



<b>University of Pennsylvania Police Department</b> 4040 Chestnut Street, Philadelphia, Pa 19104		 
<b>Directive:</b> 63	<b>Subject:</b> Hostage/Barricaded Subject Plan	<b>Effective Date:</b> 08/10/1999
<b>Order of:</b> Gary Williams, Chief of Police		<b>Amended Date:</b> 08/01/2023

## I. Purpose

It is the purpose of this directive to provide University of Pennsylvania Police Department (UPPD) officers with guidelines relative to the handling of hostage/barricaded subject situations, with the ultimate goal of a safe, successful resolution.

## II. Policy

In hostage/barricaded subject situations it shall be the policy of the UPPD to consider the lives of the hostages, civilians, and officers involved to be of the utmost importance. The UPPD will work in cooperation with the Philadelphia Police Department (PPD) to, whenever possible, peacefully resolve the incident through communication with the subject.

## III. Scope

This directive shall affect all sworn officers.

## IV. Definitions

- A. **Barricaded Subject:** Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers, or others in the University community and who is in a stronghold position.
- B. **Hostage:** Any person held by another against his/her will by force or threat of force, expressed or implied.

## V. Procedures

### A. Overall Command Responsibility

1. The PPD **will**, upon confirmation, be immediately notified of all founded hostage/barricaded subject incidents occurring within the UPPD patrol boundaries.

2. The UPPD will work in conjunction with the PPD to safely and effectively resolve hostage/barricaded subject incidents within the UPPD patrol boundaries.
3. In the event of a protracted hostage/barricaded subject incident, the PPD will assume primary jurisdiction and command responsibility, as well as investigation of the incident, upon request by the UPPD Chief of Police or designee. The UPPD Incident Commander shall assist in the transition from UPPD to PPD control of the incident.

#### B. First Responder Responsibilities

1. Patrol officers confronting hostage/barricaded subject incidents shall attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel; and shall not initiate actions other than those necessary to protect the lives and safety of themselves or others consistent with **Directive 1, "Use of Force"**.
2. The first officer(s) on the scene will ensure personnel, vehicles, and equipment are kept out of view of the hostage/barricaded subject, in a secure area when possible. Officers should then ascertain if the incident is actually a hostage/barricaded subject situation.
3. If determined to be a hostage/barricaded subject incident, the first responding officer(s) will:
  - a. immediately notify the Shift Supervisor and the PennComm Center of the incident and conditions,
  - b. advise the PennComm Center of a safe route to be taken by other police officers/vehicles, and
  - c. contain and isolate the incident scene, establishing an inner containment perimeter to provide a reasonable degree of safety while maintaining contact with the incident scene.
4. As additional personnel arrive on location, obtain and record all available information concerning the following:
  - a. any information about the hostage/barricaded subject
  - b. any information pertaining to weapons involved (i.e. firearm, knife, explosives, etc).

**Note:** If explosives are suspected, **do not** use portable or mobile radio units for communications consistent with **Directive 62, "Bomb Threats and Searches"**.
  - c. any information pertaining to the identity of hostage(s) and relationship to hostage/barricaded subject, and

- d. address and phone number at hostage/barricaded subject's location.
5. All information and its source will be noted and made available to the Incident Commander.

### C. Supervisory Responsibilities

1. The first responding supervisor at the scene shall be in command (Incident Commander) until specifically relieved by a superior UPPD officer and will:
  - a. review the circumstances with the officer and/or complainant initiating the call to determine the nature of the incident, and what level of police response is appropriate
  - b. designate a communications car immediately upon arrival, informing the PennComm Center of the exact location of the car; (**Note:** All UPPD personnel will inform the communications vehicle of their arrival and position as soon as conditions permit).
  - c. ensure that the PennComm Center notifies the Chief of Police, the Deputy Chief of Patrol Operations, the Deputy Chief of Investigations, and the Captain of Patrol of the incident. The highest ranking on-duty member of the ERT Team will also be notified.
  - d. instruct personnel assigned to the communications car to chronologically log all actions taken by UPPD and PPD personnel (via a Crime Scene Log, UPPD-27).
  - e. ensure the establishment of an inner and outer perimeter, command post and staging area for officers and others arriving for assignment
  - f. whenever possible, evacuate bystanders, occupants of affected residences and businesses, and injured persons to a safe point beyond the perimeter, and
  - g. ensure that responsibilities for traffic and crowd control are established, and that routes for emergency vehicles have been designated.

### D. PennComm Center Responsibilities

1. Upon receiving the original call, regardless of the source, the PennComm Center Police Supervisor will ensure that a minimum of one officer and one supervisor are dispatched to the scene.
2. The PennComm Center Police Supervisor, upon confirmation of a hostage/barricaded subject situation, will:
  - a. ensure that the PPD is notified and provided with all available information pertaining to the hostage/barricaded subject situation,
  - b. dispatch a communications car to the location designated by the Incident Commander,

- c. notify the Deputy Chief of Patrol Operations, the Deputy Chief of Investigations, and the Captain of Patrol providing conditions as soon as practical,
- d. ascertain the phone number of the subject, if available, and relay it to the Incident Commander, via telephone, if possible,
- e. dispatch any other requested emergency equipment,
- f. if explosives are involved, notify **all** responding agencies and departments of radio restrictions as cited in **Directive 62, "Bomb Threats and Searches"**,
- g. direct any calls from the news media requesting information to the Office of University Relations, News and Information Services, phone# 215-898-8721.

#### E. Scene Commander's Responsibilities

1. The first ranking UPPD commander to arrive on the scene will immediately meet with the UPPD on-scene supervisor and relieve him/her of overall responsibility.
2. The overall Incident Commander will then:
  - a. ensure that a communications car, inner and outer perimeter, command post, and staging area have been established,
  - b. meet with the highest-ranking PPD commander and establish a coordinated central command post and appropriate chain of command,
  - c. designate specific responsibility to subordinate commanders/ supervisors, and
  - d. establish liaison with the PPD, Philadelphia Fire Department (PFD), and utility companies.

#### F. PPD Responsibilities

1. The PPD will assist the UPPD with any hostage/barricaded subject situation and will ensure provisions for the following:
  - a. notification of PPD tactical and/or hostage negotiation personnel working in conjunction with the UPPD Emergency Response Team (ERT),
  - b. interaction between tactical and hostage negotiation personnel and responsibilities of each,
  - c. notification of appropriate persons within and outside the PPD, such as command officers, dog handlers, helicopters, etc.,

- d. communications with other agencies [i.e. PFD, Philadelphia Gas Works (PGW), Philadelphia Electric Company (PECO), etc.],
  - e. establishment of inner and outer perimeters,
  - f. evacuation of bystanders and injured persons,
  - g. establishment of a central command post and appropriate chain of command,
  - h. requests for ambulance, rescue, fire and surveillance equipment have been established,
  - i. authorization for news media access and news media policy,
  - j. authorization for use of force and chemical agents,
  - k. use of trained negotiation and support staff, and
  - l. pursuit/surveillance vehicles and control of travel routes.
2. As stated in Section V.A.3. above, should the hostage/barricaded subject situation become protracted, upon request of the UPPD Chief of Police or designee, the PPD will assume primary jurisdiction, command responsibility and investigation of the event.

#### G. Support Services

1. The Director of Special Services, or designee, shall serve as a resource and, when appropriate, shall be available to provide professional assistance to hostages and others upon conclusion of the event.

#### H. After Action Reports

1. Upon the conclusion of the incident, all key UPPD personnel participating in the hostage/barricaded subject situation, as determined by the Incident Commander, will prepare a detailed Incident Report (UPPD-10) or Supplemental Incident Report (UPPD-11) containing a synopsis of his/her activities, to be completed prior to reporting off duty on the day of the event.
2. In addition to the above reports, key UPPD personnel, as determined by the Incident Commander, will prepare a detailed after action report [Interoffice Memorandum (UPPD-28)] containing an overall critique of the response to the hostage/barricaded subject situation, and any recommendations for change or improvement. The after action report shall be completed prior to reporting off duty on the day of the event.
3. The Incident Commander will prepare his/her after action report including the after action reports of the other key persons involved.

4. All after action reports will be reviewed by the Chief of Police and appropriate adjustments will be made to correct the problem areas identified in the reports through training and/or policy or procedure changes.

I. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

J. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

K. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.