WEST VIRGINIA DIVISION OF JUVENILE SERVICES	POLICY NUMBER: 315.00	PAGES: 4
CHAPTER: Institutional Operations	**REFERENCE AND RELATED STANDARDS:** WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.	
SUBJECT: Major Disturbances and Hostage Situations		
DATE: October 9, 2014		

POLICY

This Policy is to establish a mechanism that ensures policy, procedure and consideration in managing and terminating major disturbances and hostage situations. The West Virginia Division of Juvenile Services will expend non-physical and non-lethal force prior to the escalation of more severe force alternatives in containing and resolving major disturbances and hostage situations.

CANCELLATION

This policy has been reviewed and supersedes Policy Directive 6.08 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, offices and employees.

DEFINITIONS

1. **Command Unit:** The single person designated as "IN-CHARGE" of a crisis situation that has adversely affected the control or operations of a portion or entire facility. This person shall oversee all response to any operation interruptions and provide verbal and/or written instructions to any person involved in the management, containment and resolution of a crisis situation until relieved by the Facility Superintendent/Director.

2. **Hostage:** Person(s) being held against his/her will for no legal reason by one or more persons who/whom do not possess the authority to have such control or custody of any person at anytime.

3. **Major Disturbances:** serious incidents that cause disruption to the control and operations of a portion or entire facility. This may include, but is not limited to, a riot, sit-down, hostage situation, multiple assaults on staff or others, fires or floods caused by more than one juvenile resident.

PROCEDURE

1. The goals of the Division of Juvenile Services in dealing with and resolving major disturbances and hostage situations are:

    a. To protect individual life;

    b. Assuring public safety and the containment of situation;

    c. Apprehension of the violator(s); and

    d. Resolution of conflict and the return to normal operations while providing assistance to employee(s), resident(s) and others as needed.

2. Special Considerations

    a. Effective and timely communications from the Division to the Office of Military Affairs and Public Safety will be initiated and maintained during any major disturbance or hostage situation.

    b. During normal business hours contact shall be made by the facility to the Office of the Director or Designee.

    c. Outside normal business hours contact shall be made to the Administrative Duty Officer.

3. Courses of Action

    a. The course of action to be used shall be determined by the Director of Juvenile Services/Facility Superintendent/Director or Designee. Courses of action available to the Division of Juvenile Services staff members are listed below in order of increasing level of force and need not be used alone:

        i. Containment and waiting the situation out;

        ii. Containment and negotiation by designated authorized official;

        iii. Containment and acting on environmental factors (i.e., cutting off utilities, denying food and water, using sound etc.);

        iv. Containment/reduction or elimination of threat by Disturbance Control Training and/or Room Entry techniques, as outlined in Policy 306.00 – Use

of Physical Force and Restraints.

b. If it is determined that outside law enforcement needs to be involved, the West Virginia State Police will be notified by the Facility Superintendent/Director unless otherwise directed by the Division Director/Deputy Director.

c. At the occurrence of involvement by the West Virginia State Police, full cooperation shall be practiced by all employees of the Division. To this end, if use of lethal force or chemical agents is necessary, this shall be executed by law enforcement personnel only.

4. Event Management

a. It is the responsibility of the employee who has first knowledge of an event leading to/causing a major disturbance or hostage situation to immediately notify the Supervising/Lead Official or Officer of what has occurred, where, how many people are involved (as violators and hostages), any injuries, and whether any weapons are present. From the point of notification to the Superintendent/Director/Lead Official or Officer, the establishment of a Command Unit and mobilization of personnel is paramount.

b. As outlined above, the following tasks and points of interest shall be included in each facility Security Operational Manual, however not necessarily executed in the order listed:

i. If any injured person(s) can be reached and rescued without causing further injury to other personnel, this shall be executed and medical personnel immediately notified.

ii. Whenever possible, consideration for negotiations shall be employed by the authorized personnel, however the following concessions are not authorized:

1. Release of resident(s);

2. Sexual activities;

3. Declaration of Emancipation;

4. Pay of ransoms; or

5. Any act that is in violation of law.

iii. As the need to escalate response level occurs, the Command Unit shall ensure readiness to cut-off utilities (water, heat, gas, electric, telephone) and food service to the crisis area(s).

5. Resolution of Conflict

   a. Each Facility Superintendent/Director shall ensure that an Operational Procedure is written for their respective facility which will include: how residents are taken back into control, the disposition of each resident, at what point the facility will be back to normal operation, etc. This Procedure shall take the safety and well being of each resident into account.

   b. This plan of action will be developed with involvement from State and local law enforcement and will be implemented into the Operational Procedure for the facility's Security Operation Manual.

6. Each facility will have in place an operational procedure plan to ensure the standards and practices of this policy are followed. The Facility Superintendent/Director or designee shall ensure that all staff members are trained in the prescribed procedures and at least annually.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED: _____ 10/9/14

Director **Date**