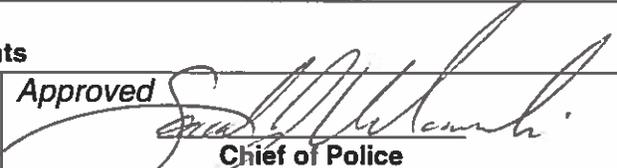


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> September 2, 2015		<i>Amended Date</i> July 5, 2017		<i>Directive</i> 8.02.1	
<i>Subject</i> Bomb Threats and Responding to Bomb Incidents					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition</i> <i>Program Reference</i> 8.02		<i>Review Date</i> July 5, 2017	
				<i>Pages</i> 3	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

This directive establishes procedures for handling bomb threats and identifies the responsibilities of communications and police personnel.

SECTION 2 POLICY

The department is tasked with the management of bomb incidents by providing security, crowd and traffic control, assisting with building searches and evacuations, coordinating with other public safety agencies, and the prosecution of persons responsible for such acts.

SECTION 3 DEFINITIONS

- A. **Bomb technician:** A person specially trained in the recovery and disabling of explosive devices.
- B. **Bomb threat:** A threat that an explosive device exists—either through a reported threat or by the presence of a suspicious device or package that may contain an explosive device.
- C. **Property manager:** The person who has care, custody, or control of the property that is the target of the bomb threat, and the person has the authority to make decisions regarding the care, custody, or control of the property.

SECTION 4 PROCEDURES

A. RESPONSE AND RESPONSIBILITIES (TPCA 8.02)

1. Response

- a. The Communications Division will collect and disseminate information related to the threat and the caller, in accordance with their established procedures.
- b. At a minimum, two (2) officers and a supervisor will respond to the call.

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- c. When a bomb threat is received, nonresponding officers should monitor banks and other high-risk targets in their districts in case the bomb threat is a planned distractive ploy in preparation for an attack on any of those targets.
- d. When patrol personnel arrive at the scene they should avoid using radio, mobile data computer, and cellular telephones.
- e. The supervisor will determine whether additional patrol and/or specialized units are needed at the scene.

2. First Unit's Responsibilities

- a. The first units to arrive will:
 - i. find a suitable location to establish a unified incident command with the Fire Department and coordinate response activities;
 - ii. locate and bring the property manager to the incident command post;
 - iii. coordinate the establishment of a perimeter

3. Determination of Actions

- a. The police incident commander should recommend that the property manager set up a search team of employees who work in the target building to check their immediate work areas for suspicious items. The search team should be advised to report the location of any suspected device but not touch or move it in any way.
- b. The property manager shall be the person to determine whether an initial evacuation will be made.

4. Located Device(s)

- a. If a suspected explosive device is located, or if a caller reports found explosives, suspected explosive devices, fire bombs, explosive chemicals, pyrotechnic devices, ammunition of .50 caliber or above, or such related incidents, the following protocols apply:
 - i. Personnel will not touch nor disturb the device.
 - ii. Building occupants will be evacuated.
 - iii. Incident commander is notified. The incident command will contact the bomb detection and disposal unit.
 - iv. A perimeter of no less than three hundred (300) feet away from the device in all directions should be established. All communications should be via land-line telephones. Radios, mobile phones, and MDC/MDT's should be shut off to avoid setting off the possible explosive device.

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- b. If a bomb disposal unit is required, only certified personnel may handle or remove any suspected explosive device.
- c. If the bomb threat appears to be a suspected terrorist act, the Dallas Federal Bureau of Investigations (FBI) office will be notified.

5. Detonated Device/Explosion

- a. If a suspected bomb detonates, the Police Department will maintain the lead on the incident while the Fire Department assumes control of the scene for the purposes of extinguishing all fires and performing search and rescue functions.
- b. The Police Department will secure the scene, and locate and preserve evidence as best as possible.
- c. The incident command will notify the Bureau of Tobacco, Alcohol, and Firearms (ATF), and the Federal Bureau of Investigations (FBI) if a terroristic act is suspected.

6. Reports

- a. The primary officer will prepare an incident report for the appropriate offense(s) at the conclusion of the incident response.

B. SCOPE OF RESPONSIBILITY

- 1. All members of the department shall know and comply with all aspects of this directive.
- 2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.