

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i> March 29, 2013		<i>Directive</i> 8.03.1	
<i>Subject</i> Hostage Negotiations					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 8.03.1 Hostage Negotiations		<i>Review Date</i> November 14, 2023	
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This Operations Directive is for internal use only and does not enhance an officer’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to establish procedures related to hostage negotiations.

SECTION 2 POLICY

It is the policy of the Department that all negotiators will seek to affect the peaceful surrender of the suspect and secure the safe release of hostages and the safe apprehension of the suspect during the negotiation process.

SECTION 3 PROCEDURES

A. SELECTION

Hostage Negotiators (HNG) shall be selected from those applicants who volunteer for this assignment. Negotiators should be selected on their ability to maintain calm in stressful situations, be patient, with good decision making skills, be well versed in methods of conflict resolution, and be recommended by their immediate supervisors. The letter of interest and supervisor recommendation shall be forwarded through the chain of command to the Division Commander for review of work performance. Negotiators shall be selected following participation in an oral board comprised of members of SWAT, including members of the HNG section. The Chief of Police shall review the oral board recommendation for approval and have responsibility for appointment of HNG personnel assigned to the unit.

B. TRAINING

As stated in Directive 3.11.1 prior to being designated as a “primary” negotiator, personnel should successfully complete a “basic” negotiators course of instruction. Advanced training is also recommended for negotiators, and should be scheduled by the HNG Coordinator and members of the SWAT command staff. Negotiators shall attend forty (40) hours of annual mandated training as directed by the Texas Penal Code, Section 16.02.

C. DUTIES

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1. Negotiators are responsible for initiating communication with subject / suspect at the scene of a tactical situation. They will attempt to affect the peaceful surrender of the suspect. They will attempt to secure the safe release of hostages during the negotiation process. They will closely monitor the mental state and provide ongoing information to the commanders through the Negotiator Coordinator or his designee. The HNG will attempt to record all communication between themselves and the suspect during the negotiation process. The negotiators will be under the direct supervision of the HNG Coordinator. Negotiators will attend training as directed by the HNG Coordinator and command staff regarding negotiation practices and conflict resolution.
2. The negotiation team will respond to designated staging area with all necessary equipment when notified. HNG Team Leader or designee will meet with Command for briefing.
3. The senior designated HNG member will begin supervising equipment setup regarding most feasible method of making contact with suspect(s).
4. The HNG Team Leader or his designee will prepare WebEOC for documentation of ongoing event / and posting of status information for review by Command.
5. The HNG Team Leader will report to the Command Post when the unit is prepared to make contact or prepared to place the necessary equipment.
6. The HNG Team Leader will remain in constant contact with Command providing recommendations and assessment of parties involved in the incident.

D. SUPERVISOR'S RESPONSIBILITIES

1. The Hostage Negotiation Coordinator (HNG Coordinator) shall be responsible for the first line supervision of personnel assigned to the SWAT Team as Negotiators.
2. The HNG Coordinator will be responsible for establishing procedures directing the operation of the section.
3. The HNG Coordinator will be responsible for ensuring that HNG personnel receive formal training as dictated by state statutes and shall coordinate with the SWAT Commander to ensure that HNG members receive in-service training.
4. The HNG Coordinator shall ensure that personnel assigned to the unit are equipped, and that all equipment assigned to the unit is in operational order.
5. The HNG Coordinator shall assist in the evaluation and selection process of persons applying for a position as a negotiator.
6. The HNG Coordinator or his designee will be the primary contact and liaison for the Incident Commander, SWAT Commander, Assistant SWAT Commander, and Administration representative during an actual operation and keep them apprised of developments during the operation.
7. The HNG Coordinator will monitor ongoing negotiations, and make recommendations to HNG personnel actively engaging in the negotiation, or conflict resolution process.

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8. The HNG Coordinator will ensure that all contact between the HNG unit and subject(s) is recorded and that an after action report is filed following each actual operation and training operation.
9. The HNG Coordinator will ensure that training records are forwarded to the SWAT Commander and the Personnel and Training Section for documentation purposes.

E. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.