

This procedure lists the actions to be taken when the interior of a train is to be “swept” or checked for passengers and their personal belongings at the end of a trip or when it is to be removed from revenue service at any point. This procedure is not to be confused with sweep train rules contained in the Metro Rail System Book of Operating Rules.

**Train Operator**

1. Perform a sweep of the interior of the train:
  - a. At all terminals.
  - b. When train must be removed from revenue service at any location.
  - c. When directed by Control.
2. Prior to making the sweep, make an appropriate announcement to passengers.
3. Secure the operating cab.
4. Perform a walk-through visual inspection of the train to verify that all passengers have left the train and have taken their personal belongings with them. LRV train operators shall use crew doors to change cars and must secure them after use.
5. If passenger is found in train, ask passenger to leave train promptly. If passenger does not comply, notify Control and request Transit Law Enforcement assistance.
6. If personal belongings are found in train, refer to lost and found procedures.
7. If you are being assisted by another rail employee with the sweep, by procedure or otherwise, you must make contact with the helper and verify what part of the train they swept and what they found.
8. If items left on the train fit one of the following descriptions, consider them suspicious if:
  - a. Someone tells you it is a bomb
    - i. Be observant and get an accurate description of the person telling you this.
    - ii. Get as much information as you can about the bomb and its location.
    - iii. Contact Control by telephone, ETEL/PTEL, or ETS/BLS phone; do not use the radio.
    - iv. Comply with instructions from Control.
  - b. People act suspiciously sitting near or leaving the location where you find the package.

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- c. There are threatening or political messages written on or attached to the package.
  - d. You find wires or other electrical devices attached to or protruding from the package.
  - e. Packages apparently or purposely hidden or in odd locations where someone is unlikely to simply have forgotten it.
9. If items found on the train appear to be suspicious:
- a. Do not touch, move, or open the item.
  - b. Calmly ask any passengers on board to exit the train.
  - c. Secure the train by closing the doors and checking that no one was left on board.
  - d. Contact control by telephone, ETEL/PTEL, or ETS/BLS phone; do not use the radio.
  - e. Comply with instructions from Control.
10. Avoid reporting items that do not appear abnormal or suspicious:
- a. Use your experience and judgment when evaluating items that appear like normal things passengers might leave behind near where they normally sit or stand in the train.
  - b. Remove items that do not appear dangerous or threatening and dispose of them in accordance with MTA Lost and Found procedures.
11. If appropriate, change destination signs for the next trip.
12. During service interruptions, notify Control when sweep has been performed. Follow instructions from Control.
13. During regular train operations, resume normal operation.