OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7 April 14, 2011

SUBJECT: **ENHANCED RESPONSE TO BOMB THREATS - ESTABLISHED; AND GUIDELINES - OFFICER-INVOLVED SHOOTINGS AND BOMB EMERGENCIES, FORM 18.43.00 - REVISED**

EFFECTIVE: **IMMEDIATELY**

PURPOSE: Office of the Chief of Police Notice, *Enhanced Response to Non-Specific Bomb Threats - Pilot Program*, dated April 16, 2009, activated a pilot program for enhanced responses to non-specific bomb threats. The purpose of this Order is to institutionalize the procedures established in the pilot program and expand the program to include critical infrastructure and key resource locations in an effort to enhance public safety and address the threat of terrorism in the City of Los Angeles.

PROCEDURE:

I. **COMMUNICATIONS DIVISION'S RESPONSIBILITIES.** When Communications Division receives a call of a bomb threat at a government facility, critical infrastructure or key resource location, a patrol unit shall be assigned in accordance with current procedures.

II. **OFFICER'S RESPONSIBILITIES.** Upon being assigned to a bomb threat, officers shall:

* Conduct an initial assessment of the location consistent with current procedures;
* Depending on the conclusions of the officer's initial assessment, advise the responsible party that the officers will request that a search of the premises be conducted by Bomb Detection K-9 teams and Bomb Squad personnel. If the officer's initial assessment does not support a search of the premises, the officer shall follow the established procedures for handling a bomb threat;

  Note: The responsible party must be notified that a search by Bomb Detection K-9 and Bomb Squad personnel will require some degree of evacuation of the areas to be searched.

* Contact the Bomb Detection K-9 Section and the Bomb Squad through Real-Time Analysis and Critical Response (RACR) Division to request that the location be searched by Bomb Detection K-9 and Bomb Squad personnel;

* Contact the Bomb Detection K-9 Section or the Bomb Squad if a suspicious item (e.g., package, device) or anything of a suspicious nature is found during the initial assessment; and,
* Complete an Investigative Report, Form 03.01.00, titled "Suspicious Activity" at the conclusion of the incident, in consultation with the on-scene Bomb Squad or Bomb Detection K-9 supervisor.

III. **BOMB DETECTION K-9 SECTION AND BOMB SQUAD'S RESPONSIBILITIES.** Upon notification that their resources have been requested at the location of a bomb threat, Bomb Detection K-9 Section and Bomb Squad personnel shall:

* Have a Bomb Detection K-9 Section supervisor conduct an assessment based on current intelligence, situations and events occurring locally, nationally or internationally and Section capabilities; and determine whether Bomb Detection K-9 Section and Bomb Squad personnel will respond;
* Respond "Code Three" to the location if it is determined that Bomb Detection K-9 Section and Bomb Squad resources will be used;

  Note: The Bomb Squad supervisor at scene shall have authority over the search.

* Conduct a search of the location; and,

  Note: If, at any time during the search, a Bomb Detection K-9 alerts to the presence of explosives, a possible explosive device is located, or additional information is received making the threat specific in nature, the K-9 search shall be stopped and existing Bomb Squad protocols shall be followed.

* Advise the responsible party at the conclusion of a search with negative results that the search did not reveal the presence of any explosive device nor odor, and that Bomb Detection K-9s did not alert to the presence of an explosive odor. However, the occupants of the location should be advised to remain vigilant for unidentified items or conditions that may be out of the ordinary.

FORM AVAILABILITY: This Order amends the Guidelines - Officer-Involved Shooting and Bomb Emergencies, Form 18.43.00. The Guidelines - Officer-Involved Shooting and Bomb Emergencies is available on E-Forms on the Department's Local Area Network and in the "Form Use Link" in Volume V of the Department Manual. All other versions of this form shall be marked "obsolete" and placed in the divisional recycling bin. A copy of the form has been attached for immediate use and duplication.

AMENDMENTS: This Order amends Section 4/212.45 and adds Section 4/212.47 to the Department Manual.

MONITORING RESPONSIBILITY: The Commanding Officer, Counter Terrorism and Special Operations Bureau, shall have monitoring responsibility for this directive.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

GUIDELINES – BOMB EMERGENCIES

These guidelines are intended to assist the patrol officer and field supervisor in the initial stages of bomb emergencies. These guidelines are flexible and may be modified to deal with specific field situations.

General Procedures

Radio Transmissions:
- ☐ Turn off MDC.
- ☐ Do not use radios (Leave on for emergencies).
- ☐ Turn off cellular telephones.
- ☐ Use only landline telephone for communications.

Notifications:
- ☐ Watch Commander
- ☐ Real-Time Analysis and Critical Response (RACR)
- ☐ Bomb Squad*
- ☐ Bomb Detection K-9*
- ☐ Criminal Conspiracy Section (CCS)*
- ☐ Robbery-Homicide Division (RHD)*
- ☐ Area Detectives
- ☐ Labor Relations*
- ☐ Counter Terrorism and Special Operations Bureau and Metropolitan Division for any major explosion*

*Contact RACR during non-business hours.

Investigative Responsibilities:
- ☐ Bomb Squad - Citywide responsibility for rendering explosive devices safe and collecting bomb evidence.
- ☐ CCS - Citywide responsibility of all bombings, attempted bombings, and bomb threats. Bomb threat extortions when the location is not the responsibility of RHD and there is no device.
- ☐ RHD - Citywide responsibility for all bomb threat extortions of banks, bank employees, bank messengers, federally insured credit unions, savings & loans, food stamp dispensaries and armored cars when there is no device.
- ☐ Area Detectives – Preliminary investigations of bomb threats against schools.
- ☐ Fire Department - Fire bombs and arson related explosions.
- ☐ FBI - Bombings that involve any kind of terrorist activities or federal facilities.

Specialized Units:
- ☐ Scientific Investigation Division (SID) – Evidence collection.
- ☐ Air Support Division – Control civilian aircraft.
- ☐ Metropolitan Division - To assist in a search capacity at terrorist related "major explosions."

Equipment:
- ☐ Barricades (call Street Maintenance).
- ☐ Light Truck, night incidents (call RACR).
- ☐ Sound Truck (call RACR).
- ☐ Mobile Command Post Fleet (RACR during non-business hours).

Press/Media Relations:
- ☐ All press releases are made by the concerned investigators or Media Relations Section.

Bomb Threats

Immediate Considerations:
- ☐ Time of bomb threat, phone call or note was received or discovered.
- ☐ Time set to explode.
- ☐ Type of device.
- ☐ Location of device.
- ☐ Description of device.
- ☐ Why did the caller place the bomb?

Bomb Threats (Continuation)

Immediate Considerations: (Continuation)
- ☐ Where did the caller call from?
  *If pay phone used, secure & hold for CCS and prints
- ☐ Notify watch commander.
- ☐ Notify CCS for report advice.

Non-Specific Bomb Threats/Search:
- ☐ Notify Bomb Detection K-9.
- ☐ Inform the responsible party they may also elect to have a search of the premises conducted by Bomb Detection K-9 teams and Bomb Squad personnel.
  Note: The responsible party must also be notified that a search by Bomb Detection K-9 and Bomb Squad personnel will require some degree of evacuation of the areas to be searched.
- ☐ If the responsible party decides not to utilize Bomb Detection K-9 and Bomb Squad, conduct a systematic search by a person(s) familiar with the location. (Maintenance personnel are helpful. Officers act as advisors only.)
- ☐ **Turn off** radios while assisting or actively searching.
- ☐ **DO NOT TOUCH, MOVE OR ATTEMPT TO DISARM ANY SUSPICIOUS ITEM.**
- ☐ If a suspicious item is located, evacuate the area. **(Minimum of 300 feet)**
- ☐ Minimize public concern during the search.

Bombs/Suspicious Items

Tactical Considerations:
- ☐ Establish a perimeter around the area **(Minimum of 300 feet)**. Larger for vehicles or trucks bombs.
- ☐ Evacuate all people in perimeter.
  ***NOTE: 409.5 PC - POWER FOR PEACE OFFICER TO CLOSE AREAS DURING EMERGENCY.**
- ☐ Notify watch commander.
- ☐ Notify Bomb Squad – (By the incident commander **on scene** if possible.)
- ☐ Notify Fire Department. (Be guided by Bomb Squad supervisor.)
- ☐ Request additional personnel for perimeters and evacuations.
- ☐ Establish field command post outside of perimeter. (If this location was used for a C/P recently, move to another location.)
- ☐ Establish traffic control. (Notify DOT if needed.)
- ☐ Check area (25 yards) around C/P for secondary devices.
- ☐ If major traffic flow is affected, notify MTA for buses/ CHP- freeway.

Explosion/Post Blast

- ☐ Request Fire Department.
- ☐ Request Paramedics for casualties.
- ☐ Establish perimeter around affected area. (Minimum of 300 feet past debris from explosion.)
- ☐ Evacuate area. (Bomb K-9 search for possible secondary device)
- ☐ Notify watch commander.
- ☐ Notify Bomb Squad. (all explosions)
- ☐ Notify Bomb Detection K-9.
- ☐ Notify CCS.
- ☐ Establish Field Command Post. (Check area for secondary devices)
- ☐ Request additional personnel. (METRO)
- ☐ Establish traffic control. (Notify DOT if needed)
- ☐ Request specialized equipment. (if needed)
- ☐ Do not allow anyone in the Bomb Squad Command Post without approval of the OIC - Bomb Squad.

GUIDELINES - OFFICER-INVOLVED SHOOTINGS

These guidelines are intended to provide officers and supervisors with basic reminders at the scene of an officer-involved shooting. These guidelines are flexible and may be modified to deal with specific field situations.

Involved Officers

- ☐ Handcuff the suspect(s), when practicable. Initiate a crime broadcast if there are Outstanding suspect(s).
- ☐ Decock weapon (if applicable) when the tactical situation has come to an end.
- ☐ Do not reload/unload or inspect your weapon unless officer safety would be compromised.
- ☐ Assess the need for medical personnel and request a rescue ambulance if needed.
- ☐ Immediately request a supervisor and additional units for the establishment of a perimeter and crowd control.
- ☐ Locate and preserve evidence. If evidence must be moved, attempt to avoid the destruction of fingerprints and mark the location from where it was removed. If possible, avoid moving evidence.
- ☐ In the event evidence is moved, the chain of custody must be documented.
- ☐ In the event evidence is moved, DO NOT attempt to replace the evidence in its original location.
- ☐ Commit your observations to memory. Do not record any observations until requested by the investigating unit.
- ☐ Locate and identify any witnesses.
- ☐ Request specialized units (e.g., Air Support, SWAT, etc.), as needed.

Supervisors

- ☐ The first supervisor on-scene shall obtain a public safety statement from the involved officer(s).

  NOTE: A public safety statement determines information regarding outstanding suspects, weapons, or other information that may impact the public's safety. A brief summary should be obtained from the officer. However, supervisors shall not make inquiries regarding the specific details of the shooting. **This statement is not for public release.**

- ☐ After obtaining sufficient information, the supervisor shall immediately cause the individual separation of involved/witness employees and order them not to discuss the incident with anyone other than the assigned investigators and the employee's representative(s).
- ☐ The supervisor, absent exigent circumstances, **shall** remain at the scene to provide the public safety information to responding investigators.
- ☐ If wit(s) agree to be transported to the police station, arrange to have them transported as soon as practicable.
- ☐ If cooperative wit(s) insist on leaving, obtain identification and complete a field interview (FI) card and wit may leave.
- ☐ A supervisor should maintain visual control of the involved officer(s) and their weapon(s) at all times.
- ☐ Ensure a crime scene log is initiated.
- ☐ Do not inspect weapons of involved officers.
- ☐ When the scene is secure and the supervisor has a working knowledge of what occurred, have the involved officer(s) transported to the nearest LAPD police facility by a supervisor.
- ☐ Obtain a copy of the rescue ambulance medical treatment slip.
- ☐ Ensure that clothing from any involved suspects is preserved for evidence.
- ☐ Do not discuss the details of the shooting with the news media.

Notifications

- ☐ Area watch commander
- ☐ Area commanding officer
- ☐ Area detectives commanding officer
- ☐ RACR Division
- ☐ Force Investigation Division
- ☐ SID, Coroner and other specialized functions will be notified by FID.