	POLICY & PROCEDURE	SERIES # 521	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	DISPOSAL OF EXPLOSIVE MATERIALS		03/27/2019
			OVERSIGHT Operations
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 521 dated 06/16/14.		

I. PURPOSE:

To establish procedures for the Department of Public Safety (Division of Police, Division of Fire and Rescue) for response to and handling of explosive materials that have been found by the public or a member of the Department of Public Safety.

II. POLICY:

Public and employee safety is the first and primary consideration when encountering explosive materials; therefore, only those people trained in identifying, moving, defusing, or exploding explosive materials will handle the suspect materials. The Police Division's responsibility is securing the scene and maintaining control at the perimeter. The Division of Fire and Rescue will assume command at the scene.

III. DEFINITIONS:

A. MILITARY ORDNANCE

These devices usually have military markings. Some items can be of historical significance; however, they should be treated as dangerous until the Hazardous Materials Officer and/or a designated Fire Investigator has inspected the item and notified the appropriate resource agency if necessary. Be aware that dummy or training devices can be turned into Improvised Devices.

B. CONTRABAND EXPLOSIVE MATERIALS

These materials include but are not limited to sticks of dynamite, chemicals found in clandestine laboratories, and large stocks of ammunition. For the purpose of this policy, fireworks illegally brought into the Commonwealth of Virginia will be considered contraband explosive materials.

B. MISCELLANEOUS EXPLOSIVE MATERIALS

This category includes chemicals or explosive devices, which are "homemade". These materials are different from the first two definitions as they may require various levels of response from a wide variety of agencies depending on the circumstances.

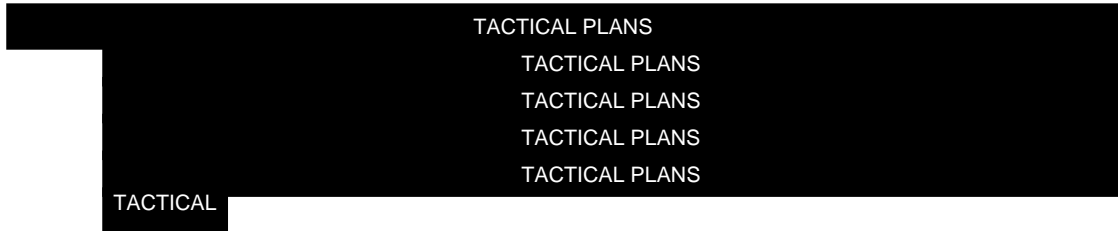


IV. PROCEDURE:

A. Notification

1. It will be the responsibility of the member of the Department of Public Safety responding to a call or coming upon a suspect material to notify the Emergency Communications Center (ECC). Communications, upon receiving a call from a citizen or member of the Division, will make the following notifications:
 - a. The Battalion Chief, Fire Station Officer, Fire Division Hazardous Materials Officer, the designated Fire Investigator, Police Operations Commander, the Police Sector Commander, the Shift Commander and HPD's JTTF Representative.
 - b. The following notifications will be made by the Hazardous Materials Officer or the designated Fire Investigator:
 - (1) Military Ordnance: Military personnel, the EOD. (Explosive Ordnance Disposal) at Yorktown Naval Weapons Station or Langley Air Force Base EOD, should be consulted prior to moving. Only trained EOD personnel should attempt to defuse or explode military ordnance.
 - (2) Contraband Explosive Materials: The Newport News Bomb Squad, or if not available the Virginia State Police, will be requested to respond a Certified Bomb Technician to move, defuse, and/or explode the material. In the event that neither are available, the Battalion Chief will select an agency with a Bomb Technician to be called to assist. This is a mutual aid response.
 - (a) Small amounts of fireworks can be confiscated by a sworn City or State Police Officer. The officer will place the fireworks in an air tight ammunition box in Property and Evidence for disposal by the Hazardous Materials Officer.
 - (b) Large amounts of fireworks (a quantity that will not fit in the ammunition box) will not be stored in the Public Safety Building. Therefore, the Hazardous Materials Officer or the designated Investigator has to be notified so that a suitable storage site can be identified until disposition.
 - (3) Miscellaneous Explosive Materials: The Hazardous Materials Officer, the designated investigator, and the Battalion Chief will be notified to handle the situation.

B. Response:



2. At no time will unauthorized personnel attempt to move the substance or lift it to examine it. (THE EXCEPTION IS FIREWORKS: Fireworks will be confiscated by a sworn officer of the Police or Fire Division and handled according to this policy and procedure.) The Newport News Bomb Squad or State Police Bomb Squad should be called to handle all suspect packages.

3. Once communications has been notified, the officer will establish a security perimeter to prevent unauthorized persons from entering the area.

4. The Division of Fire and Rescue will assume command responsibility at the scene. An exception is clandestine laboratories during a police raid. In these cases, the police maintain incident command until arrests have been made. The police officer in charge will determine when it is safe for fire personnel to enter the scene. The Division of Fire and rescue will treat the scene as a hazardous materials incident and follow appropriate hazardous materials procedures.

The Newport News Bomb Squad can assist with clandestine labs by deploying a robot for remote air monitoring in and around the structure and a visual inside the structure for hazards prior to a person entering. A member of the police Division can be assigned to the bomb squad command post to gather intelligence through the robot cameras.

5. If the situation presents a serious threat to nearby structures, Fire Division personnel are empowered under the authority of the state fire prevention code to order evacuation.

6. Upon arrival at the area where munitions have been reported, the following are the primary responsibilities of each of the following units:

a. Battalion Chief: May assume command or allow command to remain at Station/Company level. The Battalion Chief in the absence of the Hazardous Materials Officer or the designated investigator shall make the notifications as noted in this policy and procedure.

b. Station and/or volunteer company personnel: To locate and isolate the area where munitions have been found, they may be

asked to assist in the search for additional munitions. A search of the area will be conducted around all vehicles for secondary devices. Trained EOD personnel should be the only ones to handle contraband explosives and all miscellaneous explosive materials.

7. Upon arrival, the Hazardous Materials Officer and the designated investigator will contact the Incident Commander and obtain any information available. The Hazardous Materials Officer and the designated investigator will be responsible for establishing a secure area in the vicinity of the munitions. The Hazardous Materials Officer and the designated investigator shall determine the proper method of having the munitions removed and transported to a disposal facility. All contact with area Explosive Ordnance Disposal (E.O.D.) units, Newport News Bomb Squad or the State Police Bomb Squad will be through the Hazardous Materials Officer or the designated investigator. The Battalion Chief will make contact if neither of the above is available.
8. Should a citizen bring explosives or fireworks to a fire/police station, the following procedure shall be followed:
 - a. Explosives or fireworks should not be handled and the area will be secured. (See Section A,1,b,(2) above for fireworks).
 - b. Explosives shall be kept dry (DO NOT submerge in water).
 - c. Notification of persons as outlined in paragraph A.1.a. is to be made.
9. In the event that neither the Hazardous Materials Officer nor the designated investigator are available, contact with the E.O.D. Unit shall be made by the on-duty Battalion Chief. Division personnel will assist the E.O.D. Unit in "locating only" the munitions that are discovered. This does not preclude assisting an E.O.D. Unit with other types of requested aid that falls within our normal function.

C. Post Explosion

1. In the event an uncontrolled explosion occurs and personal injury, death, and/or damage to property results, the incident becomes the joint responsibility of the Police Investigative Service Unit and the Fire Division's Arson Investigations Unit. The Newport News Bomb Squad can assist if requested.
2. Responses in a post explosion situation will be consistent with Police Division Policy and Procedure #520, Bomb Threats, Section F, Post Explosion.

Redaction Log

Total Number of Redactions in Document: 1

Redaction Reasons by Page

Page	Reason	Description	Occurrences
3	TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	1

Redaction Log

Redaction Reasons by Exemption

Reason	Description	Pages (Count)
TACTICAL PLANS	Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public has been redacted pursuant to Va. Code §2.2-3706(B)(5).	3(1)