



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **TACTICAL/NEGOTIATOR TRAINING** NUMBER: 12.06
SCOPE: All Department Personnel ISSUED: 04/08/2025
DISTRIBUTION: Policy & Procedure Manual EFFECTIVE: 04/08/2025
REFERENCE: RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 12.2.7

PURPOSE: The purpose of this Policy & Procedure is to provide guidelines for all aspects of training for members of the Portage Police Department's tactical and/or negotiator teams.

This Policy & Procedure consists of the following numbered sections:

I. POLICY

II. PROCEDURE

I. POLICY

A. It is the policy of the Portage Police Department that all members of the department assigned to tactical and/or negotiator teams receive training in their respective units prior to performing any duties in these units and also receive continuous training as a member of either team.

II. PROCEDURE

A. Columbia County Emergency Response Team

1. Training

a) Newly assigned officers to the ERT team will undergo a basic SWAT school as soon as possible following their assignment to the team.

- b) Officers assigned to ERT will receive on-going training during their assignment through attendance at regularly scheduled in-house training, off-site schools/training and attendance at conferences/seminars. The ERT Commander is responsible for coordinating the training of the unit.
- c) On an annual basis, the ERT Commander will supply the chief or designee with the total number of hours each officer has completed in that calendar year and the general topics trained.
- d) The ERT Commander is responsible for completing and maintaining all syllabuses describing each training session.

2. Compensation

- a) Compensation is determined as set forth in the most recent agreement between the City of Portage and the collective bargaining unit.

3. Removal from the ERT

- a) ERT members may be removed from their role within ERT upon promotion or re-assignment to another area of the department and/or chief's discretion.
- b) ERT members failing to perform their normal duties with above acceptable performance ratings or failing to receive assigned training can be removed or suspended from this assignment.

B. Negotiator team

1. Training of Negotiators

- a) Officers assigned to ERT as negotiators will undergo basic hostage negotiator training as soon as possible following their assignment. Officers previously assigned to the ERT as negotiators will receive on-going training during their assignment through article reviews, attendance at negotiation related seminars/conferences and on-site department training.
- b) The ERT Commander is responsible for coordinating the training of the negotiators.
- c) On an annual basis, the ERT Commander will supply the chief or designee with the total number of hours each officer has completed in that calendar year and the general topics covered.
- d) The ERT Commander is responsible for completing and maintaining all syllabuses describing each training session.

2. Compensation

- a) Compensation is determined as set forth in the most recent agreement between the City of Portage and collective bargaining unit.
3. Removal from the Negotiator position or team
- a) ERT upon promotion or re-assignment to another area of the department and/or at the chief's discretion.
 - b) Negotiators or team members failing to perform their normal duties with above acceptable performance ratings or failing to receive assigned training can be removed or suspended from this assignment.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 04/08/2025