

Policy Development Form  
Office of Policy Analysis



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SOP: 2-25 Bomb Threats and Bomb Emergencies

Date Completed:

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

SOP 2-25 Bomb Threats and Bomb Emergencies is due for annual review. There are no changes identified by the Special Operations Division at this time. SOP 2-25 will be presented to OPA for additional review to determine if changes are needed.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email [jjluna@cabq.gov](mailto:jjluna@cabq.gov).

Updated 7/25/18



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-25

Effective: 09/20/17 Review Due: 09/20/18 Replaces: 01/13/16

## 2-25 BOMB THREATS AND BOMB EMERGENCIES

### 2-25-1 Policy

Department policy is to provide for the safety of Department personnel and citizens in the response, deployment, and handling of bomb threat/emergency situations.

### 2-25-2 Rules and Responsibilities

[7] A. Bomb Threat

1. A bomb threat condition will exist when a suspected bomb/explosive device has been reported but not located.
2. Communications' responsibilities
  - a. Keep the reporting party on the line and determine, if possible, the reason for suspicion that an explosive device may be present.
  - b. Dispatch a field unit immediately.
  - c. Notify the field supervisor of the situation.
  - d. As directed by the dispatched officer or field supervisor, will notify the Albuquerque Fire Department and provide deployment instructions for responding apparatus.
3. Dispatched officer's responsibilities
  - a. Responding units will leave their radios and MDTs powered on during a search for an explosive device, as the importance of communication is vital between officers and dispatch.
    - i. If a device is located during a search, the officer will move a safe distance from the device and take a position of cover prior to transmitting over the radio.
  - b. Make contact with the person in charge of the premises and the person who reported the threat. Make inquires quietly and avoid reference to a "bomb threat" until actually dealing with parties who can provide direct evidence of the case.
  - c. The responding officer should ask, but not be limited to the following questions:
    - i. Have previous threats been received and the outcome of those threats.
    - ii. Possible motives.
    - iii. Vulnerabilities of equipment and/or Unit.
    - iv. Any other questions which might assist the officer in determining the probability of an explosive device being on site.

[N/A]



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- d. When the probability of an explosive device has been established, telephone contact will be established with Communications and subsequent notification of the field supervisor will be made. Advise the dispatcher regarding deployment of fire/rescue equipment.
- e. The decision to search a public building or area rests with the officer in charge. Permission is required to search a private residence or business.
- f. The dispatched officer will be responsible for preparing the offense/incident report.

[7] B. Bomb Emergency

1. A bomb emergency will exist when a suspected or actual bomb/explosive device has been located or when an explosion occurs.
2. When a call is received by personnel of the department regarding a suspected bomb/explosive device or military ordnance which has been found, the person receiving the call will attempt to obtain information regarding:
  - a. Description or type of device.
  - b. Location of the device.
  - c. Quantity and characteristics of the device.
3. The person receiving the call will then notify Communications regarding the call and information obtained.
4. Communications responsibilities:
  - a. Advise the reporting person to evacuate the concerned area immediately and take all available precautions.
  - b. Dispatch units as necessary for evacuation and establishing a perimeter.
  - c. Notify the Albuquerque Fire Department for the dispatch of appropriate emergency equipment.
5. Dispatched officer's/supervisor's responsibilities:
  - a. Responding units will leave their radios and MDTs powered on during a search for an explosive device, as the importance of communication is vital between officers and dispatch.
    - i. If a device is located during a search, the officer will move a safe distance from the device and take a position of cover prior to transmitting over the radio.
  - b. The dispatched officer will ensure evacuation of all occupants from the immediate area (300 feet or more) and attempt to view the area of the explosive device from a location that provides maximum protection.
    - i. Field officers will be responsible for perimeter security in the immediate area surrounding a known or suspect device.



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- [5] ii. The field supervisor shall take appropriate action for call out of the Bomb Squad.
- [5] c. Under no circumstances will an officer other than Bomb Squad personnel push, touch, pick up, or in any way handle a suspected or known explosive device.
- d. When a suspected device is located, the dispatched officer will be responsible for obtaining complete preliminary information (witness, calling party, and persons present, information, etc.), and relaying this information to the Bomb Squad as soon as possible.
- e. In all cases where the Bomb Squad responds to the scene of a known or suspected explosive device and has been briefed, the responsibility for containment, control, and/or removal of the device from the area is fully with the Bomb Squad.
- f. Fire Department personnel will not be permitted within the cordoned off area unless the device detonates and causes fire or injury to personnel.
- g. If the detonation causes a fire or injury, Fire Department personnel shall be allowed to enter the area. The officer or supervisor at the scene will advise the dispatcher of the desired route Fire Department personnel and equipment should use. Fire Department personnel will be advised that the possibility exists of a secondary explosive device, and caution should be used when entering the area.
- [N/A] h. The Fire Department will have primary responsibility in the event a fire occurs, or emergency medical treatment is required. Bomb disposal and investigation remain the primary responsibility of the police department.
- C. Delivered Explosives/Ordnance
- [6] 1. When an explosive device or military ordnance is delivered to the police station, any substation, or another police facility, personnel will:
- a. Attempt to detain the person who delivered the item.
- b. Notify the field supervisor of the situation and location of the device.
- c. Do not touch or move the device.
- d. Await instructions from the field supervisor concerning action to be taken.
- [7] D. Detonated Devices
1. When a bomb/explosive device has exploded;
- a. Communications will:
- i. Dispatch a field unit to the location. An attempt will be made to keep the reporting party on the phone while officers are responding. Dispatched units will be constantly updated on incoming information.
- ii. Notify the field supervisor of the call and situation.
- iii. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire.



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- iv. Notify ambulance and the Fire Department for a response.
- v. Notify the Bomb Squad.

- b. Dispatched officer(s) will:
  - i. Be responsible for establishing a security perimeter in the immediate area surrounding the explosion.

[7] E. Call-Out Criteria for the Bomb Squad

1. The Bomb Squad will respond:

- a. When a suspected or actual explosive device has been located or when assistance is needed in conducting a search with a high probability of a device existing.
- b. When detonation of an explosive device has occurred (post blast).
- c. When explosives have been found or are reported to the department as an amnesty call.
- d. When military ordnance has been found.
- e. When out-of-town requests have been approved by the Bomb Squad commander.

**2-25-3 Procedures**

[7] A. Search

- 1. A plan should be developed before a search is initiated. The areas to be searched and the extent of the search will depend on:
  - a. The type of establishment.
  - b. The motivation of the bomber.
  - c. The accessibility of the building.
- 2. A floor plan should be obtained and search areas assigned. A floor plan should be drafted if one is not available.
- 3. An attempt should be made to utilize personnel familiar with the areas to be searched when assigning searchers.
  - a. Persons involved in the search will be advised not to pick up, touch, or move any object found which is not familiar to them.
  - b. Upon finding a suspect item which may be or may contain an explosive device, confirm that it does not belong in the area.
- 4. Where a search fails to turn up any explosive devices, officers will state only that a device was not found. They will not make statements to the effect that there are no devices present, or that the area is "all clear."



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5. The search will be discontinued when:
  - a. Requested to do so by the owner of the premises or the owner's designee.
  - b. Directed by a supervisor.
  - c. Directed by the Bomb Squad
  - d. The officer concludes the probability of finding a device by further search is minimal.
  
6. Officers will not discourage the person in charge of the premises from continuing with a search after the officers' departure.