



University of Central Florida Police Department
General Order-4222
Emergency Response Team



Original Effective Date:	March 8, 2018	Scope:	Sworn Personnel
Revision Date:	April 2, 2021	Annual Review Month:	November
Effective Date of Compliance:	April 2, 2021	Review Authority:	ERT Coordinator

4222.1 Policy: The UCF PD Emergency Response Team (ERT) may be activated to handle large demonstrations, riots, and mass arrest situations in the Department jurisdiction or as part of the Regional Team in other jurisdictions. The ERT may be used when an event is pre-planned and would tax on-duty resources beyond acceptable limits. The ERT may also be activated to support Patrol Division mobile field force operations already in progress.

4222.2 Procedure:

A. Duties

1. The ERT provides a rapid, organized and disciplined response, of specially trained officers, to situations that require the coordinated efforts of large numbers of agency personnel. Response situations include, but are not limited to, the following:
 - a. Civil disorder,
 - b. Crowd control situations, or
 - c. Other situations of a tactical nature.

B. Activation

1. Before activating the ERT, the Sergeant will use on-duty resources to attempt to resolve any disturbance and restore order.
2. ERT may be requested by any member of the rank of Sergeant or higher. Activation of the team shall be accomplished by contacting the on-duty or on-call Watch Commander. Upon approval from the Operations Bureau Major, the initiating member will contact the Team Leader to broadcast the call-out information. The text will indicate staging location and the designated radio talk group for the operation. Mode of response will be a non-emergency response unless otherwise advised.
3. The Sergeant is responsible for briefing the Team Leader of the nature of the problem. The Sergeant will also notify the appropriate chain of command.
4. Upon arrival, the Team Leader shall confer with the Sergeant. All orders for the ERT will go through the Team Leader. The Team Leader will direct the Communications Section to establish a Talk Group which will be maintained for the duration of the operation, if not already established. The Sergeant is in overall command of any incident unless relieved by higher authority.
5. ERT personnel will respond to the designated location and establish a Mobile Field Force Unit to address the situation.

C. Field Force Operations

1. Operations of the ERT will be conducted in a coordinated manner. The Field Force is designed to provide a rapid and organized response to events. It may be deployed to restore order, move crowds, rescue victims and isolate problem areas. The keys to the successful use of a Field Force are pre-planning, training, discipline, and leadership. Field Force emphasizes group rather than individual action. All actions are at the discretion of the Operations Bureau Major or Team Leader.

D. ERT Organization

1. The ERT is comprised of its Operations Bureau Major, Team Leader and seven officers of line supervisors and officers.

E. Responsibilities

1. Team Leader
 - a. Maintains responsibility for the ERT;
 - b. Prepares requisitions for supplies and equipment as needed;
 - c. Maintains files on all ERT related incidents;
 - d. Maintains an updated emergency mobilization roster to ensure the ERT is available on a twenty-four hour basis;



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- e. Maintains responsibility for the administrative and operational aspects of the ERT and reports to the Operations Bureau Major;
- f. Shall report directly to the Operations Bureau Major during an unusual occurrence or high risk incident;
- g. Has authority to mobilize off-duty ERT personnel when necessary;
- h. Maintains an updated and accurate inventory of all ERT equipment and supplies;
- i. Coordinates the maintenance and repair of all ERT equipment;
- j. Acts as training coordinator, identifies training needs, schedules in-service training, and ensures training methods are consistent throughout the ERT program; and,
- k. Maintains responsibility for the supervision and tactical deployment of the team.

F. Equipment

- 1. The Operations Bureau Major or designee is responsible for ensuring that all ERT assigned equipment is inspected at least annually and on all ERT training days. The inspection will be documented on an Emergency Response Team Equipment Inspection Form and returned to the Operations Bureau Major or designee
- 2. The following equipment shall be issued to ERT members:
 - a. Approved ERT uniform;
 - b. Safety boots;
 - c. Black helmet with face shield;
 - d. Chest protector, elbow/arm guards, and leg guards;
 - e. Special riot shield; and,
 - f. Any other equipment needed to carry out the missions of the ERT.

G. Training

- 1. The ERT shall conduct training and readiness exercises at least quarterly. Training, scheduling, and notification are the responsibility of the Team Leader. Whenever possible, members will adjust normal work hours to allow for on-duty training. The Team Leader or designee will document each training day and forward all records to the Training Unit.

H. Eligibility

- 1. Officers must meet the following requirements at the time of application:
 - a. Be a permanent, full-time sworn employee with a minimum at least six months of active service following the successful completion of FTO;
 - b. Have a demonstrated history of sound judgement and application of standard police procedures as it relates to incidents involving arrest, use of force, and high risk;
 - c. Be capable of passing the ERT course;
 - d. Be capable of participating in physically demanding training, and be capable to significant and sustained physical exertion during an operational deployment;
 - e. Be capable of qualifying with ERT weapons at the established ERT standards; and,
 - f. In good standing per bargaining unit contract.

I. Selection Process

- 1. The ERT will conduct a selection process for new members when there is an anticipated opening. This process will be scheduled at the discretion of the team leader. The process will be as follows:
 - a. A Special Notice will be published requesting the following:
 - (1) Letter of Intent from each applicant with supervisory endorsements;
 - (2) Copies of last two evaluations; and
 - (3) Discipline history.
 - b. Applicants will be interviewed by the team leader or designee.
- 2. The selection process may be modified at the discretion of the Operations Bureau Major or to bring the process within the guidelines of any legal decision. The Operations Bureau Major shall make the final selection of new members.

J. Multi-Jurisdiction Operations



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1. As part of Regional Team, ERT personnel may be deployed to other jurisdictions. Operations Bureau Major shall have final approval for the deployment.
2. When the ERT responds to another jurisdiction, the Operations Bureau Major or designee will be briefed by and accept specific instructions from the on-scene commander.
3. If a University incident requires mutual aid, the Operations Bureau Major will meet with the respective commanders of the agencies responding and brief them. The responding commander will be given specific instructions and an area of responsibility.
4. The UCF Police Department ERT shall not respond to assist another jurisdiction unless:
 - a. A mutual-aid agreement is in effect between UCF PD and the requesting jurisdiction, or
 - b. Other legal authority allows the action as approved by the Police Legal Advisor and the Chief of Police.

A handwritten signature in black ink that reads "Carl A. Metzger". The signature is written in a cursive, flowing style.

Carl A. Metzger
Chief of Police