



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-31 APPROVED: \_\_\_\_\_  
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SUPERSEDES: 01/29/2004 Reviewed/Revised: May 1, 2010

SUBJECT: **Hostage / Barricade Situations**

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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 the University Police 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. DEFINITIONS:

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 here, 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 Watch Commander. The Watch Commander will then make the necessary notifications via the chain of command (i.e., Chief, Command Staff, and/or the Operations Lieutenant).
2. When directed, the dispatcher – with authority from the watch commander - ensure that the appropriate personnel are notified and requested to respond to the scene (i.e. Hostage Negotiator, Public Affairs, Fire Department, Paramedics).
3. The dispatcher will provide personnel from assisting agencies with the nature and circumstances of the incident, ensuring they have communications with the Command Post.

4. Communications personnel will 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.

1. Approach the location using caution. Assess the situation, secure the area, and request additional assistance, as needed.
  - a. Request emergency medical personnel, ambulance/transport vehicles, and rescue services, if needed.
  - b. Assist in the evacuation of any injured or other endangered personnel.
  - c. Request fire department response if warranted.
  - d. Determine if specialized surveillance equipment is required and make notification to Watch Commander and Communications with recommendations.
  - e. Officers may desire to implement the incident command system (ICS) protocol.
2. Attempt to:
  - a. avoid confrontation in favor of controlling; and
  - b. contain the suspect(s) to the immediate area until trained tactical and/or hostage negotiation personnel are at the scene, if possible.
3. Establish an inner and outer perimeter:
  - a. Coordinate any necessary road closures, or detour traffic as needed;
  - b. Establish an initial Command Post in an area out of the suspect(s) line of sight;
  - c. Bystanders shall be removed from the perimeter-
    - Establish, as clear as possible, control of the zones with visual (police line tape, barricades, etc.) and personnel at assigned locations;
    - Ensure safe removal of people – out of visual observation from the specific location involved, if possible.
  - d. Once the perimeter is clearly established, no one should be allowed to enter the scene and traffic should be diverted from the area. All non-essential personnel, to include media, Public Information Officer, spectators, etc., will be situated outside the outer perimeter. The distance between the inner and outer perimeter is established as a safe zone, and can be deemed to be a portion of your crime scene. The outer perimeter should be at minimum, at least 20 feet outside your inner perimeter, but can be larger or smaller as landscaping, conditions, or the incident dictates.
4. 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 insure 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, the Command Officer on duty.
4. Establish a formal command post and 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 and agencies receive the information.
  - c. Request additional equipment (i.e., Mobile Command Vehicle) as required.
  - d. Provide Communications with command protocol and keep them advised of changes either by cellular phone or radio.
  - e. If the ICS protocol is implemented, document all personnel and equipment information for staff assigned, to include mutual aid departments.
5. Determine, after notification and consultation with command personnel if a hostage negotiator will be called. Tactical assistance and negotiators will be requested from LAPD or Los Angeles County Sheriffs.
6. Verify that Dispatch 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 and control travel routes if suspect(s) should attempt escape.
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 Public Affairs Director who will respond and handle any contacts with the media (designated media resource person).
  - 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 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 I-9.

#### D. Evacuation Procedures

1. Contact the person in charge of the building and request their presence at the command post.
2. Notify building occupants to evacuate and report to a designated area away from the danger zone until further notice. Give special attention to disabled occupants.
3. Refer or escort persons having pertinent information to the command post.
4. Utilize cover and concealment, by making approaches from the side that does not face the suspect(s) field of vision.
5. Do not alarm persons, but have them go to a safe area in a calm and orderly fashion.
6. Do not use public address systems or alarms to evacuate.
7. Be cognizant that a sniper or armed individual who is elevated will have a tactical advantage.
8. Assist injured persons in evacuating the area.
  - 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.
9. 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.
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 will be responsible for:
  - a. Securing the inner perimeter;
  - b. Attempting the safe evacuation of non-involved or injured subjects from the scene;
  - c. Formulation of a tactical plan; and
  - d. Execution of tactical plan, if necessary.

5. The hostage negotiator is responsible for:
  - a. Attempting to secure the release of the hostages;
  - b. Attempting to obtain the safe surrender of the hostage taker;
  - c. Securing valuable information; and
  - d. Attempting to gain time (as needed), to slow down the situation.
  - e. Only trained negotiators and their support staff shall be utilized.

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. The decision and course of action will be based on the guidelines in General Order IV-1, "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 an out-briefing following the conclusion of the incident.
2. The Incident Commander will designate which officer will write the preliminary 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 reports 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.

V. APPENDICES: None.