COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT BUREAU	DATE OF ISSUE November 6, 2024	EFFECTIVE DATE November 6, 2024	NO. 014-24
SUBJECT: GENERAL ORDER Bomb Threat Procedures		DISTRIBUTION All Personnel	AMENDS
REFERENCE: NYSAA 35			RESCINDS 14-19

Purpose: To familiarize all personnel regarding the procedures to be followed in the event a bomb threat is received involving the Hall of Justice, court occupied areas of the PSB and the Appellate Division.

Policy: All employees shall be aware of the notification process contained herein and when requested, shall assist with search procedures as enumerated in this order.

I. Notification:

A. Any employee of the Sheriff's Office who receives a threat involving a bomb or hazardous device at the Hall of Justice will immediately report same to a supervisor or command officer.

1. When a bomb threat comes in through a telephone, the employee should attempt to capture all pertinent information from the person making the threat.

2. When a bomb threat comes in through an email or is found on a computer, the computer should not be tampered with. An effort should be made to print the threat, or handwrite it. CIS should be notified to have computer technicians investigate the threat origin.

3. When a bomb threat is found hand written in a public area such as a wall, the wording should be written down or photographed. If the threat is found on a piece of paper, the paper should not be touched. The wording should be written down or photographed. The area should be secured in order to preserve evidence.

4. When the bomb threat comes from an individual (such as a rumor or second hand), the individual should be brought to CIS and thoroughly interviewed.

B. The supervisor/command officer shall notify the:

1. Emergency Communications Department (ECD)-911 (ECD should alert the Rochester Police Department, the City Fire Department and Emergency Medical Service).

2. Court Security Bureau Chief (Monday thru Friday 0900 hours to 1700 hours) or the Patrol Commander on duty, at other times.

3. Building Maintenance

C. The Court Security Bureau Chief or Patrol Commander shall notify the Sheriff, Undersheriff, Chief Deputy and Jail Superintendent.

D. The respective bureau chiefs will notify their respective personnel.

E. Tour Commander (Jail) shall notify all sergeants and corporals in the MCJ.

II. Command Post:

A. The Criminal Records Unit will become Sheriff's Headquarters Command Center (SHCC), County Public Safety Building.

B. The following personnel shall report to the designated Command Post as soon as possible when it has been determined that an emergency does exist:

1. Court Security Bureau Chief/Lieutenant's or Patrol Commander.
2. Tour commander (Jail)
3. Sheriff, Undersheriff, Chief Deputy, Jail Superintendent
4. Building Maintenance
5. HDS (Bomb Squad) technicians
6. Construction Deputy

C. The Command Post for the Appellate Division will be TBD depending upon the situation.

III. Building Evacuation:

Upon the order of a supervisor or command officer, the Hall of Justice shall be evacuated in accordance with **EMGO-015 Building Evacuation Plan-Court Security.**

IV. Search Procedures for Court Security Personnel:

Court Security personnel shall be responsible for searching their area of assignment.

V. Search Procedure for Jail Transport Personnel:

Jail Transport Personnel shall be responsible for searching the Court Holding facilities if still on scene.

VI. Upon completion of Area Searches:

A. Notify SHCC who will record:

1. Area cleared
2. Time cleared
3. Team leader's name

VII. Search Team Responsibilities:

A. Search teams must be aware that they are to perform only search techniques and must not attempt to neutralize, remove, or make contact with any suspected device. If a strange or suspicious object is located, it should not be touched. The location and description should be reported to ECD and the SHCC immediately.

B. When a suspicious device is found, a danger zone will be declared by the SHCC and the HDS Unit will respond.

C. When a danger zone is declared, it will be taped off and the SHCC will order that the area be evacuated.

D. Search team members shall not approach the device or re-enter the secured area until the device has been removed, neutralized or declared safe by a HDS technician on site.

E. General searching instructions applicable to all situations are detailed in Appendix "A" of this order.

VII. Procedures in the Event of an Explosion:

In the event of an explosion, all personnel shall follow the directives outlined in Appendix "A" of this order.

By Order of the Sheriff,

Todd K. Baxter

Appendix "A"

I. Hazardous Device Search Instructions and Explosion Procedures:

Definition: Hazardous Device – Any military ordinance, commercial high explosive, blasting cap, large amount of fireworks, pipe bomb, other substance of any explosive, highly volatile, or flammable in nature.

II. Building or Area Searches:

A. Organization and assignment of search teams:

1. The department member in charge of a searching assignment (search coordinator) will organize all available personnel into two (2) person search teams. The teams, whenever possible, should be familiar with the normal arrangements and contents of the areas subject to search.

2. The building, complex or area to be searched should be divided into areas of responsibility in order that a systematic search can be conducted.

3. Searches should be conducted as rapidly as possible. As each area is cleared, notification should be given to the person in charge at the established Command Post. A record of each area cleared should be maintained.

B. Instruction to search teams:

1. Each search team should be provided with the following information whenever possible.

   a. Time threat was received

   b. Timed of alleged detonation

   c. Type and size of device

   d. Location of device

   e. Departure time (point at which teams should depart area; usually 10-15 minutes prior to the detonation time)

2. Each search team should be instructed to:

   a. Carry a mirror and flashlight whenever appropriate and available.

   b. Be aware of the possibility of mechanical and electrical trips attached to a device.

   c. Immediately report any found device noting its description and location.

3. Search teams should not:

   a. Smoke

   b. Engage or disengage and electrical switch or circuit.

   c. Carry or operate a portable radio, cell phone, transmitter, or receiver.

d. Carry any equipment which may arc or cause a spark.

e. Carry or wear metal objects (buttons, pens, pencils, badges, belt buckles, weapons, gun belts, ammunition and hats).

f. Disturb, move cover or attempt to neutralize a suspected device (includes spraying a device with any liquid).

C. Search Techniques:

1. Outside searches – Search should originate at the foundation. Particular attention should be given to fences, bushes, garbage cans, vehicles, fence poles and gates, storage areas, walls, windows, recessed building areas, drainpipes, electric cable areas, telephone and plumbing inlets and planters. Searches should begin outside and continue inside.

2. Inside searches – Searches should begin in the lower most level. Particular attention should be given to such areas as lobbies, telephone booths, rest rooms, access rooms, ceilings (including fixtures, stairwells, mail room, boiler rooms, and to such items as desks, chairs, plumbing fixtures, fire hoses and racks, trash receptacles, storage units, storage units, main switches and valves, removable panels and doors.

3. General Techniques:

a. Areas to be searched should be divided in half by use of identifiable objects. One (1) member of the team should search each half.

b. Search from the ground upward by visual inspection initially and then by physical search in detail.

c. During the visual inspection, careful note should be taken of odd modified or new objects within the area, as well as any unusual sounds or odors.

III. Discovery of Hazardous Device:

A. Any search team member who discovers a suspected hazardous device should immediately report the discovery with as many details as possible (size, shape, color, location, etc.) to the search team coordinator.

Note: Do not re-enter the danger zone to obtain this information.

B. The search team coordinator shall:

1. Identify the danger area with crime scene tape. **Do not barricade or block** the danger area.

2. Evacuate the area.

3. Notify the following:

   a. Hazardous Device Squad (Bomb Squad).

   b. Fire Department

   c. Rochester gas and Electric

   d. Medical assistance (ambulance, etc.)

IV. Explosion Procedures:

A. The first officer on the scene of an explosion will:

1. Secure and isolate the area from unnecessary traffic and spectators. Establish an inner and outer perimeter. Do not allow re-entry to secured area. Locate and witnesses and secure them for an interview.

2. Summon and assist the fire department until such time as Hazardous Device Squad (Bomb Squad) personnel arrive.

3. Aid any injured individuals and take necessary steps to guard against other injuries.

4. Be aware there may be a secondary device not yet detonated or that has malfunctioned. Summon the nitrate K-9's to conduct a sweep for any secondary devices.

5. Protect the scene as a normal crime scene. Establish an access and egress route into the crime scene for the first responders as evidence from the explosion will be in all directions from the blast.

B. The first commanding officer on the scene will:

1. Coordinate a search and/or cleanup operation in conjunction with the Hazardous Device Squad (Bomb Squad).

2. Maintain security in the area until normal operations are restored.

3. Summon the technical Services Unit (TSU) for photographic and video documentation. TSU should also be requested to bring total Station GPS for processing the post blast crime scene.

4. Establish a staging area for Bomb Squad and other resources that will be processing the post blast crime scene.

5. Establish a staging area for the media away from law Enforcement staging area.

6. Coordinate an accountability of personnel that were inside the building when the blast occurred.

7. Contact Rochester Gas and Electric to shut the gas and electric off at the affected building to prevent any secondary explosions.