



**Rockwall County  
Sheriff's Office  
Detention Division  
Policy and Procedures**

<b>Policy:</b> Disturbance Control Team	<b>Policy #:</b> C-102
<b>Procedure:</b> DCT Structure and Guidelines	<b>Effective Date:</b> 01/13/11
<b>Revised Date(s):</b> 03/13/13    03/20/13    10/03/13 12/05/13    10/24/14    10/08/15	<b>Approved By:</b>

**Purpose**

Create, staff, and train a specialized team of Detention Division Officers. This team will be a specially trained security team designed to effectively deal with a wide variety of emergency situations that may arise in the jail. These threats include, but are not limited to the following:

1. Suppressing inmate disturbances
2. Handling of violent or mentally impaired inmates
3. Cell extractions and forced cell movements
4. Organized facility searches
5. High security inmate transports
6. Court security
7. Hospital security
8. Emergency evacuations
9. Hostage situations
10. Possession of a weapon or dangerous contraband by an inmate
11. Any incident and approved by the DCT Commander or designee
12. A barricaded Inmate

This team will be known as the DISTURBANCE CONTROL TEAM (D.C.T)  
(D.C.T. Chain of Command attached 'C-102\_A - DCT CHAIN OF COMMAND')

**Structure**

Command and Control

The D.C.T. is under the control of the Jail Administrator.

Chain of Command

1. Sheriff
2. Jail Administrator
3. Assistant Jail Administrator (Team Commander)
4. **Detention** Lieutenant (Assistant Team Commander)
5. Team Leader
6. Assistant Team Leader

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7. Team Members
8. Designated Officers to include but not limited to Maintenance and Medical personnel

**Team Commander** is appointed by and reports directly to the Jail Administrator. The responsibilities of this position include, but are not limited to the following:

- a. Overall operations of the D.C.T.
- b. Development of policy and procedures
- c. Approval of all training and physical fitness standards of the team
- d. The selection and removal of team members

**Assistant Team Commander** is appointed by the Jail Administrator and reports directly to the Team Commander. The responsibilities of this position include, but are not limited to the following:

- a. Overall operation of D.C.T.
- b. Take charge in the absence of the Team Commander

The Team commander and Assistant Team commander are the command staff of D.C.T.

**Team Leader** is appointed by the Team Commander and Assistant Team Commander and reports directly to the Command Staff. The responsibilities of this position include, but are not limited to the following:

- a. Assist in the overall operations of the D.C.T.
- b. Designates a team member to be in charge of all physical fitness training
- c. Accountability and inspection of all issued equipment
- d. Recommends to the Team Commander new Team Member

**Assistant Team Leader** will be selected by the Team Leader and approved by the Team Commander. The Assistant Team Leader reports directly to the Team Leader. The responsibilities of this position include, but are not limited to the following:

- a. Assist the Team Leader in the daily operations of the D.C.T.
- b. Maintain reports on any D.C.T. activity/training
- c. Accountability and inspections of all issued equipment

**Team Members** report directly to the Team Leader. The responsibilities of the position include, but are not limited to the following:

- a. Perform all assigned tasks
- b. Maintenance and accountability of all county issued equipment
- c. Maintaining a level of physical fitness as outlined in this manual

The Team Leader, Assistant Team Leader and Team Members will be referred to as Team Members.

**Designated Officers** will assist in operation and logistical requests as needed by D.C.T. and follow the instructions of Team Members.

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- a. Triage
- b. Perimeter Security
- c. Informational Liaison to Command Staff
- d. Facility equipment shut down assistance

All of D.C.T. will report through the above listed chain of command while working in official capacity as D.C.T.

### **Selection and Assignment**

Selection for Rockwall Sheriff's Office (R.S.O.) – Rockwall County Detention Center R.C.D.C. D.C.T. Team Members shall be based on a competitive process with minimum standards/requirements are as follows:

- a. No habitual patterns of sick leave abuse
- b. Must pass a standardized physical fitness test formulated and defined later in this section (**No exceptions**)
- c. Qualify with all weapons and devices utilized by DCT
- d. Leadership positions may require advanced standards or courses as deemed necessary by the Team Commander
- e. Successfully complete specialized training prior to any DCT assignment.

### **The selection process will include the following:**

- a. An email/memo will be sent out when a D.C.T. position becomes available for anyone interested in applying.
- b. Each applicant will be required to pass the standardized physical fitness test prior to an oral interview. The test shall be administered at an approved location. The applicant is required to pass at the minimum level, as is required for current members.
- c. An interview before an oral review board will include current D.C.T. members appointed by the Team Leader. Members of the board will conduct the interview of the applicant.
- d. The board will make a recommendation of new member(s) to the Team Commander.
- e. Final recommendations will be made by the Team Commander and approved by the Jail Administrator.

**Assignment:** Once accepted and assigned to DCT all operational team members regardless of rank or position must maintain acceptable standards of performance. All members conduct in their daily duties will be expected to be above average; professionalism, work ethics, dress and attendance for DCT members shall be held at a higher standard.

- a. Must maintain a satisfactory job performance in their present assignment.
- b. Must maintain a satisfactory attendance record.
- c. Must maintain a satisfactory physical fitness level.
- d. Must maintain proficiency with all weapons and devices utilized by DCT.

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- e. A physical fitness test will be given twice a year. Failure to meet the requirements of this test will result in the member being placed on a thirty (30) day probationary period to be in compliance.

Once a team member has been on the team for more than a year, they will receive a “DCT” award bar.

## **Removal**

### **Removal from the D.C.T**

A member may be removed or suspended from the team if he/she fails to meet the minimal standard requirements as outlined in this directive.

- a. A member may be removed from the team at the discretion of the Team Commander, Assistant Team Commander and the Team Leader with the approval of the Jail Administrator.
- b. Every six months the Team Commander will review every member’s personnel file, if there is excessive disciplinary actions, the member will go up for review for suspension/removal from the team.
- c. The member will be notified, in writing, of his/her removal, the circumstances that precipitated the removal, and the process for reinstatement if applicable.
- d. Requests for member suspension by any supervisor will be forwarded to the Team Commander and Jail Administrator for immediate review.
- e. A permanent suspension from D.C.T. must be approved by the Chain of Command.
- f. A team member may only miss 2 training days per six months.

### **Removal for medical reasons**

Any member who is placed under a doctor’s care, and whose injuries render the D.C.T. member incapable of performing their duties of a D.C.T. member for more than six weeks, will be placed on non-physical status. The team member may seek reinstatement after medical treatment is complete and written approval from a physician has been received. Once the team member has been cleared medically, he/she must complete and pass the D.C.T. Physical Fitness Test in order to continue on the team.

## **Reinstatement**

### **Reinstatement of members:**

Any member who fails to meet the physical fitness requirements after being placed on a 30 day probationary period will be removed from the team. A member may apply for reinstatement only after meeting the physical fitness requirements. Subsequent “failures” may result in permanent suspension from the team.

### **Position Vacancies:**

The Team Commander may fill vacant positions from either the new applicant list or the reinstatement list. Applications and Interviews will be kept on file for six (6) months. If more than thirty (30) days have elapsed from the previous physical skills test, the potential member must retake and pass the test.

## **Equipment**

DCT activations are often performed in a hazardous and violent environments and the safety can often be jeopardized. It shall be the intent of DCT to utilize special equipment in an attempt to reduce the risk of serious injury or death to those involved during the performance of such operations. Specialized equipment is needed for the team and for each individual member to effectively deal with a wide variety of missions. This equipment

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will be stored in the D.C.T. Armory to be readily available for use. The DCT Commander or designee shall ensure that only those members properly trained and certified in the use of DCT equipment be permitted to access and deploy such items.

- a. All team equipment is the responsibility of the Team Leader.
- b. All issued and personal equipment is the responsibility of each team member.
- c. Specialty munitions will be counted, logged and reported whenever used (training, when D.C.T. is activated, etc.) and in accordance with Federal Regulation.
- d. If any equipment is found damaged, lost, or stolen the DCT Leader is to be notified immediately.

### **Training**

Each member of the D.C.T. will be required to attend initial specialized training prior to assignment to any D.C.T. operations.

**1. This training will include, but not limited to:**

- a. Team policies and procedures
- b. Team equipment
- c. Facility searches
- d. High security/Federal transports
- e. Court security
- f. Cell extractions / forced cell movements
- g. Riot control
- h. Advanced defense tactics
- i. Pressure Point Control Techniques (PPCT)
- j. Use of force
- k. Baton (MP Straight Baton)
- l. Impact Munitions
- m. Chemical Munitions
- n. Distraction Devices
- o. Chemical Aerosol Projectors
- p. 16 hours training each month

All members will receive a minimum of sixteen (16) hours of training per month. Training will be on designated days of each month in the Detention Facility, unless otherwise notified, times will vary.

**2. Monthly training will be scheduled by the Team Leader each month and could include one or more of the following.**

- a. Defensive tactics
- b. PPCT

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- c. Cell extractions
- d. Riot and crowd control
- e. Special munitions and chemical agents
- f. Restraint systems (ie. Restraint chair applications)
- g. Small arms and range training
- h. Courtroom security
- i. High security inmate transports
- j. Search techniques
- k. Use of force policy and guidelines
- l. Marching drills/team building drills
- m. Physical training
- n. Hospital security

**Physical Fitness Requirements:**

Due to the mission of the D.C.T. each member or prospective member will be required to maintain a high level of physical fitness. All prospective members will be required to pass a standard D.C.T. Physical Fitness Test. All team members will be administered this test every six months. Failure to pass the regular testing requirement will be cause for the member to be placed on thirty (30) day probationary period. If the test has not been passed to minimum standard by the 30th day, the member will be removed from the team. Normal reinstatement policies will be in effect at that time.

**D.C.T. Physical Training (PT) Requirements**

The Rockwall County Sheriff's Office D.C.T. physical agility test will consist of five parts; sit-ups, push-ups, 125 yard sprint, and a one mile run. In order to pass the test the test, you must meet the requirements in each event.

**PT requirements Age 19-29**

Sit-ups: 30

Push-ups: 40

One mile run: 10 minutes

125 yard sprint: 25 seconds

**PT requirements Age 30-39**

Sit-ups: 25

Push-ups: 35

One mile run: 13 minutes

125 yard sprint: 30 seconds

**PT requirements Age 40-49**

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Detention Division Policies and Procedures: C-102 Disturbance Control Team

Sit-ups: 20

Push-ups: 20

One mile run: 15 minutes

125 yard sprint: 35 seconds

**PT requirements Age 50-59**

Sit-ups: 15

Push-ups: 15

One mile run: 17 minutes

125 yard sprint: 40 seconds

**PT requirements Age 59- Above**

Sit-ups: 10

Push-ups: 10

One mile run: 19 minutes

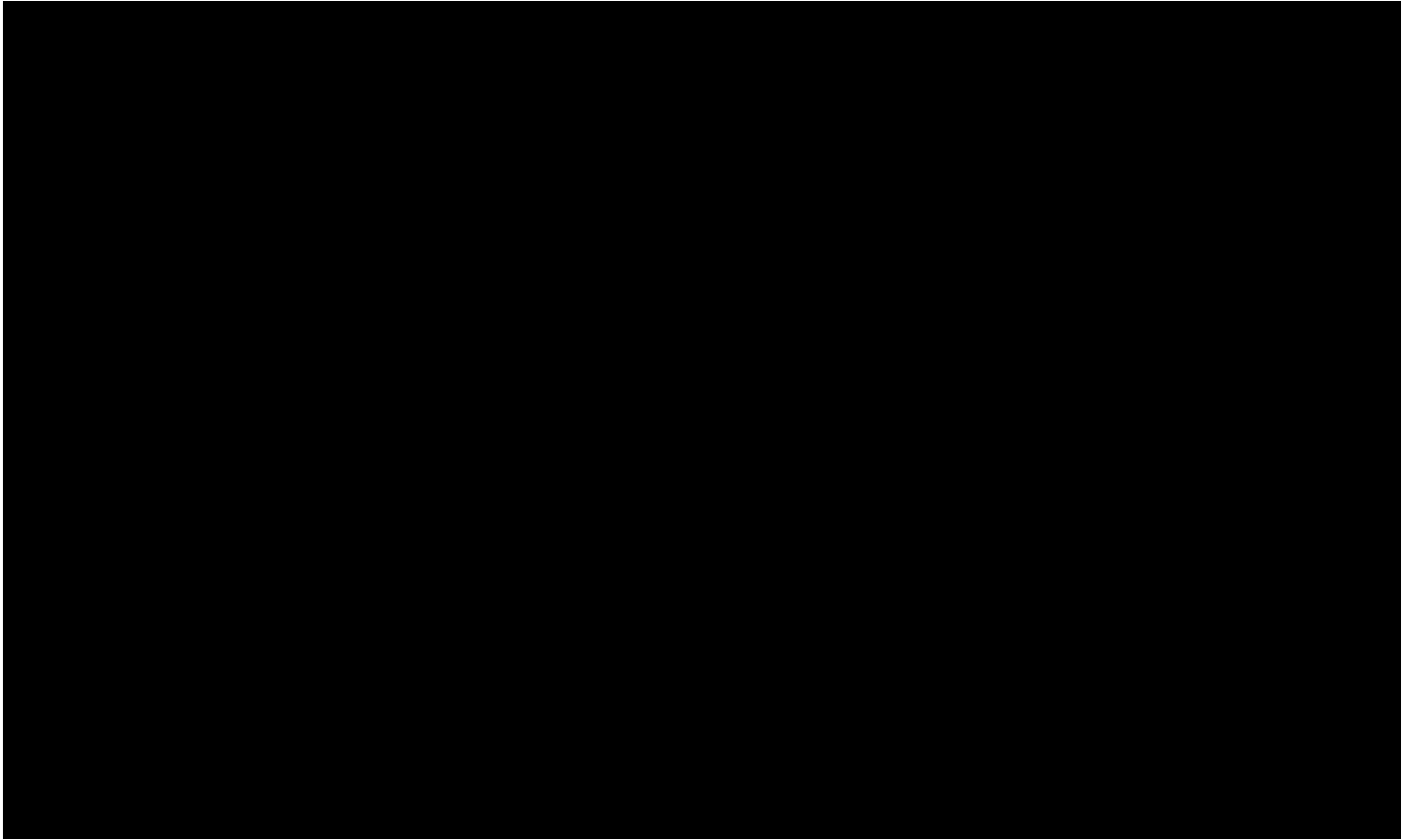
125 yard sprint: 45 seconds 6/6

**Activation**

[REDACTED]

[REDACTED]

[REDACTED]



**4. Reporting / Documentation**

- a. All activation of D.C.T shall be videotaped when possible and may be used for debriefings and/or training aids when possible.
- b. An After-Action report shall be completed by the Team Leader for each Call-Out.
- c. If a Call-Out is deemed not necessary during an incident and any member(s) of D.C.T are utilized during the incident An After-Action report shall be completed and forwarded through the chain of command.
- c. The After-Action report shall be forwarded through the chain of command for final approval.
- d. Upon approval a copy shall be retained by the Team Leader for historical and training purposes

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