

July 5, 2002

GENERAL ORDER #23
Series of 2002

TO ALL DEPARTMENT PERSONNEL

- I. **PURPOSE:** The purpose of this policy is to set general guidelines applicable to the safe procedures and operation for the responding officer and bomb technician; for the purposes of responding to a bomb threat, suspicious package or bombing.

- II. **DEFINITIONS:**
 - A. **Bomb Threat:** A warning by telephone, letter, fax or any other form of communication, that a particular device will leak, release, spray, burn or explode causing death, bodily harm and or destruction, chaos or panic.

 - B. **Bomb:** An explosive weapon that releases destructive material upon detonation.

 - C. **Suspicious Package:** Any box, bag, case or container that is in an area where such items are not normally stored or kept and the owner of such package cannot be identified or is not known.

 - D. **Secondary devices:** Any explosive that is set to detonate after the first suspicious package is found or explodes.

 - E. **Render Safe:** A systematic procedure performed by a bomb technician to determine if a package, device, or area which may contain an explosive, is secure and safe from exploding.

- III. **POLICY:** It is the responsibility of the Providence Police Department to provide a directive that must be followed by its front line officers in the event of a bomb threat suspicious package or bombing. The following are provisions for police officers to follow in order to remain as safe as possible while assisting the public:
- A. **Communication:** The Communications Bureau will give all calls regarding bomb threats and suspicious packages to the post car and the post supervisor along with all the information that they have received from the caller. Communications will then notify the officer in charge.
 - B. **Response:** The responding officer will meet with the complainant to collect as much information as possible. The responding officer must obtain the name of the person that received the initial threat. If possible, the officer should locate the person who received the threat for any additional questions that may arise. The district supervisor shall respond to the scene.
 - C. **Searching:** Before any search is conducted by any individual, it must be understood that no one is to; pick up, kick, open, move, empty or touch any suspicious package. The responding supervisor will evaluate the circumstances and determine the need for a search. A search can be conducted with the assistance of the employee's of the building (such as a janitor, teacher, manager, etc.). This type of search would consist of first looking in easily accessible public areas such as; hallways, waiting areas, bathrooms and unlocked closets and offices. Knowing that most bomb callers want to create an atmosphere of anxiety and panic so that daily activity will be disrupted, a further more complete search is at the discretion of the patrol supervisor based on the information given, lack of information received from the caller, knowledge of the caller and prior experience with the facility (such as a school that has received a call a week for the past 3 weeks). If it has been determined that a more detailed search is needed, police will follow the same procedure as the first search. It is recommended that employees familiar with the area continue to help police search. If a more detailed search is to be made, the Department Bomb Squad will be respond to the scene. **NOTE: The bomb squad will not respond to perform simple cursory searches.**
 - D. **Outside Perimeter:** A secondary device may be set in the area where police, media, personnel and school children may stage or in the area of the evacuation site. All surrounding areas should be searched and secured as soon as possible. A search for primary and secondary devices should be made inside and outside the area and or building.

- E. Evacuation: Unless immediate danger is apparent to the responding officer or his/her supervisor, the decision to evacuate is the responsibility of the manager, principal, owner or security personnel of that building. If the responding officer finds a threat or believes the threat to be true, and decides to evacuate, then the entire building must be evacuated of all personnel and all personnel leaving the building must be at least 500 / 1000 feet from the evacuated building.
- F. Suspicious Packages: All suspicious packages will be dealt with by the Department Bomb Squad. If an officer discovers a suspicious package he/she shall follow these procedures:
1. Do not touch the package.
 2. Stay off the police radio and cellular phone.
 3. View the package and obtain as much information as possible (writing, marks, openings, stains, size, noise etc.)
 4. Do not shine a light on the package.
 5. Note the exact location of the package (floor, room number, stairwell, north, south etc.)
 6. Evacuate and secure the building or area to at least 500 feet.
 7. After you leave the immediate area, inform the dispatcher to contact a member of the bomb squad.
 8. Once the officer has left the area of the package he/she shall not return.
- G. Bombings: At any time a bombing should occur, the bomb squad will be notified to respond. Providing there are no injuries and or emergencies that need attending by emergency personnel (such as fires and personal injuries), the scene will be secured within a 500 foot radius and the bomb squad will inspect and render safe the scene. It is important to note that some explosives may not have been detonated during the initial blast and / or a secondary device may be in place. Until the scene is rendered safe by a bomb technician no evidence will be collected and no personnel will be allowed within 500 feet of the blast zone.
- H. Bombs can be constructed or disguised to look like almost anything and can be delivered. The probability of finding a stereotypical bomb is almost non-existent. Most bombs are; homemade, designed by the imagination of, and resources available to, the bomber. Pipe bombs are the most common device found. Pipe bombs, along with other type bombs, are designed to go off when lifted, rolled, tilted, unscrewed or opened. Do not assume that any package or bomb, especially pipe bombs, are easily movable. As members of law enforcement we are well aware that bombs are designed to do one thing, explode. All packages and bombs must be rendered safe by a certified bomb technician.

IV. **DOCUMENTATION:** The responding officer will provide a detailed report and deliver copies to the Detective and Weapons Bureaus.

V. **DISSEMINATION:** All officers of this department shall sign for, stating that they have read and understand, this General Order.

APPROVED:

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Commissioner
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