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WEST MIDLANDS POLICE

Force Policy Document

POLICY TITLE:	METHOD OF ENTRY
POLICY REFERENCE NO:	Ops/17

Executive Summary

This policy document outlines the Force's standard operating procedures for Method of Entry

**Any enquiries in relation to this policy should be made directly with that of the policy contact / department shown below.

Intended Policy Audience.

Method of Entry (MOE) trained officers and their supervisors, Health & Safety representatives and Learning and Development (Force/LPU) trainers

Current Version And Effective Date.	Version 2	13.04.2017
Business Area Owner	Operations	
Department Responsible	Operational Support Unit	
Policy Contact	Sgt 7625 Mc Grory, Chief Inspector 1361 Rowe	
Policy Author	Sgt 7625 McGrory	
Approved By	ACC Beale	
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Protective Marking	Official	
Suitable For Publication – Freedom Of Information	Yes	

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Supporting Documents

- *Appendix A – Safety Rules*
- *Appendix B – Equipment list*
- *Appendix C – Method of Entry equipment list and considerations.*
- *Operations – Method of Entry information and advice*
- *Learning & Development – Method of Entry foundation modules*
- *College of Policing – National Police Public Order Training Curriculum Module D7 – Method of Entry*
- *Code of Ethics* <http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx>

Evidence Based Research

Full supporting documentation and evidence of consultation in relation to this policy including that of any version changes for implementation and review, are held with the Force Policy Co-ordinator including that of the authorised original Command Team papers.

Please Note.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UPTO DATE VERSION OF ANY POLICY OR DIRECTIVE CAN BE FOUND ON THE EQUIP DATABASE ON THE INTRANET.

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Force Diversity Vision Statement and Values

“Eliminate unlawful discrimination, harassment and victimisation. Advance equality of opportunity and foster good relations by embedding a culture of equality and respect that puts all of our communities, officers and staff at the heart of everything we do. Working together as one we will strive to make a difference to our service delivery by mainstreaming our organisational values”

“All members of the public and communities we serve, all police officers, special constables and police staff members shall receive equal and fair treatment regardless of, age, disability, sex, race, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership and pregnancy/maternity. If you consider this policy could be improved for any of these groups please raise with the author of the policy without delay.”

Code of Ethics

West Midlands Police is committed to ensuring that the Code of Ethics is not simply another piece of paper, poster or laminate, but is at the heart of every policy, procedure, decision and action in policing.

The Code of Ethics is about self-awareness, ensuring that everyone in policing feels able to always do the right thing and is confident to challenge colleagues irrespective of their rank, role or position

Every single person working in West Midlands Police is expected to adopt and adhere to the principles and standards set out in the Code.

The main purpose of the Code of Ethics is to be a guide to "good" policing, not something to punish "poor" policing.

The Code describes nine principles and ten standards of behavior that sets and defines the exemplary standards expected of everyone who works in policing.

Please see <http://www.college.police.uk/What-we-do/Ethics/Pages/Code-of-Ethics.aspx> and information on WMP intranet http://intranet2.wmpad.local/force_operations/pride_in_our_police/code_of_ethics.aspx for further details.

The policy contained in this document seeks to build upon the overarching principles within the Code to further support people in the organisation to do the right thing.

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1. INTRODUCTION

- 1.1 Method of Entry (MOE) is a local and generic term used in connection with the deployment of suitably trained and competent officers to effect a forced entry to the outer fabric of a structure whilst at all times minimising the risk to officers and others, who carry out a lawful operation.
- 1.2 This policy is intended to outline the standard operating procedures, equipment and safety measures incorporated by West Midlands Police, to be adopted by its officers suitably qualified in MOE techniques.
- 1.3 **This policy does not prevent officers from forcing entry into premises in the immediate pursuit of offenders unlawfully at large or the immediate saving and protection of life.** However, officers are expected to conduct dynamic risk assessments to evaluate the level of danger they face and take all reasonable precautions to protect themselves and others. Officers are not expected to take unnecessary risks whereby they could harm themselves or others.
- 1.4 **A risk and threat assessment must be prepared for every pre planned operation and be adhered to.** Officers must always work to the principle of minimising the risk wherever possible, of physical danger to themselves and others using the National Decision Model (NDM).

2. TYPES OF MOE OPERATION

Unopposed Entry

- 2.1 This is an operation where the building is known to be empty or there is no requirement to enter and dominate the building quickly to prevent disposal of evidence, escape or arrest violent individuals. (e.g. Section 18 Search where the keys are not available)
- 2.2 The operational order and risk assessment will be signed accordingly by the minimum of a temporary substantive Inspector if the entry is unopposed. This policy will be signed and attached to the operational order.

Opposed Entry

- 2.3 This is an operation where there are occupants known or believed to be within the premises who are willing and capable of "opposing" the entry of the Police.

There are 2 types of opposed entry:-

- **RAPID ENTRY.** This is an operation where there is an operational requirement to enter and dominate the building quickly to prevent evidence being destroyed or to arrest subjects who may be violent or attempt to escape. (e.g. Warrant under the Misuse of Drugs Act)
 - **SEARCH TO CONTACT.** This involves officers (with shields where necessary) systematically searching a building to locate and deal with a threat or person within.
- 2.4 When considering the deployment of staff to conduct an MOE operation the team supervisor / team leader must be aware of all available intelligence relating to the subject premises and any people who may be within the premises. The supervisor must consider and decide based on the intelligence if the officers deployed to the MOE should be Public Order (PO) trained or not and conduct their risk and threat assessment based on all intelligence, considering if the MOE operation will be an OPPOSED or UNOPPOSED entry.

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2.5 The Firearms Operations Unit (FOU) uses MOE equipment and all equipment is used, stored and maintained in accordance with this policy (except Explosive MOE entry equipment). All firearms operational orders and briefings are delivered in accordance with the NDM, supported by Standard Operating Procedures (SOP) and risk assessments. FOU personal protective equipment (PPE) may show variance to the PPE listed at Paragraph 3.5: however it will offer equal if not higher protection to MOE officers. All FOU MOE trained officers will be trained to the same levels in accordance with this policy (see Para 4.5 below) and all helmets, boots and gloves will be personal issue; the FOU MOE officer being responsible for the maintenance and care of their own personal equipment.

2.6 **All officers engaged in the MOE aspect of the operation must be suitably trained in MOE and wearing the appropriate protective equipment**

3. LEGAL BASIS and EQUIPMENT

3.1 The Health & Safety at Work Act 1974 requires a 'Duty of Care' on employers to provide a safe place of work and safe systems of work to provide safe working conditions and safe working practices so far as is reasonably practicable. The Act also requires a duty of care on employees to co-operate with the employer i.e. complying with safe systems of work and to take care of their own health and safety as well as that of any others affected by their acts or omissions at work.

3.2 Only equipment that is issued and risk assessed by West Midlands Police will be utilised on an MOE operation. All work equipment will comply with the essential safety requirements of the Provision and Use of Work Equipment Regulations 1998 and Personal Protective Equipment Regulations 1992.

3.3 Only MOE equipment authorised by West Midlands Police may be used to conduct MOE operations. **Defective MOE equipment shall not be used on any MOE operation. It is the responsibility of the officer using the MOE equipment to check it and ensure it is safe to use**

3.4 MOE equipment will be subject to regular safety audit checks, managed by each department's Health and Safety representative, or suitably nominated MOE contact.

3.5 The below list is the appropriate equipment required to be worn or carried by MOE operatives during an entry. This protective equipment will vary dependant on the MOE equipment and tactics used and will be highlighted during training.

- Full personal protective equipment
- Public order helmet with visor down
- Public order boots
- Public order lower leg and forearm guards
- MOE Gauntlets with plastic wrist protector inserts (if using related equipment)
- Public Order overalls or other suitable, risk assessed clothing to cover upper and lower body
- Specialist departments should conduct dynamic risk assessments into forcible entry of premises i.e. glass entry where Kevlar under suits are to be worn

3.6 It is the responsibility of the supervisor to ensure staff are appropriately dressed to undertake MOE operations and that a suitable First Aid kit is available.

4. LEVELS OF COMPETENCE

4.1 Basic Level Operative

- Will have attended and passed the biennial Basic Level MOE course.
- Will be Personal Safety trained and will have attended/passed their annual role related fitness test
- Will have the confidence and ability to plan, prepare and affect entry into a variety of basic doorways
- Will have a basic understanding of how doors are constructed and the various characteristics of the material used
- Will demonstrate the ability to utilise PPE and consider threat and health and safety issues in relation to operational deployment of kinetic equipment.
- Will have an appreciation of Health and Safety issues relating to MOE techniques. If it is a spontaneous job to save life etc. then Operative to conduct a dynamic risk assessment, considering intelligence available
- **Will have the ability to recognise their own limitations and the criteria for calling more specialised skills and equipment**
- Will be trained to use Less Destructive entry kit

4.2 Basic Level Limitations

- Any forced entry where there is information/intelligence to suggest any type of additional security or re-enforcement, should be referred to Advanced Level MOE trained operatives for guidance and deployment
- **Basic Level MOE officers must never deploy hydraulic equipment, or cutting equipment or attempt glass door or window entry**

4.3 Intermediate Level Operative (Force Support Unit only)

- Will have attended and passed an intermediate Level MOE training course.
- Will have the core skills of a Basic Level Operative
- Will be Personal Safety trained and will have attended/passed their role related fitness test
Will have the confidence and ability to plan, prepare and brief MOE operatives for operational deployment and be able to affect entry into a wide variety of structures. Will be aware that a risk assessment must be prepared for every planned operation. Control measures detailed within the generic risk assessment for spontaneous MOE operations must be adhered to and for all MOE operations, dynamic risk assessment must be employed at all times and for every operation and this must be adhered to
- Will possess the knowledge and skills required to carry out door recognition MOE reconnaissance
- These Operatives will be additionally trained in the use of hydraulic equipment in the use of the 'Rabbit' tool
- Will offer advice to untrained officers involved in the planning, preparation of MOE operations
- Will be trained to use Less Destructive entry kit.

4.4 Intermediate Level Limitations

- **Intermediate Level MOE operatives must never attempt window entry or use cutting equipment/ rescue saws or use a 'suitcase' hydraulic device. Glazed doors will need to be individually assessed as to the amount and type of glass involved in order to reduce risk to the operative. If there is a risk of the glass breaking or contact with the glass due to Forced entry then Only Operational Support Unit (OSU) officers who are equipped with suitable protective equipment to protect from glass injury should be used**

4.5 Advanced Level Operative (Operational Support Unit only)

Will have successfully completed and passed one of the specialist bolt on elements of MOE training, namely:

- Cutting
 - Window Entry
 - Rescue saw
- Will have a comprehensive knowledge of advanced MOE equipment and techniques required to minimise the risks and dangers associated with glazing and window entries, and metal and cutting entries. (These Operatives will be additionally trained in the use of cutting equipment). [See Appendix B, Equipment list.](#)
 - Will have an appreciation of the assistance that can be provided by other departments, forces and agencies both within the region and nationally.
 - Will be Personal Safety trained and will have attended/passed their role related fitness test
 - Will be able to complete a risk and threat assessment in accordance with Health and Safety guidelines.
 - Will offer advice to untrained officers involved in the planning, preparation of MOE operations.

4.6 Basic & Intermediate Level MOE Instructor - Operational L&D

- Will have successfully completed the MOE Instructor course and be competent in the use and deployment of basic MOE techniques.
- Will be first aid trained
- Will be able to offer tactical and practical advice to other Force Operatives.

4.7 Advanced Level MOE Instructor - OSU and Operational L&D

- Will have successfully completed the MOE Instructor course and be competent in the use and deployment of advanced MOE techniques.
- Will be first aid trained
- Will be able to offer tactical and practical advice to other Force Operatives.

5. MOE TRAINING - Operational L&D and OSU

- 5.1 The responsibility for delivery of Basic and Intermediate MOE training lies with Operational Learning and Development, who will deliver training for approved teams & departments such as NTF, response, investigation/intell/FCID and also Force Support Unit. The OSU MOE training will be delivered by OSU instructors.
- 5.2 Instructors will have responsibility for training and annually refreshing MOE officers commensurate to their instructor level.

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- 5.3 Basic Level Operatives are required to re-qualify every 24 months and must not go beyond the re-qualification date.
- 5.4 Intermediate level officers are required to re qualify every 12 months
- 5.5 Advanced level officers are required to re qualify every 12 months in each respective skill they are trained in.
- 5.6 Consideration to extend will only be given in exceptional circumstances, such as a lengthy period of sickness, or maternity/paternity requirements. Other reasons may include the late abstraction from a course due to a requirement to attend court at short notice. In these circumstances an individual will be granted a grace period of 3 months, but only if the following conditions apply:
- A officer is enrolled onto a course as soon as possible after their qualifying period ends or they are withdrawn from a course
 - In circumstances where an officer is outside their re-qualification date a locally based risk assessment is conducted by a supervisor in consultation with the staff member, which reflects individual and organisational requirements
- 5.7 In each case failing to attend a re-qualifying course booked within the 12 months period, without a valid reason, does not qualify.
- 5.8 When a Police Officer returns to operational duties after a lengthy period of absence which takes them outside their re-qualification date and their line manager is unable to quickly secure attendance on a course, they will again ensure that a risk assessment is carried out. The need for MOE training before a return to operational duties will be considered and reflected with the risk assessment. Line managers should seek L&D advice before proceeding.
- 5.9 Notification must be sent to the Learning Development Advisor within Planning and Programming team, by the LD SPOC giving notification that the officer has been removed from the MOE lists and is no longer qualified to carry out MOE work. Training records will be kept up to date by the Planning and Programme Team.
- 5.10 Upon completing training, the instructor/trainer will complete the appropriate training forms and submit them for inclusion on the WMP training database.
- 5.11 MOE courses will be delivered with pass/fail criteria to ensure officers are fully conversant with practical and theoretical elements of MOE and compliant with Health and Safety guidelines.
- 5.12 **All MOE instruction must be delivered by minimum 2 suitably qualified MOE instructors.**

6. TRAINING DEMAND and RESILENCE

- 6.1 Each force department must determine their own requirements and justify how many officers they need to be trained.
- 6.2 Departments that wish to have staff trained in MOE skills must submit a business case to Operations via the MOE User Group for approval.

7. EQUALITY IMPACT ASSESSMENT (EQIA)

7.1 The Policy has been reviewed and drafted against all protected characteristics in accordance with the Public Sector Equality Duty embodied in the Equality Act 2010. The policy has therefore been Equality Impact Assessed to show how WMP has evidenced ‘due regard’ to the need to:

- Eliminate discrimination, harassment, and victimisation.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Supporting documentation in the form of an EQIA has been completed and is available for viewing in conjunction with this Policy.

8. HUMAN RIGHTS

8.1 This policy has been implemented and reviewed in accordance with that set out with the European Convention and principles provided by the Human Rights Act 1998. The application of this policy has no differential impact on any of the articles within the Act. However, failure as to its implementation would impact on the core duties and values of WMP (and its partners), to uphold the law and serve/protect all members of its community (and beyond) from harm.

9. FREEDOM OF INFORMATION (FOI)

9.1 Public disclosure of this policy document is determined by the Force Policy Co-ordinator on agreement with its owner. Version 2.0 of this policy has been GSC marked as Official.

9.2 Public disclosure does not automatically apply to supporting Force policies, directives and associated guidance documents, and in all cases the necessary advice should be sought prior to disclosure to any one of these associated documents.

Which exemptions apply and to which section of the document?	Whole document	Section number
N/A		

10. TRAINING

10.1 MOE training will now be delivered to Police Officers based on their posting and required level of skills for that role. There will be three levels of Method of Entry training to be delivered in Force:

- 1) **Basic level:** This will be delivered by Operational Learning and Development and is aimed at roles of Response/FCID/ROCU/Intelligence/ NHTask force. Kinetic entry as well as non-destructive entry.
- 2) **Intermediate level:** This will be delivered by Operational Learning and Development and is aimed at Force Support Teams. This will be kinetic entry, enforcer and double handed ram and also lead onto use of hydraulic kit tool ‘rabbit’ as well as non-destructive entry. **# This level of training will not include the ‘suitcase’ hydraulic kit #**

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- 3) **Advanced Level:** This will be delivered by OSU MOE instructors to OSU officers only. This level will range from basic kinetic, hydraulic 'rabbit' and 'suitcase', to disc cutter and glass entry. **Rescue/chainsaw is a separate course.**
- 4) Learning & Development will oversee workplace assessments for ALL levels of Method of Entry training

11. PROMOTION / DISTRIBUTION & MARKETING

11.1 The following methods will be adopted to ensure full knowledge of the Policy:

- Policy document and associated documents on the Intranet for the attention of all WMP officers and staff
- Recording and audit entry on the policy library
- Promotion of the policy and Governance via Force Leadership.

12. REVIEW

- 12.1 The Policy business owner (Operations) maintains outright ownership of the policy and any other associated documents and in-turn delegate's responsibility to the department/unit responsible for its continued monitoring.
- 12.2 The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/NPCC, legislative changes, good practice (learning the lessons) both locally and nationally, etc.
- 12.3 A formal review of the Policy document, including that of any other potential impacts i.e. EQIA, will be conducted by the date shown as indicated on the first page.
- 12.4 Any amendments to the Policy will be conducted and evidenced through the Force Policy Co-ordinator and set out within the version control template.
- 12.5 Feedback is always welcomed by that of the author/owner and/or Force Policy Co-ordinator as to the content and layout of the policy document and any potential improvements.



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13. VERSION HISTORY

Version	Date	Reason for Change	Amended/Agreed by.
1.0		Order 03/2008 withdrawn on publication of this policy document	Sgt 5976 Wilkinson – Ops.
1.2	14 Dec 2012	Amended terminology, authority levels and safety considerations	Henry Harvey 53408 – L& D
	07.01.2013	To ACC Forsyth for approval	4566
1.3	01.03.2013	Reference to the use of Thermic Lance (pg 12) removed at request of ACC Forsyth as we do not use it.	4566
1.4	04.03.2013	To CC Sims for authorisation	4566
1.5	02.04.2013	All references to 'burning equipment' removed. Addition to para. 5.3 'OSU training requirements and equalifactions are subject to a separate requalification period, and this is in agreement with the West Midlands Region Public Order Training Centre'	4566 at the request of Sgt 5976 Wilkinson – Ops.
1.6	10.09.2016	Blow bag reference removed Policy to reflect the new 'grading' of training standards and also which department will train specific types of MOE	PS 7625 Mc Grory
2.0	08.04.2017	Full revision to policy in light of WMP2020 TS1 changes	CI 1361 Rowe – Head of OSU

APPENDIX A – SAFETY RULES

1. **Always ensure that a Risk Assessment has been prepared for every operation.**

A pre-planned MOE operation will have a risk assessment completed; otherwise it should not take place. Always consider the intelligence available and assess the risks the MOE operation presents. A written risk assessment will only be required for pre-planned MOE operations. Dynamic risk assessment must be employed during all stages of any MOE operation whether spontaneous or planned.

2. Always wear all appropriate Personal Protective Equipment (PPE).
3. Remove all jewellery prior to training or a live MOE operation.
4. Only use approved MOE tools and equipment for the use that they are intended. Never improvise or modify tools or equipment.
5. Ensure the safe handling of all equipment and measures are put in place where practicable to reduce any risks.
6. All equipment should be adequately maintained in an efficient state, in efficient working order and in good repair and, where appropriate, must be subject to a suitable system of maintenance.
7. Check all equipment prior to use and report faults immediately i.e. sharp edges, metal strains and fractures etc, paying particular attention to structural welds. Do not use faulty or defective equipment. Any faults should be brought to the attention of your supervisor and MOE SPOC.
8. All MOE trained staff are qualified to check the equipment which they are authorised to use and this should be done prior to every operation. They must be satisfied that it is fit for purpose before using.
9. Do not allow any untrained personnel to use any MOE equipment.
10. Always ensure that MOE equipment is secured safely immediately after use, ensuring that the equipment is not placed where it is likely to cause an obstruction or create a trip hazard.
11. Carry out dry runs or rehearsals where circumstances allow.
12. Designate priorities on live operations and also have a contingency plan.
13. When transporting any MOE equipment, officers should ensure that the equipment is securely positioned to ensure it does not present danger in the event of a road traffic accident in such a way that it will not present danger in the event of a collision.
14. Always work to the principle of minimum risk, remember a reconnaissance of the premises and use of intelligence information i.e. children, dogs on the premises will all help to reduce the risk of injury to both officers and others.

APPENDIX B – AUTHORISED MOE EQUIPMENT LIST

- Basic Level (Kinetic Equipment)
 - Enforcer
 - Hooligan Bar
 - Less destructive

- Intermediate Level (Kinetic/Hydraulic Equipment)
 - Enforcer
 - Hooligan bar
 - Double handed ram
 - Rabbit
 - Less destructive

- Advanced Level (kinetic equipment)
 - Enforcer
 - Sumo
 - Double handed ram

- Advanced Level (hydraulic/Cutting Equipment)
 - Rabbit
 - Suitcase
 - Disc Cutter
 - Chainsaw/rescue saw

- Advanced Level (Window Entry)
 - Rescue Axe
 - Hooligan Bar
 - Level 1 (Ground floor) Assault Ladders
 - Level 2 (First floor) Assault Ladders
 - Level 1 (Ground floor) Entry Ladders

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APPENDIX C – METHOD OF ENTRY EQUIPMENT LIST

In addition to officer's full PPE:-

- Public order helmet.
- Public order boots
- Public order lower leg guards
- Police overalls
- Public order gloves

Officers may be required to wear full MOE gauntlets with plastic wrist protector inserts when utilising certain MOE equipment (highlighted in training). This item will not be personal issue. Gauntlets will be kept with the MOE equipment.

Method of Entry Considerations

Planning

This can be used for the overall operation & the MOE aspect of the operation:

- IIMARCH:-
- Information / Intelligence- (Target & associate details)
- Intention – (Type of Operation: Opposed/unopposed/Rapid/Containment)
- Method (Who, what, where, when, why, and how)
- Administration
- Risk assessments (Operation & MOE activity)
- Communications
- Human Rights

Location

- Reconnaissance (RIPA?)
- Premise details (i.e. Terraced 3 bedroom)
- Type of entry point (Door-Action, Locks, and Construction. Window – type)
- Access & Entry points

Briefing

- Operation Briefing
- MOE briefing (specific to the act of facilitating entry)

Logistics

- Number of officers
- Number of trained officers
- Officers ability
- Equipment & PPE
- Transport
- Working hours

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Hazards, health & safety

- Children
- Dogs
(Both in relation to time of day and entry point e.g. Window entry to child's bedroom)
- Community impact
- External hazards (i.e. Security lighting, Spotters, barricading)
- Specialist entry?

This list is not exhaustive. Certain considerations will impact upon others and vice versa. For further advice see Operations, OSU, MOE information page.