

# WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK  
CHIEF OF POLICE

<b>Effective Date:</b> August 1, 2008	<b>Rescinds:</b> B-201 (March 2005) <b>Amends:</b>	<b>Number:</b> B-201
<b>Subject:</b> Airport Security ó Explosive Devices		<b>Re-evaluation Date:</b> August, 2011
<b>Distribution:</b> ALL PERSONNEL	<b>Related CALEA Standards:</b>	

This order consists of the following numbered sections:

1. Policy
2. Definitions
3. Procedure

## 1. POLICY

It is the policy of the Watertown Police Department to investigate the discovery of and any reports of suspicious packages, improvised explosive devices, bombs, or bomb threats at the Watertown Municipal Airport.

This policy will provide Watertown Police Officers with guidance during the discovery of and response to incidents concerning explosive devices and bombs at the Watertown Municipal Airport. WPD Officers should understand their role and responsibilities when an explosive device is reported or discovered at the WMA.

During passenger screening and preflight security operations at the WMA, members of the TSA or WPD may discover items that may be IEDs. Bomb threats to buildings or aircraft at the WMA may be received by telephone or other means. A passenger of an aircraft either on the grounds of the WMA or while in-flight to the WMA may declare that an explosive device has been placed on the aircraft. This policy sets forth WPD response to these incidents.

## 2. DEFINITIONS

- a. WMA: Watertown Municipal Airport
- b. WPD: Watertown Police Department
- c. IED: Improvised Explosive Device
- d. TSA: Transportation Security Administration.
- e. TSA FSD: Transportation Security Administration Federal Security Director
- f. LEO: Law Enforcement Officer

## 3. PROCEDURE

- a. Discovery of an IED During Passenger Screening.
  - i. Should TSA screeners discover an improvised explosive device during passenger screening, the LEO on duty will be summoned to assist.
    1. The TSA screener will advise the LEO of what has been found and the location of the device.
    2. Investigation and resolution of the matter will become the responsibility of the LEO and associated law enforcement agencies.
  - ii. Officers will debrief the person who discovered the device and attempt to discover:
    1. Who may have placed the device.
    2. Where the device is located.
    3. How it was discovered.
    4. When the device was discovered.
    5. Was a threat associated with the device.
  - iii. The LEO will attempt to identify the owner of the suspect device, or who may have planted the device, or had the opportunity to plant the device. All persons possibly associated with the

- baggage or article the device was discovered in will be detained for investigation. This will include:
1. The person who was in possession of the baggage, article, or device when it was presented to TSA for screening.
  2. Anyone who may have been in contact with the baggage or article.
  3. The owner of the baggage if different from the person presenting it for screening.
- iv. WPD dispatch will be contacted and additional officers and a supervisor will be summoned for immediate assistance.
  - v. The Watertown Fire Department will be notified to respond in a standby status.
  - vi. All electronic communications near the device must be stopped immediately. Radio and cell phone transmissions will be prohibited within a 300-foot radius of the suspect device.
  - vii. The device will not be removed from the baggage or container it is located in.
    1. The device and its container will not be moved.
  - viii. The airport terminal will be evacuated and a secure perimeter of at least a 300-foot radius will be established around the terminal.
    1. No one except authorized emergency responders will be allowed within the 300-foot safety zone.
    2. Depending upon the size of the device, the safety radius may be enlarged.
  - ix. The suspect in possession of the device and the owner of the baggage (if applicable) will be detained and interviewed.
    1. The LEO will inquire about the device and ask the suspect to explain its function and purpose.
    2. If the suspected device is determined not to be an explosive device, the TSA Screening Supervisor, TSA-FSD in Sioux Falls, and the station manager for Mesaba Airlines will be notified and consulted for final disposition before the passenger is released by the LEO.
    3. If the device is determined to be an IED or cannot be satisfactorily explained or resolved leading to the conclusion it may be an IED the LEO should notify:
      - a. The FBI office in Aberdeen SD.
      - b. The South Dakota DCI bomb squad.
      - c. The office of the TSA-FSD in Sioux Falls.
  - x. Prior to the arrival of the FBI and DCI Bomb Squad, the LEO will attempt to gather information about the device including:
    1. Type of device.
    2. Size of device.
    3. When will it detonate.
    4. How it will detonate.
    5. Was any type of threat conveyed along with the discovery or notification of the device?
    6. The time the device was discovered.
    7. Names, addresses, phone numbers, dates of birth, and social security numbers should be obtained from all passengers and other persons who were in the terminal at the time of discovery.
  - xi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.
- b. Declaration by Passenger or Other Person of an Explosive Device Aboard a Commercial Aircraft.
    - i. When a bomb threat is received concerning any commercial passenger carrying aircraft, the person receiving the information will get as much information as possible concerning the device including:
      1. Description.
      2. Type.
      3. Location.
      4. When in direct communication with the individual, an attempt should be made to establish the location of the device on the aircraft.
      5. Time of detonation of the device.
      6. Method of detonation of the device.
      7. Any other pertinent information.
    - ii. The LEO will gather the following information if possible:

1. The flight number of the aircraft.
  2. The name of the person(s) making the report.
  3. The baggage tag number.
  4. When the device is set to detonate.
  5. Description of the device.
  6. Time of notification of the device.
- iii. The aircraft, if in flight or on a runway, should be directed to an isolated area of the airport. If the affected aircraft is on the ramp or at the passenger gate, it should be towed to an isolated area of the airport.
  - iv. WPD Communications will be immediately notified and additional officers and a supervisor will respond to the incident location.
  - v. The Watertown Fire Department will be notified to respond in a standby status.
  - vi. The plane should be isolated and a secure perimeter established to at least a 300-foot radius or more depending upon the size of the explosive device.
  - vii. If possible, the aircraft will be evacuated and all passengers and crew will be detained for interview by LEO investigators. Each person on the aircraft should be isolated from the others for security reasons and to insure the integrity of their statements.
  - viii. The following agencies will be notified:
    1. The FBI office in Aberdeen SD.
    2. The South Dakota DCI bomb squad.
    3. The office of the TSA-FSD in Sioux Falls.
    4. The FAA.
  - ix. If baggage is suspected, it will be inspected prior to being loaded aboard the aircraft.
    1. Baggage already aboard the aircraft will be removed and examined.
    2. The WPD will assist the airline in examination of the baggage.
    3. No baggage should be moved or inspected without assistance and guidance from the SD DCI bomb squad.
    4. If the baggage has not been loaded onto the aircraft and is still in the baggage holding area of the terminal, the terminal must be evacuated and a secure safety zone established.
    5. If the baggage is on the baggage cart and on the ramp, the aircraft should be moved, the baggage isolated, and the airport terminal evacuated if necessary.
  - x. Airline personnel familiar with their aircraft are responsible for the search of their aircraft.
    1. The WPD and SD DCI bomb squad will assist the search efforts.
  - xi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.
- c. Bomb Threat to Airport Buildings or Facilities.
- i. When a bomb threat is received concerning any building that is the property of the WMA, the person receiving the information will attempt to obtain the following:
    1. Location of device.
    2. Type of device.
    3. Description of device
    4. Method and time of detonation.
    5. Why device was placed.
    6. Time of notification of the device.
  - ii. The WMA Manager will make any evacuation decisions.
    1. WPD Officers will assist with the evacuation of the building or area.
    2. WPD Officers will establish a safe perimeter of at least a 300-foot radius around the building.
  - iii. The following agencies must be notified.
    1. Watertown Fire Department to be on alert and/or possibly be on standby status.
    2. SD DCI Bomb Squad for consultation and possible response.
    3. FBI Aberdeen Office for consultation and possible response.
  - iv. The WMA manager and/or WMA employees will be responsible for the search of all airport facilities.
    1. WPD Officers will assist in the search of the affected building or area.
  - v. If a suspicious device is located:

1. Continue to insure a safe perimeter.
  2. The device will be left where it is found and will not be touched without permission or consultation with certified bomb technicians.
  3. All electronic communications including portable radio and cell phones will be halted within a 300-foot radius of the device.
- vi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.
- d. Incident Termination
- i. Notify all agencies involved and personnel the threat has been eliminated or determined to be an invalid or unfounded threat.
  - ii. All officers involved in incident will file reports as to their actions and involvement.

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JOANNA W. VITEK  
Chief of Police  
Watertown Police Department  
Watertown, South Dakota