



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**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)**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D. Rescinded Special Order(s)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

**N/A 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.

**7** 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

N/A



- 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.

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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.



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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 advise 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.



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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.

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**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



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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~~ outline the procedures for Albuquerque Police Department (Department) personnel when responding to, deploying for, and handling to a reports of a Bomb Threat threats or a and Bomb bomb Emergency emergencies to ensure to ensure safety for officers sworn Department personnel and civilians community members are safe.

**2-25-2 Policy**

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

N/A

**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. Detonated Device~~

~~A bomb/explosive device that has exploded.~~

~~E. Incendiary Device~~

~~Weapons designed to start fires.~~

~~F.D. Military Ordnance~~

~~A Military/military material such as weapons or ammunition, such as a (i.e. grenades, projectiles, or rockets, etc.).~~

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~~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. 1. Keep the reporting party on the line and, if possible, determine, if possible, why the reason reporting party for suspicion suspects that there is an explosive device, may be present.~~

~~2. The An ECC Dispatcher shall:~~

~~b. a. Immediately Dispatch dispatch a Field Services Bureau (FSB) Unit sworn personnel immediately; and~~

~~e. b. Notify the on-duty FSB Field Supervisor supervisor of the situation.~~

~~d. As When directed by the dispatched officer or field FSB supervisor, the ECC Dispatcher shall will the ECC call taker shall notify the Albuquerque Fire and Rescue (AFR) and provide deployment instructions for responding to respond to the scene with the appropriate apparatus.~~

~~i.~~

~~2-3. Dispatched Officer's Responsibilities Responding Sworn Personnel shall:~~

~~a. Responding units will leave their radios and mobile mobile data dispatch terminals-terminals (MDTs) powered on during a the search for an explosive device to ensure, as the importance of communication is vital maintained between officers-sworn personnel and dispatch ECC personnel;~~





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N/A

- ~~i. If the officer responding sworn personnel locates a device is located during a search, they they officer will 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;
- ~~b.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 case bomb or explosive device;~~
- ~~c.d. The responding officer should a 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 vulnerabilities on of equipment, the property or in the building; and/or Unit?; and~~
- ~~iv.e. Ask any other questions which that might may assist them 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 will be established with the ECC; and
  - i. The ECC dispatcher shall make a and subsequent notification to of the Field FSB Supervisor supervisor will be made.
- g. Advise the ECC dispatcher Dispatcher regarding deployment of fire/rescue AFR equipment; and
- h. The primary responding officer is responsible for completing the Uniform Incident Report.

~~d. i.~~

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

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

a.

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

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B. Bomb Emergencies

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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:

~~1. 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.~~

a.

~~b. The Description or type of device;~~

i.

~~e. The Location of the device; and~~

ii.

~~d. The Quantity and characteristics of the device.~~

iii.

~~b. The person receiving the call will then~~ Notify the an ECC supervisor regarding the call and any information obtained; and

~~2.~~

~~3. ECC;~~

~~c. Advise the reporting person~~ party to follow ~~the entity's~~ the business's or property's established 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 to assist with the evacuation and to establishing a perimeter; and~~

~~b. Notify AFR for the dispatch of~~ to respond to the scene with the appropriate 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, the officer will 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.~~

~~c. and a~~ Attempt to view the area of the around the bomb, explosive device, or military ordnance from a location that provides maximum protection;

~~d. 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.~~



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- ~~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. R 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:

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- ~~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.~~
- ~~f. b. Not p~~ Permit AFR personnel will not be permitted within into 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 ~~shall be allowed~~ to enter the area.~~
- ~~ii. The on-scene officer or supervisor ~~at the on-scene~~ shall advise the ECC dispatcher ~~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.~~

N/A

- 5. AFR will have ~~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~~ bomb, explosive device, and military ordnance disposal and investigation ~~remain the primary responsibility of the police d~~ Department.
- ~~a. In all cases where~~ When the Bomb Squad personnel responds to the scene of a known or suspected bomb, explosive device, or military ordnance and has been briefed by the OIC or their designee, they shall be responsibility responsible for containment, control, and/or removal from the area



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of the bomb, explosive device, or military ordnance from the area is fully with the Bomb Squad.

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

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C. Exploded ~~When a bomb, explosive device has exploded:~~

~~a. 1. The ECC Dispatcher will~~ shall:

- ~~a. Dispatch a field unit~~ FSB sworn personnel to the location.
- ~~b. An attempt will be made to keep the reporting party on the phone while officers~~ sworn personnel are responding.
- ~~c. Dispatched units will be~~ constantly updated responding personnel with any incoming information.
- ~~d. Notify the field~~ 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 ambulance and AFR~~ personnel of the need for their response and
- ~~g. Notify the Bomb Squad~~ supervisor.

~~b. Dispatched Officer(s)~~ sworn personnel shall:

~~2. Establish a security~~ perimeter in the immediate area surrounding the explosion.

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D. Delivered Explosives/Ordnance Delivery of Bombs to Department Facility

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 an Field FSB supervisor of the situation and location of the bomb, explosive device, or military ordnance.
  - c. Refrain from Not touching or moving the bomb, explosive device, or military ordnance, and
  - d. Wait to be instructed by the Await instructions from the responding Field FSB supervisor concerning what actions need to be taken.

E. Bomb Squad Call-Out Criteria ~~for the Bomb Squad~~

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 of a bomb, explosive device, or military ordnance existing exists;

b. A bomb, n-explosive device, or military ordnance has detonation detonated (post blast);

c. A bomb, Eexplosive device, or military ordnance s-are is found or have has been reported to the Department, such as an amnesty call;

Military ordnance are found;

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, -to including e improvised firearms, have been located or are believed to exist.

~~d.~~

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~~D. Call-Out Criteria for the Bomb Squad~~

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~~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 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.~~

~~A.~~

2-25-5 Sworn Personnel Bomb Threat Search Procedures 2-25-5

Procedures

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~~B. Search~~

A. Responding sworn personnel shall:

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

~~1. 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.

2. Responding sworn personnel shall w When possible, obtain A a floor plan should be obtained and assign search areas assigned;



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~~2. Responding sworn personnel shall draft a floor plan, should shall be drafted if one is not unavailable.~~

~~a.~~

~~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; and~~

~~3.~~

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

~~a.~~

~~B. Upon finding a~~ When responding a sworn personnel are searching the area, they shall:

~~b.1. When they find a suspect suspicious item is found which that may be or may not contain a bomb, explosive device, or military ordnance, sworn personnel shall confirm that it does not belong in the area;~~

~~2. When re they do not find a search fails to turn up any a bomb, explosive device, or military ordinances, officers sworn personnel shall state only that a device was not found;~~

~~Sworn personnel They shall not make statements to the effect that there are no about the presence of bomb, explosive device, or military ordinances were present, nor state that the area is "the area is all clear".~~

~~a.~~

~~4.3. Sworn personnel shall dDiscontinue the search when: The search will be discontinued when:~~

- ~~a. Requested to do so by the owner of the premises or the owner's or their designee;~~
- ~~b. Directed by a supervisor;~~
- ~~c. Directed by the Bomb Squad personnel; and~~
- ~~d. The officer Sworn personnel They conclude determine that the probability of finding a bomb, explosive device, or military ordnance by further search is minimal.~~

~~C. Responding Officers S~~ sworn personnel shall not discourage the person in charge of the premises from continuing with a search after the officers' departure they depart from the scene.

~~5.~~