

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
452**

HOSTAGE SITUATIONS

Supersedes: AR 452 (02/24/11, Temporary); 01/05/2012; (09/08/17, Temporary)
Effective Date: 03/01/18

AUTHORITY: NRS 209.131

PURPOSE:

To provide guidance in ensuring that policies, procedures and practices are in place that would deter and or prevent the taking of a staff, visitor, vendor, contractor or volunteer as a hostage and guidance on how to proceed in the event of a hostage situation to protect life and property.

It is also to ensure that all staff, contractors, vendors and visitors entering a facility are advised that the NDOC will not negotiate for the release of an inmate nor will the NDOC negotiate or trade for weapons, drugs, alcohol or other persons.

RESPONSIBILITY:

The Director has the overall responsibility for the development and implementation of this administrative regulation.

Deputy Director of Operations is responsible to ensure implementation and administration of the Hostage Situations Administrative Regulation and to review the institution's plans annually to ensure that the plans are in compliance with departmental policy.

Wardens or Facility Managers are responsible to prepare a detailed emergency plan consistent with this administrative regulation in an effort to prevent hostage situations and to effectively and safely respond to incidents involving a hostage situation. Warden are to ensure that all staff are familiar with NDOC's hostage policy and provide training to ensure their institution/facility is prepared to respond to and control a hostage situation.

The Training Division Manager is responsible to provide the training necessary for each staff member of NDOC's Hostage Policy, to include being aware of the circumstances that could lead to a hostage situation and how to respond if the threat or a hostage situation occurs while they are on duty.

452.01 NDOC POLICY

1. Every practical means will be incorporated into daily security operations to prevent a hostage situation from occurring, which will include but is not limited to:

- A. Staff, volunteers, vendors, contractors, and visitors shall sign the entrance log or are otherwise accounted for when entering the secure perimeter of an institution.
 - B. Staff, volunteers, contractors, and visitors shall sign out when exiting the secure perimeter of an institution
 - C. Officers at the vehicle sally ports shall check the identity of all drivers and passengers entering the institution, logging the information and ensuring that the same persons are exiting the institution, unless it is an NDOC transport vehicle and the vehicle has already been cleared for departure by the appropriate supervisor on duty.
 - D. Correctional officers inside the secure perimeter of an institution will, when possible, maintain visual contact of non-custody staff, volunteers and contractors to ensure their safety.
 - E. Staff and supervisors shall ensure that doors are actually locked when rooms, closets, storage and records areas are supposed to be locked, especially when they are not in use in order to prevent the taking of a hostage in these types of areas when these area are not in use.
2. If a hostage (s) is taken:
- A. Every reasonable alternative will be exhausted to preserve the safety and life of the hostage(s).
 - B. It is critical that to ensure that any staff member, regardless of rank, taken hostage loses all authority for the duration of the incident.
 - C. Custody officers that are responsible for the observation of non-custody staff will immediately call in to Central Control if a non-custody staff, vendor, contractor, volunteer or other person that they are responsible for observing cannot be located.
 - D. If a person cannot be located, Central Control will immediately recall and secure all inmates. Non-inmates will be required to report to a staging area where the entrance logs will be reviewed to ensure that all persons are accounted for.
3. The Department will establish a **Confidential Manual** outlining specific guidelines to be used in developing institutional/facility operational procedures to manage hostage situations. Each institution shall have at a minimum the following in the local Operations Procedure:
- A. The manual will identify the institution's *Emergency Control Center* and upon notification that a hostage situation is in progress, the Emergency Control Center will be activated. The highest ranking staff person at the facility will assume the role of Incident Commander until the Warden or acting Warden arrives on the scene.

- B. The manual shall designate the chain of command and which personnel are to implement the procedures and will direct the deployment of custody staff including the deployment of weapons from the armory.
- C. The manual shall include the departmental notification process, ie., warden, deputy directors, director and the emergency telephone numbers, including cell phone numbers.
- D. The manual shall include emergency call back numbers to summon additional custody, medical or support staff, including the current contact information for staff that have been trained in hostage negotiations.
- E. The manual shall include how staff shall work to contain the hostage situation to the area where the hostage situation is located.
- F. The manual shall indicate how non-involved persons including inmates are removed from the vicinity of the hostage situation and direct staff to secure inmates in their cells and or dorms and account for all inmates in order to identify who the hostage taker/takers may be.
- G. The manual will direct Medical staff to be prepared to triage the injured and the local community hospital will be notified in the event that individuals have to be transported for emergency care during or after the incident.
- H. The manual shall include when and how to summon mutual-aid from other agencies.
- I. The manual shall direct staff to establish a media contact point and assign personnel to respond to media inquiries.
- J. The manual shall direct staff to be deployed to control the entrance into the facility parking lot and these staff will have radios or other communication devices to be able to communicate to the institution Emergency Control Center.
- K. The manual presupposes regular inspection and maintenance of any specialized equipment necessary to implement the procedures.
- L. Hospital and medical personnel shall be involved in the formulation of the plans, since they are responsible for the safety of their patients.
- M. The manual shall include when the next of kin is notified about the hostage situation, who is to provide the information, and what information is to be provided.
- N. The manual shall be reviewed annually and an updated copy shall be provided to the Director.

- O. The manual shall include the requirement that quarterly emergency response drills are to be conducted and it will include the requirement for the documentation of drills, and corrective plans of action based on the outcome of the drills.

452.02 NEW STAFF AND TRAINING

- 1. New staff members are informed, in writing of the institution's hostage policy in regard to staff roles and safety.
- 2. All health care personnel delivering health care in the facility are trained in the implementation of the facility's emergency plans. Health care personnel are included in facility emergency drills, as applicable.
- 3. Custody staff, supervisors and administrators will be trained and expected to be familiar with this policy and the emergency response policies and procedures.

REFERENCES: ACA 4TH EDITION 4-4388; 4-4048; 4-4224; 4-4170

APPLICABILITY

- 1. This regulation requires a **Confidential Department Manual**.
- 2. This regulation requires an operational procedure at each institution, and a copy provided to the Director.
- 3. This Administrative Regulation requires an audit.


James Dzurenda, Director

3/1/18
Date