

# GENERAL ORDER



**DISTRICT OF COLUMBIA**

Subject  
**Handling Kidnapping/Extortion Cases**

| Topic      | Series     | Number    |
|------------|------------|-----------|
| <b>OPS</b> | <b>309</b> | <b>05</b> |

Effective Date  
**March 2, 2007**

Replaces:  
**General Order 309.5 (Handling Kidnapping and Extortion Cases), Effective Date September 13, 1991**  
**Part I, Section A. 3.f-g, Section B. 2.e.(2)-(3) of General Order 304.1 (Operation and Management of Criminal Investigations) Effective Date October 1, 1987**

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## I. BACKGROUND

Kidnapping and extortion cases are unique when compared to most other types of investigations handled by the Metropolitan Police Department (MPD). The Department's first and foremost concern is for the victim and the victim's family. A coordinated and effective response, from the member handling the initial call for service to the command level personnel overseeing the investigation, is required and expected to achieve a safe resolution. There is often a need to notify, involve, and coordinate with outside agencies, so a timely and properly managed response from the Department is critical.

## II. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Field Commander – The command official designated to act as the Chief of Police (also referred to as Cruiser 28 or Nighthawk).
2. Incident Commander – The individual responsible for the management of all operations at the incident site, including the development and implementation of strategy, and for approving the order and release of resources.
3. Tactical Operations Plan (TOP) – A set of procedures and list of equipment that is required during a kidnapping/extortion investigation. (See Attachment A)

**III. REGULATIONS**

- A. A confirmed kidnapping shall be handled as an emergency assignment until information is received that would downgrade the response.
- B. Members shall respond to reports of a kidnapping/extortion in a timely manner. Department elements needed in the response shall fully cooperate. (CALEA 12.1.4)
- C. The Commander, Superintendent of Detectives Division (SDD), or his/her designee, shall determine the level of resources considered necessary to ensure the safety and welfare of the victim(s) and others who are involved in reported kidnapping or extortion investigations. (CALEA 55.1.3-a)
- D. Use of civilians in a tactical operation shall be in accordance with General Order 308.13 (Casual Clothes Units). (CALEA 42.2.1-e) and (CALEA 51.1.1-d)

**IV. PROCEDURAL GUIDELINES**

- A. Patrol Operations Procedures for Kidnappings/Extortions (CALEA 42.1.4)
  - 1. First responding members shall:
    - a. Observe and document all conditions, events, and remarks made that relate to the incident; (CALEA 42.2.2-a)
    - b. Attempt to locate and identify the complainant, any suspect(s), possible witnesses or other persons who may have information about the event; (CALEA 42.2.2-b)
    - c. Briefly interview the complainant and/or witnesses to determine the nature and extent of the situation; (CALEA 42.2.2-d)
    - d. Broadcast a flash look-out in accordance with GO-SPT-302.02 (Radio Broadcasts and Look-Outs);
    - e. Secure the crime scene to prevent evidence from being lost or contaminated; (CALEA 42.2.2-c)
    - f. Request an official respond to the scene; (CALEA 41.2.5)
    - g. Notify SDD; (CALEA 41.2.5) and
    - h. Upon approval of the SDD Watch Commander, obtain Central Complaint Numbers (CCN), prepare a PD Form 251 (Incident-Based Event Report) and PD Form 252 (Supplement Report).

2. District Officials shall:
  - a. Respond to the scene of all reported kidnappings/extortions; (CALEA 81.2.5-f)
  - b. Take charge of the scene until relieved by the SDD Official; (CALEA 12.1.2-c)
  - c. Be guided by the SDD instructions; and
  - d. Request the Watch Commander to respond to the scene.
3. District Watch Commanders shall:
  - a. Assume and exercise the responsibilities of the Incident Commander in accordance with GO-HSC-800.02 (Incident Command System). If there is immediate and critical concern for the safety and welfare of the victim, determine if the TOP shall be implemented. Execute some, or all, of the applicable actions Kidnapping/Extortion Tactical and Security Requirements (See Attachment A);
  - b. Upon arrival of the SDD Watch Commander, advise him/her regarding the circumstances of the incident, the actions that have been taken, and the actions that have been executed. The SDD Watch Commander may modify the TOP;
  - c. Maintain control of patrol personnel; [CALEA 12.1.2(b-c)] and
  - d. Advise the SDD Watch Commander on the deployment of District personnel and other resources.

**B. Tactical Operations Procedures**

1. SDD Officials shall:
  - a. Assume responsibility for the investigation of all kidnapping/extortion cases;
  - b. If necessary, ensure security measures in accordance with the security components of the TOP;
  - c. Establish a Command Post;
  - d. Dispatch a SDD member to the Command Post;
  - e. Notify the SDD Watch Commander;

- f. Employ the use of the Kidnapping/Extortion Kit (See TOP), as appropriate;
  - g. If necessary, request the Synchronized Operations Command Center (SOCC) notify the Electronic Surveillance Unit (ESU), Narcotics and Special Investigation Division (NSID) to respond to the scene; and
  - h. Carry out the responsibilities of the SDD Commander until he/she arrives, or in his/her absence.
2. The Electronic Surveillance Unit (ESU), Narcotics and Special Investigation Division (NSID), shall:
- a. Upon being notified by the SOCC, respond to the scene; and
  - b. Provide electronic support to the SDD Watch Commander.
3. The SDD Commander shall:
- a. Assume command of the investigation; (CALEA 42.1.4)
  - b. Relieve the District Watch Commander as Incident Commander; [CALEA 12.1.2(b-c)]
  - c. Establish and/or direct the TOP, and ensure that the kidnapping/extortion tactical and security requirements are appropriate and adequate;
  - d. If necessary, make a request for additional manpower through the Field Commander;
  - e. If the event is one over which the Federal Bureau of Investigation (FBI) has jurisdiction, such as a terrorist related kidnapping/extortion or Foreign Nation (FN) kidnapping/extortion, notify the FBI through the SOCC.
    - (1) In the event that the incident involves terrorists/foreign Nationals, MPD shall contact the National Counter-Terrorism Center in McLean, VA and the Department of State through the SOCC.
    - (2) When appropriate, the Department shall conduct the investigation jointly with the FBI; and
    - (3) Avail the Department of the technical services that the FBI can provide.
  - f. If the FBI does not have jurisdiction, request the SOCC to notify the following:

- (1) Office of Security Services (OSS), Special Operations Division (SOD); and
  - (2) Corporate Support Group, Office of Police Communications (OPC).
- C. The Office of Corporate Communications, Public Information Unit (PIU) shall release information to the media regarding a kidnapping/extortion in accordance with GO-SPT-204.01 (Media).
- D. The Official in Charge, SOCC shall ensure that the contact names relative to all notifications are documented.

**VI. CROSS REFERENCES**

- A. GO-SPT-204.01 (Media)
- B. GO-SPT-302.02 (Radio Broadcasts and Look-Outs)
- C. General Order 308.13 (Casual Clothes Units)
- D. GO-HSC-800.02 (Incident Command System)

**VI. ATTACHMENTS**

1. Attachment A: Kidnapping/Extortion Tactical and Security Requirements

//SIGNED//  
Cathy L. Lanier  
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CLL:SOA:DAH:DEP:re:svw:pas

# KIDNAPPING/EXTORTION TACTICAL AND SECURITY REQUIREMENTS

I.

[REDACTED]

[REDACTED]

■ ■ [REDACTED]

## II. SECURITY MEASURES

To ensure adequate safety precautions are undertaken, members shall:

- 1. Provide security to threatened victim(s) and their family members, employees and associates.
- 2. Secure the victim's home and/or business.
- 3. [REDACTED]

## III. KIDNAPPING/EXTORTION KIT

All Kidnapping/Extortion Kits shall include:

- 1. A cassette recorder.

## **KIDNAPPING/EXTORTION TACTICAL AND SECURITY REQUIREMENTS**

- 2. A set of new replacement batteries for use with the cassette recorder.  
  
Note: Batteries shall be checked periodically to determine their power supply.
- 3. A minimum of six (6) new blank sixty (60) minute cassette tapes.
- 4. A cloth sack to hold drop-money or drugs.
- 5. A pair of binoculars with night vision capability.
- 6. A jack that allows for the connection of at least two (2) telephones.
- 7. A digital or video camera.