



POLICY/PROCEDURE NUMBER: 08-S.O.-020

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SUBJECT: HOSTAGE-BARRICADE SITUATIONS

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: SOP 200-12: Hostage/Barricaded Subject Situations, April 1, 2000; January 29, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARD: 9.1.6, 17.1.2

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – No

APPROVED: Anne P. Glavin, Chief of Police

I. PURPOSE

To provide procedures, and define responsibilities for personnel, in responding to and handling incidents involving hostages and barricaded suspect(s).

II. POLICY

It is the policy of this Department to methodically deal with a hostage/barricaded subject in a manner that subjects members to a minimum of risk to personal safety and affords all reasonable efforts to resolve such situations with no injury to innocent persons or involved subjects.

III. DEFINITION

Barricaded Person: An individual who resists being taken into custody by using, or threatening use of, firearms, other weapons, explosives, etc. Generally, the barricaded person is behind cover. As used within this policy, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.

IV. PROCEDURES

A. Communications Center (Dispatch)

1. When advised of a hostage situation or barricaded suspect(s), the Dispatcher will immediately notify the shift supervisor and shift Watch

- Commander (i.e., Captain or Lieutenant of Patrol Operations) or the Captain of Special Services in their absence. The shift supervisor will then provide up-to-date information to the Watch Commander who will then make the necessary notifications to the Chief of Police and those deemed by the Chief as necessary personnel to assist with the event as support personnel (i.e. IT for telecommunications and PPM for power, water, etc.).
2. When directed via the authority from a command staff member, the dispatcher shall assist in contacting those personnel deemed necessary for support at the scene (i.e. LAPD Hostage Negotiator Team, SWAT, LAFD Fire and Paramedic units, LAPD Bomb Squad, CHP, K-9, Air Support, etc.).
 3. When notifications are made, the dispatcher or other notifying party shall provide personnel from assisting agencies with the nature and circumstances of the incident, and ensure they have communication with the Incident Command Post.
 4. Communications personnel shall begin a RIMS incident log of the event, including the time that key personnel were notified, additional notifications made, any demands made or timelines/deadlines set by the suspect, any details regarding who is involved, weapons being used, how many people involved, etc. It is extremely important to maintain a chronological account of all event activities for not only documentation of the event, but in the case the hostage negotiator needs clarification on times, resources, deadlines made, etc.

B. Responding Officers

1. Approach the location using extreme caution. Assess the situation, secure the area, and request additional assistance, as needed.
 - a. Set up an Incident Command Post and initiate ICS protocols in an area out of the suspect(s) line of sight.
 - b. Notify the shift supervisor of any specific details involving the situation that may warrant the response of LAPD Hostage Negotiators, SWAT, Air Support, K-9, LAPD Bomb Squad, LAFD emergency medical personnel, ambulance/transport vehicles, and other rescue/support services. Information shall also be provided that may warrant the response of the university's IT telecommunications department and PPM facilities crews.
 - c. Assist in the evacuation of any injured or other endangered people.
2. Responding officers shall attempt to:
 - a. avoid confrontation with the suspect in favor of controlling him/her; and
 - b. contain the suspect(s) to the immediate area until LAPD trained tactical and/or hostage negotiation personnel are at the scene, if possible.
3. Establishment of an Inner and Outer Perimeter
 - a. Coordinate any necessary road closures, or detour traffic as needed;

- b. Bystanders and non-essential personnel shall be removed from the inner perimeter and moved to an outer perimeter as soon as possible.
 - Establish, as clear as possible, control of the hot (location of the incident), warm (area between the inner and outer perimeter), and cold (area outside the outer perimeter) zones utilizing visual police line tape, barricades, etc. Sworn personnel shall be posted along the inner and outer perimeters at assigned locations as soon as possible, as directed by the Incident Commander;
 - Ensure safe removal of people from perimeter locations via means and ways out of visual observation from the specific location involved, if possible.
 - c. Once the perimeter is clearly established, no one shall be allowed to enter the scene without authorization of the Incident Commander and vehicle/pedestrian traffic is to be diverted from the area. All non-essential personnel, to include media, Public Information Officer, spectators, etc., shall be situated outside the outer perimeter. The distance between the inner and outer perimeter is established as a safe zone, and is to be deemed as a part of the crime scene. The outer perimeter should be at minimum, at least 20 feet outside your inner perimeter, but can be larger or smaller given landscaping, structural, and other conditions. The perimeters can also change as the incident progresses.
4. Officer shall advise dispatch of areas or streets that may be unsafe for responding personnel, and provide specific information as to how to proceed to the staging area and who to make contact with.

C. Supervisory Responsibilities

1. Respond to the scene and conduct a situational assessment, insuring the initial officer's responsibilities have been met.
2. Notify the shift Watch Commander (i.e., Captain or Lieutenant of Patrol Operations), or the Captain of Special Services in their absence, and then the Chief of Police.
3. Establish the incident command post (and placement of orange cones) and serve as Incident Commander until relieved by a command level officer; continuing to build out a formal command post and a formal chain of command for responding personnel following standard Incident Command System (ICS) protocols. For specific ICS protocols in activating the command, operations, planning, logistics, and finance/administration functions associated with such an incident, see Department policy #08-S.O.-019 (Unusual Occurrence: All Hazard Plan).
 - a. Select a secure and accessible location out of the suspect(s) line of sight.
 - b. Notify communications of the location and ensure responding units and agencies receive the information.

- c. Request additional equipment (i.e., Emergency Operations Command trailer, specialized surveillance equipment - LAPD) as required.
 - d. Provide communications with command protocol and keep them advised of changes either by cellular telephone (confidential information) or radio.
 - e. When ICS protocol is implemented, document all personnel and equipment utilized, to include mutual aid departments and their respective equipment.
4. Determine, after notification and consultation with the Chief of Police or her/his designee, if a LAPD hostage negotiator and/or SWAT should be requested via mutual aid. Tactical assistance and negotiators are to be first requested from LAPD. In the event LAPD is unable to provide such a request, the Los Angeles County Sheriff Department is available for county mutual aid.
 5. Confirm that Dispatch has notified all individuals/entities requested of them.
 6. Ensure that all injured persons and bystanders have been evacuated from the area and request additional assistance as needed.
 7. Designate alternate mobilization points for responding personnel, as needed.
 8. Assign officers to positions that will prevent entry or exit from the location in question and control travel routes if suspect(s) should attempt escape.
 9. Obtain floor plans and a telephone number within to the barricaded suspect's location if possible. If a hostage negotiation team is to be utilized, try to obtain a separate phone and private/quiet location for their use.
 10. If the barricaded suspect breaches the perimeter, assign officers to assume a tactical surveillance detail or active pursuit. Any such pursuits will be in accordance with Department Policy 02-L.E.-001 (Vehicle Pursuit Guidelines) and 08-L.E.-011 (Use of Force). Should an active pursuit or surveillance detail ensue, the Incident Commander shall initiate a safety plan to control (as best as possible) emergency personnel, public, and suspect travel routes.
 11. Determine the news media policy and authorized level of access for the situation in consultation with Chief of Police or her/his designee.
 - a. Policy 05-S.O.-008 (Media Relations) shall be utilized in all media-related decisions.
 - b. Media information shall be limited to that which is clearly known and which does not compromise the situation.
 - c. When utilizing an LAPD or LASD tactical team, discussions shall take place regarding any media information pertinent to their response with the tactical team's supervisor.
 - d. Determine and select a safe location outside the outer perimeter for the news media to stage in.
 - e. Access to the inner/hot zone of the incident should not be to a level that jeopardizes the safety of responding/participating police personnel or media representatives. When tactical teams are utilized, their supervisor shall be consulted as to all authorized personnel located within the inner/hot zone. A unified Incident

Command System may be implemented and adjustments made by the tactical team supervisor in the development of their plan(s).

D. Evacuation Procedures

1. The Chief of Police or her/his designee shall be immediately notified of decision to implement a building/location evacuation for public safety reasons. In the event of the need to implement a campus closure or evacuation, Department Policy #08-S.O.-019 (Unusual Occurrences: All Hazard Plans) shall be implemented upon authorization by the Chief of Police.
2. The person in charge of any building(s)/location(s) to be evacuated shall be contacted and requested to respond to the incident command post for instructions or to provide facility information.
3. Notify building occupants to evacuate and report to a designated area away from the danger zone (outside the outer perimeter) until further notice. Safe exit/egress route instructions should be given to evacuees, if possible, and special attention is to be given to disabled occupants.
4. Detain all persons who can supply pertinent information (i.e. relatives, friends, witnesses) and ensure their safety. Do not locate them at the command post.
5. Refer or escort persons having pertinent information to the command post.
6. Utilize cover and concealment, by making approaches from the side that does not face the suspect(s) field of vision.
7. Do not alarm persons, but have them go to a safe area in a calm and orderly fashion.
8. Do not use public address systems or alarms to evacuate. The Chief of Police will consider the use of the Blackboard Connect emergency broadcast messaging system for this purpose.
9. Be cognizant that a sniper or armed suspect who is elevated will have a tactical advantage.
10. Assist injured persons in evacuating the area, should there not be an active shooter situation.
 - a. Notify communications of situation, including number of persons injured, level of injuries, and location of injured.
 - b. If possible, remove injured to a secure location or assist responding medical personnel in this action.
 - c. Provide basic first aid.
11. If possible do not use flashlights or other lighting equipment.

E. Functional Responsibilities and Interaction

1. Any tactical teams or negotiators who respond to the scene from mutual aid agencies will remain under the command of their commanding officers.
2. Tactical decisions will be made after consultation with the Chief of Police who shall maintain command of the incident regardless of which agencies respond, unless a unified command system is formally implemented.
3. Interaction between tactical personnel, hostage negotiation personnel and University Police personnel will be accomplished through radio transmission from the command post and telephone communications.

4. Tactical personnel shall include those police officers designated by the incident commander to oversee the below responsibilities, until such time specialized tactical team(s) arrive (i.e. SWAT).
 - a. Securing the inner perimeter, unless additional police support is requested by the tactical unit(s);
 - b. Attempting the safe evacuation of any non-involved or injured subjects left within the inner danger/hot zone;
 - c. Formulation of a tactical plan; and
 - d. Execution of tactical plan, as deemed necessary.
5. The hostage negotiator is responsible for:
 - a. Attempting to secure the release of any hostages;
 - b. Attempting to obtain the safe surrender of the barricaded subject/hostage taker;
 - c. Securing valuable information; and
 - d. Attempting to gain time (as needed), to slow down the situation.
 - e. Only specially trained LAPD or LASD negotiators and their support staff shall be utilized for this function.

F. Incidents Involving Use of Force

1. Departmental authorization for use of force and chemical agents against a barricaded person will be at the discretion of the Incident Commander; and with the tactical team supervisor in the event a specialized tactical team (i.e. SWAT) is utilized. The decision and course of action will be based on the procedures stipulated in department policy #08-L.E.-011 (Use of Force).
2. Operational use of force by personnel from an outside agency during an incident is under the control and direction of that agency's command and policies.

G. After-Action Reports

1. The Incident Commander will conduct a de-briefing following the conclusion of the incident.
2. The Incident Commander will designate which officer will write the preliminary RIMS report. It will normally be assigned to the first officer on the scene.
3. Included in the report will be such information as which outside agencies assisted in the event and the names of commanders of any special units.
4. All involved officers will submit supplemental RIMS reports, utilizing the same report number, indicating any actions that were taken by them or any observations they might have had.
5. The Incident Commander will submit to the Chief of Police an after-action report in memorandum form with:
 - a. An overview of the incident;
 - b. Actions taken by department personnel;
 - c. Actions taken, if any, by outside agencies; and

- d. Recommendations, if any, related to current written guidelines for incidents, training, and coordination of hostage/barricade situations.