2-25 BOMB THREATS AND BOMB EMERGENCIES

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)

A. Related SOP(s)
   None

B. Form(s)
   None

C. Other Resource(s)
   None

D. Rescinded Special Order(s)
   None

2-25-1 Purpose

The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel when responding to, deploying for, and handling reports of bomb threats and bomb emergencies to ensure Department personnel and community members are safe.

2-25-2 Policy

It is the policy of the Department to ensure Department personnel and community members are safe during bomb threats and bomb emergencies.

2-25-3 Definitions

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

B. Bomb Threat
   When a suspected bomb or explosive device has been reported but not located.

C. Booby Trap
   A device or setup that is intended to kill, harm, or surprise a person or animal.
D. Military Ordnance

A military weapon or ammunition, such as a grenade, projectile, or rocket.

2-25-4 Procedures

A. Bomb Threat

1. When a caller reports a possible bomb threat, an Emergency Communications Center (ECC) Call Taker shall keep the reporting party on the line and, if possible, determine why the reporting party suspects that there is an explosive device.

2. An ECC Dispatcher shall:
   a. Immediately dispatch Field Services Bureau (FSB) sworn personnel; and
   b. Notify the on-duty FSB supervisor of the situation.
      i. When directed by the dispatched officer or FSB supervisor, the ECC Dispatcher shall notify Albuquerque Fire Rescue (AFR) and provide deployment instructions to respond to the scene with the appropriate apparatus.

3. Responding sworn personnel shall:
   a. Leave their radios and mobile dispatch terminals (MDT) powered on during the search for an explosive device to ensure communication is maintained between sworn personnel and ECC personnel;
      i. If responding sworn personnel locate a device during a search, they shall 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;
   c. Make inquiries quietly and avoid reference to a "bomb threat" until actually contacting the parties who can provide direct evidence of the bomb or explosive device;
   d. Ask specific questions, including, but not be limited to:
      i. Have previous threats been received and what were the outcomes of those threats?
      ii. Are there possible motives?
      iii. Are there vulnerabilities on the property or in the building?
   e. Ask any other questions that may assist them in determining the probability of a bomb or explosive device being on-site;
   f. When the probability of an explosive device has been established, make telephone contact with the ECC;
      i. The ECC dispatcher shall make a subsequent notification to the FSB supervisor.
   g. Advise the ECC Dispatcher regarding deployment of AFR equipment; and
h. The primary responding officer is responsible for completing the Uniform Incident Report.

4. The officer in charge (OIC) shall make the final decision to search a public building or area.
   a. The OIC shall obtain permission from the responsible party to search a private residence or business.

B. Bomb Emergencies

1. When a community member calls the ECC regarding a suspected bomb, explosive device, or military ordnance that has been found, the ECC Call Taker shall:
   a. Attempt to obtain;
      i. The description or type of device;
      ii. The location of the device; and
      iii. The quantity and characteristics of the device.
   b. Notify an ECC supervisor regarding the call and any information obtained; and
   c. Advise the reporting party to follow the business or property’s established evacuation procedures and advise them to take all available precautions.

2. The ECC Dispatcher shall:
   a. When necessary, dispatch sworn personnel to assist with the evacuation and to establish a perimeter; and
   b. Notify AFR to respond to the scene with the appropriate emergency equipment.

3. Responding sworn personnel shall:
   a. Leave their radios and MDTs powered on during a search for a bomb, explosive device, or military ordnance;
      i. If a bomb, explosive device, or military ordnance is located during a search, responding sworn personnel shall move away to be at a safe distance from the bomb, explosive device, or military ordnance, and take a position of cover prior to transmitting over the radio.
   b. Ensure all occupants are evacuated and moved at least three-hundred (300) feet or more from the immediate area;
   c. Attempt to view the area around the bomb, explosive device, or military ordnance from a location that provides maximum protection;
   d. Be responsible for perimeter security in the immediate area surrounding a known or suspected bomb, explosive device, or military ordnance;
   e. When a suspected bomb, explosive device, or military ordnance is located, obtain preliminary information from witnesses, the calling party, or persons who are presently at the scene; and
   f. Relay the preliminary information to the Bomb Squad supervisor as soon as possible.
4. Responding sworn personnel shall not:

   a. Push, touch, pick up, or handle a suspected or known explosive device; or
   b. Permit AFR personnel into the secured area unless the bomb, explosive device, or military ordnance detonates and causes fire or injury to Department personnel.
      i. If the detonation causes a fire or injury, responding sworn personnel shall allow AFR personnel to enter the area.
      ii. The on-scene officer or supervisor shall advice the ECC Dispatcher of the desired route AFR personnel should use.
      iii. The on-scene officer or supervisor shall advise AFR personnel about the possibility of a second bomb, explosive device, or military ordnance, and shall advise AFR personnel to use caution when entering the area.

5. AFR has primary responsibility in the event of a fire or when emergency medical treatment is required.

6. FSB supervisors shall contact the Bomb Squad supervisor and request for them to respond to the scene.

7. Bomb Squad personnel shall maintain primary responsibility for bomb, explosive device, and military ordnance disposal and investigation.

   a. When Bomb Squad personnel respond to the scene of a known or suspected bomb, explosive device, or military ordnance and have been briefed by the OIC or their designee, they shall be responsible for containment, control, and/or removal from the area of the bomb, explosive device, or military ordnance.

C. Exploded Bombs

1. The ECC Dispatcher shall:

   a. Dispatch FSB sworn personnel to the location;
   b. Attempt to keep the reporting party on the phone while sworn personnel are responding;
   c. Constantly update responding personnel with any incoming information;
   d. Notify the FSB supervisor of the call and situation;
   e. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire;
   f. Notify AFR personnel of the need for their response; and
   g. Notify the Bomb Squad supervisor.

2. Dispatched sworn personnel shall establish a secured perimeter in the immediate area surrounding the explosion.
D. Delivery of Bombs to Department Facility

1. When a community member delivers a bomb, explosive device, or military ordnance to a Department facility, Department personnel shall:
   a. Attempt to detain the person who delivered the item;
   b. Notify an FSB supervisor of the situation and location of the bomb, explosive device, or military ordnance;
   c. Refrain from touching or moving the bomb, explosive device, or military ordnance; and
   d. Wait to be instructed by the responding FSB supervisor concerning what actions need to be taken.

E. Bomb Squad Call-Out Criteria

1. Bomb Squad personnel shall respond when:
   a. A suspected or actual bomb, explosive device, or military ordnance has been located or when assistance is needed in conducting a search when there is a high probability that a bomb, explosive device, or military ordnance exists;
   b. A bomb, explosive device, or military ordnance has detonated;
   c. A bomb, explosive device, or military ordnance is found or has been reported to the Department, such as an amnesty call;
   d. Requested to respond outside the jurisdiction as approved by the Bomb Squad Commander; and
   e. Actual or suspected booby traps, including improvised firearms, have been located or are believed to exist.

2-25-5 Sworn Personnel Bomb Threat Search Procedures

A. Responding sworn personnel shall:

1. Develop a plan before a search for a bomb, explosive device, or military ordnance is initiated. The areas to be searched and the extent of the search will depend on:
   a. The type of establishment;
   b. The known motivation of the bomber; and
   c. The accessibility of the building.

2. When possible, obtain a floor plan and assign search areas;
   a. Responding sworn personnel shall draft a floor plan, if one is unavailable.

3. When possible, request for assistance by sworn personnel who are familiar with the areas to be searched; and
4. Advise sworn personnel involved in the search to refrain from picking up, touching, or moving any unfamiliar objects.

B. When responding sworn personnel are searching the area, they shall:

1. When they find a suspicious item that may be or may not contain a bomb, explosive device, or military ordnance confirm that it does not belong in the area;

2. When they do not find a bomb, explosive device, or military ordnance state only that a device was not found;
   a. Sworn personnel shall not make statements about the presence of bomb, explosive device, or military ordnance nor state "the area is all clear".

3. Discontinue the search when:
   a. Requested to do so by the owner or their designee;
   b. Directed by a supervisor;
   c. Directed by Bomb Squad personnel; and
   d. They determine that the probability of finding a bomb, explosive device, or military ordnance by further search is minimal.

C. Responding sworn personnel shall not discourage the person in charge of the premises from continuing with a search after they depart from the scene.
2-25  **BOMB THREATS AND BOMB EMERGENCIES**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)

A. Related SOP(s)

   None

B. Form(s)

   None

C. Other Resource(s)

   None

D. Rescinded Special Order(s)

   None

2-25-1  **Purpose**

The purpose of this policy is to provide guidelines and outline the procedures for Albuquerque Police Department (Department) personnel when responding to, deploying for, and handling reports of bomb threats or bomb emergencies to ensure safety for officers sworn and community members are safe.

2-25-2  **Policy**

It is the policy of the Department to provide for the safety of Department personnel and community members are safe in during the response, deployment, and handling of bomb threats and bomb emergencies situations.

2-25-3  **Definitions:**

A. Bomb Emergency

   When a suspected or actual bomb or explosive device has been located or when an explosion occurs.

B. Bomb Threat

   When a suspected bomb or explosive device has been reported, but not located.

C. Booby Trap

   N/A
A device or setup that is intended to kill, harm, or surprise a person or animal.

D. Detonated Device

A bomb/explosive device that has exploded.

E. Incendiary Device

Weapons designed to start fires.

F. Military Ordnance

A Military material such as weapons or ammunition, such as, i.e., grenades, projectiles, or rockets, etc.

2-25-4 Rules and Responsibilities Procedures

A. Bomb Threat

1. When a caller reports a possible bomb threat, an Emergency Communications’ Center (ECC) Call-Taker Responsibilities shall:
   a. Keep the reporting party on the line and, if possible, determine why the reporting party suspects there is an explosive device may be present.
   b. Notify the on-duty FSB supervisor of the situation.

2. The ECC Dispatcher shall:
   a. Immediately Dispatch a Field Services Bureau (FSB) Unit sworn personnel.
   b. Notify the on-duty FSB supervisor of the situation.
   c. As directed by the dispatched officer or field FSB supervisor, the ECC Dispatcher shall notify the Albuquerque Fire and Rescue (AFR) and provide deployment instructions for responding to respond to the scene with the appropriate apparatus.

2.3. Dispatched Officer’s Responsibilities Responding Sworn Personnel shall:

   a. Responding units will leave their radios and mobile dispatch terminals powered on during the search for an explosive device to ensure, as the importance of communication is vital, maintained between officers and dispatch ECC personnel.
i. If the officer responding sworn personnel locates a device during a search, they shall 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;

c. Make inquiries quietly and avoid reference to a "bomb threat" until actually dealing with contacting the parties who can provide direct evidence of the bomb or explosive device;

d. The responding officer should ask, but not be limited to, the following specific questions, including, but not be limited to:

  i. Have previous threats been received and what were the outcomes of those threats?
  ii. Are there possible motives?
  iii. Are there vulnerabilities on the property or in the building; and/or
  iv. Ask any other questions which might assist the officer in determining the probability of a bomb or explosive device being on-site;

f. When the probability of an explosive device has been established, make telephone contact with the ECC; and

  i. The ECC dispatcher shall make and subsequent notification to the Field FSB Supervisor will be made.

h. The primary responding officer is responsible for completing the Uniform Incident Report.

4. The officer in charge (OIC) shall make the final decision to search a public building or area rests with the officer in charge.

The OIC shall obtain permission from the responsible party to search is required to search a private residence or business.

The primary dispatched responding officer is responsible for preparing the offense/incident report completing the Uniform Incident Report.

B. Bomb Emergencies

1. When a community member calls the ECC regarding a suspected bomb, explosive device, or military ordnance that has been found, the ECC Call Taker shall:

   a. Attempt to obtain the following information when a call is received 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.

b. The description or type of device;
   i. The location of the device; and
   ii. The quantity and characteristics of the device.

b. The person receiving the call will then notify the ECC supervisor regarding the call and any information obtained.

2.

ECC:

c. Advise the reporting person to follow the entity's evacuation procedures and advise them to take all available precautions.

2. The ECC Dispatcher shall:

   a. When necessary, dispatch units sworn personnel as necessary for assisting with the evacuation and establishing a perimeter; and
   b. Notify AFR for the dispatch of emergency equipment.

4.3. Officers/Responding sworn personnel Supervisors shall:

   a. Responding units will leave their radios and MDTs powered on during a search for a bomb, explosive device, or military ordnance, as the importance of communication is vital between officers and dispatch.
       i. If a bomb, explosive device, or military ordnance is located during a search, responding sworn personnel shall move away to be at a safe distance from the bomb, explosive device, or military ordnance, and take a position of cover prior to transmitting over the radio.
   b. Ensure all occupants are evacuated and moved at least three-hundred (300) feet or more from the immediate area;
       evacuation of all occupants from the immediate area at least three-hundred (300) feet or more away.
   b. Attempt to view the area around the bomb, explosive device, or military ordnance from a location that provides maximum protection;
   i. Field Officers will be responsible for perimeter security in the immediate area surrounding a known or suspected bomb, explosive device, or military ordnance;
      ii. The Field Supervisor shall take appropriate action for call-out of the Bomb Squad.
c. Under no circumstances will an officer other than Bomb Squad personnel push, touch, pick up, or handle a suspected or known explosive device.

e. When a suspected bomb, explosive device, or military ordnance is located, the dispatched officer will be responsible for obtaining complete preliminary information from to include (witnesses, the calling party, or and persons who are presently on at the scene, any other available information, and

f. etc.). The dispatched officer shall and relaying this the preliminary information to the Bomb Squad supervisor as soon as possible.

4. Responding sworn personnel shall not:

a. Under no circumstances shall an officer other than Bomb Squad personnel

b. Push, touch, pick up, or handle a suspected or known explosive device; or
c. 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.

d. Not Permit AFR personnel will not be permitted within the secured cordoned off area unless the bomb, explosive device, or military ordnance detonates and causes fire or injury to Department personnel.

i. If the detonation causes a fire or injury, responding sworn personnel shall allow AFR personnel to enter the area.

ii. The on-scene officer or supervisor at the scene will advise the ECC dispatcher of the desired route AFR personnel and equipment should use.

iii. The on-scene officer or supervisor shall advise AFR personnel will be advised about the possibility exists of a secondary bomb, explosive device, or military ordnance, and shall advise AFR personnel to use caution should be used when entering the area.

5. AFR will have primary responsibility in the event of a fire, or when emergency medical treatment is required.

6. FSB supervisors shall contact the Bomb Squad supervisor and request for them to respond to the scene.

7. Bomb Squad personnel shall maintain primary responsibility for bomb, explosive device, and military ordnance disposal and investigation remain the primary responsibility of the police department.

a. In all cases where the Bomb Squad personnel responds to the scene of a known or suspected bomb, explosive device, or military ordnance and have been briefed by the OIC or their designee, they shall be responsible for containment, control, and/or removal from the area.
of the bomb, explosive device, or military ordnance from the area is fully with the Bomb Squad.

- FSB supervisors shall The Field Supervisor shall take appropriate action for call-out of the Bomb Squad supervisor and request them to respond.

- C. Exploded When a bomb /explosive device has exploded:

  1. The ECC Dispatcher will:

     a. Dispatch a field unit to the location.
     b. Attempt to keep the reporting party on the phone while officers are responding.
     c. Constantly updated responding personnel with any incoming information.
     d. Notify the field supervisor of the call and situation.
     e. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire.
     f. Notify ambulance and personnel of the need for their response.
     g. Notify the Bomb Squad supervisor.

  2. Dispatched Officer(s) will:

     a. Establish a secured perimeter in the immediate area surrounding the explosion.

D. Delivered Explosives/Ordnance

1. When a community member delivers a bomb /explosive device, or military ordnance is delivered to a police Department facility, Department personnel shall:

   a. Attempt to detain the person who delivered the item.
   b. Notify the Field SFSB supervisor of the situation and location of the bomb, explosive device, or military ordnance.
   c. Refrain from touching or moving the bomb, explosive device, or military ordnance, and
   d. Wait to be instructed by the Field SFSB supervisor concerning what actions need to be taken.

E. Bomb Squad Call-Out Criteria

1. The Bomb Squad personnel shall respond when:

   a. A suspected or actual bomb, explosive device, or military ordnance has been located or when assistance is needed in conducting a search with when there is
a high probability that a bomb, explosive device, or military ordnance exists;
b. A bomb, explosive device, or military ordnance has detonated (post blast);
c. A bomb, explosive device, or military ordnance is found or has been reported to the Department, such as an amnesty call;
d. Requested to respond outside the jurisdiction as Out-of-town requests are approved by the Bomb Squad Commander; and
e. Actual or suspected booby traps, including improvised firearms, have been located or are believed to exist.

D. Call Out Criteria for the Bomb Squad

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 are approved by the Bomb Squad Commander.
f. When actual or suspected booby traps (to include improvised firearms) have been located or are believed to exist.

2-25-5 Sworn Personnel Bomb Threat Search Procedures

A. Responding sworn personnel shall:

Develop a plan should be developed before a search for a bomb, explosive device, or military ordnance is initiated.

The areas to be searched and the extent of the search will depend on:

1. a. The type of establishment;
b. The known motivation of the bomber; and
c. The accessibility of the building.

When possible, obtain a floor plan should be obtained and assign search areas assigned.
2. Responding sworn personnel shall draft a floor plan, should one be available.

3. When possible, sworn personnel shall request for assistance by use sworn. An attempt should be made to utilize personnel who are familiar with the areas to be searched when assigning searchers.

4. Sworn personnel who are involved in the search shall advise not to refrain from picking up, touching, or moving any unfamiliar objects found which is not familiar to them.

B. Upon finding a search fails to turn up any bomb, explosive device, or military ordnances, officers shall state only that a device was not found.

C. Sworn personnel will not discourage the person in charge of the premises from continuing with a search after the officers' departure from the scene.