

# Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 12.7
	Effective Date: 01/30/06 Prv. Rev. Date: 01/25/18 Revised Date: 12/19/22
	Accreditation Standards:
Chapter: Special Response	
Subject: Mail and Package Handling	

### 12.7.3 HANDLING SUSPICIOUS MAIL OR PACKAGES

If a package or envelope appears to be suspicious or poses a potential risk of injury to the public or departmental personnel, members will adhere to the following, depending on the nature of the threat:

- Try to remain calm.
- Do not open, shake, or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others, or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Wash hands with soap and warm water to prevent spreading other potentially infectious materials (OPIM) to the face or skin.
- Do not use a cell phone/**smartphone**, portable radio, text pager, or any other type of transmitting device in the area of the suspicious package.
- Notify a supervisor.
- Contact MetroSafe.
- If possible, create a list of persons who were in the area when the suspicious letter or package was discovered, especially those persons who might have handled it.

**The Canine Unit will not respond to, or investigate, packages that have been deemed suspicious.**

Members will adhere to the following regarding mail or packages that have been positively identified or suspected of being:

- **Explosive Devices**
  - Immediately evacuate the area.
  - Notify MetroSafe to summon the Bomb Squad, Emergency Medical Services (EMS), the Homeland Security **Unit**, and the appropriate fire department and/or hazardous materials (HAZMAT) Unit.
  - Notify a commanding officer or supervisor as soon as possible.
  - Notify the **Federal Bureau of Investigation (FBI)**, if appropriate.
- **Chemical, Biological, or Radiological Substances**
  - Do not handle the package.
  - Isolate the package and evacuate the area.
  - If possible, close all doors to the affected area.
  - Wash hands with soap and warm water.
  - Notify MetroSafe to summon the Bomb Squad, Hazardous Incident Response Team (HIRT), EMS, the Homeland Security **Unit**, and the appropriate fire department and/or HAZMAT Unit.
  - Notify a commanding officer or supervisor as soon as possible.
  - Notify the **FBI**, if appropriate.