

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

EVACUATION OF SAN JOAQUIN COUNTY COURTHOUSE AND ANNEX
SUBJECT

DATE: March 1, 2005

NO: X-5

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: **Evacuation of the Courthouse
Courthouse Bomb Threats**

I. POLICY

The Stockton Police Department will adhere to the procedure set out by the San Joaquin County Administrator in coordination with the San Joaquin County Sheriff's Office for the evacuation and search of the County Courthouse and Courthouse Annex in the event of a bomb threat.

II. PROCEDURE

A. Courthouse and Courthouse Annex evacuation and search during normal business hours (weekdays 0800 to 1700 hours).

1. During normal business hours, it is the responsibility of the employees of the Courthouse and Courthouse Annex to conduct searches of their respective offices and grounds for suspected explosive devices. The County Administrator, or his/her authorized representative, has primary responsibility for authorizing and conducting any searches and/or evacuations.
2. When the Telecommunications Center receives notification from the County Administrator's Office that a bomb threat has been received, the Watch Commander will immediately be notified to establish a Command Post at the information desk in the main lobby of the Courthouse. A minimum of three officers will be dispatched to assist with two officers to be assigned to the main lobby command post and a third assigned to report to the Annex Duty Officer in the Personnel Division Office of the Courthouse Annex. Personnel from the Courthouse Main Lobby command post will ensure that they have established liaison with the San Joaquin County Sheriff's Office.

NOTE: The command post telephone and checklist will be located in the drawer provided at the information desk.

3. The Watch Commander will be prepared to:
 - a. Advise the representative from the County Administrator's Office on problems that may arise.
 - b. Assist, upon request, in removing anyone who refuses to leave if the building(s) is evacuated.
 - c. Establish necessary traffic control on the city streets adjacent to the Courthouses and Annex. The decision to set up traffic control will be based on the authenticity of the threat and whether a suspected explosive device is found.

B. Courthouse and Annex evacuation and search during other than normal business hours (1700 to

0800 daily, weekends and holidays).

1. A Courthouse Annex Emergency Plan has been established and will function as part of the established Courthouse Emergency Plan.
2. When the Telecommunications Center receives notification from the Sheriff's Office that a bomb threat has been received, the Watch Commander will be requested to establish the command post at the information desk in the main lobby of the Courthouse. A minimum of three officers will be dispatched to the command post.
3. The Watch Commander will coordinate the search and evacuation of the building(s).

NOTE: The County Administrator has delegated the responsibility and authority to make needed decisions regarding the safety of personnel in the buildings during other than business hours to the representative from Government Buildings Department.

4. The Government Buildings Department is responsible for the search of the Administrative Wing, the Courts Wing (2nd, 3rd, and 4th floors), and the annex.
 - a. The search of the Administrative Wing will be conducted by the Government Buildings Department personnel as follows:

Penthouse, fan room, roof, elevator room, power distribution, telephone and emergency generator rooms, shop in rear of Central Duplicating, and all public restrooms in the Administrative Wing with the exception of the basement restrooms.
 - b. The search of the Courts Wing will include the roof and fan room.
 - c. Exterior of buildings (both wings).
 - d. The Watch Commander will be met in the main lobby, upon arrival, by the on-duty watch person and will be issued keys to the Courts Wing for use by officers in the search. It is suggested that two officers accompany the Government Buildings Department representatives, with a third officer on stand by at the Command Post.
5. The checklist in Annex "A" will be utilized to coordinate the search. A packet of checklists will be with the command post telephone in the drawer provided at the information desk. The check list is for the use of the Watch Commander and need not be retained.
 - a. A bomb threat against the Courthouse Annex would usually be received by the Sheriff's Department which will notify the Stockton Police Department. The Courthouse Annex night watch person will immediately search assigned areas and locate janitorial employees.

Government Buildings Department and Stockton Police Department personnel will conduct a search of assigned areas. Results will be reported to the Annex Command Post and forwarded to the Main Courthouse Command Post if that building is involved.
6. The staffing of search teams will be consistent with available personnel.

III. GENERAL

- A. At no time after the receipt of a bomb threat will elevators be used inside the Courthouse and Annex.
- B. If a bomb is located the E.O.D. squad will be contacted. Depending on the circumstances, all

personnel on scene must be directed to discontinue use of radios.

- C. All communication in and about the evacuation site will be accomplished verbally and not over any radio or transmitting device.

Related References: General Order X-1 Explosive Storage Facility
 General Order X-2 Bombs, Explosive Materials Handling