



## **BOMB THREATS**

**(Critical Policy)**

### **POLICY.**

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

### **PURPOSE.**

The purpose of this policy is to provide guidelines for the direction of corrections staff in the event that a bomb threat is received, a bomb is discovered or an explosion occurs.

### **OREGON JAIL STANDARDS:**

- E-601 Emergency Planning

### **REFERENCES:**

- ORS 169.076, Standards for local correctional facilities

### **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 that a bomb threat exists.

### **PROCEDURES.**

#### ***SECTION A: GENERAL GUIDELINES***

**A-1.** All bomb threats will be treated as a serious, legitimate threat. When corrections staff responds to a bomb threat you will consider the threat of a bomb exploding as real until a search by deputies or a bomb squad indicates otherwise.

A-2. All bomb threats will be reported immediately through the chain of command to the Corrections Captain and a Deschutes County Sheriff's Patrol supervisor for investigation.

**SECTION B: INITIAL RESPONSE**

- B-1. Corrections staff discovering a suspicious object or suspected bomb [REDACTED]  
[REDACTED]  
[REDACTED]
- a. [REDACTED]  
[REDACTED].
  - b. [REDACTED]  
[REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. [REDACTED]  
[REDACTED]
- 1) [REDACTED]
  - 2) [REDACTED]
  - 3) [REDACTED]
  - 4) [REDACTED]
  - 5) [REDACTED]

**SECTION C: SHIFT SUPERVISOR RESPONSIBILITIES**

- C-1. Upon the discovery of a suspicious object or bomb threat, the shift supervisor will do an initial assessment [REDACTED]  
[REDACTED]  
[REDACTED]
- a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. [REDACTED]
  - f. [REDACTED]  
[REDACTED]  
[REDACTED]
  - g. [REDACTED]
  - h. [REDACTED]
  - i. [REDACTED]
  - j. [REDACTED]
  - k. [REDACTED]
  - l. [REDACTED]  
[REDACTED]

m. [REDACTED]  
[REDACTED]

**SECTION D: BOMB THREAT VIA WRITTEN COMMUNICATIONS**

**D-1.** Corrections staff may receive a bomb threat via written communications [REDACTED]  
[REDACTED] Staff discovering written communications of a bomb threat shall:

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

**SECTION E: BOMB THREAT VIA TELEPHONE**

**E-1.** Corrections staff receiving a bomb threat via the telephone must:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]
- f. [REDACTED]
- g. [REDACTED]
- h. [REDACTED]
- i. Report the information to a shift supervisor as soon as the caller hangs up.

**SECTION F: THREAT ASSESSMENT AND EVACUATION**

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

[REDACTED]

If the Bomb Squad responds, the Incident Commander will do the following to support the bomb squad:

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

### ***SECTION G: EVACUATION***

**G-1.** If an evacuation is called for in the jail or WC, corrections staff will follow evacuation procedures in accordance with *DCAJ Policy [CD-13-8 Evacuations](#)*.

Specific, additional procedures for evacuating for a bomb threat is for staff 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 re-enter an area.

### ***SECTION H: EVACUATION IN COURT AREAS***

**H-1.** [REDACTED] Court Deputies will call 911-Dispatch and provide the necessary information for initial emergency responders. Court 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. They 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. Court deputies will follow DCAJ 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 jail staff 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 person's own safety at risk.
- d. Do an initial damage assessment of inmate-occupied areas 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 staff, 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 staff do the following:

- a. Call in additional staff as needed.
- b. Conduct a full damage assessment of the facility.
- c. Assess damage to corrections vehicles, computer, and communications systems.
- d. Assess property loss and begin replacement actions on urgent requirements.
- e. Implement the contingency inmate-feeding plan if the kitchen is not operating.
- f. Relocate operations that have damaged work sights.
- g. Assess the capability of the jail, WC, or court security operations.
- h. Suspend nonessential operations.
- i. Notify other agencies affected by limited, relocated, or suspended operations.
- j. Notify the family members of staff 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 so criminal prosecution may be started when appropriate. Also, initiate disciplinary proceedings.

***SECTION : TRAINING***

**K-1.** After initial field training and when procedures change, the Administrative Lieutenant will ensure staff receives 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 staff receives training on responding to bomb threats in the courthouse complex.

**K-2.** Shift Supervisors will coordinate and document periodic staff 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.** Corrections staff will always be on alert for unusual, unfamiliar, and unattended packages, containers, or vehicles in areas in and around the jail, WC, and courthouse.

**FORMS USED:**

- Emergency Response Guideline/Bomb Threats
- Emergency Response Guidelines/Bomb threat by assignment
- Incident Report (JMS)
- Bomb Threat Checklist No. 1201
- Emergency Evacuation, Form No. 1202
- Emergency Drill Report, Form No. 1203
- Emergency Evacuation Chart, Form No. 1204
- Emergency Evacuation Chart/Work Center Form No. 1205