

# **COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE**

**Subject: BOMB THREATS**

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## **I. Purpose**

To provide uniform procedures for handling bomb threats and to provide information on bomb or explosive disposal.

## **II. Statement of Policy**

It shall be the policy of the Covington Police Department to handle all bomb threats as if it was real until such time as it can be determined that is nothing more than a threat. In cases, where the threat is legitimate and a device is discovered, the supervisor on the scene shall ensure that a minimum safe distance of 1000 feet from ground zero is established for the protection of public safety responders in case a secondary device is found.

## **III. General Procedures**

A. Whenever a bomb threat is received either by phone or a complaint, the person receiving the information should attempt to establish the following:

1. Location of explosive or bomb;
2. Time set;
3. Type of explosive;
4. Reason;
5. Other relevant information.

B. The person receiving a bomb threat shall immediately notify a superior officer.

C. If the bomb threat is received at the police department, the patrol supervisor shall respond to the location and inform the manager or person in charge of the location. The patrol supervisor shall inform the person that it is their responsibility to authorize and organize the evacuation of the building.

**IV. Building Searches**

- A. A search of the premises shall be conducted by police personnel along with personnel from the location of the bomb threat. If any box, container or other item is located, an immediate evacuation will be conducted.
- B. Upon location of a device, the Patrol Supervisor shall:
  - 1. Notify Fire Department and Emergency Medical Service Personnel;
  - 2. Notify police personnel to establish a perimeter;
  - 3. Establish a safe distance from ground zero of at least 300 feet radius for the protection of public safety personnel;
  - 4. Have Communications notify the Bomb Disposal Unit of the Army EOD;
  - 5. Notify an Investigator;
  - 6. Notify the Chief of Police.

**V. Bomb Disposal Unit**

- A. The Bomb Disposal Units utilized by this department is:
  - 1. U.S. Army Bomb Disposal, Fort Gilliam, Forest Park, GA. 30050
  - 2. E.O.D. phone number 404-469-5436 - 24 hours
  - 3. GBI Bomb Squad 404-244-2600
- B. Upon arrival of Bomb Disposal Unit, all police personnel will move to the outer perimeter and control vehicular and pedestrian traffic. The situation will be turned completely over to Army EOD or the GBI..
- C. If an explosion occurs causing major damage or injury, this department shall follow procedures established in the disaster plan (S.O.P. # E030). [E030-Disaster Plan.doc](#)
- D. Once the device has been safely removed, the patrol supervisor shall complete a detailed report on the incident.

***This SOP supersedes any SOP previously issued.***

BY ORDER OF THE CHIEF OF POLICE:

*Stacey L. Cotton*  
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Chief of Police