

hostage(s), and the service of high risk search warrants and arrest warrants that require activation of the SED.

PROCEDURE

A. CINT Implementation and Methods

1. A trained negotiator, after making an evaluation of the specific circumstances involved in a given situation, and basing his/her decision on experience, training, and judgment, shall make a personal determination if implementation of the negotiating process will be effective or if it is feasible.
2. It is the policy of this department that all negotiating methods other than face-to-face negotiations, i.e. by telephone, radio, voice from a distance, etc., shall be used prior to any face-to face confrontations. The face-to-face method of negotiating is to be used only under the most exceptional circumstances.
3. The Special Enforcement Detail (**SED**) Commander at the scene of the event shall make an independent evaluation relative to any face-to-face negotiation and shall relay such information, along with the negotiator's determination to the Incident Commander.
4. The negotiator shall not be allowed to enter into a face-to-face negotiation with the suspect without permission to do so from the SED Commander.
5. **Non negotiable items**
 - a. Weapons
 - b. Replacement hostages
 - c. Alcohol or illegal drugs

B. Call-Out Procedure

The following procedure will be followed when a critical incident/hostage situation develops and the negotiations team is required:

1. Dispatch will notify the CINT Commander or CINT Sergeant if the Commander is unavailable, and the SED Commander along with the SED activation. The CINT and the SED will be activated as a unit.
 - a. Dispatch will advise the location to respond to and a safe avenue of approach.

- b. A member of the negotiation's team will be deployed to drive the CINT response unit to the scene with all response equipment.

2. In those situations where a subject takes himself/herself hostage, threatening suicide, and a secure containment is affected, the CINT can be activated [REDACTED]. The shift supervisor/watch commander on an individual basis will evaluate such situations.

a.. Two main areas of the evaluation to be considered in these situations are:

- i. Potential of the subject to extend the situation out into the community.
- ii. Potential for the subject to extend the situation into the inner perimeter to force a law enforcement involved shooting.

3. Negotiators on Scene

- a. A minimum of [REDACTED] will initially respond and evaluate a given situation. The team members will be notified to respond to a specific location determined by the Incident Commander and/or the SED Commander. Deployment of the CINT will take place on all circumstances. Dispatch will have the "On Call" list of negotiators if replacements are needed in the field.
- b. Dispatch will keep a log of when the teams are initially called out and which team members respond.

C. Watch Commander

1. The CINT Commander and the SED Commander shall work in concert at the Command Center so information can be exchanged freely between them.

2. Communications must be established with the suspect. It is imperative that this be left to the negotiating personnel who are trained for this purpose.

a. If personnel other than a member of the CINT have initiated negotiations, the following procedure will take place.

- i. The person who established contact will fully debrief the first CINT negotiators to arrive at the scene. The negotiator will reestablish contact with the suspect(s) and

resume all negotiations responsibilities. This will free the initial contact person to perform other duties he or she may be needed for and put the negotiations into the hands of personnel who are not only trained to perform negotiations but who are also aware through their training of the civil, criminal and moral responsibilities pertaining to negotiations.

D. Maintain Log of Activities

A log will be maintained by one of the negotiators:

1. Location and time of event
2. Identification of negotiators on scene
3. Actions taken by:
 - a. Negotiators
 - b. Suspect(s)
 - c. Other agencies and/or individuals involved in the negotiations.
4. Requests, notifications and orders.
5. Whenever practical, an audio recording will be made of each phone conversation between the negotiator and suspect(s) and/or hostage(s).

E. Team Organization

1. Qualifications:
 - a. Rank of Deputy II or higher with a minimum of three years experience in law enforcement. Deputy rank personnel will not be considered until completion of their probationary period.
 - b. Approval of current and past supervisors and watch commander, good communication and investigative skills, as well as a minimum overall rating of "satisfactory: on their most recent performance evaluation.
 - c. Ability to function in a team setting.
2. Selection Process will include:
 - a. Application review.
 - b. Oral Board interview.
 - c. Applicants will be required to demonstrate their skills in a role playing exercise.
 - d. Successful completion of a psychological exam.

F. The Negotiating Team

It is highly recommended that any negotiations be conducted using the team concept. Negotiating functions or tasks can thus be delegated to team members who are trained in every aspect of the negotiating process. The following tasks assignments are suggested.

1. The Primary Negotiator: Deals directly with the suspect(s).
2. The Assistant Negotiator (Coach): Works beside the Primary Negotiator and assists him with the negotiation process, note taking and passing on all vital information to the Operations Negotiator who will in turn pass it on to the SED Commander.
3. The Operations Negotiator: Gathers information on an ongoing basis; establishes communications with the SED, monitors equipment; maintains forms and logs used in negotiations. This negotiator will monitor the Primary Negotiator and the Assistant Negotiator to evaluate their needs and their progress in the negotiation process itself.
4. The CINT Commander or Officer in Charge: Will liaison with the Incident Commander; and/or the SED Commander; gather information on an ongoing basis, and protect the negotiators from all unnecessary distractions.

G. Behavioral Health Crisis Team

1. Crisis Team Evaluator

There may be times during a hostage situation that the primary negotiator may feel the need for a crisis team evaluator. This service is needed in situations where law enforcement has assessed that a suspect(s) in a hostage negotiations process may be evidencing symptoms of mental disorder. The crisis team may be able to provide helpful consultation to the negotiator as to the individual's psychiatric status.

This consultation could be of use to the negotiator in assessing a course of action. The crisis team's role is to provide the negotiator with information and not to be involved in direct negotiations.

The crisis team member is to provide indirect (not talking directly with the suspect) consultation to the negotiator based upon information from officers involved, history, etc., regarding the suspect's mental status. It should be noted that Behavioral Health staff would act in an advisory role only. All final decisions rest with the officer in charge of the Command Post.