

UW Whitewater Police



Unknown Substance Response

Number: 100.50	No. Pages: 4		
Special Instructions:		Date Reviewed: 5/28/25	Date of Next Review: August 2028
Approved By: Chief Kiederlen	Effective Date: 8/10/2012	Revised Date: 5/28/25	Revision number: 2

I. Purpose

The purpose of this General Order is to establish a plan and method for dealing with any unknown substance.

II. Policy

It is the policy of the UW-Whitewater Police Department that officers will respond to any unknown substance. Officers will then isolate the substance, take care of anyone that is potentially contaminated and then handle the disposal of the unknown substance. This policy does not apply to items that fall under the Dangerous Devices Policy, General Order 46.100.

III. Procedure

- A. Officers will respond to calls about unknown or suspicious substances as a priority call.
- B. Officers will make sure the unknown substance in question has been isolated from other people, i.e. closing off rooms the substance is in, or blocking the area with barrier tape.
- C. Officers will wear nitrile gloves and a face shield whenever entering an area of possible contamination. Thorough hand-washing procedures shall be followed before clearing from the scene. The used gloves and face shields shall be placed in a plastic bag and sealed when clearing from the scene. The office of Risk Management and safety will be contacted for disposal of face shields and gloves that are contaminated.
- D. Anyone that may have touched the letter/parcel or substance should be advised to wash their hands (or any other skin area that came in contact with the substance) very thoroughly with soap and water. The names of anyone that came in contact with the substance or was present in the room with the substance shall be listed in the incident report.
- E. Officers will conduct an initial assessment using the Law Enforcement Threat Assessment Flow Chart located in Attachment B.
- F. If officers believe the threat is credible they will contact the on-duty or on-call supervisor to make appropriate contacts with the County Health Department and other law enforcement agencies.

UW Whitewater Police

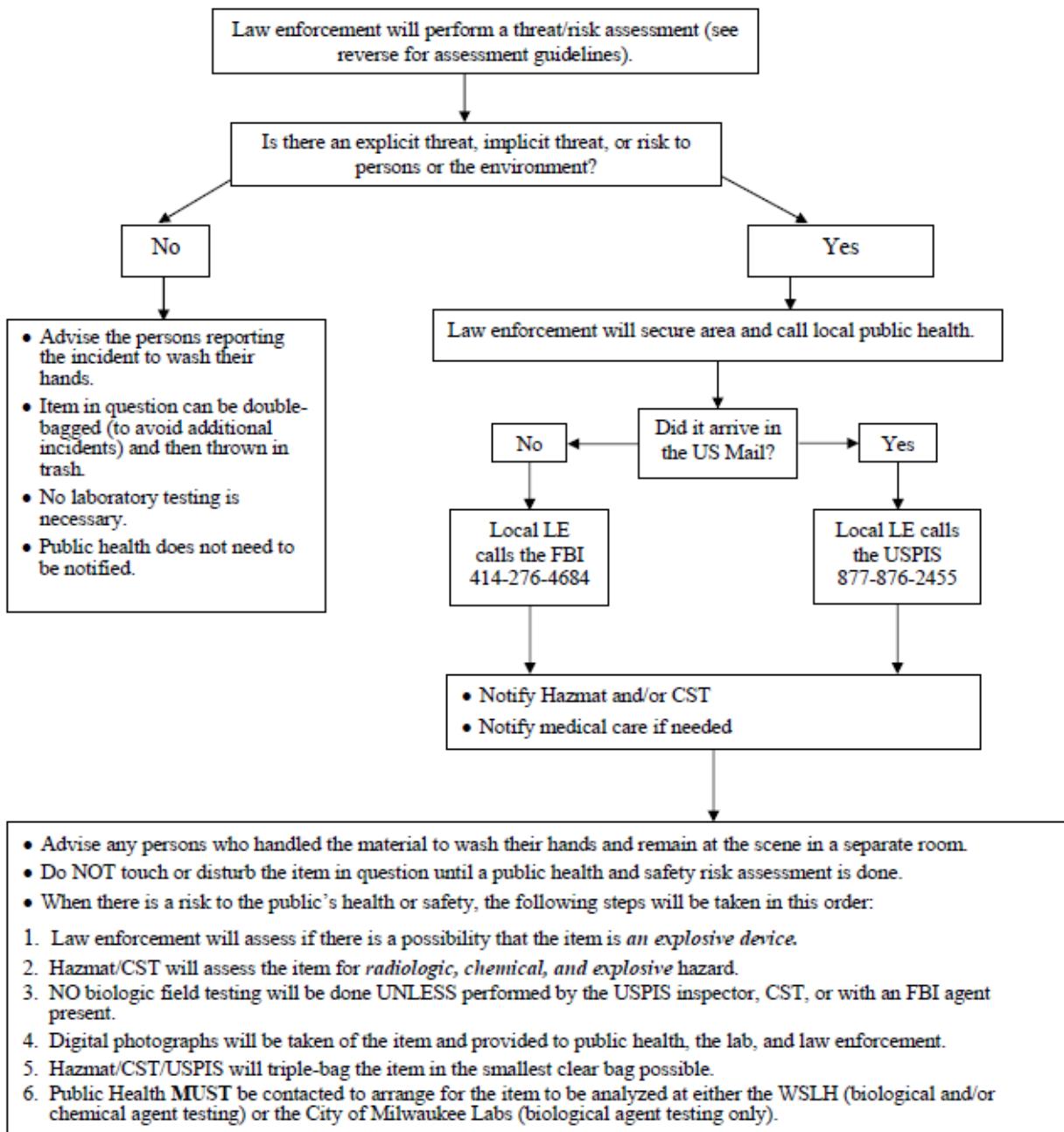
Attachment A:

Wisconsin Division of Public Health

March 2, 2011

UNKNOWN SUBSTANCE/PACKAGE/LETTER

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.



1 of 3

Wisconsin Procedure for Unknown Substance/Package/Letter
A joint protocol produced by WI Division of Public Health, WI State Laboratory of Hygiene, FBI, US Postal Inspection Service, Capitol Police, WI Emergency Management, and the 54th Civil Support Team WING

UW Whitewater Police

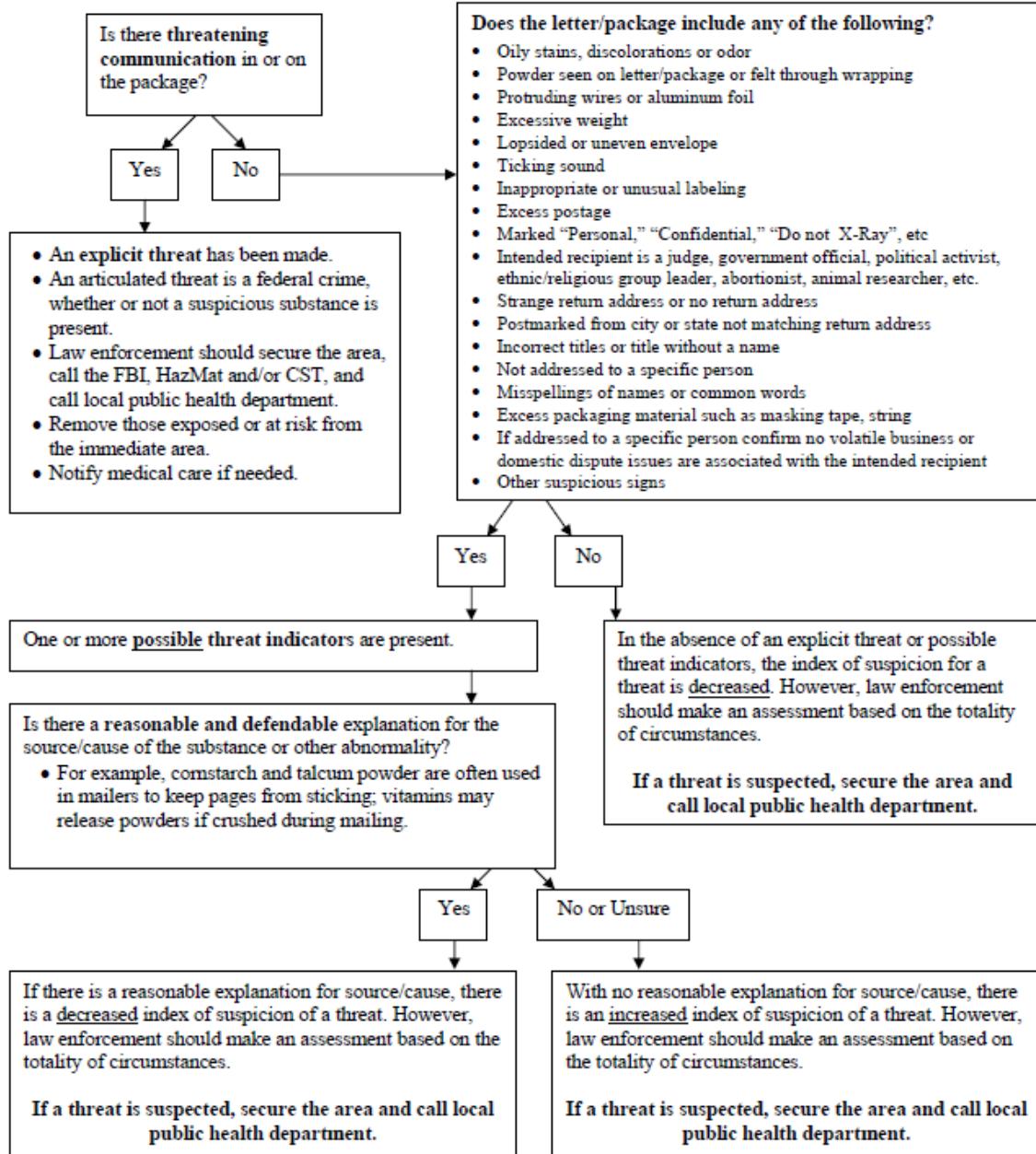
Attachment B:

Wisconsin Division of Public Health

March 2, 2011

LAW ENFORCEMENT THREAT ASSESSMENT

DO NOT sniff, touch, or move package/letter. DO NOT change environment, including lights.



2 of 3

Wisconsin Procedure for Unknown Substance/Package/Letter
A joint protocol produced by WI Division of Public Health, WI State Laboratory of Hygiene, FBI, US Postal Inspection Service, Capitol Police, WI Emergency Management, and the 54th Civil Support Team WING

UW Whitewater Police

Attachment C:

Wisconsin Division of Public Health

March 2, 2011

PUBLIC HEALTH EXPOSURE ASSESSMENT

