

Number: TBD

EFFECTIVE DATE: November 13, 2000

## PROCEDURE STATEMENT

**Policy Area:** Safety

**Issue:** Safety Procedures for Conducting Work with Offenders on and off CSOSA Premises

**Action/Guidance:** Staff Safety – Hostage Response

**Context:** Community Supervision Officer (CSO) and CSOSA staff safety centers around minimization of risk by controlling the physical setting of the office, establishing procedures for dealing with emergencies or disruptions, and training staff to work with offenders and the public. Risk cannot be eliminated but it can be minimized. Minimization of risk to all CSO's and CSOSA employees is the goal of the agency's safety policies.

Each CSOSA supervision site shall ensure a prompt and appropriate response to any hostage situation involving employees or visitors. A swift and appropriate response can increase a hostage's chance of survival and lead to a successful resolution of a hostage situation.

### I. Procedure:

- A. CSOSA maintains a hostage response plan for incidents involving hostage(s) taken in any CSOSA facility as well as hostage(s) taken in the field. A designated Supervisory Community Supervision Officer shall ensure that staff at each CSOSA location rehearse the plan every 12 months. The designated SCSO must forward documentation of the rehearsal to the Office of the Associate Director for Community Supervision Services.
- B. The CSOSA Office of Security maintains an Employee Data Card for each staff member. The database for this card is located in the Office of Security at 633 Indiana Avenue. In the event of a hostage situation, the Office of Security will share information from the data cards of the persons involved with local law enforcement agencies. The data card, including photograph, **shall be updated every 24 calendar months** or whenever personal information or physical appearance change.
- C. The Office of the Associate Director for Community Supervision Services and a designated SCSO at each CSOSA location shall keep a physical layout/floor plan of the facility to share with local law enforcement agencies that may respond to any hostage situation. Local law enforcement agencies should be encouraged to visit and become familiar with the facility.
- D. Hostage situations in a CSOSA facility:
  1. The facility shall have a code in place that signifies a hostage situation is occurring.
  2. Upon determining a hostage situation exists the code shall be communicated to staff as quickly as possible.
  3. Evacuation of staff shall take place as quickly as possible. All staff shall report to a designated safe area outside the facility for a head count of staff.

4. Notify law enforcement as soon as feasible.
5. All staff should be accounted for within this safe area.
6. Notify the Associate Director of Community Supervision Services, the Deputy Director, and the Office of Security.
7. Notify the Office of Security to prepare appropriate employee data cards with hostage negotiators/law enforcement agencies.
8. Provide assistance to hostage negotiators/law enforcement agencies as required.
9. The Associate Director for Community Supervision Services and/or the Deputy Director will coordinate with other law enforcement to notify family members of hostage(s).

E. Hostage situation in the field:

1. The Office of the Associate Director for Community Supervision Services will set up and staff a communications center to provide information as requested.
2. Notify law enforcement as soon as feasible.
3. Notify the Associate Director of Community Supervision Services, the Deputy Director, and the Office of Security.
4. Notify the Office of Security to prepare appropriate employee data cards with hostage negotiators/law enforcement agencies.
5. Coordinate with law enforcement agencies to notify family members of hostage(s).

F. Upon resolution of a hostage situation the following shall be accomplished:

1. Debrief Staff
2. Prepare Critical Incident Report
3. Contact the Critical Incident Officer to request a Critical Incident Response Team

## CSOSA Employee Data Card

<b>Name:</b>	
<b>Home Address:</b>	<b>Work Address:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>
<b>Next of Kin (Specify Relationship):</b>	<b>Contact Phone Number for Next of Kin:</b>
<b>Medical Conditions:</b>	<b>Allergies:</b>
<b>Vehicle(s) Driven, specify make, model, year and license numbers:</b>	<b>Photograph (Note, should be updated bi-annually or whenever physical appearance changes)</b>

### Notes

--	--

<b>Date:</b>	<b>Employee Signature:</b>
--------------	----------------------------

**II. Statutory Authority:** Section 11233(b)(2)(B) of the National Capital Revitalization and Self-Government Improvement Act of 1997 (“Revitalization Act”), Pub. Law 105-33, 111 Stat. 712, D.C. Code § 24-1233(b)(2)(B) (1996 Repl., 1999 Supp.) (Director’s authority); D.C. Code § 24-103 (1996 Repl.) (Probation’s authority).

**III. Procedural References/Supercedures:**

▪ **References:**

Federal Judicial Center. (unknown). *Staff Safety: Workbook for Participants*. Washington, DC: Federal Judicial Center.

Maggio, Mark J. (1997). *Applied Officer Safety: In-District Facilitator’s Guide for Probation and Pretrial Services*. Washington, DC: Federal Judicial Center.

Kipp, Richard A. (1995). *Safety Awareness Workbook: Anticipating, Identifying, and Resolving the Potential Victimization of Probation and Parole Officers*. Washington, DC: United States Department of Justice, National Institute of Corrections.

Thorton, Robert L. and Shireman, John H. (1993). *New Approaches to Staff Safety*. Washington, DC: United States Department of Justice, National Institute of Corrections.

Virginia Department of Corrections. Division of Operations. Community Corrections. (1999). *Strategies, Training, Equipment, & Policy for Staff Safety*. Richmond, VA: Virginia Department of Corrections.

United States District Court. Northern District of Ohio. (unknown). *Safety Policy*.

▪ **Supercedes:** N/A