



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



BOMB THREATS 300.03

EFFECTIVE DATE: 08-18-22

APPROVED:

[Signature]
Chief of Police

SUPERSEDES: 01-26-21

CFA: 17.07

I. PURPOSE

To establish guidelines for responding to calls of bomb threats and explosive devices.

II. POLICY

The Department has the responsibility to respond to any incidents that involve bombs and/or explosives. The responsibility includes working with citizens and other agencies, both public and private, to identify, reduce or eliminate any explosive and/or incendiary threats to the safety and security of persons and property.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

V. PROCEDURES

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means, to include social media.

A. Threats made by phone: CFA 17.07A

The call taker, whether an officer or civilian, should make every effort to remain calm, talk in a normal tone, and do the following:

1. Obtain as much information as possible.
2. Be polite and show interest to keep the person talking.
3. If possible, signal or pass a note to other employees so immediate notification is made to the on-duty Shift Commander.
4. Record the call, if possible, or write down what is being said, to include the exact wording of the threat.
5. Write down or take a picture of the information on the phone display.
6. Ask questions such as:
 - a. Exact location of the bomb.
 - b. Anticipated time(s) of detonation.
 - c. What kind of bomb, how triggered, and its description.
 - d. Reason for the threat.
 - e. Who placed the bomb.
 - f. The person's name.
7. Other pertinent information should be noted and, if possible, written down as the caller is talking, such as:
 - a. Time and date of call.
 - b. Gender of caller.
 - c. Estimated age of caller.
 - d. Peculiar or identifiable accent of caller.
 - e. Exact language used by caller.
 - f. Any identifiable background noise or off-phone voices.
8. Complete the Bomb Threat Checklist (Attachment A) during the call, or as soon as possible thereafter.
 - The Bomb Threat Checklist should be kept within close proximity to each member's work area, as it contains some of the procedural items to be followed should such a call be received.

B. Threats made by email and social media:

For threats of this kind, the member receiving the message will notify the Communications Desk without delay, who will make notification to the

on-duty Shift Commander immediately and assign the call.

Any member receiving threats by email will not delete, respond to the threat, or click on any part of the message and will await further direction.

C. **Threats made by note (handwritten or typed):**

Whether received by regular mail, or dropped off, the member receiving the threat made by note will notify the Communications Desk without delay, who will make notification to the on-duty Shift Commander immediately and assign the call.

The member receiving the note, and subsequent officers, will handle the note (and its envelope, if applicable) as minimally as possible to preserve any evidence therein (fingerprints, DNA, etc.).

VI. INITIAL RESPONSE CONCERNS/CONSIDERATIONS

- A. Units shall respond to calls of bomb threats and explosive devices without the use of vehicle emergency warning devices and as inconspicuously as possible.
- B. Do not touch light switches. Flashlights should be utilized when available.
- C. Communication:
 - 1. The use of radios in bombing/threat response situations becomes a matter involving the balancing of risk and benefit. Pursuant to Department of Justice's national guidelines relating to the use of radios/cellular telephones during explosive-related responses, the benefit to having a radio on and in the receiving mode outweighs the risks that may arise from not having any communication with other personnel. For example, an officer finding a suspect package in one part of a building must be able to alert an officer assisting with the search in another part of the building of said finding.
 - 2. With these issues in mind, it is advisable to leave radios and cell phones on during a search, but if a suspect package is identified, do not transmit from a position near the package. When transmitting with a radio or cell phone, the officers should place as much distance and shielding between them and the suspect item as possible.

3. If the threat is at a business, employees should still be cautioned from using their cell phones and other electronic devices, until they are away from the potential threat.
4. On-scene communication may be accomplished by voice and hand signals if another officer at a distance has a visual on the officer providing the signals and is able to make any necessary radio transmissions and provide updates with new information.

CFA 17.07H

D. The Shift Supervisor will respond to the scene immediately and will notify the on-duty Shift Commander.

VII. BOMB THREAT EVACUATION

- A. The decision to evacuate because of a bomb threat or explosive device will be the responsibility of, and at the discretion of, the owner or person in charge of the premises, i.e., store manager, public school principal, etc.
- B. Evacuations must be orderly and handled with due care to prevent panic and injury.
- C. Found Device:

In the event a device is found, the police can order an evacuation in the interest of public safety. An order of evacuation must first be approved by the highest ranking supervisor on the scene. If evacuating, the following will occur: **CFA 17.07B, G**

1. Caution persons in the area to avoid cell phone and other electronic usage, until away from the scene.
2. Building and/or business management should be consulted for possible evacuation routes as well as internal means of communication.
3. Management should help in coordinating and executing any building evacuation.
4. All persons evacuated from a building must be taken to a location that is a sufficient distance from the targeted building to ensure their safety.

VIII. SEARCH

- A. The assigned officer shall confer with the person in charge of the premises and assist him/her in an advisory capacity to supervise the search operation. It is recommended that searches normally be made by persons familiar with the premises so that unusual items can be easily recognized. All searches shall be supervised and coordinated by the assigned officer. **CFA 17.07D**
- B. If the owner or person in charge of the premises voluntarily decides to evacuate, the Shift Supervisor may request a Miami-Dade Police Department Bomb Detection Canine to respond, if available.
CFA 17.07B
- C. Suggested Procedures for a Search: **CFA 17.07D**
 - 1. Establish a security perimeter.
 - 2. Remove all persons from the specific area to be searched. Persons should leave with personal belongings such as briefcases, handbags, etc., unless suspected of containing an explosive device.
 - 3. In searching a structure, start with the roof, if possible, and work downward.
 - 4. The responding officer will confer with the owner or person in charge of the threatened structure. The owner or person in charge will then conduct a search of the structure using his/her employees as search teams. The employees are to look for suspicious items or things out of their normal place. If such an item is found, the employee will not touch or move the item but instead notify their supervisor or the investigating officer.
 - 5. In searching a floor, start with the public access areas such as hallways, stairways, restrooms, etc.

IX. SUSPICIOUS OR EXPLOSIVE DEVICE LOCATED

- A. In the event a device is located, the officer will ensure that no one touches or moves the suspect device, and will facilitate the evacuation of everyone from the immediate area. The officer will then contact their supervisor, who will notify the Section Major through the chain of command. The Shift Commander will be responsible for contacting any additional outside agencies (FBI, ATF, etc.) to assist in the process of collecting evidence, as

needed. **CFA 17.07B**

B. The Shift Commander shall request assistance from the Miami-Dade Police Department's Bomb Squad, who provide their own equipment.

CFA 17.07B, E

C. The assigned officer shall notify Miami-Dade Fire Rescue, through the Communications Unit, who will be requested to stand by at the scene with emergency medical and fire suppression support. The Miami-Dade Fire Department shall have control of the scene, until the situation is stabilized or an explosion occurs. **CFA 17.07B, H**

D. During the disposal operation, the primary function of the North Miami Police Department personnel shall be the establishment of a perimeter area, designed to keep people at a safe distance from the danger area.

CFA 17.07C

E. Suspected explosive devices or materials are not to be disturbed in any way except by bomb disposal personnel. No protective covering will be placed over devices. Officers will immediately clear the area of any persons and establish a perimeter, not allowing any unauthorized persons within the area. **CFA 17.07C**

F. Officers should not rush into a building where an explosion has just occurred. Secondary explosions, falling debris, poisonous gases, and other hazards may exist.

G. More than one explosive device may be present; therefore, after the removal of one explosive device, the Miami-Dade Bomb Squad will coordinate all further searches.

H. If disposal by detonation at the scene has been deemed necessary by bomb disposal personnel, the assigned officer shall request to be notified prior to such action, if time permits.

X. RESPONDING TO THE LOCATION OF AN EXPLODED DEVICE

Officers responding to the location of an actual exploded device should be aware of the potential for additional explosive devices being planted at the initial detonation site. Relatively small bombs can be detonated to attract law enforcement personnel, and, as officers respond to the scene, a second larger device can be detonated. This second detonation is designed to inflict casualties among law enforcement personnel or others who respond to the initial detonation. **CFA 17.07I**

A. Officers responding to reported exploded devices must, upon their

arrival, check for injured people, render the necessary first aid and summon additional medical help, if needed.

- B. If no injuries have occurred, the officer will not allow other officers or persons to approach the immediate detonation site.
- C. The Communications Unit will be immediately updated on the situation and will advise the Shift Commander, who shall respond to the scene.
- D. If injuries resulted from the explosion, the appropriate call out procedure shall be used to contact the Investigative Section.
- E. If additional unexploded devices are located at the scene, the officer will notify the Communications Unit and Shift Commander. The Shift Commander will contact the Miami-Dade Police Department's Bomb Squad.

Attachment A

BOMB THREAT CHECKLIST																																																																																		
DATE:	TIME:																																																																																	
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<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Caller's Voice</th> <th style="width: 30%;">Background Sounds</th> <th style="width: 40%;">Threat Language</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Female</td> <td><input type="checkbox"/> Animal noises</td> <td><input type="checkbox"/> Incoherent</td> </tr> <tr> <td><input type="checkbox"/> Male</td> <td><input type="checkbox"/> House noises</td> <td><input type="checkbox"/> Message read</td> </tr> <tr> <td><input type="checkbox"/> Accent</td> <td><input type="checkbox"/> Kitchen noises</td> <td><input type="checkbox"/> Taped message</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> Street noises</td> <td><input type="checkbox"/> Irrational</td> </tr> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Booth</td> <td><input type="checkbox"/> Profane</td> </tr> <tr> <td><input type="checkbox"/> Clearing throat</td> <td><input type="checkbox"/> PA system</td> <td><input type="checkbox"/> Well-spoken</td> </tr> <tr> <td><input type="checkbox"/> Coughing</td> <td><input type="checkbox"/> Conversation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Cracking Voice</td> <td><input type="checkbox"/> Music</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Motor</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Deep</td> <td><input type="checkbox"/> Clear</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Deep breathing</td> <td><input type="checkbox"/> Static</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Disguised</td> <td><input type="checkbox"/> Office machinery</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Distinct</td> <td><input type="checkbox"/> Factory machinery</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Local</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Laughter</td> <td><input type="checkbox"/> Long distance</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lisp</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Loud</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Nasal</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Ragged</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Raspy</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Slurred</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Soft</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Stutter</td> <td></td> <td></td> </tr> </tbody> </table>	Caller's Voice	Background Sounds	Threat Language	<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read	<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message	<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational	<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken	<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation		<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music		<input type="checkbox"/> Crying	<input type="checkbox"/> Motor		<input type="checkbox"/> Deep	<input type="checkbox"/> Clear		<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static		<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery		<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery		<input type="checkbox"/> Excited	<input type="checkbox"/> Local		<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance		<input type="checkbox"/> Lisp			<input type="checkbox"/> Loud			<input type="checkbox"/> Nasal			<input type="checkbox"/> Normal			<input type="checkbox"/> Ragged			<input type="checkbox"/> Rapid			<input type="checkbox"/> Raspy			<input type="checkbox"/> Slow			<input type="checkbox"/> Slurred			<input type="checkbox"/> Soft			<input type="checkbox"/> Stutter			<p>Other Information:</p> <hr/> <hr/> <hr/>
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