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Last Revised: 09/15/2019

CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 8-2 [CALEA 46.1.2, 46.2.1a]

HOSTAGE/BARRICADE SITUATIONS

- SUBJECT:** Handling of Hostage/Barricade Situations
- PURPOSE:** To provide procedures, and define responsibilities for personnel, in responding to and handling incidents involving hostages and barricaded suspect(s).
- POLICY:** It is the policy of the CSU Fullerton Police Department to methodically deal with a hostage/barricaded subject in a manner that subject 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.
- PROCEDURE:**

I. Responsibilities

A. Communications Center (Dispatch)

1. When advised of a hostage situation or barricaded suspect(s), the Dispatcher will immediately notify the Watch Commander. The Watch Commander will then make the necessary notifications via the chain of command (i.e., Chief, Command Staff).
2. When directed by the Watch Commander, ensure that the appropriate personnel are notified and requested to respond to the scene (i.e. North County SWAT, Hostage Negotiator, Public Affairs, Fire Department, and Paramedics, OC Sheriff Bomb Squad / EOD).
3. Provide personnel from assisting agencies with the nature and circumstances of the incident.
4. Ensure that assisting agencies have communications with the Command Post.
5. Begin a log of the incident, including the time that key personnel were notified, any demands made or deadlines set, any details regarding who is involved, weapons being used, how many people involved, etc.

B. Responding Officers Procedures:

1. Approach the location using caution. Assess the situation, secure the area, and request additional assistance, as needed.
 2. Request emergency medical personnel, ambulance/transport vehicles, rescue services, and fire department response, if needed. Assist in the evacuation of any injured or other endangered personnel.
 3. Contain the suspect(s) to the immediate area and avoid confrontation until trained tactical and/or hostage negotiation personnel are at the scene, if possible.
 4. Determine if specialized surveillance equipment is required and make notification to the Watch Commander and Communications with recommendations.
 5. Establish an inner and outer perimeter.
 - a. Coordinate any necessary road closures, or detour traffic as needed.
 - b. Establish as clear as possible, control of the zones with police line tape, barricades, etc. and personnel assigned to locations.
 6. Establish an initial Command Post in an area out of the suspect(s) line of sight.
 - a. Bystanders shall be removed from the perimeter.
 - b. Once the perimeter is clearly established, no one should be allowed to enter the scene and traffic should be diverted from the area.
 7. Advise Dispatch of areas or streets that may be unsafe for responding personnel.
- C. Supervisory Responsibility – The Watch Commander will:
1. Conduct a situational assessment, and ensure the initial officer's responsibilities have been met.
 2. Serve as Incident Commander until relieved by a command level officer.
 3. Notify the Chief of Police or in his/her absence, Command Staff.
 4. Establish a formal command post and establish a formal chain of command for responding personnel.
 - a. Select a secure and accessible location.
 - b. Notify Communications of the location and ensure responding units receive the information.
 - c. Request additional equipment as required.
 - d. Provide Communications with command protocol and keep them advised of changes either by cellular phone or radio.

5. Determine, after notification and consultation with command personnel if a hostage negotiator will be called. Tactical assistance and negotiators will be requested from North County SWAT.
6. Verify that Communications has notified appropriate personnel.
7. Ensure that all injured persons and bystanders have been evacuated from the area and request additional assistance as needed.
8. Designate alternate mobilization points for responding personnel, if needed.
9. Assign officers to positions that will prevent entry or exit from the location in question.
10. If the barricaded suspect breaches the perimeter, assign officers to assume a surveillance/pursuit. Any such pursuits will be in accordance with Department policy.
11. Determine news media policy and authorize level of access;
 - a. Notify the University Strategic Communications Director who will respond and handle any contacts with the media.
 - b. Limit media information to that which is clearly known and which does not compromise the situation.
 - c. If a tactical team from another agency is utilized, discuss any information pertinent to their response with their supervisor prior to release.
 - d. Determine and select a safe location for the news media to stage in.
 - e. Access to the inner zone of the incident should not be to a level that jeopardizes the safety of responding/participating police personnel or media representatives. The Department policy on access to scenes by media personnel is covered in General Order 1-5.

II. Evacuation Procedures

- A. Contact the person in charge of the building and request their presence at the command post.
- B. Notify building occupants to evacuate and report to a designated area away from the danger zone until further notice. Provide assistance to any persons who need assistance in evacuating the area.
- C. Refer or escort persons having pertinent information to the command post.

- D. Utilize cover and concealment by making approaches from the side that does not face the suspect(s) field of vision.
- E. Do not alarm persons, but have them go to a safe area in a calm and orderly fashion.
- F. Do not use public address systems or alarms to evacuate.
- G. Be cognizant that a sniper or armed individual who is elevated will have a tactical advantage.
- H. Assist injured persons in evacuating the area.
 - 1. Notify Communications of the situation, including number of persons injured, level of injuries, and location of injured.
 - 2. If possible, remove injured to a secure location or assist responding medical personnel in this action.
 - 3. Provide basic first aid, until relieved by medical personnel.
- I. If possible do not use flashlights or other lighting equipment.

III. Functional Responsibilities and Interaction [CALEA 46.2.1c]

- A. Any tactical teams or negotiators who respond to the scene from mutual aid agencies will remain under the command of their commanding officers.
[CALEA 46.2.1b]
- B. Tactical decisions will be made after consultation with the Chief of Police who shall maintain command of the incident regardless of which agencies respond.
[CALEA 46.2.1b]
- C. Interaction between tactical personnel, hostage negotiation personnel and University police personnel will be accomplished through radio transmission from the command post and telephone communications.
- D. Tactical personnel will be responsible for:
 - 1. Securing the inner perimeter.
 - 2. Attempting the safe evacuation of non-involved or injured subjects from the scene.
 - 3. Formulation of a tactical plan.
 - 4. Execution of tactical plan, if necessary.
- E. The hostage negotiator is responsible for:
 - 1. Attempting to secure the release of the hostages.
 - 2. Attempting to obtain the safe surrender of the hostage taker.
 - 3. Securing valuable information.

4. Attempting to gain time (as needed), to slow down the situation.

IV. Incidents Involving Use of Force

- A. Departmental authorization for use of force against a barricaded person will be at the discretion of the Incident Commander. The decision and course of action will be based on the guidelines in General Order 3-1, "Use of Force."
- B. 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.

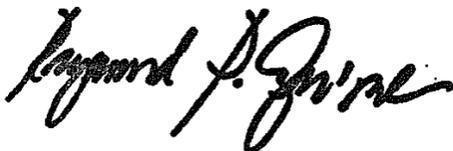
V. After-Action Reports

- A. The Incident Commander will conduct an out-briefing following the conclusion of the incident.
- B. The Incident Commander will designate which officer will write the preliminary report. It will normally be assigned to the first officer on the scene.
- C. 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.
- D. All involved officers will submit supplemental reports indicating any actions that were taken by them or any observations they might have had.
- E. The Incident Commander will submit to the Chief of Police an after-action report in memorandum form with:
 1. An overview of the incident;
 2. Actions taken by Department personnel;
 3. Actions taken, if any, by outside agencies; and
 4. Recommendations, if any, related to current written guidelines for incidents, training, and coordination of hostage/barricade situations.

REVIEWED BY:

P.Dupree

APPROVED:



Raymund Aguirre
Chief of Police