

## OFFICE OF OPERATIONS

August 13, 2018

### NOTICE

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**TO:** All Office of Operations Personnel

**FROM:** Director, Office of Operations

**SUBJECT:** GUIDELINES AND PROCEDURES FOR BOMB EMERGENCIES -  
REMINDER

This Notice serves as a reminder of the Department's policy regarding the response and management of bomb threats. See *Special Order No. 7 – Enhanced Response to Bomb Threats – Established; and Guidelines – Officer-Involved Shootings and Bomb Emergencies, Form 18.43.00 – Revised*, dated April 14, 2011, and the Department's Emergency Operations Guide, Volume 2, *Supervisor's Field Operations Guide-Bombs / Improvised Explosive Device (IED)*.

The Department is mandated to take the lead in assuring the public that, whenever practicable, all resources are utilized to ensure its safety. The Department does so to enhance public safety and address the threat of terrorism in the City of Los Angeles. Recently three major public venues were evacuated in a single weekend due to bomb threats. Thus, it is important to remind personnel of our established procedures during bomb threat incidents.

### PROCEDURE

When responding to a bomb threat, officers shall conduct an initial assessment of the threat. Depending on the conclusion of the officer's initial assessment, officers may recommend an initial search if they believe it is advisable, however, the decision ultimately lies with the person in charge of the location. At this point, officers shall **NOT** recommend an evacuation of the location. If the person in charge of the location elects to conduct an initial search, officers shall follow the procedures for conducting the search as delineated in the Department's Emergency Operations Guide, Volume 2, *Supervisor's Field Operations Guide*.

**Note:** The initial search should be conducted with personnel familiar with the location (e.g. managers, maintenance, security officers). Officers will act as advisors only.

In the event the officer's initial assessment or authorized search identifies a suspicious item, officers shall **NOT TOUCH IT**, and immediately notify Bomb Squad and the Department Operations Center. When a possible device is located, the responsibility now lies with the senior officer to conduct an appropriate evacuation. If anyone refuses to evacuate, a police officer has the authority under section 409.5 of the Penal Code to evacuate an area for the public's safety.

When responding to bomb threats at diplomatic posts, e.g. foreign embassies, officers shall not enter the premises of a diplomatic entity, which can include the residence, office, or office space

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within the residence, even in "hot pursuit," without the express consent of the head of the diplomatic post or his or her designee. Officers are reminded to adhere to Department Manual Section 4/284 – *International Relations*, specifically sections titled, "Premises and Property Immunity," when handling these types of incidents.

**Note:** Consent may be assumed in the case of fire or other disaster requiring prompt action.

If you have any questions regarding this Notice, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



ROBERT N. ARCOS, Assistant Chief  
Director, Office of Operations

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