


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Response to Chemical and Hazardous Materials</b>		
<b>NUMBER</b>	<b>1102.25</b>	<b>EFFECTIVE DATE</b>	<b>February 15, 2011</b>
<b>Scheduled Review Date</b>	<b>July 30, 2018</b>	<b>ISSUE DATE</b>	<b>February 15, 2011</b>
<b>Date Reviewed</b>	<b>June 01, 2017</b>	<b>REVISION DATE</b>	<b>June 01, 2017</b>
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	8.10

### I. Purpose and Scope

- A. The purpose of this policy is to establish guidelines and requirements surrounding any Departmental response to those incidents involving potential bio-hazardous and chemical spills of an unknown origin. This policy will also establish local threat procedures addressing the Bi-State Justice Center as well as procedures for handling, managing and processing suspicious packages by members of the Agency.

### II. Policy

- A. It shall be the policy of the Texarkana Police Department to treat all actual or reported incidents involving the release, explosion or spill of bio-hazardous substances, chemical substances and any other dangerous material as an immediate threat to the welfare and safety of the community. All members of the Department shall respond to such incidents in a defined and coordinated manner while recognizing and adhering to the guidelines and requirements contained within this policy.

### III. Procedures [ALEAP 8.10](#)

#### A. Response to Chemical and Bio-Hazardous Materials

1. When receiving a report of an incident involving the potential release of bio-hazardous substances, chemical substances and any other dangerous material, the responding officer will ensure the following actions are taken:
  - a. Upon arrival, conduct an immediate assessment of the situation from a safe distance and determine the circumstances of the incident. Should the incident appear to involve the release of a bio-hazardous substance, a chemical substance or any other similar dangerous material, the responding officer shall inform his/her Squad Commander or Squad Supervisor of the circumstances surrounding the incident.
    - (1) The Squad Commander or Squad Supervisor shall be responsible for notifying the Texarkana Office of Emergency Management as well as the Fire Department accordingly.
    - (2) The Squad Commander or Squad Supervisor will coordinate personnel and ensure an appropriate containment perimeter is established, begin evacuations as deemed

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appropriate, establish a command post and begin implementing the Incident Command System. For more information surrounding the Incident Command System, refer to [General Order 1102.31---Incident Command System](#).

- (3) Once the Texarkana Fire Department has arrived at the scene, the ranking member of the Fire Department shall assume the responsibility as the Incident Commander. The Squad Commander or Squad Supervisor shall continue providing logistical support, evidence protection/collection responsibilities and any other assistance requested by the Incident Commander.
- (4) The Squad Commander or Squad Supervisor shall notify the FBI if there is a significant and credible reason to believe the incident is related to terrorism.

#### **B. Response to Suspicious Packages**

1. When responding to a report involving a suspicious package or letter, the responding officer will ensure the following actions are taken:
  - a. Upon arrival, conduct an immediate assessment of the situation and determine the circumstances of the incident to include an interview with the reporting person. Should the package appear to pose a threat, the officer shall inform his/her Squad Commander or Squad Supervisor of the circumstances surrounding the incident and immediately secure the area.
    - (1) The Squad Commander or Squad Supervisor shall respond to the scene, assess the situation and determine the magnitude of the hazardous situation. After assessing the circumstances, the Squad Commander or Squad Supervisor shall be responsible for determining what additional resources are necessary and begin implementing a plan of action.
    - (2) Officers are reminded to avoid utilizing radios, cell phones or other similar electronic devices within a 1200 foot radius of any location containing possible explosives or other suspicious packages. For more information regarding the bomb threats, refer to [General Order 1102.24---Bomb Emergencies](#).
  - b. Should there be no indication of a hazard from the package, the following options are available to the responding officer:
    - (1) The owner may elect to retain the package.
    - (2) The responding officer may take custody of the package. Under no circumstances will the package be returned to the owner once it leaves the scene with a member of the Department. The officer will ensure this mandate is made clear to the reporting person and collect the package in accordance to the provisions that govern hazardous material protocol.
    - (3) Crime Scene personnel shall respond to the scene and retrieve the package from the property and determine the disposition of the package. For more information regarding the collection of hazardous material, refer to [General Order 1102.02---Property and Evidence Control](#).

#### **IV. Local Target Vulnerability**

- A. The following locations within our jurisdiction are considered potential target areas for acts of terrorism. Officers of the Agency should make increased security checks and remain alert for unusual activity as the threat levels increase:

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1. Downtown rail yard areas;
2. Texarkana Regional Airport;
3. Americold Plant located at 3609 Genoa Road; and
4. Bi-State Justice Center.

**B. Threat Levels**

**1. Threat Level Orange**

- a. If the threat level is elevated to condition orange, and there are indications that local conditions warrant increased security precautions, the following steps may be instituted as appropriate:
  - (1) All public tours within the Bi-State Justice Center will be cancelled;
  - (2) Officers will conduct periodic and documented security checks of the Bi-State Justice Center; and
  - (3) Employees will ensure that all doors remain secure after entering or leaving the building.

**2. Threat Level Red**

- a. If the threat level is elevated to condition red, and there are indications that local conditions warrant increased security precautions, the following steps may be instituted as appropriate:
  - (1) The Bi-State Justice Center may be locked down and officers will screen persons entering the building. Known employees with a Bi-State ID card are not required to be screened unless there is a known security risk associated with them;
  - (2) All Bi-State Justice Center visitors must show photo identification, sign in and state their purpose for entering the facility. The visitor will be issued a temporary visitor ID card, and their photo identification will remain at the security screening post during their visit at the building;
  - (3) The streets surrounding the Bi-State Justice Center may be closed and parking prohibited around the building. TAPD will be responsible for blocking the eastern half of the area, and TTPD will be responsible for the western half; and
  - (4) All precautions appropriate to Threat Level Orange continue.

**C. Bi-State Justice Center Lockdown Procedures**

1. Once the decision to lock-down the Bi-State Justice Center has been made, the following actions will be taken:
  - a. TAPD squad supervisors will ensure all doors—with the exception of the front (north) doors—are chained and locked. Chains and locks are available at the first floor security area. Keys to the locks are on the supervisor key rings, Division Commander key boxes and Patrol Division key box.
  - b. The following is the schedule for manning the first floor security screening post:

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- (1) 07:30 – 10:40 Texarkana Texas Police Department;
  - (2) 10:40 – 13:50 Texarkana Arkansas Police Department;
  - (3) 13:50 – 17:00 Bowie County Sheriff’s Department; and
  - (4) 17:00 – 07:30 Bi-State private security officers.
- c. Court sessions while under building lockdown will require the appropriate agency to supply additional officers for screening court participants.

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