

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008	<i>Amended Date</i>	<i>Directive</i> 8.02.1	
<i>Subject</i> Bomb Threats and Responding to Bomb Incidents			
<i>Reference</i>			
<i>Distribution</i> All Personnel City Manager City Attorney	<i>TPCA Best Practices Recognition Program Reference</i> 8.02.1 Bomb Threats and Responding To Bomb Incidents	<i>Review Date</i> November 14, 2023	<i>Pages</i> 5

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

The purpose of this policy is to provide guidelines for bomb detonation or bomb threat calls.

SECTION 2 POLICY

It is the policy of the Department to respond to bomb threat calls in accordance with the provisions of this policy.

SECTION 3 PROCEDURES

A. NOTIFICATIONS

1. When a bomb threat or bomb emergency call is received by a dispatcher, the following units shall be immediately notified. It is the supervisor's responsibility to make certain that all these notifications have been made:
 - a. Patrol unit
 - b. Patrol Supervisor
 - c. Fire Department
 - d. Operations Services Division Commander
 - e. Investigative Services Supervisor
 - f. Chief of Police
2. If an explosive or explosive device is located or detonated, the ATF and the FBI shall be notified.

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Directive</i> 8.02.1	<i>Subject</i> Bomb Threats and Responding to Bomb Incidents
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B. PROCEDURES

1. Patrol units should ensure that the injured are cared for and a perimeter is established. Patrol units should also attempt to locate any witnesses or suspects and interview them to obtain all available information.
2. Officers should attempt to ascertain the following information from the person receiving the initial bomb threat call:
 - a. Can background noises be identified, such as traffic, music, laughter, etc.?
 - b. Can the sex, race, age, accent of the caller be determined?
 - c. Did the caller give a location for the bomb and detonation time?
 - d. Did the caller give a reason for the threat?
 - e. Was the call recorded?
 - f. Did the caller appear to know specifics concerning the type of business conducted and/or the physical layout of the building?
 - g. Did the caller appear to possess technical knowledge regarding explosives?
3. The person in control of the property should make a determination if the location is to be evacuated based on the following factors:
 - a. Did the caller provide details concerning the placement or construction of the device?
 - b. Did the caller appear to possess technical knowledge regarding explosives?
 - c. Has the building been subjected to acts of malicious damage or destruction?
 - d. Have similar type businesses been targets of bombings in the area?
 - e. How vulnerable are the premises to the general public?
 - f. Other information gleaned from the caller
4. If the decision to evacuate is made, a security perimeter of at least 500 feet should be established, and the evacuation should be conducted in a calm efficient manner. All persons not involved in the search of the building should be kept outside the perimeter for a minimum of fifteen (15) minutes after the time of detonation advised by the caller. All personnel assigned to search the location should be evacuated fifteen (15) minutes prior to and fifteen (15) minutes after the time of suspected detonation.
5. If an explosive device or suspected explosive device is located, the security perimeter may be extended and vehicle traffic within the perimeter may be rerouted.
6. If there is an explosion, the security perimeter should ensure the safety of the bystanders and protection of the crime scene.

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

Directive
8.02.1

Subject
Bomb Threats and Responding to Bomb Incidents

7. The person in control of the property is responsible for the search of the premises. If the person in charge asks for assistance, the Incident Commander may allow personnel to enter and assist with the search.

C. SEARCH PROCEDURES

1. The exterior search team should start its search at the edge of the street and work toward the building.
2. Personnel should search the following areas:
 - a. Unidentified vehicles parked on the parking lot or adjacent street.
 - b. Sewers, drainage ditches or run-offs in the street or sidewalk.
 - c. Mailboxes.
 - d. Ornamental structures.
 - e. Trash receptacles.
 - f. Electrical generators and other power systems on the premises.
 - g. Shrubbery.
 - h. Exterior light fixtures, window boxes and roof gutters.
3. Interior search teams should search from bottom to top and should begin with the basement area and equipment rooms. Interior search teams should be at least two (2) people and should concentrate searches on the following areas:
 - a. Lobbies.
 - b. Restrooms.
 - c. Cleaning and storage closets.
 - d. Elevator shafts (the top of the elevator should be physically inspected).
 - e. Fire hose cabinets.
 - f. Stairwells.
 - g. Air ducts.
 - h. Waste paper baskets.
 - i. Water fountains.
 - j. Light fixtures.

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Directive</i> 8.02.1	<i>Subject</i> Bomb Threats and Responding to Bomb Incidents
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4. The Coordinator of the search teams should establish a command post that is centrally located, equipped with a telephone and has access to a floor plan of the building, if possible.
5. Before a search is initiated, search teams should be advised of the following precautions:
 - a. Do not touch, tilt or tamper with an explosive or suspected explosive device.
 - b. Do not smoke in the vicinity of an explosive or suspected explosive device.
 - c. Do not take for granted the markings on a package.
 - d. Do not take for granted that a package is okay because it came through the mail.
 - e. Do not take for granted that the device is a high explosive, be prepared for an incendiary.

D. RADIO COMMUNICATIONS

1. Communications should always promote interoperability by using common channels and common terminology whenever possible.
2. Procedures for conducting communications during times of radio silence will be:
 - a. Radio transmissions should be limited at a bomb threat scene. It is recommended that no radio be used within 300 feet of a suspected explosive device.
 - b. The use of electrical paging devices by the building employees should be prohibited in the area where a suspected device is found.
 - c. Communications between the search team and Dispatch should be on the telephone.
 - d. Communications between the Coordinator and the search teams should be by messenger.

E. FOLLOW UP PROCEDURES

1. When the search has been completed, or in the event of an explosion, the scene has been secured and the injured taken care of, a patrol officer shall be responsible for the completion of the offense report.
2. The Investigations Services Division shall be responsible for the investigative aspects of the incident and the apprehension of the suspect. The Investigations Services Division may request the assistance of the Bureau of Alcohol, Tobacco and Firearms or the FBI in the gathering and processing of evidence.
3. The Crime Scene Unit shall be responsible for the collection and preservation of physical evidence.

F. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Directive</i> 8.02.1	<i>Subject</i> Bomb Threats and Responding to Bomb Incidents
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2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.