

Geneva Police Department GENERAL ORDERS		BOMB THREATS AND EXPLOSIVE DEVICES	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure – SECTION 69 <input type="checkbox"/> amends:		cross-reference Accreditation/Recognition standards: C.A.L.E.A.: NYS L.E.A.P.:	
effective date: 2.2.06	issue/amend date: 2.2.06 / 2.13.15 / 10.12.20		

I. PURPOSE	The purpose of this General Order is to establish and describe policies and procedures for response incidents, involving explosive devices and bomb threats, the recovery, surrender and disposal of explosives, and investigation of such incidents.
II. POLICY	It is the policy of the Geneva Police Department to respond to and investigate bomb threats and explosions, and to minimize the danger to officers and the public posed by these incidents.
III. PROCEDURE	<p>A. <u>Officer Safety</u></p> <ol style="list-style-type: none"> 1. When conducting an investigation, search, or evacuation related to a bomb or other explosive device, personnel should keep the following code (TDS) in mind as an Officer safety reminder: <ol style="list-style-type: none"> a. Time – minimize your time near any device. b. Distance – stay as far away from the device as possible. c. Shielding – keep substantial objects between you and the device. <p>B. <u>Responsibilities of Initial Responding Officers</u></p> <ol style="list-style-type: none"> 1. When dispatched to a complaint of a bomb threat, Officers shall proceed to the scene without delay. Many bomb threats are false reports initiated to create some excitement or disruption. The attention drawn by the arrival of emergency vehicles may stimulate repeated bomb threat calls. Therefore, the approach of police vehicles should be as unobtrusive as possible. 2. Officers responding to a bomb threat or other incident involving a possible explosive device, <u>especially when a device has already detonated</u>, must be alert for the possibility of a secondary explosive device, or devices, which have been intentionally set to disable responding police and other emergency services personnel. <ol style="list-style-type: none"> a. At the scene of an actual detonation, personnel should only enter the blast area to evacuate the injured or other individuals. b. If there are no injured or other persons who need to be evacuated, officers should wait a minimum of 30 minutes before entering the area. 3. Officers shall interview the person who first received the threat and attempt to gather the following information: <ol style="list-style-type: none"> a. Time threat was received; b. How the threat was transmitted (phone, letter, etc.); c. Time the bomb is set to explode; d. Location of bomb; e. What type or description of the bomb;

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- f. Whether a specific target was designated;
- g. Whether any reason for the threat was given;
- h. Was the threat recorded;
- i. Information recorded on voicemail, e-mail, answering machine, Caller ID Device, if used;
- j. Name or party responsible for placing the device;
- k. Any video images recorded on surveillance, security cameras;
- l. Whether the threat indicated specific knowledge concerning the type of business conducted or the physical layout of building;
- m. Sex, race and age of caller;
- n. Background noises, i.e., traffic, music, laughter, etc;
- o. Whether the threat indicated technical knowledge regarding explosives;
- p. Whether the business, organization, or individual is engaged in a controversial function, manufactures a controversial product, or is involved in a politically or socially controversial issue;
- q. Whether the building has been the target to acts of malicious damage or destruction;
- r. Whether similar businesses or organizations have been targets of bombings or bomb threats; and
- s. Whether there are any disgruntled employees or other persons who may have a motive.

- 4. Whenever possible, Officers should communicate without using the radio OR cell phone to avoid the possible detonation of any explosive and to keep a crowd from gathering at the scene.

Note: Radios and cell phones have the potential to detonate explosives and should not be used in the immediate vicinity of any alleged bomb / explosives.

- 5. Officers shall brief and keep the duty Supervisor advised at all times. It will be at the discretion of the duty Supervisor if additional Officers are needed at the scene.

C. Evacuation of Buildings

- 1. Officers shall contact the person in charge of the establishment and exchange information. The decision to evacuate a building subsequent to a bomb threat is the responsibility of the owner or manager, or other person in charge.
- 2. The decision to evacuate a school shall be at the discretion of the school principal or superintendent based upon existing school evacuation procedures.
- 3. If a possible **explosive device is located**, evacuation of the location will be ordered and the area secured as a potential crime scene.
- 4. Whenever a decision is made to evacuate a building, Officers shall assist in maintaining order during the evacuation. Officers should assist in:
 - a. Removing occupants to a safe area, away from the dangers caused by blast and fragmentation.
 - b. Dependent on the type of device, personnel should establish a safety perimeter between 300 feet and 1000 feet from the device location for both evacuees and other subjects (i.e., media, on-lookers). If possible, individuals that have been evacuated should be segregated from the media and on-lookers until they can be interviewed.

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- i. Officers must be alert to the possibility of secondary devices (*See* paragraph **§III (B)(2)** above) when evacuating individuals. If at all possible, Officers should survey the areas where individuals will be evacuated.
 - c. Security the entrances to the building to preclude re-entry by unauthorized persons.
5. Whenever a bomb threat contains a specific time for detonation, Officers should exit the target area **prior** to the given deadline.

D. Searching for Explosive Devices

1. Searches for explosive devices are the responsibility of the owner, manager, or principal of the building. Officers shall recommend that a thorough search be conducted. Officers may, when necessary, be assigned to assist in the search.
2. Search teams should be comprised of responsible employees familiar with the area to be searched. The size of the search team should be kept to a minimum. When organizing a search team consideration should be given to the:
 - a. Size of the area to be searched;
 - b. Time available for the search.;
 - c. Availability of personnel to conduct the search; and
 - d. Availability of a K-9.
3. Prior to a search being commenced, Officers should recommend that:
 - a. Building maintenance personnel are standing by with master keys to all doors and locks.
 - b. All doors and windows in the building being searched be opened to minimize damage, should an explosive device detonate.
 - c. Use of police canines for the search be considered if available.
 - d. All air conditioning and heating units be turned off while the search is conducted. This will enable the search team to detect any audible timing device.
 - e. Searchers should be cautioned not to touch or move any unusual objects they locate while conducting the search.
 - f. Searchers possess a flashlight, and a crayon, piece of chalk, tape or suitable marking device.
4. Upon entering a room, searchers should move to various parts of the room, stand quietly with their eyes closed and listen for a clock work device. Even if none is detected the searcher will become aware of ambient background noise. Searchers should divide the room in half with the searchers starting back to back, working around the walls into the center of the room. Searchers should be alert for anything unusual, out of the ordinary or foreign to the location being searched. Searchers should conduct several sweeps of the room as follows:
 - a. First sweep from the floor up, working to waist level;
 - b. Second sweep from the waist to head level;
 - c. Third sweep from the head level to the ceiling; and
 - d. Fourth sweep of any false or suspended ceiling.

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5. Once a room has been swept, a mark signifying the room has been cleared should be conspicuously placed on the door or door frame to avoid duplication of effort. In a commercial building, business office, factory or similar facility, particular attention should be paid to areas accessible to the public (lobby, rest rooms, corridors, etc.). Exterior searches should include anything attached to, or in close proximity to the building (e.g. mailbox utility access, dumpsters, etc.).
6. In the event an actual or suspected explosive device is located, Officers shall:
 - a. Notify the on-duty Supervisor and secure the scene;
 - b. Evacuate any individuals near the device location to a safe location;
 - c. Request assistance from the Fire Department; and
 - d. Request assistance from an Explosive Ordinance Disposal Team.

E. Damage Control Techniques

1. Officers shall not touch, move or tamper with any actual or suspected explosive device or material, or permit any person other than an explosive ordnance disposal technician to do so.
2. Officers may, when appropriate, suggest that certain damage control measures be taken in order to safeguard lives and property in the event a detonation occurs. These measures may include:
 - a. Requesting fire department and emergency medical service personnel respond to a safe location near the scene.
 - b. Disconnecting utilities such as natural gas or fuel oil, which could create a fire hazard.
 - c. Venting of buildings by opening doors and windows to reduce the effects of a blast.
 - d. Removing flammable materials from the area.
 - e. Erecting temporary barriers using available materials (e.g. mattresses, overturned desks) to absorb fragments and shield or reflect the blast. Temporary barriers must not touch the explosive device or materials.

F. Disposal of Explosive Devices

1. When an explosive device is discovered, Officers shall obtain as much information regarding the device to include:
 - a. Description of the device or package;
 - b. Ownership of the device or package;
 - c. Method by which the item arrived at, or entered the building; and
 - d. Names of those persons having any association with the item.
2. Improvised explosive devices and commercial explosives are the responsibility of trained explosive experts. Whenever a device of this nature is located, the duty Supervisor will be advised and either the New York State Police, Monroe County Sheriff's Dept. or Rochester Police Department's Bomb Disposal Unit should be contacted to ascertain if they can assist our Department with the device.
3. Whenever military ordnance should be located, the duty Supervisor should see that the United States Army Explosive Ordnance Disposal Unit at Fort Drum is notified to assist.

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G. Investigation of Explosive Device Incidents or Explosions

1. In the event of an explosion or discovery of an explosive device, the Chief of Police and Department Lieutenants will be immediately notified;
2. The scene will be preserved for evidence processing; and
3. The Chief of Police will determine whether to seek the assistance of another law enforcement agency with the investigation.

Approved By

MICHAEL J. PASSALACQUA
CHIEF OF POLICE