

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 650	Reviewed: New Issue
Subject: Bomb Threats, Explosive Devices, Hazardous Device Disposal Squad	NYS Accreditation:
Effective Date: 07/01/13 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish procedure for investigations relating to bomb threats, explosive devices and hazardous devices.

II. DEFINITION

Hazardous Device - Any suspicious item which may be explosive or hazardous. This includes military and commercially prepared explosive items as well as blasting caps or homemade devices.

III. POLICY

- A. General Searches** - By policy, the Seneca Falls Police Department does not conduct searches of any private premises. However, upon request, the Seneca Falls Police Department may assist in conducting a search with the building owners (or their representatives), if it can be determined that enough time is available. However, if a predicted time of explosion was given, members will not search one hour prior and until one hour after the time given.
- B. Evacuation of Premises: Bomb Threats** - If no suspicious device has been located, the Seneca Falls Police Department, upon request of the person in charge of the premises, will assist in the evacuation of the premises. Seneca Falls Police Department employees will not make any recommendations as to possible evacuation; the ultimate responsibility for this decision lies with the person in charge of the premises. If a suspicious device is located, the Seneca Falls Police Department will immediately direct the evacuation of the appropriate area(s).
- C. Communications** - All available pertinent information shall be relayed to the Dispatcher. From the time of dispatch to scene, all communications between field unit and dispatcher will take place by telephone (NOTE: not mobile cellular phones). (All on-scene communications shall be in person; radios will be turned off. Personnel shall not use terms, such as "Bomb Squad," "Hazardous Device Disposal Squad," etc., over the radio frequencies.)

IV. PROCEDURE

A. Bomb Threats

1. Patrol Officer

Assigned personnel will proceed to the scene without delay. Upon arrival at the scene, the first officer present shall:

- a. Attempt to confirm the presence of a device by interviewing the recipient of the threat, if present,
 - b. Determine, if possible, the time available until explosion is predicted to occur, and
 - c. Complete the Incident Report and Bomb Threat Report, and submit through normal channels;
 - d. If a device is located, proceed as under C., below ("WHEN A DEVICE HAS BEEN LOCATED").
2. The Patrol Supervisor (and/or Staff Officer) will:
- a. Evaluate the need to assign patrol units to patrol and secure the area where evacuees are congregating. Assign units accordingly.
 - b. Locate an area in the safest, convenient location where a telephone is available.
 - c. Advise building officials on proper search procedures.
 - d. As requested by the owner, assist in an evacuation of the building;
 - e. Notify the dispatcher of the completion of the assignment.
 - f. Ensure that the Incident Report is forwarded without delay; and that no information is extracted, distributed, or related to ANY non-Departmental personnel;
 - g. Notify the Lieutenant if not at the scene, of the outcome of the incident. If the situation is serious or unusual, the Lieutenant will request the Chief of Police to respond to the scene.
- B. Fireworks**
1. Patrol Officer
If a small quantity of commercially prepared firecrackers, such as cherry bombs or sparklers, (NOT rockets, homemade explosives or devices, such as, quarter or half sticks) are taken into custody, they will be secured in the Evidence room for safekeeping.
**NOTE:* Even small quantities of fireworks have a potential for explosion. Do not smoke near any fireworks, and use care in handling. If in doubt, proceed as under "C" below ("When a device has been located") or the Patrol Supervisor may contact another agency's Hazardous Device Disposal Squad for advice on the type of fireworks that can safely be turned into the Property Clerk. The officer will notify his supervisor prior to confiscation.
 2. Patrol Supervisor
The supervisor shall make the determination on confiscation and, when practical, notify the Lieutenant of the incident.
- C. When a device/suspicious package has been located**
1. Patrol Officers will:
 - a. NOT touch, move, or attempt to remove the device;
 - b. Attempt to note location, size, color, etc., of the device, but do not spend time near it;
 - c. Immediately assist in the evacuation of all persons within a radius of at least 300 feet in all directions of the device location, (i.e., above, below, adjacent,) or as

directed by bomb squad personnel;

*NOTE: Radius of evacuation will take into consideration surrounding area if device explodes (ex: proximity to any other explosives area, oil tank, gas line; windows shattering, etc.)

- d. Notify the supervisor by telephone.
 - e. If necessary, set up traffic checkpoints to reroute traffic.
 - f. Give any assistance requested by bomb squad personnel.
 - g. Not issue any statement to non-departmental personnel.
 - h. Prepare reports as required.
2. Patrol Supervisor will:
 - a. Request that the dispatcher notify an agency with a bomb squad giving all pertinent information.
 - b. Request notification of the Fire Department and if deemed necessary, their dispatch to a staging area (not the immediate scene).
 - c. Set up a Command Post away from scene.
 - d. Notify the Lieutenant.
 - e. Request an ambulance to the staging area.

D. Explosions

1. In the event of an explosion, Police, Fire and Ambulance personnel will, as a matter of routine, be dispatched to the scene. Control of the scene and the securing of evidence becomes a police responsibility, assisted by appropriate personnel.
*NOTE: MORE THAN ONE DEVICE MAY BE PRESENT AT ANY SCENE OR IN THE AREA. Radio communications shall not be utilized until authorized by the commanding officer of the Hazardous Device Disposal Squad.
2. Patrol Division
 - a. The first police vehicle at the scene will assist any injured and will begin to establish a secure area. Upon the arrival of additional personnel, the necessary traffic diversion and fire lines will be established per current directives on emergency incidents. Officers shall enter the inner perimeter only in emergencies (ex: to aid victims) or if authorized by the bomb squad.
 - b. No evidence, materials subjected to the blast, or possible device components should be approached or touched until bomb squad authorization.
 - c. The Lieutenant, or other staff officer, shall respond to the scene and ensure that the bomb squad has been notified and is in command of the inner-perimeter and blast site.