



Village of Schaumburg Police Department  
Policies and Procedures Manual

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<i>Chapter:</i>	47 Emergency Operations	Issued:	05/28/2003
<i>Title:</i>	47-30 Hostage Situations	Effective:	06/04/2003

**47-30 HOSTAGE SITUATIONS**

**I. DEFINITIONS**

- A. Hostage Incident:** A situation in which person/s, by force, threat, or violence, holds other person/s against their will, and law enforcement officials are attempting to obtain the release of the detained persons/s.
- B. Barricaded Subject Incident:** A situation specific in place and time in which person/s, either armed or believed to be armed, isolate themselves within a structure, vehicle, or other object and resist being taken into custody.
- C. Terrorist Incident:** A situation specific in time and place in which person/s, either armed or believed to be armed, commit or threaten to commit a serious criminal offense for political or ideological purposes.
- D. HBT (Hostage/Barricaded Subject/Terrorist) Incident Program:** A centrally administered and coordinated program designed to maximize the department's efforts toward the safe resolution of these incidents. It is aimed at establishing a flexible organization for scene management and identification of personnel from throughout the department who are then trained to assume specific duties at such incidents.
- E. Scene Commander:** The Patrol Division Commander shall be the Scene Commander. In the absence of the Patrol Division Commander, the Investigative Division Commander shall assume this responsibility. Prior to his/her arrival, the highest ranking member of the Patrol Division present at the scene shall be the officer in charge of the incident. All personnel who may be called upon to assume the position of Scene Commander shall be thoroughly familiar with the HBT Incident Program and its operational procedures.
- F. HBT Incident Coordinator:** Unless acting as the Scene Commander, the Investigations Division Commander is responsible for the coordination of administrative matters involving the HBT Incident Program, and functions as an aide and advisor to the Scene Commander. The HBT Incident Coordinator shall be thoroughly familiar with the HBT Incident Program and its operational procedures.
- G. HBT Auxiliary Incident Coordinator:** The Watch Commander shall be thoroughly

familiar with the HBT Incident Program and its operational procedures, and upon responding to the incident, assists the HBT Incident Coordinator. He/she shall assume the operational duties of the HBT Incident Coordinator in his/her absence.

- H. HBT Plan:** A course of action which is formally initiated in response to an HBT incident.
- I. NIPAS EST Hostage Negotiator:** A department member who is specially trained and authorized to act for the department by communicating with a subject during HBT incidents.
- J. Negotiating Team:** A team usually consisting of at least two (2) trained negotiators.
- K. Containment Team:** First responding uniformed officers positioned around the inner perimeter, in order to isolate the offender/s, control ingress and egress and deny offender mobility. Under an HBT activation, **unless otherwise authorized or, under exigent circumstances, containment officers are to maintain their positions.**
- L. HBT Incident Personnel:** The Scene Commander, the HBT Incident Coordinator, the HBT Auxiliary Incident Coordinator, the negotiators, and the containment team members. The HBT incident complement may also include other department personnel specifically designated by the Scene Commander during an HBT incident.
- M. Inner Perimeter:** The immediate area of containment, its size and configuration, shall be designated by the officer in charge, in order to preclude offender mobility.
- N. Outer Perimeter:** A peripheral control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter as well as defining the limit of access by unauthorized persons.
- O. Command Post:** A secure position within the outer perimeter from which the officer in charge directs operations.
- P. Mobilization Point:** A designated location on the outer perimeter to which all responding personnel will report for briefing, assignment, and equipment. The officer in charge will assign a supervisor to oversee the operation of the mobilization point.

## **II. RESPONSIBILITIES**

- A. Administration--The HBT Incident Program administrative function is based on the premise that through centralized control, the varied resources of the entire department can be utilized in a unified and responsive manner.
  - 1. The NIPAS Emergency Services Team (EST) Commander is responsible for the administration of the HBT Incident Program and his/her duties will include, but not be limited to:
    - a. Maintaining a current roster of all NIPAS EST Personnel and include any

other department members who may be utilized during an HBT PLAN. The roster shall include name, rank, star number, assignment, home address and telephone number, and any special qualifications.

- b. Maintaining a roster containing the names of trained negotiators and NIPAS EST members available on each watch by divisional assignment.
  - c. Ensuring that liaison is established with all affected units of the department, with County, State and Federal authorities, and public utilities.
  - d. Maintaining, reviewing, and evaluating all reports concerning HBT PLAN implementation.
  - e. Participating in meetings scheduled for the purpose of evaluating response to HBT incidents.
2. HBT incident personnel shall be selected in the following manner:
    - a. The NIPAS EST Unit Commander, supervisors, negotiators and other members shall be selected in accordance with Policy 47-50.
    - b. Members possessing special skills or abilities may be selected without regard to unit of assignment. Concurrence of the member's Division Commander is required prior to including the member within the HBT incident personnel.
    - c. Division Commanders shall ensure that selected personnel are made available for training as negotiators or containment team members, as appropriate.
- B. Operational--Department response is based on the operational premise that each HBT incident is different and shall be approached in an individualistic manner. The HBT Program and HBT incident personnel are used to assist the Scene Commander in effecting a safe and successful resolution of the incident. Unless otherwise directed by the Office of the Director of Police, the ultimate responsibility for the conduct of an HBT PLAN lies with the Scene Commander.
1. Communications Center
    - a. Upon receiving notification of a potential HBT incident, the Communications Center shall assign patrol units and a field supervisor to the scene.
    - b. Upon receiving verification from a supervisor on the scene that the incident is bona fide and an HBT PLAN is being implemented, the Communications Section will ensure that:
      - i. Key personnel designated on the Notification Matrix (Policy 24-20) are advised that an HBT PLAN has been implemented.
      - ii. Units responding to the scene are instructed to report to the mobilization point via the designated routes(s) and to transmit on the main patrol radio channel, until the Scene Commander authorizes the use of an alternate

frequency.

- iii. The NIPAS EST Unit, canine unit, and Fire Department equipment and personnel are assigned to report to the mobilization point.
- iv. Ongoing contact is maintained with the field supervisor.
- v. Other units and personnel, as directed by the Scene Commander or HBT Incident Coordinator, are also contacted.

2. Patrol Division - Initial Responding Supervisor

- a. The first Patrol Division supervisor to arrive at the scene shall immediately assess the situation and decide whether to implement an HBT PLAN. He/she shall advise the Communications Center of the circumstances, and shall:
  - i. Establish firearms control (No weapon fire will be authorized without approval of the Scene Commander unless such action is necessary to protect the life of the officer or another person.)
  - ii. Supervise the apprehension of the offender(s), if practicable
  - iii. Implement an HBT PLAN if the immediate apprehension of the offender(s) is not practicable
  - iv. Ascertain, if possible, the exact location of the suspect/s (building, floor, etc.), in order to confine criminal movement
  - v. Isolate and evacuate the area, remove injured persons, if the circumstances so require, while ensuring that personnel and citizens with potentially relevant information remain at the scene for debriefing and intelligence gathering purposes
  - vi. Designate one of the assigned units as the communications car, until the establishment of a command post
  - vii. Designate a mobilization point and appropriate approach route(s) to ensure safe access by responding personnel
  - viii. Request additional personnel, if necessary
  - ix. Designate an inner and outer perimeter for the incident
  - x. Ensure that the original and subsequent responding personnel have parked their vehicles so as not to obstruct emergency access to the scene
  - xi. Assume the duties of officer in charge until formally relieved by a Patrol Division officer of higher rank or the Investigative Division Commander.
- b. The Watch Commander shall respond to all HBT incidents and shall ensure that the above listed duties have been accomplished and shall act as officer in

charge until formally relieved by the Patrol Division Commander or the Investigative Division Commander. (Once relieved, the Watch Commander shall assume the duties of the HBT Auxiliary Incident Coordinator.)

3. Scene Commander--When an HBT PLAN is implemented, the Scene Commander shall:
  - a. Maintain contact with the Communications Center, keeping them informed as the situation develops and shall ensure sufficient Communications Section staffing to handle the HBT Incident in addition to maintaining ongoing police services.
  - b. Ensure that a mobilization point has been established and that access for emergency vehicles is available.
  - c. Ensure that consideration is given to transport the Schaumburg Police Mobile Command/Evidence Unit van to the scene.
  - d. Select a location to serve as a command post and assign one of the initial responding patrol units to act as the communications officer.
  - e. Ensure that the inner and outer perimeters have been established and that they are secure.
  - f. Maintain discipline in the use of firearms.
  - g. Ensure proper crowd and traffic control.
  - h. Direct on-scene and responding officers to restrict their movements and avoid provocative actions.
  - i. Gather information, control operations, and direct arriving HBT incident personnel to relieve the members who initially responded to the scene, when necessary.
  - j. Identify specific areas for HBT PLAN functions such as:
    - i. A debriefing area
    - ii. An intelligence gathering and interview area
    - iii. A central news media area. (Media relations shall be handled in accordance with Policy 23-20)
  - k. Ensure that the HBT Incident Coordinator directs Investigations Division personnel to conduct criminal history, background, interview, and interrogation assignments and to maintain liaison with the State's Attorneys' Office. Other investigations assignments shall include, but not be limited to:
    - i. Operating in conjunction with special operations group tactical officers as

- arrest teams, to assist NIPAS EST apprehension teams
  - ii. Providing reconnaissance and surveillance of the site through the use of video and audio equipment
  - iii. Analyzing criminal reports, medical reports, and other documents pertaining to hostages and offenders
  - iv. Working with evidence technicians to collect and preserve all evidence.
  - l. Ensure sufficient personnel are deployed at the site and that a reinforcement/replacement roster is compiled for implementation.
4. HBT Incident Personnel
- a. Negotiating Personnel
    - i. Once notified, negotiators shall report to the police building, make contact with the Scene Commander, and upon direction shall:
      - A. Establish a location for the conducting of negotiations
      - B. Initiate an intelligence gathering function
      - C. Conduct the debriefing of the initial responding police personnel.
    - ii. Shall possess a list of negotiable and non-negotiable items, which have been authorized in advance of the incident. Deviation from this list shall be only by authority of the Scene Commander.
    - iii. Neither friends, family members of the suspect/s, nor community leaders shall be directly used to negotiate. Deviation from this course of action shall be by mutual agreement of the negotiators, the NIPAS EST Commander, and the Scene Commander.
  - b. NIPAS EST Team Members
    - i. The NIPAS EST shall report to the police building for preparation and instructions, then proceed to a designated staging area as determined by the NIPAS EST Commander for possible deployment.
    - ii. Upon direction of the Scene Commander, the NIPAS EST Commander shall assign his/her personnel to relieve the original responding officers of inner perimeter responsibilities.
    - iii. Use of specialized weapons and/or tactical equipment shall be in accordance with policy 47-70.
    - iv. Assault by the NIPAS EST Entry Team or use of deployed NIPAS EST Snipers to terminate the incident shall be strictly at the direction of the NIPAS EST Commander **with the authorization of the Scene**

**Commander:**

- c. Supplemental Manpower
  - i. Any personnel, when needed, will be requested by the Scene Commander through the Communications Section.
  - ii. Activation of a Mutual Aid request shall be made in accordance with Policy 13-70.
- 5. Reporting
  - a. Any supervisor who implements an HBT PLAN shall ensure that an incident log is maintained to record all significant activities which occur. This log will contain, but not be limited to, the following:
    - i. The date and time of the establishment of the PLAN.
    - ii. A chronological sequence of events
    - iii. All notifications made
    - iv. Changes of command
    - v. Arrival of principal response units
    - vi. Significant tactical developments
    - vii. Any other pertinent information
  - b. The Scene Commander shall designate a beat patrol officer to promptly complete the appropriate case report.
  - c. All personnel who have acquired relevant information shall submit the appropriate supplemental reports, when directed.
  - d. After termination of the incident, all reports and logs shall be forwarded to the HBT Incident Coordinator who will ensure that they are delivered to the Scene Commander and the Director of Police.
  - e. Any subsequent reports and those prepared by members assigned to follow-up investigations shall be forwarded to the HBT Incident Coordinator for distribution to the Scene Commander and the Director of Police.

**III. PROGRAM EVALUATION AND CRITIQUE**

- A. All incidents for which an HBT PLAN has been implemented will be the subject of a critique by a board consisting of three (3) Support Services Command supervisors appointed by the Director of Police. The critique shall evaluate the various elements and functions of that specific incident, with a view towards the constructive

modification of the HBT Incident Program as a whole. The critique will also address the possibility of the development of new procedures and the acquisition of new equipment.

- B. The HBT Plan Critique shall be a detailed and formal analysis of an HBT incident by means of a chronological review of specific actions taken and any other associated issues. This may be based on personal observations and input from the Scene Commander, the HBT Incident Coordinator, the NIPAS EST Commander, and other HBT incident personnel present at the scene, a review of communication transmissions, and any other appropriate sources of information.
- C. Within seven days after an HBT PLAN has been terminated, the Technical Services Division Manager shall forward a tape recording of all recorded radio and telephone transmissions relating to the HBT incident to the designated board critiquing the incident. The master tape shall be retained until otherwise determined by the Director of Police.
- D. The results of the evaluation and critique process will be constantly incorporated into the HBT Program through training and procedural development.
- E. All major issues regarding recommendations for modification of the HBT Program or equipment which are identified during the critique phase will be researched and documented by the designated board, who will submit their recommendations to the Director of Police for review and approval.

By order of:

Director of Police