DEPARTMENT OF CORRECTIONS

Policy Number:	**301.165**
Title:	**Armed Intruder and Active Shooter**
Effective Date:	**6/19/18**

PURPOSE: To ensure an appropriate response in the event of an on-site incident involving an armed intruder or active shooter.

APPLICABILITY: Department-wide

DEFINITIONS:

Active shooter – individual actively shooting at people in a confined or populated area. In most cases, active shooters use firearms and there is no pattern to the selection of victims.

Armed intruder – individual suspected of, or known to be, in possession of a weapon.

Concealment – a location that shields oneself from the view of someone else, but might offer only limited protection from the effects of gunfire.

Cover – a concealed location that offers protection against the effects of gunfire.

Intruder – individual on agency premises without a known reason and without permission or legal authority.

Shelter in place – the action of seeking immediate shelter indoors following the announcement of an emergency situation. This may occur when a person is not able to evacuate due to a disability, injury, or other factor. This also may occur when a hostile situation is in progress and staff should remain in their immediate locations, using available cover and/or concealment to shield themselves from the view of an armed intruder or active shooter.

PROCEDURES:

A. Correctional facilities, central office, and community services must comply with the following response during and after armed intruder and active shooter incidents.

1. Each facility captain, the central office director of the office of special investigations (OSI), and each community services office supervisor meets with local law enforcement personnel (usually the county sheriff/designee) to review this policy and develop a plan for assisting and facilitating responding law enforcement personnel during an armed intruder or active shooter incident.

2. Crime scene preservation and continuity of operations (COOP) must be considered.

3. All staff must be aware of response options of last resort (such as: taking action against an armed intruder or active shooter). The agency must educate staff on Minn. Stat. § 609.06 and Policy 301.081, "Use of Force and Restraints Adult." with regards to physical use force to protect oneself and others from bodily harm, substantial bodily harm, great bodily harm, death, and the difference between cover and concealment.

4. Designated security staff must coordinate periodic drills with local law enforcement.
   a) The frequency of drills is established by the appointing authority; and
   b) Drills must be coordinated with staff and local law enforcement.

5. All locations provide information that is consistent with recommendations provided by the U.S. Department of Homeland Security and this policy.

B. Staff's responsibilities for intruder response – pre-incident indicators
1. Staff must be alert to suspicious persons on any agency premises.

2. When observing a suspicious/threatening person on premises, staff must immediately notify a supervisor. In cases where the threat is immediate, staff must call local law enforcement (911) immediately and notify his/her supervisor, as soon as possible.

C. Staff's responsibilities for intruder response
1. If an intruder is detected, staff must initiate the incident command system (ICS). If an intruder is detected at DOC central office or a DOC field services office, a supervisor must initiate incident command protocols. If a supervisor is not present, the staff person who becomes aware of the situation must initiate incident command.

2. Staff must summon local community emergency responders (by calling 911).

3. If applicable, staff must use a paging or public address (PA) system, telephone, radio, and/or emergency messaging system to alert people in the affected area of the intruder and to seek cover behind locked doors, and to alert staff who are off grounds so they do not walk into the situation.

4. Trained staff determine whether an unarmed response by any staff is appropriate.

5. Staff must contain and isolate the intruder behind locked doors, closed gates, blocked roads, etc., or secure exterior doors (if intruder has not entered).

6. Designated staff must notify:
   a) The warden/superintendent or upper management;
   b) Other managers designated by the warden/superintendent; and
   c) The Office of Special Investigations (OSI).

D. Staff's responsibility for an armed intruder or active shooter incident
1. In the event an armed intruder is detected on agency premises, or an active shooter incident takes place, staff must do the following:
   a) Notify local law enforcement (911) when it is safe to do so;
   b) Initiate the ICS when it is safe to do so;
   c) Notify as many other staff as possible;
   d) Attempt to isolate the incident, if it is safe to do so;
   e) If the threat cannot be safely isolated, evacuate the premises, if it is safe to do so;
   f) If there is insufficient time or opportunity to evacuate, shelter in place; and
   g) Cooperate with responding law enforcement personnel.

2. If staff is unable to evacuate the site of an active shooter incident and shelter in place, staff must:
   a) Lock all doors to isolate their sheltering location, if it is safe to do so;
   b) Turn off lighting within their area, if it is safe to do so;

c) Deactivate or silence any cell phones or other devices that may alert an intruder to their location;
d) Take cover if available or attempt to conceal themselves if no cover is available; and
e) If sheltering in place in a building is not an immediate option, consider using a vehicle for concealment.

3. Staff may defend themselves when there is a direct risk of personal injury/death by an armed intruder or active shooter and evacuation or sheltering in place is not feasible.

E. Watch commander or other command staff's responsibility during an armed intruder or active shooter incident

In the event an intruder is detected on agency premises, the watch commander, command staff, or appropriate lead worker must:

1. Summon local community emergency responders (by calling 911);
2. Initiate ICS, when it is safe to do so;
3. If applicable, use a paging or PA system, telephone, radio, and/or messaging system to alert people in the affected area of the intruder and to seek cover behind locked doors, and to alert staff who are off grounds so they do not walk into the situation;
4. If the intruder has not entered the premises, direct staff to contain and isolate the intruder behind locked doors, closed gates, blocked roads, etc., or secure exterior doors to the premises;
5. Notify:
   a) The warden/superintendent;
   b) The OSI; and
   c) Other managers designated by the warden/superintendent or district supervisor; and
6. Account for all staff on the premises.

F. Post-incident considerations

1. Command staff works with local law enforcement to establish a crime scene, if applicable.

2. Command staff begins making plans for demobilization and medical and mental health care for involved staff.

3. Command staff and OSI work with local law enforcement and facilitate their efforts.

4. Where applicable, command staff initiate a continuity of operations plan (COOP) (see Policy 105.012 "Continuity of Operations").

5. When the incident has been fully resolved, command staff and field services/central office supervisors must consult with law enforcement that have or may be interviewing staff. Command staff and field services/central office supervisors must determine whether reports must be written by the staff being interviewed. If reports are necessary, then staff have up to 72 hours to write and submit the reports.

6. Incident reports must be retained at the facility/site of incident.

INTERNAL CONTROLS:

A. Incident reports are retained according to the retention schedule.

B. All training records are retained electronically in the Enterprise Learning Management (ELM) system.

ACA STANDARDS: None

REFERENCES: Policy 103.400, "Employee Development Management"
Policy 105.012, "Continuity of Operations"
Policy 300.300, "Incident Reports"
Policy 301.035, "Evidence Management"
Policy 301.170, "Terrorist Incident Response – Central and Field Offices"
Policy 301.180, "Terrorist Incident Response –Facilities"
Policy 100.100, "Policies, Operating Procedures, and Post Orders"
Policy 103.220, "Personal Code of Conduct of Employees"
Minn. Stat. § 609.06

REPLACES: Policy 301.165, "Armed Intruder and Active Shooter," 11/21/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Active Shooter: How to Respond (external document from U.S. Department of Homeland Security)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support