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## **Purpose**

This policy sets forth guidelines governing the response to, and investigation of, bomb threats.

## **Policy**

It is the policy of the Bemidji Police Department to respond to all bomb threats. Officers will investigate all available information and a collaborative decision with those people in charge of the facility will be made regarding further response.

## **Procedure**

### **I. Threat response**

- A. When a bomb threat is received an officer will be dispatched to the location.
- B. The responding officer will collect all available information regarding how the threat was received. The following considerations should be made:
  1. Telephone – what number did the caller call from, any details about the bomb type, appearance, location, time expressed during the conversation. Anything unique about the callers voice, background noise or other factors.
  2. Written note – Preserve the note as evidence. Note anything about the paper (stationary, note pad, sticky note) Consider fingerprint evidence.
  3. Social media – Immediately preserve the Facebook account. Apply for search warrants accordingly.
  4. Email – save the email in print and electronically as evidence. Complete a search warrant to determine subscriber information.
- C. Based on the information collected, the officer should consult with a person in charge of the building or facility to determine if a search or evacuation is required.
- D. The officer should inform a supervisor if the threat is credible or more assistance is needed.

### **II. Bomb or suspicious package discovered**

When an officer responds to a scene where a suspicious package or potential bomb is located they should:

- A. Advise the caller not to move or touch the device in any way.
- B. Advise them to make a mental note of what it looks like and specifically where it is located.
- C. Advise the caller to evacuate all people from the immediate area or building.
- D. Upon arrival establish a perimeter to ensure no one can access the site and ensure that no people remain inside the perimeter.
- E. Advise a supervisor, fire department and ambulance service.
- F. Ensure that bomb technicians are requested to respond to the scene.
- G. Maintain the perimeter until advised that the scene is safe or re-assigned.

### **III. Evacuation and Search**

#### **A. Evacuation**

- i. When responding to a bomb threat, it is the responsibility of the Building official or other person in charge to authorize and coordinate a building evacuation.
- ii. The officer or supervisor may suggest an appropriate course of action, but will not take control until information or evidence is uncovered indicating the presence of a suspected bomb.
- iii. If the person in charge of the facility or building orders an evacuation without a bomb or suspicious object being found, they should inform the persons leaving not to touch anything.

#### **B. Search**

- i. When responding to a bomb threat, a search of the building or facility will be conducted by members of the reporting building or facility. They know better than anyone what belongs where, and what appears to be out of place. Officers may assist in the search but they will not conduct it alone.
- ii. The officer or supervisor may suggest that occupants familiar with the location are best suited to search for suspicious objects. However, all searchers must be instructed not to touch or move any suspicious object. All suspicious objects discovered should be immediately brought to the attention of the police.
- iii. When conducting a search the following recommendations should apply:
  1. Search in teams of two or three
  2. Look, listen and smell BEFORE you enter a room.
  3. Use search patterns such as a grid to ensure no area is missed.
  4. Do not turn on or off any room lights or other electronics.
  5. Do not use two-way communication devices.
  6. If an item is located, make note of appearance and location and leave immediately.
  7. Report findings to the on scene supervisor.

#### **Reference or Revision Date(s):**

A. Department of Justice – Bomb Threat Response – Model Policy

B. REVISION DATE(S):