

**TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 8.07.2	
<i>Subject</i> Department Response to Terrorism					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 8.07.1 Emergency Operations Plan		<i>Review Date</i> November 15, 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 establish protocols for Department personnel responding to reports of terrorist threats or events, including bomb threats, chemical threats, or biological threats that may include powders, liquids, or materials which may or may not be hazardous to human health.

SECTION 2 POLICY

It is the policy of the Department to respond to all reports of terrorist activity including bomb threats, chemical threats, biological threats, or threatening or suspicious packages, within the jurisdictional authority of the Department. Officers and civilian personnel of the Department will handle each reported incident as a credible report until sufficient evidence is developed to indicate otherwise. The provisions of this policy will be carried out in cooperation with all facets of the City of Texarkana, Texas Emergency Management Plan.

SECTION 3 DEFINITIONS

- A. 2 In/2 Out - The concept of no less than two personnel operating as a team to enter a hazardous area to conduct operations while a qualified and equipped team of two personnel is on standby at the entry point to rescue the interior team if necessary.
- B. Cold Zone - The outermost zone in a chemical or biological incident. Only emergency responders are located in the cold zone, but no special protection is required.
- C. Emergency Response – Immediate and rapid response by Department vehicles, equipment, and personnel with the use of emergency lights and sirens.
- D. Hot Zone - The area nearest the hazard in a chemical or biological incident. Only properly protected personnel are permitted entry into this area.
- E. Level A Protection - The level of protection from hazardous materials to be selected when the greatest level of skin, respiratory, and eye protection is required. Level A protection consists of positive pressure SCBA and a totally encapsulating chemical protective suit constructed of material appropriate for the hazard present.

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- F. Level B Protection - The level of protection from hazardous materials to be selected when the highest degree of respiratory protection is necessary, but a lesser level of skin protection is needed. Level B protection consists of positive pressure SCBA and hooded chemical-resistant clothing (one or two-piece chemical splash suit), chemical-resistant gloves (inner and outer), and chemical-resistant boots.
- G. Level C Protection - The level of protection from hazardous materials to be selected when Level A or Level B protection is not necessary. Level C protection consists of full-face or half-mask respirator, hooded chemical-resistant clothing, and chemical-resistant gloves (inner and outer). Boots are optional but may serve to protect the foot section of the chemical-resistant coverall.
- H. Level I Staging - Staging level in which responding units stop approximately one block from an incident in their direction of travel, prepared to take actions as directed by Command.
- I. Level II Staging - Staging level in which a formal staging area is established, with all later responding units and resources reporting to staging. The Staging Officer is in charge of the staging area.
- J. Non-Emergency Response - Response by Department vehicles, equipment, and personnel without the use of emergency lights or sirens. Response is immediate, but the vehicles and equipment move with normal traffic.
- K. Unified Command - A type of incident management in which command responsibility is shared by various agencies represented at an incident scene.
- L. Warm Zone - The area between the hot and cold zones in a chemical or biological incident where decontamination and access control are located.

SECTION 4 PROCEDURES

A. RESPONSE TO REPORTS OF THREATENING OR SUSPICIOUS LETTERS/PACKAGES

- 1. When there is a report of an unopened letter or package with no suspicious markings or indicators, no law enforcement/emergency response is required, other than the initial responding officer. Recipients of the letter/package may be advised that if they are concerned about opening a piece of mail or package, they should not do so. They may refuse to accept the letter/package or return it to sender.
- 2. Open letters/packages not containing threatening correspondence or any suspicious materials such as powders or liquids requires no law enforcement/emergency response other than the initial responding officer to answer questions the complainant might have.
- 3. Unopened (sealed) letters/packages with threatening or suspicious markings or indicators require a response from two patrol officers and a supervisor. Responding officers should consider the potential for explosive, chemical, radiological, or biological hazard based upon all information known about the mail. If the responding officers have reason to believe that an explosive, chemical, radiological, or biological hazard exists, the protocols established in this directive will be followed. If no reasons exist to believe an explosive, chemical, radiological, or biological hazard exists, the officers will seize the piece of mail and place it into property and evidence utilizing approved packaging methods. A CCN will be generated, and a report will be submitted. The case will be assigned to an investigator for investigation. Every effort should be utilized to determine the origin, content and intent of the piece of mail.

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4. When officers locate open letters/packages with material that has spilled out and the material is believed to be a hazardous material, the situation will require a response by patrol officers, a supervisor, and the Operations Services Division Commander. The Operations Services Division Commander is responsible for ensuring the following:
 - a. Notification of the Chief of Police.
 - b. Establishment of a Unified Command using the Incident Command System.
 - c. Establishment of a fixed command post and ensuring all responding units/agencies are aware of the command post location.
 - d. Ensure the sealing off the contaminated area and establishment of a secure perimeter.
 - e. Notification of emergency medical personnel, if required.
 - f. Identification and containment of all persons possibly exposed to contaminates until Health Department officials take responsibility of them.
 - g. Notification of the Texarkana Office of Emergency Management.
 - h. Notification of the Texarkana, Texas Fire Department.
 - i. Notification of the Department investigator responsible for investigations of this type of incident.
 - j. Notification of the local office of the Federal Bureau of Investigation.
 - k. Coordination with all responding agencies to conduct threat assessment and hazard risk assessment to determine how to contain and collect the mail and associated material
5. Once the Texarkana, Texas Fire Department arrives at the incident scene, the ranking Fire Department representative or his designee will become the Incident Commander. As long as biological hazard exists, or until reasonable evidence exists to indicate otherwise, the Fire Department will be the lead agency. After the biological hazard is removed and mitigated, the primary mission of the incident response becomes the investigation. At that time the Police Department will become the lead agency.

B. DOCUMENTATION, COLLECTION AND STORAGE OF SUSPICIOUS/HAZARDOUS SUBSTANCES

Personnel from the Texarkana, Texas Fire Department and the Texarkana Office of Emergency Management will be responsible for photographing the contaminated scene, collecting all contaminated evidence and collecting samples of the suspicious substance. If necessary, photographic equipment from the Crime Scene Unit may be utilized by personnel of the Texarkana, Texas Fire Department and the Texarkana Office of Emergency Management. After the contaminated evidence and/or suspicious substance samples have been properly secured and packaged by either the Texarkana, Texas Fire Department or the Texarkana Office of Emergency Management, they will be turned over to either the initial responding officer or the investigator for placement in Department Property. All evidence of suspicious substance and/or chemical or radiological volatility will be stored in the Department's secured oil storage room in the basement until transported to the laboratory. **UNDER NO CIRCUMSTANCES WILL SUSPICIOUS SUBSTANCES AND/ OR ASSOCIATED MATERIALS BE**

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BROUGHT INTO ANY PART OF THE BI-STATE JUSTICE BUILDING OTHER THAN THE BASEMENT. A Property Report will be completed and a copy will be placed in the report tray by the Property Room.

C. ANALYSIS OF SUSPICIOUS SUBSTANCES

The transportation of the suspicious substance to the laboratory will be the responsibility of the case investigator. In most cases, the suspicious substance is to be transported to the laboratory without delay. All suspicious substances will be taken to a location as determined by the Bowie County Health Center. Upon receiving a laboratory analysis report on submitted substances, the investigator will immediately notify their Division Commander of the results.

D. DECONTAMINATION OF CONTAMINATED SCENES AND PERSONS

The Texarkana, Texas Fire Department and the Texarkana Office of Emergency Management are responsible for the decontamination of all contaminated areas and persons. Private hazardous material remediation companies may assist the Texarkana, Texas Fire Department and the Texarkana Office of Emergency Management. Any Department personnel in the Warm Zone or the Hot Zone will be decontaminated prior to being allowed to leave.

E. INVESTIGATION OF SUSPICIOUS LETTER/PACKAGE INCIDENTS

1. A CCN will be generated for each reported incident. All appropriate reports will be completed.
2. The Support Services Division Commander and/or Investigative Section Commander will respond to the scene and supervise the investigation of the incident.
3. The commanders and investigators assigned to the case will coordinate investigation efforts with the Federal Bureau of Investigation and other law enforcement and emergency management agencies as appropriate.
4. All threatening or suspicious package reports that are found to be a hoax will be thoroughly investigated, and appropriate charges filed against persons responsible.
5. The Support Services Division Commander and/or Investigative Section Commander will brief the Chief of Police daily on the progress of all investigations.

F. PERSONNEL SAFETY DURING RESPONSE TO SUSPICIOUS LETTER/ PACKAGE INCIDENTS

1. Safety of police personnel is paramount in the investigation of these types of cases. Responding officers should not sniff, touch, taste or otherwise unduly expose themselves to any suspicious substance. Officers involved in the response and investigation of these incidents will enter a Warm or Hot Zone only with appropriate protective clothing. Any Department personnel exposed to suspicious substances will follow decontamination procedures provided by either the Texarkana, Texas Fire Department, health officials, or the Texarkana Office of Emergency Management.
2. If any substance or evidence collected at a contaminated scene tests positive for a chemical or biological organism that is dangerous to human health, all Department personnel associated with the scene or the collected specimens and/or evidence shall be examined and tested by medical personnel.

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3. Police personnel who exhibit symptoms that they believe may be the result of a biological contamination will report such to their Division Commander immediately and seek medical attention.

G. Bomb incidents and bomb threats will be handled in accordance with Directive 8.02.1.

H. 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.