
**Section: THREE
Chapter: THIRTY-THREE**

SUBJECT: Explosive Ordinance Devices – Threats & Disposal
ISSUE DATE: 03-30-16
REFERENCE: 40.2, 43.6, 58.1

I. DEFINITIONS

Explosive Ordinance Devices - any suspicious item that may be explosive or hazardous. This includes military and commercially prepared explosive items as well as blasting caps and homemade devices.

II. POLICY

It will be the policy of the Palmyra Police Department, when necessary, to contact the Monroe County Sheriff's Office Hazardous Devices Squad (HDS) to search for and remove suspected explosive devices.

III. PROCEDURES

- A. When the need arises to utilize the HDS, members will notify the Wayne County 911 Center and request the HDS.
- B. If the HDS unit is not available, members will contact the Onondaga County's E.O.D. team in the same manner.
- C. All available pertinent information shall be relayed to the dispatcher. From the time of dispatch to scene, all communications between field unit and dispatcher will take place by telephone or MDT. All on-scene communications shall be in person; radios will be turned off. Personnel shall not use terms such as "bomb squad", "Hazardous Device Squad", or "EOD" or "HDS" team etc., over the radio frequencies.
- D. General Searches
 - 1. By policy, the Department does not conduct searches of any private premises. However, upon request, the Department may assist in conducting searches with the building's owners (or their representatives), if it can be determined that enough time is available. However, if a predicted time of explosion was given, members will not search one hour prior and until one hour after the time given.
- E. Evacuation of Premises
 - 1. Bomb Threats - If no suspicious device has been located, upon request of the person in charge of the premises, the Department will assist in the evacuation of the premises. Palmyra Police Department employees will not make any recommendations as to the need for or advise against evacuations. The ultimate responsibility for this decision lies with the person in charge of the premises.

2. Location of Device - if a suspicious device is located, the Department will immediately direct the evacuation of the appropriate area(s).

F. Bomb Threats

1. Patrol Officers

- a) The assigned personnel will proceed to the scene without delay. Upon arrival at the scene, the first police officer present shall:
 - (1) Attempt to confirm the presence of a device by interviewing the recipient of the threat, if present;
 - (2) Determine, if possible, the time available until the explosion is predicted to occur;
 - (3) Immediately notify the on-duty Supervisor, or Chief of Police, if no Supervisor is available.
 - (4) Immediately request assistance from the Wayne County Sheriff's Office or the New York State Police, if additional manpower is necessary;
 - (5) Complete a NYS Standardized Incident Report.

NOTE: If a device is located, proceed as under III 2.H.

2. The Supervisor will:

- a) Locate an area in the safest, convenient location where a telephone is available;
- b) Advise building officials on proper search procedures;
- c) As requested by the owner, assist in an evacuation of the building;
- d) Notify the Chief of Police, if not at the scene, of the outcome of the incident. If the situation is serious or unusual, the senior officer will request the Chief of Police to respond to the scene.

G. Fireworks

1. Field personnel

- a) If small quantities of commercially prepared fireworks, such as cherry bombs or sparklers, (NOT rockets, homemade explosive or devices such as quarter or half sticks) are taken into custody, they will be secured in an evidence locker for safekeeping.

NOTE: *Even a small quantity of fireworks has a potential for explosion. Do not smoke near any fireworks and use care in handling. If in doubt, proceed as under "H" below ("When a device has been located") or the senior officer may contact a Hazardous Device Squad commanding officer for advice on the type of firework, which can safely be turned in to the Property Clerk. The officer will notify his supervisor prior to confiscation.*

H. When a device or suspicious article is located:

1. Field Personnel will:

- a) NOT touch, move, or attempt to remove the device;
- b) Attempt to note location, size, color, etc., of the device, but do not spend time near it;
- c) Immediately assist in the evacuation of all persons within a radius of at least 300 feet in all directions of the device location, (i.e., above, below, adjacent) or as directed by HDS personnel;

NOTE: Radius of evacuation will take into consideration surrounding area if device explodes (ex. proximity to any other explosive area, oil tank, gas line; window shattering, etc.)

- d) Notify the Chief of Police, if not at scene, by the telephone;
- e) If necessary, set up roadblocks to re-route traffic;
- f) Give any assistance requested by HDS personnel;
- g) Do not issue any statements to non-departmental personnel;
- h) Prepare reports as required;
- i) Request, through the dispatcher, the notification of the Commanding Officer of the HDS giving all pertinent information;
- j) Request notification of the Fire Department and if deemed necessary, their dispatch to the staging area (not the immediate scene);

2. Supervisor will:

- a) Set up a command post away from scene, if not already accomplished;
- b) Request a K-9 team with explosive training to the staging area;
- c) Request an ambulance to the staging area.

I. Explosion

- 1. In the event of an explosion, police, fire and ambulance personnel will, as a matter of routine, be dispatched to the scene. Control of the scene and the security of evidence becomes a Police Department responsibility.

NOTE: MORE THAN ONE DEVICE MAY BE PRESENT AT ANY SCENE OR IN THE AREA. Radio communication shall not be utilized until authority by the commanding officer of a Hazardous Device Disposal Squad.

2. Patrol Officers

- a) The first police vehicle at the scene will assist any injured and will begin to establish a secure area.
- b) Upon the arrival of additional personnel, the necessary traffic diversion and fire lines will be established per current directives on emergency incidents.
- c) Officers shall enter the inner perimeter only in emergencies (ex. to aid victims) or if authorized by HDS.
- d) No evidence, materials subjected to the blast or possible device components should be approached or touched until HDS authorization.
- e) The Supervisor shall respond to the scene and ensure that HDS has been notified and is in command of the inner perimeter and blast site.

By the Order of:

David B. Smith
Chief of Police