

PLANNING AND DEPLOYMENT
TRANSMITTAL OF WRITTEN DIRECTIVE

FOR SIGNATURE OF: James E. Craig, Chief of Police

TYPE OF DIRECTIVE: Manual Directive 205.5

SUBJECT: BOMB THREATS, EXPLOSIVES, AND UNATTENDED OR SUSPICIOUS ITEMS

ORIGINATED OR REQUESTED BY: Planning and Deployment

APPROVALS OR COMMENTS:

The above referenced directive was reviewed by Lt. Matthew Taylor, assigned to Bomb Squad. The revisions are in bold and italics.

Lt. Taylor has provided a detailed description on the Inter-Office Memorandum (DPD568) included in this package of the proposed changes for the attached directive.

APPROVED
AUG 28 2017
[Signature]
ASSISTANT CHIEF
ENFORCEMENT OPERATIONS

APPROVED
AUG 22 2017
[Signature]
ASSISTANT CHIEF
ADMINISTRATIVE OPERATIONS

APPROVED
OCT 05 2017
[Signature]
SECOND DEPUTY CHIEF
POLICE LEGAL ADVISOR

APPROVED
AUG 24 2017
[Signature]
TRANSFERENT CHIEF
OFFICE OF THE CHIEF

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PLANNING AND DEPLOYMENT.
1301 Third Avenue, 7th Floor, Detroit MI 48226

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Series 200 Operations	Effective Date	Review Date <i>Two Years</i>	Directive Number 205.5
Chapter 205 - Emergency Procedures			
Reviewing Office Bomb Squad			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>Italics</i></small>
References			

BOMB THREATS, EXPLOSIVES, AND UNATTENDED OR SUSPICIOUS ITEMS

205.5 - 1 PURPOSE

The purpose of this directive is to develop procedures and guidelines for Departmental responses to bomb threats, unattended or suspicious items, suspected military ordnance, and *post-blast* scenes.

205.5 - 2 POLICY

1. Members responding to or coming upon the scene of an actual or suspected bomb, explosive or incendiary device, blasting cap, or military ordnance shall not handle, move, attempt to dismantle, or unnecessarily approach any suspected explosive device. Only bomb disposal technicians are authorized to handle, move, or dismantle a suspected explosive or incendiary device. The Bomb Squad's render-safe procedures are regulated by national standards and Federal Bureau of Investigation protocols. The officer in charge of the Bomb Squad or, in their absence, the *ranking* certified hazardous device technician, shall have the final say regarding the conduct of render-safe operations *on suspected explosive devices, pyrotechnics, or military ordnance.*
2. *The Bomb Squad shall be notified and will effectuate an emergency response to the scene when Department members encounter any of the following:*
 - a. *Suspected improvised explosive devices (IED) or suspicious packages/items;*
 - b. *All suspected military ordnance regardless of how the ordnance is marked ("Training, Dummy, Practice" etc.), including smoke grenades, flares, tear gas munitions, or other non-high explosive ordnance;*
 - c. *Pyrotechnics that appear to be commercial grade (e.g. "M-80s," large aerial shells, or pyrotechnics intended for professional display);*
 - d. *Any pyrotechnics that appear to be homemade or in poor condition;*
 - e. *Unexploded overpressure devices ("Drano bombs");*
 - f. *Large quantities of gunpowder or consumer fireworks;*
 - g. *Post-blast scenes; and*
 - h. *Suspected clandestine laboratories or scenes where officers suspect explosives or fireworks are being manufactured.*

205.5 Bomb Threats, Explosives, and Unattended or Suspicious Items**205.5 - 3 Bomb Threats**

1. *Members responding to bomb threat scenes (e.g. telephone or email threat) where a suspected device has not been located are to only advise and assist with the investigation and any searches to be conducted. The decision to implement an evacuation, lockdown, or shelter-in-place at a location, absent a suspected device, shall be made by a person of authority over the building such as the owner, security director, principal, hospital administrator, senior employee, etc.*
2. *Responding Department members shall notify the zone dispatcher of the size and scope of the situation, so that a patrol supervisor can be dispatched and begin making the necessary contacts at the location to facilitate access and coordination of a search for a suspected device. Personnel familiar with the location and the contents should conduct an actual search of the premises with the assistance of other Department members on scene, canines, bomb technicians, etc. as the scenario dictates.*
3. *Members responding to a scene involving a bomb threat are to ascertain the legitimacy and origin of the bomb threat. Members shall attempt to gather the below information:*
 - a. *History of threats at the facility;*
 - b. *The nature of the facility (e.g. bank, government building, critical infrastructure, etc.);*
 - c. *If there is any video coverage of the area;*
 - d. *When and how the threat was received (which telephone, email address, etc.); and*
 - e. *As much identifying information on the suspect as possible (caller ID, description of their appearance, description of the caller's voice or mannerisms, sender's email address, etc.)*
4. *If a decision has been made to evacuate citizens and unnecessary personnel from a facility, members shall use that facility's on-site evacuation and emergency plan when feasible. The person authorizing the evacuation shall be noted on the member's Case Report. The person who received or discovered the threat (the complainant/victim) should remain on the scene and be available for investigators.*
5. *The Canine Unit has specially trained dogs to assist in detecting explosive devices. Canine is available twenty-four (24) hours a day, through Communications. The dogs may be utilized to search buildings, vehicles, or other locations pursuant to a bomb threat. The Bomb Squad can also be requested to assist with chemical/radiological monitoring or portable x-ray equipment if circumstances dictate.*
6. *Upon completion of the incident, the responding members shall complete a Case Report and fax a completed copy to the DPD Office of Homeland Security at (313) 596-1712.*

205.5 Bomb Threats, Explosives, and Unattended or Suspicious Items**205.5 - 3.1 Assessing Unattended or Suspicious Items**

1. An unattended item is an item of unknown origin found without any suspicious circumstances. A Bomb Squad response is optional.
2. A suspicious item is any item found under suspicious or unusual circumstances, or where the initial investigation uncovers indications that the item may be an explosive or hazardous device. The Bomb Squad shall be requested to investigate all suspicious items.
3. When encountering or responding to an unattended/suspicious item, members should first set up an initial perimeter with the available resources and conduct an investigation into the circumstances of the incident rather than immediately approaching or opening the unattended item. Members should attempt to answer the following questions using the available resources, including surveillance cameras, witnesses, bystanders, DPD records, etc.:
 - a. Who placed the item? Can the person be identified or a physical description be obtained? Are there any suspects already associated with the incident or facility?
 - b. What is the item made of? How large is the item? Is it consistent with the surroundings? Are there any visible indications that the package has been altered or tampered with? Are there any markings or messages on the exterior? Are there visible indicators of an explosive device (exposed wires, strange odors, etc.)?
 - c. Where is the item? Is it in a logical target area for an explosive device? What facilities are nearby that would be potential targets? Is the item located near any critical equipment or HAZMAT that may be intended to enhance its impact?
 - d. When is the incident taking place? Is it a "high traffic" period? How long can the item be accounted for? Are there any special events or threats to nearby facilities which would make the item's presence more or less suspicious?
4. Once these questions are asked, an informed determination can be made if the item is unattended or suspicious. The Bomb Squad will respond to an unattended item at the request of Department members, however, this request is optional based on the totality of the circumstances. Unattended items may be inspected at a member's discretion. Should this inspection reveal indicators of a possible explosive device, members should vacate the area and follow the suspicious package procedure outlined in this directive. Should the item be found to be harmless, it should be disposed of at the member's discretion based on the relevant DPD protocols for found property.
5. A certified hazardous device technician, an explosive canine handler, or a supervisor shall have the authority to declare an item "suspicious" and trigger a Bomb Squad response.

205.5 Bomb Threats, Explosives, and Unattended or Suspicious Items**205.5 - 4 Suspected Item or Ordnance Located****205.5 - 4.1 Suspected Devices or Ordnance**

1. If responding to a call on a suspected explosive device or military ordnance, or if an item is identified as suspicious during a search following a threat, members should immediately evacuate the location and seal the area for the Bomb Squad. The initial perimeter shall be established a minimum of five hundred (500) feet from the suspected device(s). Persons within the exclusion zone shall be instructed to evacuate or shelter-in-place as appropriate. *Department members should also use cover whenever possible to reduce the hazard from fragmentation in the event of an explosion.* Upon the arrival of specialized personnel, the perimeter may be modified based on the size, location, and configuration of the suspected device, and the available cover. A patrol supervisor shall be dispatched to the scene and assume control as the incident commander. The supervisor shall be responsible for all duties ascribed to the incident commander under the Incident Command System. In addition to notifying Communications, responding members shall notify the front desk of the concerned precinct.
2. Once an item is identified as suspicious, the responding member or supervisor *should not* approach, attempt to inspect, or photograph the item. *Department members* shall maintain their distance whenever possible and gain as much information about the nature of the item, when and how it arrived (if known), its exact location within the facility, and if it has already been handled. Gathering correct information is vital so that Bomb Squad personnel can create an appropriate render-safe plan.
3. Members *are cautioned from unnecessarily transmitting prep radios, cellular phones, or electronic instruments within fifty (50) feet of a suspected device; such waves may cause detonation.*
4. Fireworks, especially in large quantities, have the potential to detonate causing severe damage and possible injury or death. Members shall exercise care and caution when handling or storing small amounts of fireworks. No fireworks shall be stored at a command not specifically approved for storage by the Bomb Squad. Fireworks that *appear to be* homemade, have been tampered with, are commercial grade, large quantities of black powder or *consumer fireworks*, should be treated as an explosive device, therefore, responding members shall follow the same procedure outlined above.

NOTE: A check with an explosive-detection K9 is not an appropriate means to clear an item already identified as suspicious.

205.5 - 5 Post-Blast Scenes

1. Priority shall be given to the rescue and evacuation of victims. Members shall coordinate rescue efforts with other agencies (i.e. EMS, fire department, etc.). After rendering aid to the victims, members shall secure the explosion scene.

205.5 Bomb Threats, Explosives, and Unattended or Suspicious Items

Members should always be mindful that explosion scenes might be part of a terrorist act.

2. Members should also bear in mind that secondary devices intended to disrupt and/or injure responding emergency personnel may be present. Additionally, the perpetrator may claim to be or *be* disguised as a victim.
3. Members responding to explosion scenes shall:
 - a. Evacuate all persons from the area;
 - b. Establish and secure a perimeter, and treat the explosion scene as a crime scene; and
 - c. Exercise strict control over the crime scene and restrict access to personnel involved in rescue efforts, bomb disposal technicians, crime scene personnel and building and safety personnel required to assess and/or stabilize structural damage.
4. The Bomb Squad shall be notified and will respond to the scene to conduct a post-blast investigation under the following circumstances:
 - a. When Department members suspect that a person may have been injured by explosives, pyrotechnics, or overpressure devices (accidentally or otherwise);
 - b. When Department members suspect that property damage has occurred as a result of the use of explosive, pyrotechnic, or overpressure devices; and
 - c. If an explosive, pyrotechnic, or overpressure device is used and an explosion occurs in the furtherance of other crimes (Robbery, Assault, MDP, etc.)

205.5 - 6 Reporting of Incidents

In all criminal incidents involving explosives, pyrotechnics, and overpressure devices where no explosion occurs and no suspected device is encountered (e.g. a telephone bomb threat), members shall complete a *Case Report* and fax a completed copy to DPD Homeland Security at (313) 596-1712.