1-42 EXPLOSIVE ORDNANCE DISPOSAL (EOD) UNIT (BOMB SQUAD (FORMERLY EXPLOSIVE ORDNANCE DISPOSAL UNIT)) (BOMB SQUAD)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s): None

A. Related SOP(s)

1-64 K-9 Unit (Formerly 6-9)
2-8 Use of On-Body Recording Devices

B. Form(s)

Explosive Magazine Entry Log Book
EOD Unit Supplemental Narrative Report
Refresher Training Report Form

C. Other Resource(s)

27 C.F.R. § 555.21 Forms Prescribed
Federal Bureau of Investigation Hazardous Devices School
Bomb Squad Commander Handbook
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Bomb Arson Tracking System (BATS)
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Regulations
Federal Bureau of Investigation Hazardous Devices School (FBI HDS)
International Association of Bomb Technicians and Investigators (IABTI)
National Guidelines for Bomb Technicians
National Bomb Squad EOD Unit Bomb Squad Commanders Advisory Board (NBSCAB)
Bomb Squad EOD Unit Bomb Squad Commander Handbook

D. Rescinded Special Order(s)

None

1-42-1 Purpose

The purpose of this policy is to establish requirements for the Albuquerque Police Department’s Explosive Ordnance Disposal (EOD) Unit (Explosive Ordnance Disposal (EOD) Unit (Bomb Squad personnel)) to provide timely, well-coordinated, and proper response to high-probability bomb threats, improvised explosive devices, and other explosive items to ensure the safety of the public, community members, and law enforcement sworn personnel.
As part of its commitment, the EOD Unit will conduct crime scene investigations, assist other agencies, process post-blast scenes, and conduct appropriate follow-up investigations.

1-42-2 Policy

It is the policy of the Department to provide a safe and professional means for disposing of explosives, ordnance, ammunition, and improvised explosive devices (IEDs) to assure the safety of civilians, community members, and officers while providing effective and constitutional policing.

1-42-3 Definitions

A. Bomb Emergency

A Bomb Emergency Occurs when a suspected or actual bomb or device that has been located or when an explosion occurs.

B. Bomb Threat

A Bomb Threat Occurs when a suspected bomb or explosive device that has been reported but not located.

C. Improvised Explosive Devices (IEDs)

A bomb constructed and deployed in ways other than in conventional military action.

D. Ordnance

Any military-grade munitions or explosive devices.

1-42-4 Objectives

EOD Unit personnel shall:

D. The Bomb Squad Explosive Ordnance Disposal (EOD) Unit will respond to and dispose of any device known to contain, or suspected of containing, explosive materials.

F. The Bomb Squad EOD Unit will respond to bomb threats when a suspected or actual explosive device is located or when assistance is needed in conducting a search for a probable device existing.

H. The Bomb Squad EOD Unit will assist the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices.
J. The Bomb Squad EOD Unit will also conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence.

L. The Bomb Squad EOD Unit will assist the Evidence/Disposition Unit by destroying evidence, weapons, and dangerous drugs (at the request of the Evidence/Disposition Unit or pursuant to a court order).

M. The Bomb Squad EOD Unit is responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures. The Bomb Squad EOD Unit personnel will also provide bomb threat management training to outside agencies and businesses.

N. The Bomb Squad EOD Unit shall respond to all instances where actual or suspected booby traps (including improvised firearms) which have been located or are believed to exist.

P. 1-42-45 Rules and Responsibilities Qualifications

A. Sworn Personnel Qualifications

1. Qualifications

A. Sworn personnel who apply for a position in the Bomb Squad EOD Unit understand that the position is strictly voluntary and must:

f. Not be color-blind;

g. Not be allergic to explosives;

h. Possess the rank of patrolman first class (P1/C) and a minimum of one (1) year of experience with the Department;

i. Commit to work a minimum of five (5) years as a Bomb Technician after graduating from the Federal Bureau of Investigation's Hazardous Devices School (FBI HDS), regardless of assignment(s);

j. Demonstrate the ability to work competently under stressful conditions;

k. Demonstrate the ability to work amicably with other members of the Bomb Squad EOD Unit;

l. Pass the FBI HDS application requirements and successfully graduate from the FBI HDS;
8. Be in good physical condition and maintain good physical condition while in the Bomb Squad EOD Unit. Physical condition testing shall be conducted semiannually.

9. Sworn personnel shall complete the Bomb Squad EOD Unit obstacle course in under twenty (20) minutes on an annual basis.

10. Once a year, officers sworn personnel shall must pass the Department's Cooper Standards physical assessment with a minimum overall score of eighty percent (80%) and no less than sixty percent (60%) in any category; and

11. Sworn personnel must be willing to:

   a. Be placed on-call;
   b. Work varied and extended hours based on the needs of the EOD Unit Bomb Squad;
   c. Respond to call-outs when not on call;
   d. Travel out of town for conferences or other EOD Unit Bomb Squad related duties; and
   e. Possess both mechanical and electrical aptitudes.

6 1-42-5 Rules and Responsibilities

A. EOD Unit Bomb Squad personnel shall:

   1. Respond to and dispose of any device known to contain, or suspected of containing, explosive materials;

   2. Respond to bomb threats when a suspected or actual explosive device is located or when assistance is needed in conducting a search for a probable device existing (refer to SOP Bomb Threats and Bomb Emergencies for sanction classifications and additional duties);

   3. Assist the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices;

   4. Conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence;
5. Assist the Evidence/Disposition Unit personnel by destroying evidence, weapons, and dangerous drugs at the request of the Evidence/Disposition Unit or pursuant to a court order;

6. Be responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures. EOD Unit Bomb Squad personnel shall also provide bomb threat management training to outside agencies and businesses; and

7. Respond to all instances where actual or suspected booby traps, including improvised firearms, which have been located or are believed to exist.

0. EOD Unit Bomb Squad Sergeant

B.

1. The Bomb Squad EOD Unit Bomb Squad The EOD Unit Sergeant shall:

2. a. Inform the Tactical Section Lieutenant of Bomb Squad EOD Unit Bomb Squad EOD Unit operations and Bomb Squad EOD Unit Bomb Squad call-outs;

4. b. Maintain liaison contact with Bomb Squad or EOD unit supervisors in the New Mexico State Police (NMSP), and the United States Armed Forces, as well as state and federal and state agencies;

6. c. Store and dispose of explosives when required. The Bomb Squad EOD Unit Bomb Squad EOD Unit Sergeant shall ensure that explosives are not stored in the Bomb Squad EOD Unit Bomb Squad EOD Unit office area. Explosives shall be stored in accordance with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) storage regulations.

8. Maintain necessary records and filing of reports to designated personnel or agencies;

d.

10. e. Coordinate the Bomb Squad EOD Unit Bomb Squad’s EOD Unit’s activities at the scene of a bombing, accidental explosion, or related incident, and submit a supplemental report to the concerned investigating section or agency;

12. f. Ensure that all Bomb Squad EOD Unit Bomb Squad EOD Unit equipment is maintained and in a serviceable condition;

44. g. Conduct in-service training for Department Bomb Technicians and Department personnel, when requested;
46. h. Conduct bomb threat response training for Department and civilian personnel when requested.

48. i. Conduct inventory of the explosive storage magazines every six (6) months.

20. Complete monthly reports detailing all training, deployments, field officer-related activities, and inspections.

22. Conduct monthly vehicle inspections of EOD Unit Bomb Squad personnel.

24. i. Perform such duties or assignments as designated by the Tactical Section Commander.

C. Bomb Squad EOD Unit Officer

1. An EOD Unit Bomb Squad member shall:

a. Conduct render-safe procedures for all incidents involving explosives or IEDs.

b. Respond to, and where necessary, direct the response to bomb threats (refer to SOP Bomb Threats and Bomb Emergencies for sanction classifications and additional duties).

c. Provide bomb security for visiting dignitaries and special events.

d. Conduct scene investigations for incidents involving explosives, IEDs, suspicious packages, and post-blast occurrences.

e. Write an original Uniform Incident Report on all incidents where:

   i. An IED or suspected device was rendered safe;

   ii. An explosive device has detonated; or

   iii. When requested by an outside agency or by the Bomb Squad Sergeant.

If the member is the Primary Bomb Technician, complete

f. BATFE’s Bomb Arson Tracking System (BATS) reports will be completed for all incidents covered under BATS guidelines. These reports shall be submitted electronically, pursuant to 27 C.F.R. § 555.21 by the primary bomb technician.

42. g. Provide testimony as an expert witness in state and federal courts.
14. Maintain all Bomb Squad EOD Unit equipment and ensure that it is serviceable.

h.________ Maintain the bomb range.

i.________ Advise the EOD Unit Sergeant of all call-outs, daily activities, equipment/supply needs, and problems.

j.________ Provide explosives recognition demonstrations to police officers and civilian personnel when requested and approved by the EOD Unit Sergeant.

k.________ Maintain liaison contact with the New Mexico State Police and the United States Armed Forces, as well as federal and state agencies.

m.________ Respond to any requests for amnesty from community members regarding the voluntary surrender of explosives without criminal penalties.

n.________ Respond to all amnesty calls by completing a police report and BATS entry.

D. On-Call Status

1. Bomb Squad EOD Unit Members personnel will be available for calls twenty-four (24) hours a day, seven (7) days a week, unless leave has been approved by the EOD Unit Sergeant.

2. The Bomb Squad EOD Unit personnel who are FBI All call-outs will handle all call-outs.

3. The Bomb Squad EOD Unit Sergeant will be notified of all call-outs, if possible, before responding to the call. In the event the Bomb Squad EOD Unit Sergeant is unavailable, the Tactical Section Lieutenant will be notified.

E. EOD Unit Command Structure

1. The Bomb Technicians shall report to the EOD Unit Sergeant.
4.2. The Bomb Squad EOD Unit Sergeant shall handle all Bomb Squad-related business through the EOD Unit Sergeant.

3. At the scene of an EOD call, the EOD Unit Bomb Squad Sergeant, or the senior certified bomb technician if the Unit Sergeant is not present, will be in charge of the Bomb Squad EOD operation at the scene of an EOD Unit Bomb Squad call.

3a. The Senior Certified Bomb Technician shall be in charge of the operation at the scene of the call if the EOD Unit Bomb Squad Sergeant is not present.

F. Improvised Explosive Devices (IED)

1. The following procedures are intended as a safety guide and may vary depending on circumstances and exigencies. Bomb Squad personnel shall perform the following procedures which are intended as a safety guide and may vary:

a. Obtain all available information before taking any action;

b. Upon arrival, the first Bomb Technician on the scene shall check if evacuation was conducted properly and ensure that scene perimeters have been established;

c. After reviewing all available information, the EOD Unit Bomb Squad Sergeant or Senior Certified Bomb Technician shall decide to render the device safe at the scene, blast it in place, or remove it to a safe disposal area;

d. On IED calls or calls involving the recovery of explosives, there shall be a minimum of two Bom Technician deployed;

e. Set up and test all equipment before approaching the suspected item;

f. The use of untrained personnel on an IED or suspect device is prohibited and shall be grounds for removal from the Bomb Squad;

g. Call Albuquerque Fire and Rescue (AFR) for "a transport capable rescue unit" and ensure that it is present at the scene before approaching an IED or suspected explosive device;

h. The hand entry of IEDs as a render safe procedure shall be restricted to life-threatening situations only;

i. If a scene is contaminated, appropriate protective clothing shall be worn by all Bomb Squad personnel entering the immediate contamination area. Clothing to be worn includes protective suits, double layer surgical gloves, eye protection, and respirator;

j. Bomb suits shall be worn in all situations except when it is physically impossible, and there is an explosive/flammable atmosphere, a potential of booby traps or as situations demand. Only the Primary Senior Bomb Technician on-scene or the EOD Unit Bomb Squad Sergeant may determine that wearing bomb suits is not practicable;
k. **Apply the use** a one-man approach to the situation, unless it would be unsafe or impracticable to do so;

l. An IED will be x-rayed, as situations demand, prior to being moved;

m. If an IED is to be moved, remote removal procedures will be utilized whenever possible;

n. The use of a firearm is authorized to render an IED safe;

o. The EOD Unit Bomb Squad Sergeant or the Primary Senior Bomb Technician will notify the Emergency Communications Center (ECC) and all officers sworn personnel on-scene prior to using Render Safe Procedures (RSP) that may elicit false “shots fired” reports;

p. If a firearm is used for RSPs, an EOD Unit supplemental Uniform Incident Report will be written, and the EOD Unit Bomb Squad Sergeant will send a copy to the Internal Affairs Professional Standards (IAPS) Division within forty-eight (48) hours of the call. The EOD Unit Bomb Squad Sergeant will notify the IAPS Division within twenty-four (24) hours to notify them of the use of a firearm for RSPs;

q. If an IED is to be removed to a disposal area in a total containment vessel (TCV), a marked police escort will be used:
   i. One vehicle will be positioned two hundred (200) feet behind the bomb trailer, and one (1) vehicle will be positioned two hundred (200) feet in front of the trailer towing vehicle;
   ii. The Field Services Bureau (FSB) supervisor at the scene will be advised of the route to be used;
   iii. Escort vehicles will use their red lights and drive within the legal speed limits in a safe and prudent manner;
   iv. Rescue and fire units will follow the escort to the disposal site. Upon arrival at the chosen site, the escorting vehicles will be dismissed; and
   v. The rescue and fire vehicles will stand by until the IED is rendered safe. All unauthorized personnel will be cleared from the area.

G. Technical Support

1. The EOD Unit Bomb Squad personnel will provide technical support to investigative personnel, including personnel in such as the Field Services Bureau (FSB) or the Violent Crimes Unit Section. Investigative responsibility for the incident will remain with the appropriate investigative unit. Technical support may include, but is not limited to:
   a. Completing search of the crime scene;
   b. Searching areas for booby traps and physical evidence;
   c. Documenting, collecting, and handling evidence; and/or
   d. Documenting crime scene items related to explosives, such as photographs and diagrams.

2. Additional Bomb Technicians may be called to incidents that the EOD Unit Bomb Squad Sergeant designates as serious in nature.
H. Training

1. All EOD Unit Bomb Squad personnel will be required to participate in periodic, in-service training. The Training Coordinator will determine the training needs of the Department and the Bomb Squad.

2. Initial/Proficiency Bomb Technician Training:
   a. Each bomb technician, including the Sergeant, will satisfactorily complete the FBI HDS.
   b. Each bomb technician will complete an on-the-job training (OJT) program with an experienced bomb technician until they exhibit proficiency in areas to include, but not limited to:
      i. Percussion Actuated Non-electric (PAN) Disrupter set-up and use;
      ii. X-ray set-up and use;
      iii. Bomb suit set-up and use;
      iv. Miscellaneous equipment set-up and use;
      v. Explosive recognition, commercial and military;
      vi. Remote removal procedures, equipment set-up and use;
      vii. Firearms familiarization and use;
      viii. Scene management; and
      ix. Training officer review.
   c. Proficiency training will be conducted once a year and testing will cover all aspects of the Bomb Squad's functions and equipment.

3. Refresher Training:
   a. Each Bomb Squad member will train weekly. All personnel are required to train a minimum of two-hundred-eighty-eight (288) hours per year.
   b. Each training day will be coordinated by a Bomb Technician. The duty to coordinate training days will rotate among all Bomb Technicians.
   c. Each training session will be documented on a training report form by the technician conducting the training.
   d. The Sergeant will compile the training report forms and ensure they are entered into the BATS.
   e. The Sergeant will maintain all training records and documentation.
   f. A roster of attendance will be completed for each training day.
   g. Each Bomb Technician will attend outside refresher training, when possible. These trainings can include all regional International Association of...
Bomb Technicians and Investigators (IABTI) seminars, FBI HDS courses, and BATFE courses.

h. Each Bomb Technician shall remain current on bombing incidents through the review of FBI Bomb Data Center bulletins and by reading current books and articles relating to the bomb disposal field.

I. Bomb Technician Equipment

1. All Bomb Squad equipment will be maintained and inspected monthly by full-time Bomb Squad personnel, to include:
   a. Bomb Squad equipment truck;
   b. Bomb Suits;
   c. Bomb tools to include x-ray, disrupters, hand tools, etc.; and
   d. Batteries removed or replaced, charged, and tested.

2. The Bomb Squad equipment truck will be inspected monthly and restocked as needed. Bomb Squad personnel will report any maintenance or supplies needing replenishment to the Bomb Squad Sergeant.

J. Explosive Magazines Used to Store Explosives

1. The explosive magazines are as follows:
   a. Magazine A:
      i. Non-evidentiary class 1.1 or less explosives except detonators;
   b. Magazine B:
      i. Evidentiary class 1.1 or less explosives except detonators;
   c. Magazine C:
      i. Supplies, class 1.1 or less except detonators and EOD safe (detonator magazine);
   d. All evidentiary or non-evidentiary detonators.

2. Entry Logs
   a. Only Bomb Squad personnel will have access to explosive magazines.
   b. Bomb Squad personnel shall fill out entry logs each time a magazine is entered.

3. Evidence Tagging into EOD Bomb Squad magazines
   a. Bomb Squad personnel will complete a Department evidence tag on all types of evidence to be stored in the evidence magazine.
b. The items will **shall** be logged on the magazine entry log as evidence.

c. The hard copy and white copy will **shall** be attached to the item(s) being tagged. The yellow copy will **shall** be retained by the Bomb Technician.

5.4. Audit of EOD Bomb Squad magazines

K.a. **a.** The contents of the magazines will **shall** be audited semi-annually.

M.b. **b.** Each magazine and content will **shall** be checked weekly.

Magazine checks will **shall** be logged in the magazine log book.

N. Destruction of Hazardous Chemicals

1. The Bomb Squad personnel will **shall** not take possession of chemicals or other toxic substances if, according to the New Mexico Environment Department (NMED) Environmental Health Division (EHD), the destruction of such materials poses a danger to the environment unless the substances pose an immediate threat to public safety.

2. The EOD Team personnel will **shall** not take possession of, or remove hazardous chemicals or toxic substances for disposal unless they have been deemed an explosive hazard or unless the substances pose an immediate threat to public safety.

3. The AFR Hazardous Materials Unit will **shall** be called to coordinate on the disposal of such material.

4. The EOD Team personnel may support the AFR Hazardous Materials Unit as directed by the EOD Unit Sergeant.

5. The EHDNMED will **shall** be contacted for advice in determining the appropriate destruction of chemicals.

6. Use of the Kirtland Air Force Base EOD Unit Bomb Squad

1. The Kirtland Air Force Base (KAFB) EOD Team may be used to assist on calls relating to military ordnance.

2. The EOD Team Sergeant or Primary Bomb Technician will **shall** make any requests for KAFB EOD Team assistance.

3. When using the KAFB EOD Team, the requesting Bomb Technician will **shall** respond to the scene of the call to serve as a liaison between the EOD Team and the KAFB EOD Unit Bomb Squad.
4. Large demolitions or contraband destructions may be coordinated with the KAFB EOD UnitBomb Squad.

M. EOD Explosive Range Protocol

1. The following Agencies will be contacted thirty (30) minutes prior to a large blast:
   a. ECC, the Albuquerque International Sunport Airport Tower, and the KAFB Law Enforcement Desk.

2. The explosive range limit shall be twenty-five (25) pounds or less of high explosives unless prior arrangements have been made with the Airport tower, but not more than three hundred (300) pounds of high explosives.

3. A visual check of the area shall be made prior to any detonation.

4. Avoid detonations during inclement weather and thermal inversions, if possible.

5. Only authorized EOD UnitBomb Squad personnel or persons authorized by the EOD Unit Bomb Squad Sergeant or the EOD Unit Bomb Squad Safety Officer shall be allowed on the EOD Unit Explosive Range during demolitions.

6. Other agencies requesting the use of the EOD Unit Explosive Range shall be required to follow the provisions outlined in section (M) of this Standard Operating Procedure (SOP).

7. The EOD Unit Bomb Squad technicians shall ensure that sufficient amounts of explosives are used during all demolitions so that the range is kept clean and all items are completely destroyed.

N. Range Safety

1. All items to be destroyed shall be delivered to the blast site by those persons requesting a demolition.

2. All demolitions shall require a minimum of two Bomb Squad technicians.

3. The Bomb Squad Blasting Officer shall be responsible for the number, design, and timing of each blast.

4. The EOD Unit Bomb Squad Safety Officer shall oversee the operation by making sure that all observers and Bomb Squad technicians are in safe areas during the demolition procedure. All Bomb Squad Technicians shall assist.
Safety Officer will **shall** have the authority to stop all action if a safety problem is observed.

5. Inspections Unit personnel will **shall** be at the disposal site if Department evidence is being destroyed.

O. Explosive Detector Canine (EDC)

1. Explosive detector canines (**An EDC**) will **shall** be trained on as many different explosive odors, as possible.

2. The minimum explosive odor requirements are:
   a. RDX;
   b. PETN;
   c. Smokeless powder;
   d. Black powder;
   e. TNT;
   f. Dynamite; and
   g. Ammonium nitrate.

3. EDC Handlers will **shall** certify with their canine once a year through a nationally accredited certification entity.

4. **EDC Canine Handlers** will **shall** train with their EDC a minimum of four (4) hours per week.

5. The final determination to use an EDC will **shall** be at the discretion of the EDC Handler and must be based on EDC training guidelines.

6. **An EDC Handler's maintenance of the EDC and handler compensation will shall** abide by the SOP as it applies to maintenance and handler compensation.

P. Use of the EOD UnitBomb Squad (EOD Unit Bomb Squad) During Special Weapons and Tactics (SWAT) Activations

1. A Tactical Section supervisor may authorize the deployment of the EOD UnitBomb Squad (EOD Unit Bomb Squad) to **during a SWAT activation** for the purposes of:
   a. Use of the EOD UnitBomb Squad Robot(s);
   b. Rendering Safe IED/Booby Traps/Failed noise flash diversionary devices (NFDD); or
   c. Explosive Entries;
   d. Use of a small Unmanned Aircraft System (sUAS) (refer to SOP Small Unmanned Aircraft System for sanction classifications and additional duties); or
Use of the Rook Rescue Vehicle.

Q. Annual Retention Review

1. All EOD team members will be subject to an annual review to ensure that they are meeting the criteria for their position.

2. The annual review shall involve:
   a. Review of the team member's employee work plan (EWP) by the chain of command;
   b. File review of the team member by the chain of command; and
   c. Annual meeting with the Behavioral Sciences Section (BSS) personnel.

3. Should work performance issues be identified during this review, the Bomb Squad team member shall be subject to retraining, progressive discipline, and/or removal from the Bomb Squad when work performance issues are identified during the annual review.

R. Annual Policy Review

S. The Tactical Section supervisors of the Tactical Section will conduct an annual meeting every January to analyze activities from the previous year.

T. At this meeting, the EOD Sergeant will provide information regarding EOD-related activities to the Tactical Special Operations Division (SOD) Commander for evaluation and discussion for inclusion in the annual tactical report.

U. During this meeting, the topics to be discussed will include policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and After-Action Reviews (AAR).

V. Tactical Section supervisors shall implement any changes to this Standard Operating Procedure (SOP) that are identified during the meeting to the Bomb Squad EOD Unit policy are identified during the meeting, they shall be implemented within ninety (90) days or less from the annual review date.