



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

John Fitzgerald
Police Chief: John Fitzgerald

GENERAL ORDER: 5-40 BOMB THREATS

DATE: 4/24/2014 Pages: 2 ◇ New ◇ Amended ◆ Rescinds 5-40
CALEA: 46.1.5

I. POLICY

The Department will not take lightly bomb threats in the Village, regardless if their location. Officers dispatched to bomb threats will respond safely and quickly in accordance with Department procedures. Upon arrival of the first responding officer(s), the primary concern will be the safety and security of individuals occupying the threatened facility and the safety and security of those in close proximity. (CALEA 46.1.5)

It is the policy of the department to participate in a coordinated response with the Montgomery County Fire and Rescue Service (MCFRS) to incidents of bomb threats, suspected destructive devices, and explosions. Officers should consult with MCFRS on issues pertaining to a safe perimeter distance for pre- and post-detonation of destructive devices. Distances recorded in this directive are guidelines.

II. RECEIPTS OF BOMB THREATS

- A. By ECC (9-1-1 Center)
 - 1. On receipt of a bomb threat at the Emergency Communications Center (ECC), call takers shall be governed by their Standard Operating Procedures.
 - 2. Notifications of Fire/Rescue, the F.B.I., and other persons or agencies will be made by ECC.
- B. By CCV Station Personnel
 - 1. In the event station personnel receive notification of a bomb threat call for a location **outside** the Village, the call taker will treat the call as an emergency and instruct the caller (not the person making the threat) to hang up and call 9-1-1 in accordance with established Department procedures.
 - 2. In the event station personnel receive notification of a bomb threat call for a location **inside** the Village, the call taker will treat the call as an emergency, request basic information so that a Village police officer can be assigned, and instruct the caller (not the person making the

threat) to

- 3. hang up and call 9-1-1 in accordance with established Department procedures.
- 4. If a caller is the person making the threat, *the CCVPD employee taking the call* will attempt to obtain as much information from the caller as possible. *Agency* personnel, preferably the one who talked directly with the caller, will call 9-1-1 to advise ECC of the threat.
- 5. Since ECC is responsible for all notifications in this situation, this procedure will ensure that all appropriate notifications are made.

III. FIRST—RESPONDING OFFICERS’ RESPONSIBILITIES

- A. Upon arrival at the scene, responding officers must know who is in-charge until the arrival of a higher ranking officer.
- B. To ensure an orderly and coordinated response to this type of incident, the first-arriving officer will be the officer-in-charge until the arrival of an officer of higher rank.
- C. Until the scene is secured and determined to be safe, all mobile and portable radio transmissions will be discontinued within 300 feet of the threatened facility.
- D. Necessary communications will be made *only* by *portable radio outside the perimeter.*
- E. Interview the person in charge of the threatened facility and evaluate the validity of the threat. Some factors to consider when evaluating the validity of the threat are:
 - 1. The amount of detail provided by the caller when the threat was made.
 - 2. The type of place threatened.
 - 3. The notoriety of the person(s) who occupy the threatened facility (if a person was threatened).

4. The number of prior false threats received by the facility or person threatened.
 5. Whether the caller identified himself/herself with an organization known to carry out bombings.
 6. Any other pertinent information in the officer's judgment.
- F. If the owner/agent decides to disregard the threat, this will be noted in the *incident report*, along with the owner/agent's name and position.

IV. EVACUATIONS AND SEARCHES

Evaluate the need to search. A search should be considered if an evacuation has taken place. The person in charge of the premises will not dictate when a search should be done.

- A. A search will not be conducted if the supervisor feels that the threat is so great as to jeopardize the safety of the officers conducting it.
- B. Ensure the premises have been evacuated before initiating a search.
- C. Consider the time remaining before alleged detonation, size of building/area to be searched, and the threat validity when determining the need to search.
- D. If the highest ranking officer on the scene decides, to search the premises, he/she will request via ECC, a bomb detection canine team from MCP to search the premises and the area will be secured until the team arrives.
- E. In the event a bomb detection dog is utilized in the search, the officer will advise the owner/agent that the premises must be evacuated prior to the dog's utilization.
- F. If an evacuation of the threatened facility is deemed necessary, the officer will notify the Lieutenant, if not already on scene, and assist the facility's owner/agent in coordinating an orderly and safe evacuation.
- G. Prior to the beginning the evacuation, the highest ranking officer on the scene should consider developing and implementing a brief "evacuation message" to:
 1. Convey the nature of the threat.
 2. Encourage every occupant to visually check his/her work areas for any suspicious packages/objects.
 3. Advise the occupants to take their personal belongings with them as they evacuate.
 4. Advise occupants before they exit the building,

where they are to assemble after they get outside.

5. Advise occupants to report any suspicious sightings to the first police officer they see upon exiting the building.

H. Searching officers will:

1. Search with their eyes and ears only. Objects will not be moved and packages will not be opened (may be detonated due to light source).
2. Run elevators through one full cycle before using them.
3. Search visually from the floor to the ceiling.
4. Use flashlights when necessary. Do not turn lights on.
5. If a suspected destructive device is found, officers shall not move, tamper with, or attempt to disarm the object.