




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This Policy is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this Policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 2-59		Effective Date September 22, 2021	Review Date September 1, 2021	Reviewing Division Administration
Subject CRISIS NEGOTIATIONS TEAM	References VLEPSC: OPR.06.02 CALEA	<input type="checkbox"/> New Policy <input type="checkbox"/> Revised <input type="checkbox"/> Replaces		This Policy shall apply to personnel assigned to the following divisions: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> Patrol Division <input checked="" type="checkbox"/> Administration Division <input checked="" type="checkbox"/> Investigation Division
 _____ Chief of Police or Designee		_____ March 23, 2023 Date		

I. PURPOSE

This policy establishes an organized response to barricaded suspects, hostage situations, crisis incidents, and other similar events where citizens and officer safety is at risk.

II. POLICY

It is the policy of the Winchester Police Department to maintain a special unit of selected, highly trained, and specially equipped personnel to assist in the desired outcome of barricaded situations, hostage situations, crisis incidents, and other similar events. This unit shall be referred to as the Crisis Negotiations Team (CNT).

III. PROCEDURE

A. CNT Organization and Staffing

1. The CNT consists of a team of sworn and civilian Department personnel and representatives from the local mental health board.
2. A CNT commander is appointed by the Chief of Police or his/her designee to supervise the CNT.
3. When CNT vacancies become available, the CNT commander will post a notice for all Department personnel, listing the selection process and eligibility requirements. The eligibility requirements for CNT personnel are:
 - a. Must have excellent interpersonal communication skills;

- b. Must be able to excel in stressful and high-pressure situations;
- c. Must be a good listener and interviewer;
- d. Must have a calm and confident demeanor;
- e. Must work well in a team concept environment;
- f. Must be willing to attend initial training courses and regularly scheduled training classes;
- g. Must be a Department member in good standing with no grievable disciplinary action within the previous year. Nongrievable disciplinary action within the previous year will be considered during the selection process, but will not eliminate Department members from applying for this position; and
- h. Must be available for call outs assignments.

B. CNT Commander

1. The CNT commander is responsible for team deployment, organizational assignment, training, equipment acquisition, and maintaining a CNT call out list.
2. All training is organized and documented by the CNT commander or his/her designee. The CNT commander will maintain all training records and coordinate training operations with the SWAT commander.
3. During incidents involving barricaded suspects, hostage situations, crisis situations, and other similar events where citizens and officer safety is at risk, the CNT commander will if needed:
 - a. Confer with the SWAT commander in the development of an action plan;
 - b. Provide updates on the negotiation process with the incident commander and SWAT commander;
 - c. Determine if a change in negotiators is needed based on time, conflict, or well being of the negotiator;
 - d. Notify the incident commander and SWAT commander when negotiations have failed or are not progressing; and
 - e. Complete and submit all required Department, FBI, and other necessary reports.

C. CNT Activation

1. It is the responsibility of the on-duty supervisor to evaluate each situation and determine the need for the CNT. Contact shall be made with the CNT commander or his/her designee for advice and approval to activate the CNT.
2. If the CNT is activated, the Department SWAT team will also be activated. If the SWAT team has been activated and the need exists for the CNT, the SWAT commander or on-duty supervisor will contact the CNT commander for approval to activate the CNT.
3. Refer to GO 2-27, Hostages - Barricaded Subjects, for additional information on CNT activation and operations.

D. CNT Equipment

1. Each sworn and non-sworn member of the CNT is issued equipment depending on their roles. Each individual is responsible for the equipment issued and must have all equipment readily available at all times.
2. The CNT phones are stored in the CNT designated vehicle along with a other necessary equipment and all required forms for a negotiation operation.