



DEPARTMENTAL
GENERAL
ORDER

Rev.
27 Nov 00

K-2

Index as:

Ref: CALEA
Standard 46.1.5

Bombs
Destructive Device
Explosives
Explosive Device
Explosives, Procedures for Handling

PROCEDURES FOR HANDLING EXPLOSIVES

The purpose of this order is to set forth Departmental policy and procedures regarding the handling of explosive material or an explosive/destructive device (except a radioactive explosive) which is known or reported to be in the City. Response to and procedures for radioactive material incidents shall be conducted in accordance with the provisions of Departmental General Order K-1, HAZARDOUS MATERIALS. Personnel shall consult other Departmental publications listed in Part VII for related topics.

Safety, procedural, and technical information is detailed in Departmental Training Bulletin IV-B, EXPLOSIVE DEVICE INCIDENTS.

I. SCOPE OF THIS ORDER

This order contains basic guidelines for Departmental personnel responding to a report of explosives or a device (explosive or destructive). A destructive device shall include all weapons as defined in Penal Code Section 12301.

II. POLICY

- A. The primary responsibility of officers at the scene of a reported explosive or device is to protect the safety of individuals in the area until the material and/or device is located, disarmed, and removed. When a suspected device is found, the appropriate County or military Explosive Ordnance Disposal (EOD) team shall be notified and requested to evaluate, disarm, and remove it.

- B. Officers shall search for reported explosives and/or devices, conduct evacuations, and implement traffic and crowd control measures to isolate hazardous areas. Evidence technicians shall preserve or document evidence if it is safe to do so.

III. COMMUNICATIONS DIVISION PROCEDURES

- A. Communications Division personnel who receive the initial report of a suspected explosive or device shall obtain as much information as possible from the caller (Appendix A). If an anonymous call is received, the operator shall minimally record the time and, if possible, the phone number on which it is received.
- B. The Communications Division supervisor shall assume personal charge and shall cause the following actions to be taken:
 - 1. In the case of a bomb threat, an officer shall be dispatched to the scene immediately.
 - 2. A District Sergeant shall be promptly advised of the situation. Once on the scene, the sergeant shall evaluate and advise if additional units are required.
 - 3. The Patrol Division Watch Commander shall be notified and kept informed of developments.
 - 4. If a suspected explosive or device is located, an evidence technician shall be dispatched.
 - 5. If an explosive or device is found or has detonated, or if a large quantity of explosives is discovered, the Watch Commander shall be notified.
 - 6. The Alameda County Explosive Ordnance Disposal (EOD) team shall be notified if an explosive or a device is found. The EOD will evaluate the explosive or device and make the appropriate notifications as appropriate (Appendix B).

- a) Communications Division personnel shall determine when the EOD team is expected to arrive at the bomb site and shall inform the appropriate Departmental units.
 - b) The Communications Division Supervisor shall determine whether the EOD team will need a police escort and shall order an escort if necessary.
- 7. If the EOD cannot respond to a request to evaluate, disarm, or remove an explosive or device, Communications Division personnel shall notify an alternate EOD team listed in Appendix B.
- C. The Communications Division shall refer all requests for public information to the bomb investigator or the designated Public Information Officer (PIO) or, if a PIO is not available, to the Watch Commander.
- D. Communications Division personnel shall be reminded that communication will be limited with personnel in the immediate area of the suspected explosive or device.
 - 1. Alternative communication plans shall be implemented as necessary.

IV. RESPONSIBILITIES OF FIELD OFFICERS

- A. Patrol Officer
 - 1. All personnel responding to the scene of reported explosives or a device shall turn off their transceiver within 400 feet of the suspected area/incident scene.

DO NOT USE ANY ELECTRONIC DEVICE (i.e., pager, cell phone) as it may emit an electrical impulse or radio signal and prematurely detonate the explosive or device.
 - a) On scene personnel shall be reminded that communications will be limited.

2. The first member of the Department to arrive on the scene of a reported explosive or device shall advise responding personnel of the safest route to the scene, secure an inner/outer perimeter of the immediate area, and promptly begin an investigation (preliminary investigator).
3. Security, search, and evacuation procedures shall be implemented, if necessary, in accordance with the provisions of Departmental Training Bulletin IV-B.
4. All personnel not specifically assigned to the scene shall not enter the inner perimeter.
5. The preliminary investigator shall ensure the completion of the appropriate reports in accordance with Departmental Report Writing Manual Insert T-18. DANGEROUS DEVICE LAWS.

B. Field Supervisor

The supervisor shall:

1. Ensure that appropriate safety, search, and evacuation procedures are implemented in accordance with the provisions of Departmental Training Bulletin IV-B.
2. Ensure that enough officers are assigned to isolate hazardous areas and safeguard EOD team members during inspection and disarmament efforts.
3. When the reported explosive or device is located, immediately notify the Communications Division and evacuate the search officers using the prearranged method of communication.
4. Ensure that the Watch Commander is kept apprised of the situation and advise if additional Departmental resources are needed.

5. The supervisor shall remain in charge at the scene until relieved by a command officer.

C. Evidence Technician

1. Evidence technicians shall not touch, move or attempt to disarm an explosive or device. He/she shall complete evidence documentation and preservation procedures as safely as possible. Evidence technicians shall only handle “rendered safe” (non-explosive) material (except fireworks). The technician shall transport and store such material at a designated location and shall only dispose of such material (except fireworks) at the direction of the bomb investigator.
2. Fireworks shall be recovered, stored, and disposed of in accordance with current practices.

D. Bomb Investigator

1. The bomb investigator shall assume responsibility of the investigation at the scene and shall control and authorize the release of information regarding the incident.
2. The bomb investigator shall be responsible for the inventory, control and disposal of any “rendered safe” material which is stored by the Evidence Technician.
3. The bomb investigator shall maintain a liaison with the County or military EOD regarding any evidence essential to the investigation.
4. The bomb investigator shall decide when to destroy an explosive or device which has been stored for evidence purposes. The investigator shall notify the agency in charge of the material or device. If the material is deteriorating, the agency in charge of the material shall use its discretion to have the material destroyed.

V. WATCH COMMANDER RESPONSIBILITIES

- A. During any incident involving explosives or a device, the Patrol Division Watch Commander shall ensure the adequate deployment of field units.
- B. Whenever a bomb threat is received, the Watch Commander shall determine whether the notification of a bomb investigator is necessary. The bomb investigator may be contacted for assistance and guidance as to how to proceed with the preliminary investigation.
- C. Whenever explosives or a device is found or has detonated, or whenever a large quantity of explosives is found, the Watch Commander may request the “call-out” of the bomb investigator. If a bomb investigator cannot be contacted, the Watch Commander may request that another Special Investigations Section investigator respond or direct the call-out of an Area Investigative Unit investigator on standby.
- D. The Watch Commander shall also direct the “call-out” of standby homicide investigators in the event of a detonation where there is a death or severe injury likely to cause death.
- E. The Watch Commander shall:
 - 1. Control the release of public information regarding the incident when a bomb investigator or PIO is not available.
 - 2. Ensure the implementation of the Emergency Management System, if necessary, in accordance with the provisions of Departmental General Order K-7, EMERGENCY MANAGEMENT SYSTEMS.
 - 3. Ensure the notification of appropriate Departmental personnel and City officials in accordance with the provisions of Departmental General Order Q-1, NOTIFICATIONS TO THE CHIEF OF POLICE, CITY ATTORNEY, MAYOR, CITY MANAGER, ELECTED OFFICIALS AND FAMILIES.

VI. SAFETY, SEARCH, AND EVACUATION PROCEDURES AND GUIDELINES

Safety, search and evacuation procedures and guidelines shall be implemented and conducted in accordance with the provisions of Departmental Training Bulletin IV-B.

VII. REFERENCES

- A. Departmental Training Bulletin IV-B, EXPLOSIVE DEVICE INCIDENTS.
- B. DGO K-1, HAZARDOUS MATERIALS
- C. DGO K-5, TACTICAL OPERATIONS TEAM
- D. DGO K-7, EMERGENCY MANAGEMENT SYSTEMS
- E. DGO Q-1, NOTIFICATIONS TO THE CHIEF OF POLICE, CITY ATTORNEY, MAYOR, CITY MANAGER, ELECTED OFFICIALS AND FAMILIES
- F. Departmental Report Writing Manual Insert T-18, DANGEROUS DEVICE LAWS.

By order of

Richard L. Word
Chief of Police

APPENDIX A

Communications Division personnel shall attempt to ask the following questions and attempt to obtain information from any person calling about a threat of, or information regarding, an explosion, explosive material, or suspected explosive/destructive device.

I. Questions to be asked include the following:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address and phone number?
- 9) What is your name?

II. Other information noted should include the following:

- 1) ID of caller (i.e., sex, age, or any distinguishable characteristics)
- 2) Length of the call
- 3) Time and date of the call
- 4) Any abnormalities of the callers voice. (i.e., calm, angry, slurred speech, raspy, etc.)
- 5) Background noises (i.e., Street noise, music, animals)
- 6) Is the voice familiar? If so, who is it?
- 7) Threat language (i.e., well spoken, read from a written source, profanity, accent, articulate, etc.)
- 8) Anything else that appears unusual or important

APPENDIX B

PHONE NUMBERS

Alameda County Sheriff's Department 510-667-7721
Hazardous Device Squad

Call if an explosive material or explosive/destructive device is found, regardless of whether it is improvised or military ordnance.

University of California Police Department 510-642-3333
Bomb Squad

Call if the Alameda County Sheriff's Department cannot respond or if they will be delayed.

*** U.S. Army** 650-603-8301
787th Explosive Ordnance Disposal Unit (24 Hours)

If the explosive or explosive/destructive device appears to be military, you may contact the 787th EOD Unit. The unit is located at Moffet Field. Mobilization efforts can often begin within 30 minutes during business hours and 60 minutes after hours.

*** U.S. Air Force** 707-424-2040
Explosive Ordnance Unit or 707-424-3146
24 Hours 707-424-5510
or 707-424-5517

This unit will respond if the U.S. Army 787th EOD is unable to assist. The unit responds from Travis Air Force Base (Fairfield, CA). The unit will advise of response time.

* Military units will respond to any explosive or explosive/destructive device (military or non-military) that is a threat to public safety.