

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-002
	Subject Active Shooter or Barricaded Person/Hostage Response	
	Special Instructions Replaces ENF-012 dated January 1, 2012	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for Department personnel when responding to on-going, life-threatening incidents such as an active shooter(s), barricaded gunman, and/or hostage situations.

II. POLICY

Department personnel responding to an on-going, life-threatening incident or hostage situation shall be governed by the effect such response will have on the lives and safety of all persons involved. Officers responding to and at the scene shall adhere to the following procedures.

III. DEFINITIONS

A. **ACTIVE SHOOTER** – One or more subjects who participate in a random or systematic act(s) of violence demonstrating the intent to continuously inflict death or serious bodily injury on another person(s). For the purpose of this policy, the term active shooter includes the use of firearms, knives, clubs, bow and arrows, explosives, etc.

B. **BARRICADED PERSON** – When one or more subjects are confined within a location/position; with or without a hostage(s); and are possibly armed and believed to have committed a crime or believed to be a danger to themselves or others.

C. **CAR 1000** – An ISP officer at the scene of an incident who is responsible for all radio transmissions to the respective district and responding officers until relieved.

D. **CONTACT TEAM** – One or more officers working together who are responsible to contact the active shooter and control the incident by arrest, containment, or use of force. ISP led contact teams shall utilize the “T” formation.

E. **HOSTAGE SITUATION** – When one or more subjects are confined within a location/position; with a hostage(s); and are possibly armed and believed to have committed a crime or believed to be a danger to themselves or others.

F. **OFFICER IN CHARGE (OIC)** – The officer (regardless of rank) in charge of the scene.

G. **RESCUE TEAM** – One or more officers working together who have the responsibility of locating and assisting victims and safely removing them from immediate danger.

IV. Initial Response to a possible Active Shooter or Barricaded Person/Hostage Incident.

1. The first officer arriving at the scene shall determine if the incident is an active shooter or a barricaded person with or without hostages.
 - a. If the situation is or becomes an “Active Shooter,” refer to Section V below on “Response to a Confirmed Active Shooter” for further information.
 - b. If the situation is a “barricaded/hostage” incident, refer to Section VI below on “Response to a Confirmed Barricaded Gunman/Hostage Situation” for further information.
2. Upon verification of an active shooter or barricaded/hostage situation, the district duty officer shall ensure notification to the area and district commander and SWAT command.

V. RESPONSE TO A CONFIRMED ACTIVE SHOOTER

1. All on or off duty police personnel not on an emergency call and available to assist shall respond to the scene of an “active shooter” incident.
2. Initial arriving officer(s) shall:
 - a. While in route to the scene, attempt to have dispatch determine if any agency has established an on-scene Incident Command structure (ICS);
 - b. If established, contact the incident commander (IC) or Car 1000 prior to entering the location;
 - c. If an ICS has not been established and either time or the number of officers present allows for it, then an ICS or Car 1000 should be established; otherwise,
 - d. **If immediate entry is required to stop the threat**, officer(s) shall form contact teams* (which may include other agencies) and make entry into the location.

***Note: When circumstances dictate, a single officer may constitute and take on the responsibilities of a contact team;**

- c. Officers/Contact teams entering a location shall:
 - (1) Prior to entering the location, ensure Car 1000 or the applicable regional dispatch center (RDC) is aware of the contact team’s proposed point of entry, number of officers entering the location, and if possible, the approximate location/area of the active shooter(s);
 - (2) Actively search for and control the active shooter suspect(s);
 - (3) Not complete a thorough search of the location (at that time);

- (4) Not stop to assist victims or attempt an evacuation of the location (at that time);
 - (5) If a possible explosive device is encountered the device/area should be marked and passed by; and
 - (6) As time and the situation permits notify the ICS and/or RDC of the suspect(s) status and location.
3. Subsequent officers arriving at the scene shall contact the ICS or RDC for assignments.

VI. RESPONSE TO A CONFIRMED BARRICADED PERSON/HOSTAGE SITUATION

When a situation develops which involves a barricaded gunman(s) or hostage taker(s), the following steps shall be taken.

1. Locate and maintain a place for cover and concealment;
2. If possible, serve as Car 1000 and the IC until relieved; and
3. Notify the appropriate RDC of the situation, existing conditions and request:
 - (a) Signal 100 (hold all but emergency radio traffic),
 - (b) Additional assistance (law enforcement, EMS, fire, etc.) based on the situation,
 - (c) Command personnel to respond to the scene to serve as the IC; and
 - (d) Assess the situation and gather intelligence pertaining to any suspects, potential hostages, etc., to include: age, sex, race, mental condition, personal/criminal history;
 - (e) If a hostage(s) is involved establish a contact team to be positioned and ready for entry, in case the situation returns to or becomes an active shooter incident, and until relieved by SWAT or command.
4. No one shall be permitted to enter the incident location unless authorized by the IC.
5. Conversation with the suspect(s) should be conducted by a qualified negotiator (when possible). Police personnel shall not take aggressive action until a commander has arrived at the scene, unless there is an immediate danger to police personnel or others.
6. Uniformed personnel of all ranks, police vehicles, equipment, and weapons should be kept out of view of the barricaded person(s) or hostage taker(s), when possible.
7. Establish and maintain a perimeter out of sight of the suspect (if possible);

8. Deploy personnel to contain any crowd beyond the perimeter and to prevent the escape of the barricaded person(s);

9. Assign personnel to thoroughly debrief all hostages released during/after the incident.

VII. INCIDENT COMMANDER

A. The incident commander (IC)/designee responsibilities:

1. Establish a command post location;

2. Determine if additional contact teams should be deployed;

3. Establish secure inner and outer perimeters to control pedestrian and vehicular traffic;

4. Permit no person to enter the incident location or area unless authorized to do so.

5. Evacuate the area and assign uniformed personnel to do a door-to-door notification.

a. Use extreme care to select safe notification/evacuation routes from the area.

b. Department personnel cannot force people to evacuate private property, but once they leave they may be refrained from returning while there is danger to their safety;

6. Establish and maintain security of evacuated premises and buildings;

7. When appropriate, identify and deploy a rescue team(s);

8. Ensure Operations and the applicable RDC are kept informed of developments at the scene, as conditions allow,

9. Once a SWAT action has been authorized, the SWAT Commander shall be in charge of the assault. However, the ISP-IC shall retain the authority to suspend any action;

10. At the conclusion of the incident, the ISP-IC shall conduct a debriefing with all personnel involved and ensure proper reporting of their assignment and action taken during the incident.

11. Direct a complete/accurate investigation to be completed of the incident to include:

a. Thorough background reports on all suspects and victims,

b. Actions of the suspect(s) from the beginning to the end of the incident,

c. All police actions, and

d. A chronological log is included in the report.

VIII. INVESTIGATIVE RESPONSIBILITIES

- A. Detective supervisors shall report to the IC for specific assignment(s)
 - B. District detectives (not involved in the negotiations) shall be responsible for:
 - 1. Correlation of all data and information concerning the incident; and
 - 2. Diagramming the physical layout of the incident location to include:
 - a. Inside and outside; and
 - b. The exact location of the barricaded person(s) or hostage taker(s) and hostage(s).
- NOTE: Particular attention should be given to windows, skylights, stairwells, elevators, entrances, exits, and type of heating systems.
- C. The Special Operations Commander shall maintain a current roster for all specialty teams, which shall be available on-line.
 - D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.