

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/12/16	STANDARD OPERATING PROCEDURE	Revised Date: 11/01/20
Chief of Police: 	Crisis Negotiations Unit, 46.6	
Cross Reference: SOP 16.2 Specialized Assignments SOP 16.7 Peer Support/Healthy Minds SOP 17.5 Agency Owned Property SOP 46.1 Unusual Occurrences SOP 46.2 Special Weapons & Tactics Team Job Descriptions – Crisis Negotiations Unit Commander and Negotiator		Policy Sections: 46.6.1 Crisis Negotiations Unit Organization 46.6.2 Mobilization of the Crisis Negotiations Unit 46.6.3 Specialized Equipment 46.6.4 Inspection for Operational Readiness 46.6.5 Selection Criteria 46.6.6 Training 46.6.7 Removal from the Crisis Negotiations Unit 46.6.8 After a Critical Incident/Officer Support Appendix A. Individual After Action Report Appendix B. Post Mission Critique

PURPOSE

To establish procedures and guidelines for utilization of the Crisis Negotiations Unit.

POLICY

It is the policy of the Elgin Police Department to provide a group of specially trained officers to respond to situations that require negotiation skills. Such situations may include persons in crisis, barricaded subjects and/or hostage takers. When time permits and the scene is safe, officers shall utilize de-escalation strategies to bring the situation under control; the team aims for a peaceful resolution to each crisis situation.

DEFINITIONS

Active Violent Suspect: One or more suspects who threaten or participate in random or systematic acts of violence, and are actively demonstrating their intent to immediately or continuously physically harm others with use of a weapon or weapons.

Barricaded Subject: A person who is known or believed to be armed and uses any shelter, conveyance, structure, or building as a barrier against law enforcement and refuses to exit and submit to custody or arrest.

Emotionally Distressed Persons: A person who appears to be mentally ill or demonstrates emotional instability and is conducting themselves in a manner in which a police officer believes is likely to result in serious injury to themselves or others.

Mental Illness: (405 ILCS 5/1-129) A mental, or emotional disorder that substantially impairs a person's thought, perception of reality, emotional process, judgment behavior, or ability to cope with the ordinary demands of life, but does not include a developmental disability, dementia or Alzheimer's disease absent psychosis, a substance abuse disorder, or an abnormality manifested only by repeated criminal or otherwise antisocial conduct.

Hostage: Any person held against their will by force or threat, expressed or implied.

PROCEDURES

46.6.1 CRISIS NEGOTIATIONS UNIT ORGANIZATION

A. The Crisis Negotiations Unit consists of the following positions:

1. Crisis negotiations unit commander, designated by the chief of police, and reports to a command staff member as determined by the chief of police.

2. Crisis negotiators, appointed by the chief of police, through a formal selection process as described in this policy, and reports to the crisis negotiations unit commander.
- B. Based upon the pertinent facts of each incident, the crisis negotiations unit commander assigns specific roles to negotiators:
1. Primary Negotiator.
 2. Coach/Secondary Negotiator.
 3. Scribe.
 4. Intelligence/Float.
- C. Refer to the job descriptions for the crisis negotiations unit commander and negotiator to view the assigned responsibilities.

46.6.2 MOBILIZATION OF THE CRISIS NEGOTIATIONS UNIT

- A. The Crisis Negotiations Unit may be mobilized for the following:
1. Armed, barricaded, and active violent suspect situations with or without hostages.
 2. Search warrants.
 3. Subjects in crisis or those who are suicidal.
 4. When deemed appropriate by the shift supervisor or at the request of the SWAT commander.
- B. The shift supervisor shall notify the crisis negotiations unit commander or designee with assistance from the Emergency Communications Division, if needed. When the supervisor is engaged in the incident, staff notification for additional resources shall be made by the Emergency Communications Division.
- C. The crisis negotiations unit commander or designee will make contact with members of the team and assign roles to the employees responding to the incident.
- D. The crisis negotiations unit commander or designee will respond to the scene and collaborate with the incident commander and SWAT commander, if on scene, to obtain additional information about the incident and persons in crisis or suspect(s).
- E. The crisis negotiators are responsible for communication with the subjects and/or hostages. Once negotiators have established communication, no other department member may communicate with the subjects and/or hostages, except in exigent circumstances or with the permission of the incident commander and SWAT commander, if on scene.
- F. The crisis negotiations unit commander or designee maintains liaison with the command post and provide updates to the incident and SWAT commanders as to the status of communication and negotiations.
- G. In coordination with the SWAT commander and crisis negotiations unit commander, negotiators provide surrender instructions to include direction on the delivery or removal of any person(s) or item(s) from the scene.
- H. Items that are non-negotiable include, but are not limited to:

1. Exchange of officers or others for hostages.
 2. Request for additional weapons or ammunition.
 3. Request for illegal drugs or alcohol.
- I. The following documents shall be completed after mobilization:
1. Crisis Negotiations Unit Individual After Action Report: Completed by all involved personnel and forwarded to the crisis negotiations unit commander, refer to Appendix A.
 2. Crisis Negotiations Unit Post Mission Critique: Completed by the crisis negotiations unit commander and forwarded to the incident commander, as stipulated in Standard Operating Procedure 46.1 Unusual Occurrences. Refer to Appendix B to view the critique.
 3. The crisis negotiations unit commander shall forward these documents to the Records Division for inclusion in the police report.
- J. Refer to Standard Operating Procedure 46.1 Unusual Occurrences to view police department protocol during a law enforcement critical incident.

46.6.3 SPECIALIZED EQUIPMENT

Crisis negotiations equipment may be used by members who have completed the police department's in-house crisis negotiator training.

46.6.4 INSPECTION FOR OPERATIONAL READINESS

Specialized equipment utilized by the Crisis Negotiations Unit shall be inspected by the crisis negotiations unit commander and assigned personnel to ensure operational readiness at least twice per year.

46.6.5 SELECTION CRITERIA

- A. Those interested in applying for a position with the Crisis Negotiations Unit shall be sworn officers who have successfully completed the probationary period. When a vacancy arises, a notice requesting letters of interest shall be published. The notice shall also include the selection criteria and process. Refer to Standard Operating Procedure 16.2 Specialized Assignments.
- B. Once the applicant has successfully completed the selection process, recommendations shall be made by the crisis negotiations unit commander through the chain of command to the chief of police.

46.6.6 TRAINING

Members of the Crisis Negotiations Unit are required to undergo assigned training in order to attain and maintain required skills. Refer to the job descriptions for the crisis negotiations unit commander and negotiator to view the mandatory and suggested training.

46.6.7 REMOVAL FROM THE CRISIS NEGOTIATIONS UNIT

- A. All members shall maintain the same standards and proficiency set forth in the candidate selection process. Observations of substandard performance shall be brought to the attention of the crisis negotiations unit commander who will determine the next course of action.
- B. Removal from the team shall be based on the recommendations of the crisis negotiations unit commander through the chain of command to the chief of police.

- C. A team member may be temporarily removed from the team at the discretion of the chief of police.

46.6.8 AFTER A CRITICAL INCIDENT/OFFICER SUPPORT

Refer to Standard Operating Procedure 16.7 Peer Support/Healthy Minds for information on services available to officers after a critical incident.

APPENDIX A: INDIVIDUAL AFTER ACTION REPORT

ELGIN POLICE DEPARTMENT
Crisis Negotiations Unit
Individual After Action Report



Name Badge #

Date Report #

Incident location

Team assignment

☐ Primary negotiator ☐ Coach/Secondary Negotiator ☐ Scribe ☐ Intelligence/Float

Assigned duties during the incident

List observations and areas of participation during the incident

Officer's signature

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APPENDIX B: POST MISSION CRITIQUE
(Page 1 only)

ELGIN POLICE DEPARTMENT
Crisis Negotiations Unit
Post Mission Critique

(Completed by CNU Commander)



Police report number Report prepared by Date

Incident Classification

☐ Armed and barricaded suspect ☐ Armed and barricaded suspect w/hostage(s) ☐ Search Warrant ☐ Other
Specify incident type for "other"

Incident Information

Incident date Incident commander's name Time of appointment

Incident location

Incident Briefing

Overall mission conducted by

Hostage negotiations role conducted by

Describe what information was presented

Incident Narrative

Describe what happened
(Include who, what, why & how incident resolved.)