



BOMB THREATS (Critical Policy)

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) and Courthouse to handle all bomb threats and/or explosions in a professional and expedient manner to ensure the safety and security of inmates, members, public and visitors.

PURPOSE.

The purpose of this policy is to provide guidelines for the direction of members in the event of a bomb threat, a bomb discovery or an explosion occurs.

OREGON JAIL STANDARDS:

- E-601 Emergency Planning

REFERENCES:

- ORS 169.076, Standards for local correctional facilities
- DCSO Policy No. 5.25, Bomb Threats and Searches

DEFINITIONS:

Bomb. Any device or object that contains explosives, incendiary materials, gas, irritants, or chemical smoke. This includes grenades, munitions, shells, or fireworks. It also includes any device, package, or object that contains or appears to contain any of the above.

Suspicious Object. Any package or container that appears out of place and is capable of containing an explosive device. These suspicious objects may also be persons, vehicles or situations, which may lead the observer to believe a bomb threat exists.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

- A-1.** While many bomb threats are later determined to be hoaxes, they all present particularly serious response requirements for law enforcement agencies. It is the policy of the Deschutes County Sheriff's Office that all responses to bomb threats or emergencies be

conducted systematically, efficiently, and in a manner that gives primary consideration to the protection of human life. Refer DCSO *Policy No. 5.25, Bomb Threats and Searches*.

- A-2. All bomb threats will be reported immediately through the chain of command to the Captain and a Patrol Division supervisor.

SECTION B: INITIAL RESPONSE

B-1. Members discovering a suspicious object or suspected bomb [REDACTED]
[REDACTED]
[REDACTED]

- a. [REDACTED]
[REDACTED]
- b. Notify shift supervisor [REDACTED]
[REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
[REDACTED]
 - 1) [REDACTED]
 - 2) [REDACTED]
 - 3) [REDACTED]
 - 4) [REDACTED]
 - 5) [REDACTED]

SECTION C: SUPERVISOR RESPONSIBILITIES

C-1. Upon discovery of a suspicious object or bomb threat, the supervisor will [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- a. [REDACTED]
- b. Notify the Chain of Command.
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. Call 9-1-1 Dispatch [REDACTED]
- g. [REDACTED]
- h. [REDACTED]
- i. [REDACTED]
- j. [REDACTED]
- k. [REDACTED]

- l. [REDACTED]
- m. [REDACTED]

SECTION D: BOMB THREAT VIA WRITTEN COMMUNICATIONS

- D-1.** Members may receive a bomb threat via written communication [REDACTED]
- a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]
 - d. [REDACTED]

SECTION E: BOMB THREAT VIA TELEPHONE

- E-1.** Members receiving a bomb threat via the telephone must:
- a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]
 - d. [REDACTED]
 - e. [REDACTED]
 - f. [REDACTED]
 - g. [REDACTED]
 - h. [REDACTED]

SECTION F: THREAT ASSESSMENT AND EVACUATION

- F-1.** The Incident Commander will assess the threat and decide if evacuation is needed [REDACTED]

- [REDACTED]
- [REDACTED]
- a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]

SECTION G: EVACUATION

- G-1.** If an evacuation is called for in the AJ, members will follow evacuation procedures in accordance with *AJ Policy [CD-13-8 Evacuations](#)*.

Specific, additional procedures for evacuating for a bomb threat is for members to:

- a. Have evacuees take cover in an area that is away from windows.
- b. [REDACTED]
- c. The Incident Commander will have deputies secure the evacuated area to prevent unauthorized entry until it is safe to do so.
- d. The Incident Commander will decide when evacuees may reenter an area.

SECTION H: EVACUATION IN COURT AREAS

H-1. [REDACTED]

[REDACTED] Deputies will call 9-1-1 Dispatch and provide the necessary information for initial emergency responders.

Deputies will notify the chain of command as soon as practical. If possible, they will help court staff and the responding fire or law enforcement agencies evacuate the public from the court areas. Deputies will also help emergency responders deal with other bomb threat response actions in court areas if asked and it does not jeopardize the security of inmates. Refer to AJ Policy [CD 14-2 Court Security Emergency Responses](#).

SECTION I: RESPONSE TO AN EXPLOSION

- I-1. Initial Response.** Should a bomb explode, the shift supervisor will have AJ members immediately do the following:
- a. Notify Chain of Command.
 - b. Call for additional help.
 - c. Preserve life by attending to all seriously injured people in the area of the explosion if it does not put a member's own safety at risk.
 - d. Do an initial damage assessment of areas occupied by inmates and security systems
 - e. Relocate inmates to undamaged, secure areas as needed. Place inmates in restraints or assign deputies if relocation is not immediately possible.
 - f. Account for members, inmates, and visitors.

- g. Secure the debris area as a crime scene if emergency law enforcement responders have not yet done so.

I-2. Secondary Response. Following the initial response to an exploded bomb, the shift supervisor or incident commander will have members do the following:

- a. Call in additional members as needed.
- b. Conduct a full damage assessment of the AJ.
- c. Assess damage to vehicles, computer, and communications systems.
- d. Assess property loss and begin replacement actions on urgent requirements.
- e. Implement the contingency inmate meal plan if the kitchen is not operating.
- f. Relocate operations that have damaged work sights.
- g. Assess the capability of the AJ or court security operations.
- h. Suspend nonessential operations.
- i. Notify other agencies affected by limited, relocated, or suspended operations.
- j. Notify members' families and inmates injured, killed, or missing in the explosion.

SECTION J: POST-INCIDENT ACTIONS

J-1. Conducting a formal and systematic questioning of witnesses or perpetrator as soon as possible. It is important to obtain information that will assist in the successful outcome of this situation or future bomb threats.

J-2. Resume normal operations.

J-3. Forward copies of all reports including video recordings to the investigating agency case file for criminal prosecution. Also, initiate disciplinary proceedings.

SECTION K: TRAINING

K-1. After initial field training and as procedures change, the Administrative Lieutenant will ensure members receive documented refresher training on bomb threats as needed. Training for deputies should include how to conduct overt and covert bomb searches. Training for initial handlers of mail will include how to recognize possible mail bombs. The lieutenant will also ensure Court Security/Transports deputies receive training on responding to bomb threats in the courthouse complex.

K-2. Supervisors will coordinate and document periodic member drills for bomb threats. They may be paper drills or actual exercises. Drills in the court areas should include court staff.

K-3. [REDACTED]

K-4. Members will always be on alert for unusual, unfamiliar, and unattended packages, containers, or vehicles in areas in and around the AJ and courthouse.

FORMS USED:

- Incident Report (JMS)
- [REDACTED]
- [REDACTED]
- Emergency Drill Report, Form No. 1203
- [REDACTED]
- [REDACTED]