



Steven Krokoff  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NY 12210



1789

**TACTICAL BACKPACK KIT**  
**GENERAL ORDER NO: 4.1.10**

<b>Issue Date:</b> May 13, 2014	<b>Effective Date:</b> May 13, 2014
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<b>Volume 4:</b> Administrative Services Bureau	<b>Chapter 1:</b> Training and Career Development
<b>Distribution:</b> Sworn Personnel	<b>NYSLEAP:</b> N/A
<b>Issuing Authority:</b> Chief Steven Krokoff	<b>Page:</b> 1 of 4

**PURPOSE:** The purpose of this policy is to establish procedures for the proper use of the Tactical Backpack Kit by sworn personnel of this Department.

**POLICY:** It is the policy of the Albany Police Department that when exigent circumstances arise, and with supervisor notification, personnel may utilize tools from the Tactical Backpack Kit to breach locations and/or areas. Only trained personnel shall utilize the tools within the Tactical Backpack Kit unless exigent circumstances exist and a delay would cause further imminent danger to life.

**DEFINITIONS:** **Exigent Circumstances** - Exigent circumstances mean emergency situations that require swift action to prevent imminent danger to life.

**Breach or Breaching** – Breach or breaching means to gain access to a location or area that is otherwise secured by some manner.

**Tactical Backpack Kit** – A Tactical Backpack Kit (TBK) is a breaching entry kit that can be worn as a backpack and consists of entry breaching tools such as bolt cutters, a thundermaul, a hallagan tool, and a ram.

**Bolt Cutters** – Bolt cutters are a cutting instrument for use on security chains, chain link fences, and non-case hardened locks.

**Thundermaul** - A thundermaul is an instrument that combines an axe and a sledge into one handheld tool.

**Hallagan Tool** – A hallagan is a tool that features a fork and horn end for prying and breaching. The hallagan’s design allows it to be positioned and stuck into the frame of a doorway.

**Ram** – A ram is an instrument designed to strike an inward opening doorway.

**I. TACTICAL BACKPACK KIT**

**A. Purpose:**

1. The purpose of the Tactical Backpack Kit (TBK) is to assist personnel in forcing entry into a building or area during exigent circumstances or in the execution of a search warrant.

**B. Storage:**

1. The Tactical Backpack Kit shall be [REDACTED] assigned to Center Station and/or South Station.
2. The Tactical Backpack Kit shall be inventoried and accounted for on a daily basis. Any deficiencies, conditions, or reallocations shall be documented on the following:
  - a. The Daily Unit Inspection Sheet, APD Form # [REDACTED], shown on pages 3 and 4 of this order;
  - b. An Intra-Departmental Correspondence (IDC) to the Chief of Police explaining the circumstances;
  - c. The unit/station blotter; and
  - d. The vehicle repair blotter.

**C. Training:**

1. Only personnel who attend an Albany Police Department approved certified breaching course may use the Tactical Breaching Kit, unless exigent circumstances exist and a delay would cause further imminent danger to life.
2. All certified personnel must attend training for the Tactical Breaching Kit on a biennial basis.

**D. Reporting:**

1. Personnel shall document the use of any forced entry on a Standard Incident Report. The Standard Incident Report shall include the following:
  - a. The circumstances in which the decision to force entry was made;
  - b. Which tools were utilized within the Tactical Backpack Kit during such forcible entry; and
  - c. The supervisor who was notified.

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# DAILY UNIT INSPECTION SHEET

UNIT# \_\_\_\_\_ ZONE# \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTING OFFICER: \_\_\_\_\_ OTHER OFFICER ASSIGNED TO UNIT: \_\_\_\_\_

NYS INSPECTION EXP: \_\_\_\_\_ MILEAGE: STARTING: \_\_\_\_\_ ENDING: \_\_\_\_\_

FUEL LEVEL: \_\_\_\_\_ OIL LEVEL \_\_\_\_\_ CHECK ENGINE \_\_\_\_\_ TIRE PRESSURE \_\_\_\_\_  
(CIRCLE ALL THAT APPLY)

### DASHBOARD INDICATOR LIGHTS

### TIRES

(CIRCLE ONE)

TREAD DEPTH: ACCEPTABLE \_\_\_\_\_ WORN: \_\_\_\_\_  
Indicate which tire(s)

CONDITION: NO APPARENT DEFECTS \_\_\_\_\_ DEFECTIVE: \_\_\_\_\_  
Indicate which tire(s)

### CLEANLINESS

(CIRCLE ONE)

EXTERIOR: CLEAN \_\_\_\_\_ NEEDS WASH \_\_\_\_\_

INTERIOR: CLEAN \_\_\_\_\_ NEEDS WASH \_\_\_\_\_

### LIGHTING

(✓ = Inact/functioning, NR = Needs Repair, NA = Not Applicable)

HEADLIGHTS	_____
HIGH BEAMS	_____
PARKING/TAIL	_____
BRAKE LIGHTS	_____
DIRECTIONALS	_____
HAZARD LIGHTS	_____
REVERSE LIGHTS	_____
ALTERNATING HIGH BEAMS	_____
ALTERNATING GRILL LIGHTS	_____

LICENSE PLATE LIGHTS	_____
INSIDE TRUNK FLASHER	_____
DOME LIGHT	_____
SPOT LIGHT	_____
REAR DECK AMBER LIGHT BAR	_____
REAR FLASHERS	_____
360° FLASHERS	_____
TAKE DOWNS	_____
ALLEY LIGHTS	_____
REAR DECK LIGHTS	_____

### TRUNK EQUIPMENT

(✓ = Inact/functioning, NR = Needs Repair, NA = Not Applicable)

BLUE EQUIPMENT BOX	_____
EXTINGUISHER	_____
BIO-HAZARD KIT	_____

BLANKET	_____
AIRWAY / MASK	_____
FIRST-AID KIT	_____
FLARES	_____

### OTHER

(✓ = Inact/functioning, NR = Needs Repair, NA = Not Applicable)

BANK SHEET	_____
HAZ-ALAT BOOK	_____
SIGNAL BOX KEY	_____
GAS PUMP FOB	_____
W/S WIPERS	_____

PA SYSTEM	_____
SIREN(S)	_____
RADIO	_____
VEHICLE HORN	_____
SNOW BRUSH	_____

# DAILY UNIT INSPECTION SHEET

## TECHNOLOGY

(✓ = Insect/Functioning, NR = Needs Repair, NA = Not Applicable)

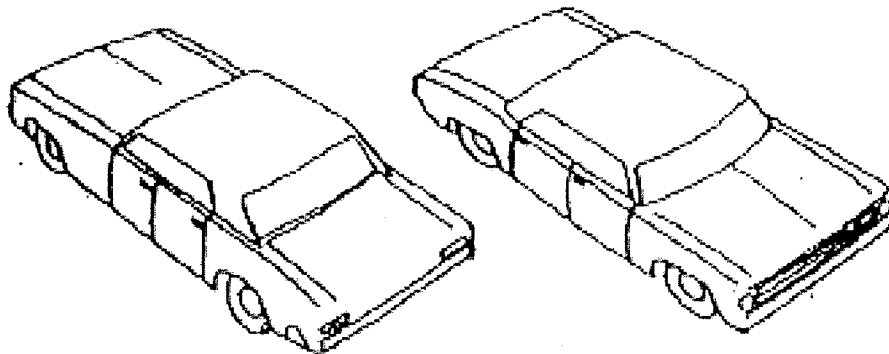
LAPTOP	YES	NO
SCREEN	_____	_____
KEYBOARD	_____	_____
TOUCH PAD	_____	_____
CABLES	_____	_____
MOUNT	_____	_____
SCANNER	_____	_____

PRINTER	YES	NO
ARM REST LATCH	_____	_____
USB CABLE	_____	_____
POWER CABLE	_____	_____
PRINTER MOUNTS	_____	_____

MOBILE DVR	YES	NO
CAMERA	_____	_____
INTERIOR MIC	_____	_____
MIC DOCK	_____	_____
EXTERIOR MIC	_____	_____

LPR	YES	NO
LPR CAMERAS	_____	_____
LPR START-UP GUIDE SHEET	_____	_____

RADAR INSTALLED	YES	NO
TUNING FORK (2)	_____	_____
REMOTE CONTROL	_____	_____
TRANSCEIVER	_____	_____
ANTENNA (2)	_____	_____



**D=DENTED      S=SCRATCHED      M=MISSING      B=BROKEN      ✓=OK**

**REMARKS:** IF UNIT REPAIRS ARE REQUIRED, PLEASE EXPLAIN WHAT NEEDS TO BE REPAIRED BELOW

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SUPERVISOR VEHICLES ONLY	
(✓ = Insect/Functioning, NR = Needs Repair, NA = Not Applicable)	
TWO (2) ROLLS EVIDENCE TAPE	_____
FIVE (5) RIOT BATONS	_____
ANIMAL CONTROL POLE	_____
SPIKE STRIPS	_____
TWO (2) POLY GUARD SHIELDS	_____
LARGE O.C. CANISTER (FOGGER)	_____
TACTICAL BACKPACK KIT	_____

<b>OFFICER'S SIGNATURE</b>	<b>SHIELD/PIN#</b>
<b>SUPERVISOR'S SIGNATURE</b>	<b>PIN#</b>

APD Form #333 (Revised 04/14)