

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>HOSTAGE NEGOTIATION TEAM</b>		
<b>POLICY AND PROCEDURE 3.2.2</b>		
<b>Effective Date :</b> 11/09/11	<b>Accreditation Standards:</b> CALEA 12.1.2, 33.6.2, 41.3.6, 46.1.2, 46.2.1, 46.2.4 CFA 21.02, 21.03 – 21.04	<b>Review Date:</b> 10/01/2012

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**PURPOSE:** To establish the role and function of the Hostage Negotiation Team (HNT) and to establish guidelines for selection of team members.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Field Operations Division Assistant Chief and Team Commander

**POLICY:** The department establishes a Hostage Negotiation Team and will deploy specially trained negotiators to those situations wherein a subject is barricaded and may reasonably be expected to possess deadly weapons and/or present a danger to himself\herself or others or where hostages are being held. Negotiators will make every effort to bring such situations to a safe resolution, however the Department recognizes that not all negotiations will result in a peaceful surrender due to choices made by the barricaded person or hostage taker and that tactical options may be necessary to minimize harm or loss of life.

## **PROCEDURES**

### **1. ADMINISTRATION**

- a. The administration, supervision and control of the HNT shall be the responsibility of the Team Commander who shall be designated by the Chief of Police.
- b. The Team Commander shall have the authority to structure the team as he\she deems appropriate, to include the designation of a Team Leader.
- c. The Team Commander shall represent the HNT at the command post of any incident requiring the response of the team and shall be a member of the incident command staff, serving as an advisor to the incident commander.
- d. The Team Leader shall direct the operations of the Team and its members during any incident requiring the response of the team, subject to direction from the Team Commander and the incident command staff.
- e. In the absence of the Team Commander, the Team Leader shall assume the responsibilities and duties of the Commander and shall designate an alternate team leader.

**2. TEAM MEMBERSHIP AND SELECTION**

- a. Assignment to the HNT shall be considered a collateral assignment. All members have other full-time assignments within the department and fall under the command of the HNT only when the team is activated or for training.
- b. Membership on the team as a negotiator is open only to officers. Non-sworn and non-department members may become members of the team in technical, advisory and other support positions.
- c. Officers desiring to become Hostage Negotiators shall, when openings are announced, submit a memo of interest to the Chief of Police via their chain of command.
- d. The Team Commander, with the concurrence of the Chief of Police, may select new team members from among the applicants. Factors to be considered in the selection include experience, work performance, "people skills," and verbal skills.
- e. Selected applicants will be subject to psychological screening by a Department-designated psychologist for evaluation of the officer's fitness for hostage negotiation. Only those officers found to be psychologically qualified for the position may advance to team membership.
- f. Newly selected Hostage Negotiators will join the team in a "trainee" status and will be on probation as a team member for one year. Within one year of joining the team, the "trainee" must complete the CJSTC basic Hostage Negotiations course or equivalent (if not already completed) and must successfully participate in any additional training provided to team members. Attendance at the basic Hostage Negotiations course and any other required training will be in an on-duty status. Failure to complete the required training will result in the trainee's removal from the team.
- g. Non-sworn and non-Departmental members may be recruited and solicited to join the team based on technical or other skills that would be beneficial to the team. These members may only perform technical, advisory and other support duties; they may not act as negotiators. Such members may, but are not required to, attend the basic Hostage Negotiations course or other training. They may be required to attend certain in-service training when it is necessary or relevant to their tasks as members of the team.
- h. Any team member may be removed from the team at the discretion of the Team Commander and with the approval of the Chief of Police. A member may be removed for a variety of reasons, including, but not limited to, failure to complete required training, failure to participate in training, inability to perform the duties of a negotiator, and repeated failure to respond to call-outs.

**3. EQUIPMENT**

- a. Due to the specialized nature of Hostage Negotiation activities, the department will provide needed team equipment. Such equipment shall include, but not be limited to:
  - i. Negotiation telephone system and related equipment
  - ii. Bullhorn
  - iii. Pens, pencils, notepads, dry erase boards, etc.
  - iv. Tools
- b. Each member of the team will also be issued individual specialized equipment, including:
  - i. "Negotiator" polo shirt
  - ii. Tactical body armor carrier
- c. Each member of the team is responsible for responding to an incident with their issued equipment, including:
  - i. Items listed in 3.b., with body armor inserts
  - ii. Department issued or approved firearm and holster
  - iii. Department issued flashlight
  - iv. Department issued radio

**4. PROCEDURE FOR CALL-OUT DEPLOYMENT**

- a. All hostage negotiators are expected to carry their department issued cellular telephone with them at all times, except when out of the area on personal leave.

- b. The on-duty supervisor or platoon commander shall request the call-out of the Hostage Negotiation team in the following situations:
  - i. Incidents involving barricaded subject(s) believed to possess weapons and/or presenting a danger to themselves or others.
  - ii. Incidents involving the taking or suspected taking of hostages, including domestic disputes when the hostages are family members of the hostage taker.
- c. Any negotiators on-duty at the time of a call-out shall respond to the scene. If an on-duty negotiator is performing some other role, e.g., perimeter security, that negotiator should be relieved as soon as practical to assume duties as a negotiator.
- d. In any of the above described situations, the SWAT team shall also be activated.
- e. The on-duty supervisor or platoon commander may request the call-out of the Hostage Negotiation Team or individual members of the team in other crisis situations or situations where the skills of the Team would be beneficial.
- f. The request for call-out of the team or individual members shall be made by contacting or requesting Communications to contact the Team Commander and/or the Team Leader, or, in their absence, a designated alternate. The Team Commander, Team Leader, or designated alternate, after being advised of the details of the incident, shall make the determination as to which and how many negotiators will be called out, and shall notify Communications to implement the call-out.
- g. Whenever the team is called out, the on duty shift supervisor or platoon commander shall make, or cause to be made, any additional notifications as may be required. e.g., SWAT, Bureau Majors, Assistant Chiefs, etc.
- h. The HNT should provide prearranged call-out protocols to the Communications Unit for inclusion in the Tactical Dispatch Manual. These protocols may be used in case of any call-out or when unable to contact the Team Commander or Team Leader.
- i. Team members will be provided with a reporting location, and members will respond directly to that location unless otherwise directed. The reporting location will generally be the incident command post. Absent other instructions, team members should report to the incident command post.
- j. A team member, generally a technician, will be designated to respond to the Police Department, obtain the team's equipment, and transport the equipment to the scene.
- k. Upon arrival of the team at the incident, a negotiation post will be selected and assignments made. All members will be briefed with any available information.
- l. Team members on duty at the time of a call-out shall, whenever possible, proceed directly to the command post to begin gathering information and selecting a negotiation post.
- m. The negotiation post should be located between the inner and outer perimeters of the incident, out of sight of the barricaded subject(s) or hostage taker(s), and should ideally have power and communications capability.

## 5. NEGOTIATIONS

- a. The selection of negotiations strategies, approaches, tactics and related items shall be at the discretion of the HNT based on the circumstances and the team's training and experience.
- b. The primary objective of the negotiators is to resolve the situation safely and without violence if possible.
- c. Any substantive demands made by a barricaded subject or hostage taker will be relayed to the command post. Only the incident commander can authorize the granting or denial of such a demand; however such granting or denial will take into account the negotiations team's recommendation.
- d. Items that can generally be provided as part of negotiations include, but are not limited to, food, non-alcoholic beverages, de-cafeinated beverages, cigarettes and other items that will not strengthen the bargaining position of the barricaded subject or hostage taker. Negotiators should attempt to gain something in return for any item provided to the subject.

- e. Items that are generally considered to be non-negotiable include alcoholic beverages, drugs, weapons, additional hostages, or any other items that would tend to strengthen the bargaining position of the barricaded subject or hostage taker.
- f. The delivery of any items to the subject must be carefully coordinated with the SWAT team so as to avoid unintentional incidents. Items will generally be delivered by the SWAT team.
- g. Face to face negotiations are generally prohibited. Exceptions may be made as a measure of last resort when approved by the incident commander, the Negotiations Team Commander, the SWAT Team Commander and the affected negotiator. No negotiator may be ordered or pressured to participate in a face to face negotiation against his\her will. Any face to face negotiations must be carefully coordinated with the SWAT Team to include an emergency plan and signals and an emergency rescue plan.
- h. The Negotiation team may make use of available expertise, e.g., members of the clergy, mental health professionals, etc., but should always maintain control of the negotiations. The primary role of available experts should be advisory only. They should not engage in active negotiation except as a last resort.
- i. Hostage or barricaded subject incidents, upon conclusion, must be reported to the F.B.I. via their Hostage or Barricaded Subject (H.O.B.A.S.) form. This form must be completed regardless of whether the incident concluded peacefully or otherwise, or through the use of members of the Hostage Negotiations Team or on-duty officers. The form must be reviewed by the HNT Commander prior to submission.

## 6. TRAINING

- a. In addition to the training required to become a full member of the team, negotiators will be provided with additional and advanced training.
- b. Support members may be provided with training relevant to their team assignment and responsibilities.
- c. HNT members will attend in-service training and additional advanced training when available. Training should include scenarios and role-playing when possible.
- d. At least annually, the HNT and the SWAT members will conduct a joint training exercise to develop the ability to work together effectively.

## 7. USE OF NECESSARY FORCE

- a. Nothing in this policy is intended to preclude the use of necessary force, including deadly force, when such force is necessary for the protection of hostages, the public, or officers; provided such force is used in accordance with department policy; applicable statutes and legal guidelines.

## 8. GLOSSARY

**Hostage Negotiator:** An officer specially trained in crisis and hostage negotiations.

**Hostage Incident:** Any incident in which people are being held by another person or persons against their will, usually by force or coercion, and demands are being made by the hostage taker.

**Barricaded Subject:** A person in a place where he\she cannot easily be removed by law enforcement and such person is refusing to leave that place or surrender to law enforcement custody when there is a legitimate need to remove the person from that location to take that person into custody or for the safety and well-being of that person or another.

**INDEX AS:**

- HOSTAGE NEGOTIATIONS
- CRISIS NEGOTIATIONS

**RESPONSIBILITY INDEX**

- FIELD OPERATIONS DIVISION ASSISTANT CHIEF
- HNT TEAM COMMANDER
- SERGEANTS
- COMMUNICATIONS

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

**11/09/2011**  
**Date**