





# SACRAMENTO POLICE DEPARTMENT COMMUNICATIONS DIRECTIVE



[REDACTED]

2. When a caller reports having received a bomb threat, the call taker shall:
  - a. Enter a call for service using incident type code 994.
  - b. Determine if the caller was told the exact location, type of device, and the time it is set to detonate.
  - c. Obtain from the caller the time and how the threat was received.
  - d. Obtain from the caller details of the voice, accent, jargon, etc. of the suspect and any background noises heard during the suspect's phone call.
  - e. Obtain the phone number or email address or other method the threat came from.
3. When a caller reports an explosive device or suspected explosive device, the call taker shall:
  - a. Enter a call for service using incident type code 994D.
  - b. Obtain from the caller any description of the device the caller can provide.
  - c. Advise the caller not to touch, submerge in water, or move the device.
  - d. Recommend that the caller stay away from the device and not use cellular phones, cordless phones, or radios in the area of the device.
4. When callers ask for advice regarding evacuations, the call taker shall:
  - a. Advise the caller to follow his/her established safety or evacuation protocol, or absent such, determine what is needed to feel safe.
  - b. If the caller indicates that evacuation will take place, the call taker shall indicate the evacuation location in the incident text.
5. For bomb threats or reports of suspicious, explosive devices at police facilities, the call taker shall immediately enter a CAD incident and notify the communications supervisor.



## SACRAMENTO POLICE DEPARTMENT COMMUNICATIONS DIRECTIVE



6. For the report of an explosive device placed in Sacramento County Courthouse, the call taker shall enter a 994D incident, and immediately notify the Sheriff's Control Room at the courthouse.
7. For bomb threats or reports of suspicious, explosive devices at federal, state, or other county facilities, the call taker shall advise the agency of jurisdiction.

### B. RADIO DISPATCH RESPONSIBILITIES

1. Dispatch two officers, and ensure the district sergeant and communications supervisor are notified.
2. The radio dispatcher shall immediately make an All Zone (AZ) broadcast alerting SPD officers and outside agencies to refrain from broadcasting and using MDCs in the area of the incident when:
  - a. An incident is received regarding a bomb threat or explosive device.
  - b. Field units locate an explosive or suspected explosive device.
  - c. Dispatchers shall also send a PMDT message advising of the incident and location.
3. The following broadcast is the standardized format that radio dispatchers shall use for all broadcasts of this nature: *"Attention all divisions and outside agencies. Refrain from broadcasting in the area of <address> due to a bomb threat (or possible explosive device). Repeating. Refrain from broadcasting in the area of <address> due to a bomb threat (or possible explosive device)."*

### C. SUPERVISOR RESPONSIBILITIES

1. A communications supervisor shall notify the Watch Commander of any bomb threats or reports of suspicious, explosive devices.
2. If the threat involves an SPD facility a communications supervisor shall attempt contact with a responsible party at the affected SPD facility.