

	MIDDLETON POLICE DEPARTMENT	DATE February 11, 2011	POLICY 13.1.1.04
SUBJECT: Bomb Threat/Search/Disposal		REVIEWED October 15, 2018	<i>MRR</i>

History: 2003: Updated 2/11; 03/2015
WILEAG (5th Ed.) Standards: 13.1.1.3

Bomb Disposal Operations

The Middleton Police Department does not perform explosive ordinance disposal. This agency shall utilize the services of the Dane County Sheriff's Department Explosive Ordinance Unit (EOD) in disposing of explosive devices, whether found or turned in to this agency.

It shall be the department's responsibility to evaluate the situation and make a determination whether EOD should be mobilized. This evaluation should be based on the circumstances surrounding the incident and whether or not a suspected hazardous device is located. If a device is located, the officers on the scene should notify EOD personnel by telephone and follow their advice in securing the area until EOD's arrival. Guidelines in Explosion Incidents and Explosive Device Threats shall be followed.

Bomb Threats and Bomb Searches

- A. If agency personnel directly receive or are notified of a bomb threat, they shall immediately notify the Shift Commander and the person(s) in charge of the threatened premises, providing to them all information received.
- B. Officers will be dispatched to all bomb threat calls. They should proceed to locations as rapidly as is prudent, without red lights and siren.
- C. If the bomb threat is believed to be genuine due to tone of caller's voice, details given, target sensitivity, past incidents, the political climate, or other factors, the Shift Commander shall request assistance from the Dane County EOD Unit. The Chief of Police should also be notified.
- D. The Shift Commander will coordinate establishment of a security perimeter and traffic control, as needed.
- E. If deemed necessary, Middleton Fire Department and EMS personnel will be dispatched to the scene, to standby at safe distances. If requested by EOD personnel to assist, both Fire Department and EMS personnel could be brought in to closer distances.
- F. Upon arrival, contact a person of authority, or if a reference name was given by the dispatcher, attempt to locate this person. Do not waste time discussing the nature of your business with receptionists, secretaries, etc.
- G. Upon making contact with the proper person, determine their attitude toward the incident, and whether a search has been initiated. Remember, you are there in AN ADVISORY CAPACITY, and all decisions regarding the safety of their property and employees must be made by them.
- H. If a search has been started, but not yet completed, advise them that you will stand by until a satisfactory search has been completed. The EOD Team supervisor may authorize use of the Dane County Sheriff's Department canine unit to assist in the search, if appropriate.

- I. If the search has been completed when you arrive, with negative results, interview the person who received the phone call and attempt to determine:
 1. Complete identification of person receiving the call.
 2. Time call was received.
 3. Sex of caller.
 4. Estimated age of caller.
 5. Exact Language used by caller.
 6. If the call was taped, request the tape for evidence.
 7. Any peculiar or identifiable accent of caller; did caller sound like anyone known to them. Background noises such as music, vehicular traffic other conversations, etc.
- J. If a search has not been started upon your arrival, suggest that this be done immediately. Advise the person contacted that conducting the search of the premises is their responsibility. If they have not been the victim of a bomb threat before, they may be completely disorganized and have no idea how to organize and conduct a search. If this is the case, be tactful and helpful. Make the following suggestions:
 1. Alert supervisory and custodial help to conduct the search.
 2. Deploy the searchers in a manner to cover the premises as quickly as possible.
 3. A central location or command post should be established - an office with a telephone is recommended. The search teams should be aware of this location and the phone number. Officers should stand by at the command post.
 4. If the caller indicated the location of the bomb, advise that it be checked first.
 5. If no location was indicated, suggest the following priorities:
 - a. Rest rooms accessible to the public.
 - b. Stairwells.
 - c. Engineering spaces, including janitor's closets and lockers.
 - d. Any other areas easily reached by the public.
 - e. Areas normally occupied by employees are the least likely and therefore should be the last areas to be searched.
- K. Those most familiar with the premises conduct the search, with agency members maintaining a supervisory role, unless circumstances dictate their more active participation is necessary to successfully complete the search.
- L. Under no circumstances should officers or searchers attempt to move or handle a suspicious package or device. Any objects suspected of being a possible explosive device will result in the immediate notification of the Dane County Sheriff's Department EOD Team.
- M. The only explosives that agency members are authorized to handle/transport will be under the following conditions.
 1. Recovery of small arms ammunition.
 2. Recovery of small quantities of fireworks, firecrackers, bottle rockets, and other minor pyrotechnics.
 3. Small containers of flammable liquids.
- N. Military ordnance - Extreme caution must be exercised. All military ordnance will be handled by the Dane County EOD. Examples of military ordnance are grenades, mortars and mortar rounds, artillery rounds, rocket rounds, etc.
- O. All Middleton schools have their own bomb threat/search policies and procedures, including evacuation plans. The school principal is the person in charge of initiating the procedures.

P. EOD Responsibility Upon Arrival.

1. EOD officers will evaluate the situation based on information obtained by the Shift Commander at the scene and their own visual inspection, and assist in accordance with current Sheriff's Department procedures.
2. The ranking EOD officer will normally assume command of the scene, and consult with the Shift Commander regarding actions to be taken. This will relieve command officers inexperienced in EOD work from making decisions regarding the safe rendering or removal of hazardous devices.
3. Evidence collection, and the disposition of any hazardous material, will be accomplished by EOD personnel.

Q. Post Explosion Procedures

1. If an explosion occurs, EMS, Fire Department, and EOD personnel shall be notified, if they are not already at the scene. They shall respond to perform their respective functions.
2. Officers responding shall assist the injured, aid in evacuation of the building (in case of the existence of a secondary explosive device or intact explosives, the danger from further injury due to fire and/or structural collapse), secure the scene, assist investigation and perform traffic control as needed.
3. Determine if any hazardous materials are at the scene which may require additional safety measures by responding personnel.
4. The Chief of Police shall be notified, and a command post set up near the scene.
5. Call in sufficient personnel to accomplish the above, and to perform investigative functions.
6. Investigative personnel shall be responsible for the identification of evidence with the assistance of EOD, State Fire Marshall, ETF or whoever else is deemed necessary to properly process the scene.
7. EOD assistance at a post explosion scene can be acquired in the following areas:
 - a. Blast site search for intact explosives and secondary devices.
 - b. Radiological monitoring of the site where radiation may exist.
 - c. Identification and collection of evidence.
 - d. Storage of explosive evidence.
 - e. Possible reconstruction of the device.