



Department of Justice and Public Safety
Adult Custody Services

Policy: **Hostage Taking D23**
Effective: March 2001
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To establish procedural standards in the event of a hostage taking incident.

LEGISLATIVE AUTHORITY

[NB Corrections act](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

The primary concern during a hostage taking incident is the safety and well being of the:

- hostage(s).
- staff; and
- uninvolved clients within the facility; as well as
- the perpetrator(s).

Whenever possible, the situation is to be resolved through peaceful negotiation. Should the use of force be necessary, the Superintendent or designate is to ensure there is sufficient personnel available to handle the situation. Only the degree of force necessary to bring the situation under control is to be permitted.

Where any staff member is held hostage, they automatically lose the authority to give orders.

A hostage taking is a situation where a perpetrator(s) holds captive:

- a staff member.
- a client
- a visitor; or
- a volunteer, against their will.

It is understood that in most all hostage situations there may be threats of violence or death made by the captor.

Department of Justice and Public Safety
Adult Custody Services

PROCEDURE

In the event a hostage taking situation occurs, the first staff member identifying the situation as such is to:

Secure the area

Secure the area in which the incident is taking place, and immediately notify the Sergeant and/or Central Control.

Observe and Record

Observe the developing situation to fully report the:

- Number of hostages taken
- Names or details of number of captors
- Description of weapons and number of weapons
- Any expressed threats or demands
- Location if known of hostage (s) and captor(s) are situated

Sergeant

The sergeant, upon arrival, is to:

- Assess the situation
- Ensure all non-involved clients are returned to their respective areas or another secure area within the facility and are secured.
- Have all visitors leave, requesting they leave names and addresses
- Suspend all programming activity immediately, have all clients secured.
- Notify Superintendent as soon as possible

Superintendent briefing

When the Superintendent or designate arrives on the scene the Sergeant shall provide a briefing of the following.

- Names, numbers of and details of hostages taken
- Expressed threats or demands
- Type, style description and number of weapons
- Names, numbers of and details of perpetrators
- Suspected ringleaders and or event or organizers
- Disposition of individuals involved
- Details and numbers of non-participating clients in the area controlled by captors
- Precise area controlled by captors
- Any other relevant information

Next of Kin

The Superintendent arranges for contact of the next-of-kin or other relation of each hostage



Department of Justice and Public Safety
Adult Custody Services

Request assistance

The Superintendent if it is believed the situation cannot be effectively controlled internally may request the assistance of the local law enforcement agency.

Director of Adult Custody Services

The Superintendent will notify the Director of Adult Custody services of the hostage-taking situation, as soon as possible.

Interim Assistance

Upon arrival of the local law enforcement agency, the following will take place:

- The staff member in charge is to outline to the senior member of the agency rendering assistance, the nature of the situation and what assistance is being requested. The Superintendent retains full jurisdiction over all decisions.
- As requested by the Superintendent or designate, the local law enforcement agency is to assume responsibility for any tactical responses required.
- **Note: Law enforcement tactical teams are not restricted in the use of weapons or chemical agents.**
- Establish a central coordination command post, with telephone communications required to maintain contact with required personnel
- Off duty staff responding to the facility for assistance are to comply with all instruction given by the Superintendent or officer-in-charge.

Conclusion

Once the hostage taking incident has been handled and the situation is under control, the following procedure is to be adhered to:

Follow steps 1 through 7 as written in the Emergency Situations Section D-20, page 2

Superintendent

The Superintendent reviews the following:

- Factors preceding the hostage taking
- Nature and characteristic of the hostage taking
- Determine if staff responses to the emergency were adequate
- Make recommendations on how to improve responses
- Identify the stress involved, who has been affected, and provide appropriate means of relieving the stress

RELATED POLICY

D20 Emergencies
Adult Institutional Policy Manual NB