

	POLICY & PROCEDURE	SERIES # 524	PAGE 1 OF 7
	SUBJECT		EFFECTIVE DATE
	CRISIS NEGOTIATIONS		04/08/15
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 524 DATED 03/21/07.		

I. PURPOSE:

The purpose of this policy is to establish the selection, supervision, training, use and procedures of crisis negotiations.

II. POLICY:

It is the policy of the Hampton Police Division to have a Crisis Negotiation Team (CNT) established as a fully operational function assigned to the Commander of Operations.

III. DEFINITIONS:

- A. Hostage - Any person held by another against his will by force or threat of force, expressed or implied.
- B. Barricaded Subject - Any person who is reasonably believed to pose a threat to commit serious bodily injury or death to himself, hostages, officers, or others in the community and who is in a stronghold position.

IV. PROCEDURE

A. THE CRISIS NEGOTIATION TEAM

1. The Operations Commander will make a recommendation to the Chief of Police regarding the appointment of a head crisis negotiations commander. The Chief of Police will make the appointment of the head crisis negotiation commander who will ensure the constant planning, training, and operational readiness of the team. Only appointed and trained crisis negotiators will be used in barricaded person(s) situations, hostage taking situations, and when communications with the suspect warrants trained negotiators.

2. SELECTION CRITERIA FOR CRISIS NEGOTIATORS

APPROVED:
CHIEF OF POLICE



- a. The CNT Commander can recommend and Chief of Police will appoint all crisis negotiators based on the demonstrated skills and experience of those applicants who successfully meet the following criteria:
 - 1) Minimum of three (3) years of experience as a full-time Police Officer, two (2) years of which must be as a Hampton Police Officer.
 - 2) Employees must have two consecutive current performance appraisals of record indicating “achieved” three (3) or above.
 - 3) Employees must not have had any suspensions during the twelve months preceding the request for reassignment.
 - 4) Must demonstrate good verbal skills and problem solving abilities.
 - 5) An employee’s internal affairs record will be reviewed by Professional Standards. Professional Standards will brief the Chief of Police of any findings prior to the final selection.
- b. Due to the tactical requirements of the CNT, appointees can only be a member of one tactical response team i.e. CNT, SWAT or MRT.
- c. Must appear before a CNT Applicant Review Board comprised of the CNT Commander, Deputy Commander, and other CNT members as determined by the CNT Commander.

NOTE: Assignments will be made as vacancies occur. A register will be established as needed and vacancies filled from that register. The register will remain in effect for 60 days from the date of the register. Applications will be on a voluntary basis. (See P&P 641 for additional information on postings)

TACTICAL PLANS

TACTICAL TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS

5) TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS
TACTICAL PLANS

4. TRAINING

- a. Prior to being used as a negotiator, members must attend and complete both a basic and advanced Crisis Negotiator course and /or seminar.
- b. Each CNT Member will receive in-house training as necessary. This is to include operational simulations with hostage taker(s) and/or barricaded subjects. This training should periodically be conducted with the Special Weapons and Tactics Team (SWAT).

B. RESPONSE PROCEDURES

1. GENERAL

It will be the responsibility of the Shift Commander, the Operation Commander, and/or the Chief of Police to determine that there is a need for deployment of the CNT. The Shift Commander will notify the Communications Supervisor when such a need exists.

2. COMMUNICATIONS RESPONSIBILITIES

It shall be the responsibility of the Communications Supervisor to notify the CNT Commander or Deputy Commander, and the on-call Crisis Negotiation Team.

- a. Team A - On-call from the first through the fifteenth of each month.
- b. Team B - On-call from the sixteenth through the end of each month.

3. CNT RESPONSE

- a. The CNT Commander/Deputy Commander (or designee) will establish a Command Post from which negotiations and personnel assignments can occur. The location for the CNT Command Post should be located out of the subject's sight and line of fire. It shall include sufficient space for anticipated personnel and equipment.
- b. The CNT Commander/Deputy Commander (or designee) will assess the need for additional negotiators, support staff, other trained personnel, and equipment.
- c. Responding CNT members will:
 - 1) Report to the Command Post for a briefing and assignments.
 - 2) Interview the First Responders.
 - 3) Decide which type of negotiation will be used.

C. NEGOTIATION PROCEDURES

The CNT Commander and Deputy Commander will ensure the following actions are taken:

1. The Senior On-Scene Commander, the CNT Commander and Deputy Commander are the only personnel authorized to enter the negotiations room.
2. All live negotiations will be recorded.
3. No one shall interrupt the Primary Negotiator while engaged in the performance of his/her duties. The Secondary Negotiator is the only person permitted to speak to the Primary Negotiator during active negotiations with the Hostage Taker/Barricaded Subject.
4. Provide any requested assistance to the OIC.
5. Obtain all pertinent information about the hostage taker, the hostages, hostage site, and other barricaded subjects.
6. Request the OIC designate a location for CNT members to interview witnesses, released hostages, and others.
7. Work in conjunction with the OIC and the SWAT Commander to seek a successful resolution to the incident.
8. Establish communications with the suspect(s) to determine their

demands or intentions. Some guidelines to be followed in establishing communications include the following steps:

- a. Attempt to locate relatives, friends, or neighbors.
 - b. The telephone company will assist if a telephone number is needed. See Virginia Code 18.2 - 50.2, "Emergency Control of Telephone Service in Hostage or Barricaded Person Situations". Every effort shall be made to ensure that the subject is not allowed to receive any incoming or make any outgoing calls except to/from the CNT.
 - c. If unable to contact the suspect telephonically, use the public address system or Bull Horn and/or Long Range Acoustical Device (L.R.A.D.).
 - d. Make every effort to persuade the suspect to surrender voluntarily.
9. Negotiating involves establishing trust between the hostage taker and the negotiator requiring "give and take" by both parties. Of primary importance is establishing a dialog; practically all demands are negotiable except:
- a. Supplying the hostage with weapons or ammunition
 - b. Providing alcoholic beverages
 - c. Providing drugs
 - d. Taking additional hostages or exchanging hostages
10. All decisions regarding the strategy for negotiations will be forwarded to and approved by the CNT Commander/Deputy Commander. The CNT Commander/Deputy Commander will confer with the incident and SWAT Commander in reference to demands.
11. Debriefing of hostages following the incident.

D. DE-ESCALATION

All release of hostages or surrender of the suspect will be strictly coordinated with the SWAT Commander to ensure that instructions are clearly communicated and understood prior to the release of any individual(s).

E. AFTER ACTION REPORTS

1. At the conclusion of the incident, all CNT Members will report to a designated location for a debriefing.
2. The CNT Commander or his designee shall be responsible for requesting physiological services for CNT members involved in critical incidents.

3. The CNT Commander or his designee shall submit an after action report to the Commander of Operations on all hostage/barricade incidents within five working days. This report shall include the following:
 - a. A chronological recounting of events.
 - b. A critique of the incident to include the following:
 - 1) Any problem areas noted.
 - 2) Suggestions for future improvements.
 - 3) Identified training issues.
 - 4) Team response by patrol, tactical and hostage negotiations functions.

-

Redaction Log

Total Number of Redactions in Document: 8

Redaction Reasons by Page

Page	Reason	Description	Occurrences
2	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	2
3	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	3
4	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	2
4			1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
		4(1)
TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	2(2) 3(3) 4(2)