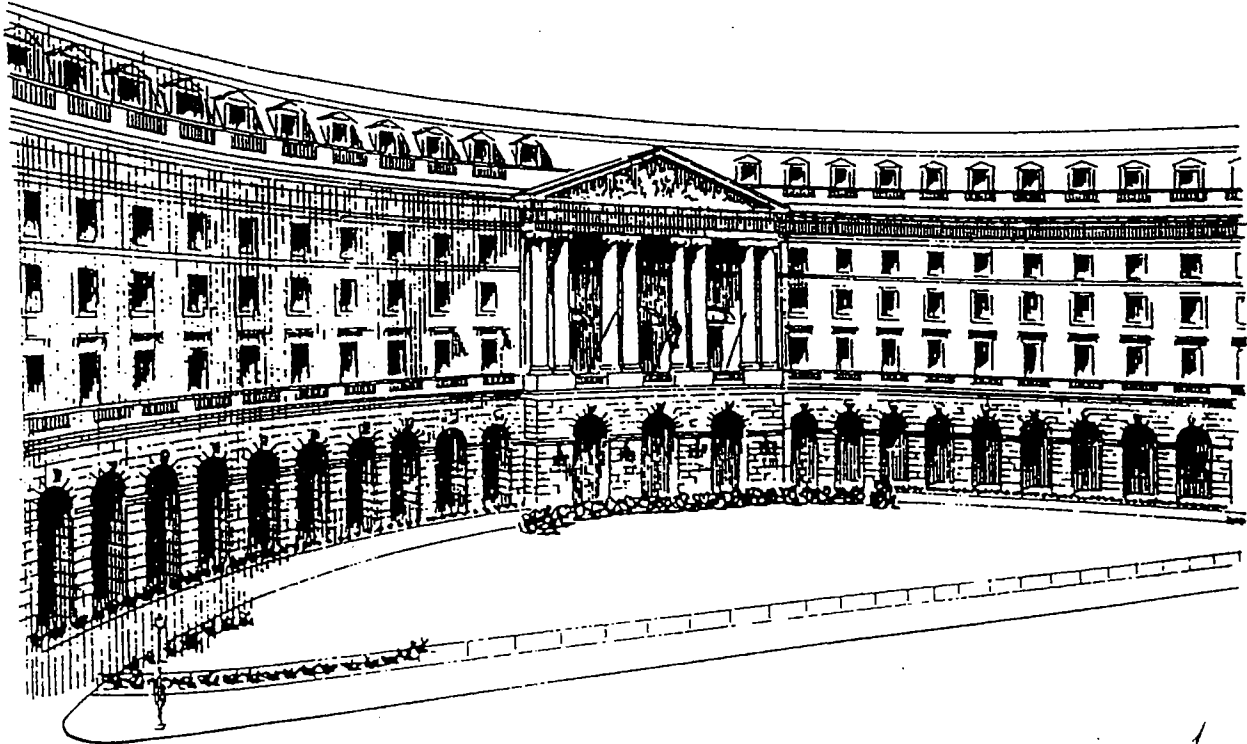
Bureau of  
Alcohol, Tobacco  
and Firearms

ORDER

ATF O 3210.9

6/27/90

DISTRICT OFFICE ENTRY CONTROL TEAMS



Exemptions b2  
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FOREWORD

To: All Law Enforcement Personnel

1. PURPOSE. This order provides instructions, procedures, and guidelines regarding the use of district office entry control teams.
2. DISCUSSION. This order discusses the formation of entry control teams, when the teams are to be used, training and physical requirements, and reporting procedures.
3. QUESTIONS. Any questions regarding this order may be directed to the Special Agent in Charge, Special Programs Branch.



Associate Director  
(Law Enforcement)

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CHAPTER A. DISTRICT OFFICE ENTRY CONTROL TEAMS

1. DEFINITION. The term "entry control team (ECT)" describes a group of special agents, trained as a unit, who are used at the discretion of the special agent in charge (SAC) to ensure the safety of agents, fellow law enforcement officers, and members of the public during "high-risk" arrest, search, and undercover situations.
2. BACKGROUND. Formation of an ECT is predicated on the decision of the SAC that his/her district has a need for the team.
  - a. High-Risk Situations. The ECT would be used in high-risk situations. High risk is defined as a situation where an increased propensity for violence exists, has existed, or is likely to exist based on the nature of the subject, the monetary value of the transaction, or the underlying circumstances of the situation. The following situations could be considered high risk but are not all inclusive, nor is there a requirement that the ECT be activated in all cases.

b. Advantages of the Team Concept.

- (1) Training Together. A team that trains together as a unit automatically has an advantage in its ability to plan and execute operations over a group of agents who have not previously trained or worked together.
- (2) Better Communication. A team trained as a unit is better able to overcome communications problems that can arise during rapidly changing arrest, search, and undercover situations.
- (3) Familiarity With Standard Operating Procedures. Working and training as a unit promote efficiency and coordination. Standard operating procedures are practiced and understood by team members so that they know what each member is doing during the various phases of an operation.
- (4) Confidence in Members. Training is designed to instill confidence in individual team members' abilities, as well as among the team as a unit. The training is also designed to identify individual and team weaknesses and areas for improvement.
- (5) Expand Possibilities of How to Approach/Deal With a Problem. Undercover operations, arrest and search situations, and certain surveillance operations can be expanded and/or approached more professionally based on the expertise and equipment of the team. This includes more innovative investigative approaches, as well as the use of safer techniques.
- (6) Independence From Other Organizations. A self-sufficient unit allows ATF the freedom to pursue investigations without the need to rely on units from other organizations to do ATF's work. This is true both in the availability of its units, as well as the professionalism that the Bureau can demonstrate in its own operations. Use of non-ATF personnel also lends itself to loss of control in the execution of the operation.
- (7) Liability. Liability for actions taken during an operation are more appropriately restricted to ATF rather than a support organization participating at ATF's request that may not be entirely familiar with laws enforced by ATF or the Bureau's policies and procedures.
- (8) Evidence. Evidence obtained during the course of an operation can be more appropriately handled by special agents who are familiar with Federal/Bureau guidelines than by other Federal or local participating agencies.

3. OBJECTIVES. The objectives of the ECT are as follows:

- a. To ensure the safety of special agents, fellow law enforcement officers, and members of the public during the execution of high-risk search and arrest warrants and the covering of high-risk undercover operations.

b. To develop tactics, operating procedures, and contingency plans to provide the necessary support in response situations.

4. DUTIES AND RESPONSIBILITIES. The duties and responsibilities of ECT members are as follows:

a. To provide a rapid team response capability to any location in support of a high-risk arrest, search, or undercover operation.

b. To maintain a level of physical conditioning and individual and team skill necessary to carry out response requirements.

c. To ensure that team assignments do not adversely impact upon assigned primary investigative duties and case requirements.

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6 - 10 RESERVED

CHAPTER B. PERSONNEL AND EQUIPMENT

11. ENTRY CONTROL TEAM COMPOSITION.

- a. ECTs will consist of [ ] members, a team leader, and an assistant team leader.
- b. The SAC may request approval from the Chief, Special Operations Division (SOD), to increase the size of the team, depending on the needs of the district.
- c. The ECT may be augmented, as appropriate, by additional support personnel. The team leader will call upon an appropriate number of trained personnel based on the nature of the response.
- d. ECT members will be journeyman-level GS-12 and GS-13 special agents who have demonstrated proficiency in individual and team skills and who possess the degree of physical conditioning necessary to carry out all response requirements. The SAC may assign a GS-11 special agent to the team. The approval of the Chief, SOD, is required if a GS-9 special agent with special skills or abilities is to be assigned to the team. Under no circumstances will a GS-5 or GS-7 special agent be assigned to the ECT.
- e. The team leader will be a group supervisor/resident agent in charge designated by the SAC. The assistant team leader will be a special agent at the journeyman level.
- f. If the team leader is unavailable for a response, the assistant team leader will be designated to function in his/her place.
- g. Team members will be cross-trained in various skills after primary team assignments have been made to ensure backup capabilities among team members.

12. SUPERVISION AND RESPONSIBILITIES.

- a. The SAC has the ultimate responsibility for the organization, development, and authorization for deployment of the ECT within the district.
- b. The assistant special agent in charge (ASAC) will be responsible for making recommendations regarding use of the ECT to the SAC. In addition, the ASAC will be responsible for duties similar to those of the National Response Team ASAC, as well as the following:
  - (1) Coordinating team activities with other district personnel and other law enforcement agencies.
  - (2) Authorizing acquisition of equipment to ensure the successful completion of a response.
  - (3) Onsite coordination of team operations (as appropriate).



- c. The team leader is responsible for the following:
  - (1) Coordinating the response objectives with the supervisor and case agent.
  - (2) Tactical planning and deployment of team members.
  - (3) Establishing a continuing training program.  
(This training is of critical importance.)
  - (4) Certifying the team's abilities to the ASAC.
  - (5) Recommending acquisition of support equipment as needed.
  - (6) Appropriately reporting team operations.
- d. The assistant team leader is responsible for the following:
  - (1) Directing team activities in the absence of the team leader.
  - (2) Developing a training schedule to ensure team proficiency.
  - (3) Ensuring readiness of personnel and equipment.

13. STANDARDS.

a. Selection.

- (1) Team membership will be on a voluntary basis.
- (2) Selection of team members should be based on an evaluation of their ability to successfully perform all expected team tactics.

b. Professional.

- (1) Team members should present a positive image of the Bureau.
- (2) Team members must successfully carry out their other assigned duties whether investigative or administrative.
- (3) Team members must be committed to the required training, and they must be willing to respond to assigned operations as appropriate.
- (4) Team members will be required to meet and maintain a prescribed physical proficiency.

14. ENTRY CONTROL TEAM EQUIPMENT. Beginning January 1 each year, each ASAC will semiannually submit a list of needed equipment to the SAC, Special Programs Branch, through the Chief, SOD. Based on the anticipated requirements of situations where the team would be employed, individual team members and the team as a unit should be equipped as follows (as funds permit):

a. Weapons.

(1) Individual.

(a) Semiautomatic pistol.

(b) Backup weapon issued in accordance with existing guidelines.

(2) Team.

b. Communications.

(1) Whisper microphones.

(2) Mobile and/or portable cellular telephones.

(3) ATF frequency radios.

c. Personal Equipment.

(1) Bulletproof vest.

(2) Equipment vest.

(3) Night-vision goggles.

(4) Standard raid jacket, hat, etc.

(5) Flashlight.

(6) Handcuffs.

(7) Gloves.

(8) Earpiece assemblies.

d. Team Equipment.

(1) Sledgehammer.

(2) Bolt cutters.

(3) Bullhorn.

(4) Battering ram.

(5) Binoculars/telescopes/night-vision devices.

- (6) First aid kit.
- (7) Crowbar.
- (8) Hydraulic door device ("rabbit tool").
- (9) Body Bunker with spotlight.
- (10) Attic lights.

15 - 20 RESERVED

CHAPTER C. TRAINING AND FITNESS REQUIREMENTS

21. TRAINING.

- a. The team leader will maintain a detailed log of all training conducted by the team, both as a unit and individually. Records of training will also be kept at the district office and should be available for review. ~~A~~ copy of all training received by ECT members should be forwarded to Chief, SOD, Attn: SAC, Special Programs Branch, highlighting hours, persons, and a brief summary of training received.
- b. ECT training will consist of a minimum of 40 hours initial training for each individual team member before assignment to a district ECT. Quarterly team training consisting of a minimum of 8 hours a month or 24 hours a quarter is also required for each active member. (See par. 21e regarding activation training.)
- c. Teams should receive training from qualified sources, including other law enforcement agencies and/or contract personnel.
- d. The ECT training topics should consist of the following:
  - (1) ATF mission and policy.
  - (2) Federal and State law regarding use of deadly force, reckless endangerment, property damage, etc.
  - (3) Ten-minute medicine/first aid.
  - (4) Entry techniques.
  - (5) Chain-link fence/barbed-wire passage.
  - (6) Angle of incidence.
  - (7) Corner-rounding techniques.
  - (8) Malibu maze.
  - (9) Standard hand signals.
  - (10) Window passage/entry.
  - (11) Door passage/entry.
  - (12) Mission planning.
  - (13) Team assignments.
  - (14) Team movement techniques--outdoor/indoor movements.

- (15) Closing open areas/large entrances.
  - (16) Stairway ascent/descent.
  - (17) Room-clearing techniques.
  - (18) Boobytrap devices.
  - (19) Afteraction reporting (see par. 33).
  - (20) Media relations.
  - (21) Practical exercise.
    - (a) Apartment situation--search/arrest warrant.
    - (b) Home situation--search/arrest warrant.
    - (c) Undercover situation--arrest warrant.
  - (22) Critiques.
- e. Each team will be activated for an arrest warrant or a search warrant once a quarter to serve as a part of the training. This activation serves as 8 hours of the required training.

22. PHYSICAL FITNESS.

- a. Each team member should be tested quarterly. Should a member fail to pass the quarterly testing, he or she will be placed on team probation until the next session. A second failure of the test will result in the team member's being removed from the ECT. Leniency will be considered for members who have legitimate excuses such as an injury. These special cases will be left to the discretion of the SAC for continued team membership. h 2  
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- b. Exhibit 1 is a complete schedule of the fitness test. Each member must score a minimum of \_\_\_\_\_ percent on each test. All events are broken down by age group.

23 - 30 RESERVED

CHAPTER D. REPORTING REQUIREMENTS

31. BUREAU HEADQUARTERS REPORTING.

- a. Districts electing to form an ECT will give written notification to the Chief, SOD, Attn: SAC, Special Programs Branch, providing the names of the team members. Any changes to the list of team members must be reported in the same manner.
- b. At the completion of each ECT activation, the team leader will advise the Chief, SOD, Attn: SAC, Special Programs Branch, of the results by transmitting an ATF EF 3210.5, Entry Control Team Activation Report, through the Treasury Enforcement Communications System (TECS). An example of the TECS screen is shown in exhibit 2.

32. RESPONSE CRITIQUE.

- a. After each deployment of the ECT, a critique of the team's performance should be conducted during a team meeting.
- b. Comments of participating support personnel should be solicited.

33. AFTERACTION DISTRICT REPORTS. After each deployment of the ECT, a written afteraction report should be prepared addressing all factors of the situation, including preraid sketches, postraid sketches, photographs, and critique comments. Reports are filed for future reference with a copy to the case agent and a copy to the district office.

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PHYSICAL REQUIREMENTS

Age Groups

<u>Efficiency Score</u>	<u>20-29 Years</u>		<u>30-39 Years</u>		<u>40-50+ Years</u>	
	<u>% Body Weight Pushed</u>		<u>% Body Weight Pushed</u>		<u>% Body Weight Pushed</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
100						
95						
90						
85						
80						

Strength - The importance of a strength requirement in law enforcement cannot be overlooked. There are minimum strength requirements for most physical actions in which a law enforcement officer partakes.

The equipment required includes either a barbell set with a special bench or the fixed bench or the fixed bench press station on a gym-type apparatus. This strength battery item is similar to other strength tests in that a maximum resistance for one lift is determined.

The determining of the maximum weight pressed or pushed away from the body in a single set of repetition involves a trial and error approach. A comfortable weight that the agent can press is determined. To this amount, increments of 10 or more pounds are added. The goal is to reach the maximal lift by at least the fifth effort. Once the maximal weight pressed has been determined, this figure is then converted into percent of body weight.

Age Groups

<u>Efficiency Score</u>	<u>20-29 Years 1.5-Mile Run (Minutes)</u>		<u>30-39 Years 1.5-Mile Run (Minutes)</u>		<u>40-50+ Years 1.5-Mile Run (Minutes)</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
100						
95						
90						
85						
80						



Age Group

<u>Efficiency Score</u>	<u>20-29 Years Agility Time (Seconds)</u>		<u>30-39 Years Agility Time (Seconds)</u>		<u>40-50+ Years Agility Time (Seconds)</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
	100					
95						
90						
85						
80						

Agility - The selection of a third test item was prompted by a need to assess body movement coordination. During active encounters with adversaries, the success of a law enforcement officer may be improved by possessing a finely tuned neuromuscular system. Agility represents the ability to successfully alter or change directions and speed in a quick and fluid manner. He/she therefore has the potential to succeed when confronted with a variety of obstacles entailing a quick and accurate neuromuscular decision. The battery item used to determine agility consists of the Illinois Agility Run. This combines several basic agility movements into a single test. The agility course consists of two parallel lines on a floor separated by 30 feet. One line is designated as the "start/finish" line and the other as the "end boundary" line. Both of these lines have folding-chair obstacles placed on them. In addition, two other chairs are placed at equal distance between the lines.

The performance of the agent begins from a flat, prone position with hands on the starting line, legs straight, and feet together. From this position, a verbal starting signal is given. At this point, the agent immediately arises and begins a 30-foot sprint to the end boundary line. Here, the agent comes to a stride stop, places at least one foot over the end line, and sprints back to the original starting line. The agent immediately negotiates a left turn around the chair on the starting line and commences to zigzag in a figure 8 fashion around the chairs up to the end boundary line and back to the start/finish line.

The total time to negotiate the course is recorded to the nearest 0.1 second. It begins on the verbal "go" command and ends when the agent crosses the finish line for the final time.

Age Groups

<u>Efficiency Score</u>	<u>20-29 Years</u> <u>90-Second Situps</u>		<u>30-39 Years</u> <u>90-Second Situps</u>		<u>40-50+ Years</u> <u>90-Second Situps</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
	100					
95						
90						
85						
80						

Note: Situps will be done on a flat surface with hands placed behind head or cupping the ears. Knees will be elevated, and a partner will hold feet stationary. A complete cycle is when the elbows touch the knees and the lower back touches the floor or mat.