



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Critical Incident Negotiators Team*

Number: *234-D*

Effective Date: *October 22, 2002*

Revised Date: *October 25, 2024*

Rescinds: *234 Critical Incident Negotiators Team*

Dated: *10-11-02*

234-A Critical Incident Negotiators Team

07-18-07

234-B Critical Incident Negotiators Team

04-01-14

234-C Critical Incident Negotiators Team

01-08-19

Approved By:

I. PURPOSE

A. It is the purpose of this procedure to:

1. Outline and define the Critical Incident Negotiators Team (CINT),
2. To establish the standard operating procedures, duties and functions of the team,
3. Provide general guidelines for handling hostage/barricaded subject situations, and
4. Define required training for members of the team.

II. POLICY

- A. The Myrtle Beach Police Department developed the Critical Incident Negotiators Team to respond to and control situations where hostages or barricaded subjects are involved, and in order to organize the activities of the involved subjects and personnel while attempting to negotiate a resolution to the incident. Society demands law enforcement have a professional capability to resolve crisis incidents in the most risk effective manner (negotiations).
- B. In hostage/barricaded subject situations, it shall be the policy of the Myrtle Beach Police Department to whenever possible:

1. Consider the preservation of life to be of the utmost importance,
2. To enhance the prospects of peacefully resolving the incident through communication with the suspect,
3. To develop and maintain the ability to use alternative approaches to resolve the incident should communications fail, and
4. In hostage situations, to make every reasonable effort to affect the safe release of the hostages.

III. DEFINITIONS

- A. Hostage Situation - The holding of any person(s) against their will by an armed or potentially armed suspect.
- B. Barricade Situation - The standoff created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender.
- C. Suicidal subject: A situation in which a subject is acting in such a manner as to bring about their own death. Subject may barricade themselves and others. These situations evolve rapidly
- D. Warrant Service - The service of search or arrest warrants where there is a likelihood of armed or potentially armed suspect(s) and there is the potential of armed resistance.
- E. Special Assignments - Any assignment approved by the Chief of Police, Assistant Chief of Police, or CINT Commander, based upon the level of threat or the need for a special expertise.

IV. PROCEDURE

CRITICAL INCIDENT NEGOTIATIONS TEAM.

A. COMPOSITION AND STRUCTURE

1. The team will consist of:
 - i. A Team Commander (Minimum rank of Lieutenant),
 - ii. A Team Leader,
 - iii. Two (2) Assistant Team Leaders, and

- iv. Ten (10) Negotiators.
- 2. The Team Leader will be appointed by the Team Commander, and the Assistant Team Leaders will be appointed by the Team Leaders with approval of the Team Commander.
- 3. The team will function as a decentralized unit and utilize personnel assigned to regular units of the Department as its members when the teams are not in an activated status.

B. PERSONNEL RESPONSIBILITIES

1. Team Commander

- a. Responsible for the management of the team to include the coordination, training, and critical incident organization in the field or during an incident.
- b. Serves as a liaison to the Chain of Command and the team leader providing guidance, information, and assistance.

2. Team Leader

- a. Availability on and off duty by telephone
- b. Responsible for contacting all team members for response to incident location,
- c. Manages budget, training and certification records,
- d. Coordinates team response with Team Commander,
- e. Acts as the Negotiations Operations Commander when activated for a callout,
- f. Monitors incident intelligence to report to commander,
- g. Coordinates with the Incident Commander, Special Teams and the team members for changes in negotiation objectives or procedures,
- h. Coordinates all briefings,
- i. Responsible for maintaining knowledge of incident, monitoring conditions of negotiators and keeping commander informed,

- j. Arranges and notifies all team members and team commander of training,
- k. Completes and submits the After-Action Report.

3. Assistant Team Leaders (ATL)

- a. Availability on and off duty by telephone,
- b. Acts as Team Leader in their absence,
- c. Responds to every incident, as needed (at least one ATL),
- d. Functions as the supervisor of their negotiations team (4 team members),
- e. Responsible for assigning roles to team members during an incident, and
- f. Briefs Team Leader on negotiations status, issues and needs.

4. Negotiators

- a. Availability on and off duty by telephone,
- b. Respond to critical incidents as directed by Commander or Team Leader,
- c. Responsible for assessing the situation and assuming duties on scene upon arrival,
- d. Responsible for notifying their Assistant Team Leader in the event of leave (medical or vacation).

C. PERSONNEL QUALIFICATION

- 1. To be considered for assignment to the CINT, an officer shall have:
 - a. A minimum of two (2) years of continuous service as a Class I, II, III or IV certified Officer from the South Carolina Criminal Justice Academy. EXCEPTION: An Officer with less than (2) years of continuous service with MBPD but with at least five (5) years of experience with a law enforcement agency may be eligible for assignment after their initial employment probationary period with the City of Myrtle Beach is complete.

- b. No disciplinary action within twelve (12) months of the closing date for:
 - i. Safety violations with weapons,
 - ii. Insubordination,
 - iii. Any other detrimental disciplinary action that could jeopardize the safety of team members or other individuals involved with an operation.
- 2. Although this is not a full-time position, officers shall be selected for assignment to CINT in a strictly objective manner using the vacancy filling process found in MBPD Procedure 141 – Specialized Assignments. The testing process may contain the following:
 - a. An Interview,
 - b. A Communications Skills Exercise, and/or
 - c. A Judgment and Decision-making Exercise.
- 3. Assignment to the team shall be strictly voluntary, and the assignment shall be for a minimum of three years. Nothing herein contained shall prevent the removal of any member of the team, who in the opinion of the Team Commander and with the advice of the Team Leader, is no longer suitable for service on the team.

D. TRAINING STANDARD

- 1. Required Initial Training: All team personnel will be required to attend a minimum of 40 hours in a qualified basic crisis intervention negotiators training within one (1) year of assignment to the team.
- 2. Recurrent Negotiation Training: Negotiators, Assistant Team Leaders, and the Team Leader will complete a minimum of sixty (60) hours of training per year to stay proficient. Team members may use the time spent on callouts towards their training hours.
- 3. The Team Leader will schedule training each month. The Team will train on appropriate subjects related to its purpose. All training will be documented and maintained by the Team Commander. These records will contain the date of training, topics trained upon, members present, and each member's pass or fail scores, if applicable.

4. Monthly training will consist of a debrief from callouts and relevant calls since the previous training, a refresher and inspection of equipment, a block of instruction on topics approved by the Team Commander, and practical exercises.
5. At least twenty (20) hours of the annual training will be in conjunction with the departmental SWAT Team.
6. All members of the team shall attend and participate in such training, except for those on annual leave, sick, injured or specifically excused from the training by the Team Commander or Team Leader. Additional training and special training for team members shall be held as deemed necessary by the Team Commander or the Chief of Police. All training is considered a duty assignment. Personnel participating in training during times when they are scheduled to be off should "back out" the training hours when possible and with supervisor approval.
7. The Team Leader is responsible for submitting each team member's training records to the Training Unit by the last day of each month.
8. Documentation of outside department training will be submitted to the Training Unit.
9. CINT members who were on the team on January 1 but do not meet the minimum annual training hour requirements by December 31 will have thirty (30) days to make up missed training hours. If the training standard has not been met by January 31, then the member will be deactivated until the required training is completed. Separation from the team may be considered.

E. EQUIPMENT STANDARDS

1. The team should be adequately supplied with equipment deemed necessary for the safety of the team and its members. Each team member will be responsible for their issued equipment. Additional team equipment will be stored in a designated storage location, except during training and/or call-out incidents.
2. The Call-Out uniform will be determined by the Team Leader based on the needs of the specific mission. Negotiators will have all issued equipment available, and team members who are issued firearms are required to carry the department-issued firearm and ammunition. All team members will wear approved ballistic armor when on scene unless approved by the Team Commander. If the call-out occurs on a member's duty time, they will respond in their uniform of the day with all issued CINT equipment available.

F. COMMAND AND CONTROL STRUCTURE

1. The ranking CINT officer by team structure who is responding to an incident shall be the Negotiations Operations Commander, and they shall contact the Incident Commander and retain the appropriate initial personnel on their staff in an advisory capacity in order to assure maximum information availability.
2. The initial ranking Negotiator will remain the Negotiations Operations Commander and point of contact for negotiations until relieved by a higher-ranking member of the team. The Negotiations Operations Commander and Incident Commander will determine the location of the Negotiations Operations Center (NOC). The NOC may be virtual, remote, or a physical location as determined by the needs of the mission.
3. The Team Commander or designee shall insure that they and the team are briefed by the Incident Commander and Negotiations Operations Commander as to the nature and circumstance of the high-risk situation and all other information available, to include but not limited to location, subject information, number of individuals involved, etc.
4. When activated for an operation, the Team Commander or designee will respond to the Command Post where one has been designated or to the on-scene supervisor and establish a Command Post. The Team Commander is responsible for the deployment of the Critical Incident Negotiations Team, tactical decision-making and tactical resolution of the incident.

G. ACTIVATION PROCESS

1. The Critical Incident Negotiation Team activation takes precedence over all other assignments within the Myrtle Beach Police Department. CINT members assigned to the Critical Incident Negotiations Team become subordinate to the CINT Commander until the CINT Commander determines that the activation is over.
2. Any Unit Commander (Lieutenant and above) has the authority to immediately activate the team for any critical incident within jurisdictional boundaries. The activation will commence when the responsible Unit Commander contacts the CINT Team Leader or designee and briefs him/her on the incident. The Team Leader or designee will then take responsibility for the activation and notify the Team Commander of the request and activation and recommended response.

3. Deployment of CINT also requires deployment of a QRF from SWAT to provide security and coordinate tactical options with CINT. The CINT Team Commander and/or CINT Team Leader will coordinate with SWAT Team Commander and/or SWAT Team Leader to facilitate the necessary resources. The Chief, Assistant Chief or designee must be notified of any activation.
4. In the event of a SWAT callout or planned SWAT Operation, the CINT Commander should activate at least one, preferably two, CINT members to assist and or advise SWAT Leaders when/where needed. These CINT members shall be on scene and prepared to initiate negotiations if the situation turns into a barricaded subject, hostage situation, or similar type incident. This team will serve as a resource for the SWAT Team as well as a link to CINT in the event that a full team mobilization is needed.
5. With the approval of the Chief of Police, the CINT Team is available to any requesting law enforcement agency. When a request for the team is received, it shall be immediately forwarded to the CINT Team Commander or designee who will determine if the situation warrants the activation of the team. If the situation warrants the activation of the team, the CINT Commander will contact the Chief of Police. Once permission is granted, the activation will follow standard procedure.

H. NOTIFICATION AND CALLOUT OF TEAM

1. A CINT Team Leader will be notified.
2. The CINT Team Leader will notify the CINT Team Commander or designee who will evaluate the situation. If a response by CINT is deemed necessary, the CINT Commander, in turn the CINT Commander will notify the Assistant Chief or Chief of Police. After approval by the command staff officer, a call out of team members will be initiated.
3. Call outs for CINT will include all available team members. The number of negotiations personnel required will be determined by the Team Commander and Team Leader.
4. It is imperative that the callout plan takes into account the possibility of extended operations and planning for personnel management during a prolonged incident must be considered. Requests for other agency personnel, must be approved by the Chief of Police or designee.

I. RESPONDING NEGOTIATORS RESPONSIBILITIES

1. First Responding Negotiator

- a. Contact Incident Commander,
- b. Establish Negotiations Operations Command,
- c. Gather all intelligence possible (i.e. the hostage taker, the hostages, the site, and other barricaded subjects),
- d. Determine communication status of subject, and
- e. Contact Team Leader to advise of status.

2. Second Responding Negotiator

- a. Contact first negotiator to obtain brief of incident, and
- b. Initiate primary communication with subject or initiate secondary duties if negotiations are already ongoing

3. Third Responding Negotiator

- a. Assume secondary coach duties; (unless already taken by a member of CINT), and
- b. Establish Log / Scribe duties.

4. Any Additional Responding Negotiators

- a. Take over as scribe and keep a log of negotiations,
- b. Gather and seek additional intelligence, and
- c. Coordinate additional equipment or personnel needs with Negotiations Operations Commander.

5. Team Leaders or Assistant Team Leaders

- a. Assume Negotiations Operations Command,
- b. Provide trained primary and secondary negotiators,
- c. Assign roles to team members and determine additional needs,

- d. Record status of communications using CINT status reports and indicators form,
- e. Brief Incident Commander and provide any requested assistance, and
- f. Arrange for hostages to be debriefed following their release.

J. DOCUMENTATION OF ACTIVATION

The Critical Incident Negotiations Team Commander will initiate a team "After Action Report" detailing the activations and use of the team. This report will be a typed document which details the operation and pertinent information required for follow-up investigators, prosecutors, etc.

K. AFTER ACTION REPORT

1. At the conclusion of an operation, team members will be debriefed and will complete a special report disclosing their actions while deployed on the operation. An after-action report will be completed by the CINT Team Leader or designee and forwarded through the team's chain of command to the Chief of Police within 48 hours. This report will be maintained in the team's records for internal use only. The report will include, at minimum, the following:
 - a. Background information and the nature of the incident,
 - b. Call out information to include all dates and times,
 - c. Actions while at the scene, method of deployment; planned operations and executed operation. Specific attention will be given to the reasons behind any deviation from a planned operation,
 - d. Account of expended, damaged, or lost equipment,
 - e. Account of injuries to team members or others involved, and
 - f. Actions following the close of the operation.

L. AFTER ACTION CRITIQUE

1. At the completion of all operations and significant training events, the Team Commander will conduct an After-Action Review. A written summary will be maintained on file with other operation documents. The purpose of this review will be to create a forum for team members

to offer information for the improvement of the team. The after-action review will be formatted to develop the following information:

- a. Positive factors
- b. Negative factors
- c. Solutions for the negative factors
- d. Training Issues

M. PERIODIC POLICY REVIEW

The Critical Incident Negotiation Team Commander will annually review and, when necessary, update this policy. Any update of the policy will require the approval of the Chief of Police.