

	<b>KENOSHA POLICE DEPARTMENT</b>		
	<b>POLICY AND PROCEDURE</b>		
	<b>41.8 Bomb Threats or Calls</b>		
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## I. PURPOSE

To establish policy and procedure for the response to bomb threats or hazardous explosive device calls.

## II. POLICY

All responses to bomb threats or emergencies involving dangerous devices will be conducted systematically and efficiently and in a manner that gives primary consideration to the protection of human life. The protection of property will be considered when it does not conflict with the safety of the public or members of the department.

## III. DEFINITIONS

**Bomb threat** – A bomb threat conditions exists when an explosive device has been reported or is suspected to be, at a given location.

**Dangerous device** – Any suspected or actual compound, mixture, substance, suspected package, or mechanical device which poses a threat of harm to person or property, either by explosive or incendiary means.

## IV. PROCEDURE

A. Duties of responding/investigating officer:

1. The investigating officer should attempt to gain the following information from the person receiving the bomb threat:
  - ◆ How was the bomb threat relayed, i.e.- telephone, letter, or verbally
  - ◆ The caller's exact words – determine age, sex, and background noises
  - ◆ Where device is located
  - ◆ What time is it set to detonate or activate
  - ◆ How is it set to go off
  - ◆ What kind of explosive was used in the device
  - ◆ Name, address, etc. of caller where applicable. If this information is received, call complainant back and check information source
  - ◆ Any other information that will be of value to the investigation.

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2. Notify dispatcher and supervisor.
3. Request additional units to the scene. This may include plainclothes officers, Kenosha Fire Department for EMS and Fire Services and the Hazardous Device Unit.
4. Retain tape recording of conversation when applicable.
5. Officer responding to the scene will immediately assess the situation and their primary concern will be for the safety of persons in the area.
6. Contact the person in charge of the premises and request their assistance.
7. It shall be the responsibility of the owner/manager of the property to determine if the property shall be evacuated. However, if the responding officers determine that there is a high probability that there is an explosive device or a device has been located the area should be evacuated.
8. If the decision is made to evacuate, uniformed officers should make the notification. All people should be moved at least 300 feet from the exterior of the building.
9. If the caller reported that the device was set to go off at a specified time, no search should be conducted until after the specified time has passed. The on-scene commander should make the decision on whether a search should be conducted, but under NO circumstances, should officers be in the building at the time the caller said the bomb would go off.
10. When a search is to be conducted, search the exterior of the premises first. This is the most accessible area to the bomber. The search should be conducted to a distance of 25 to 50 feet from the building moving from the building outward.
11. Prior to starting the search of a premise, open all doors and windows. Officers should keep in mind that their radio transmission may set off an explosive device, and not transmit on their radios while conducting the search. If possible, utilize employees to assist officers in the search. Occupants should search their own work areas, with instructions not to touch anything suspicious. Search teams should be assigned to search public areas, rest rooms, and closets. If possible, custodians should help with these searches.
12. The on-scene commander will assign search areas and reroute traffic when necessary. Search the first floor first, then any upper floors. The basement should be searched last. After completion of the first search, reassign searches and conduct a second search. The key to a good search is to be systematic.
13. Officers after visually scanning the room should move into the room and stand with eyes closed and listen. Frequently clockwork devices can be detected. The first sweep of the room should include a check of all objects from the floor to waist level. The second sweep of the room should include all items from waist level to ceiling. End the search only when you feel an adequate search has been made and no suspicious items have been found, then move to next area to be searched.
14. If you locate a suspected explosive device:
  - ◆ Don't touch or jar the device
  - ◆ Don't transmit your radio or use a cellular telephone within 150 feet
  - ◆ Evacuate the area

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- ◆ Notify the on-scene commander. The commander will have the dispatch center notify the units listed below.
  - Kenosha County Hazardous Device Unit
  - Kenosha Fire Department for EMS and Fire Services
- 15. The dispatcher should determine what route the bomb disposal team will use. The dispatcher should assign an officer to meet them and escort them to the scene of the bomb call. Once on the scene, the bomb disposal team will be in charge of all operations.
- 16. Whether or not a device is located, the investigating officer shall document the incident with a written report.