



6-7 EXPLOSIVE ORDNANCE DISPOSAL UNIT (BOMB SQUAD)

6-7-1 Purpose

The mission of the unit is 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 and law enforcement personnel.

6-7-2 Policy

The Explosive Ordnance Disposal Unit (EOD) will provide and maintain a safe and professional means for disposing of explosives, ordnance, ammunition, and improvised explosive devices (IEDs).

This policy is intended to ensure the safety of civilians and its officers, to promote accountability and to provide effective, Constitutional policing.

As part of its commitment, EOD will conduct crime scene investigations, assist other agencies, process post-blast scenes and conduct appropriate follow up investigations.

6-7-2 Definitions

A. Bomb Emergency

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

B. Bomb Threat

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

C. Improvised Explosive Devices (IEDs)

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

D. Ordnance

Any military-grade munitions or explosive devices.

6-7-3 Objectives

- A. The EOD Unit will respond to and dispose of any device known to contain, or suspected of containing explosive materials.



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- B. The 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.
- C. The EOD Unit will assist APD or other law enforcement agencies in investigating incidents involving explosives, improvised explosive devices, or suspected explosive devices.
- D. The EOD Unit will also conduct follow-up investigations where an explosive device has detonated (post blast) and process the scene for possible evidence.
- E. The EOD Unit will assist the Evidence Unit by destroying evidence, weapons, or dangerous drugs at the request of the Evidence Unit or of any authorized court, in accordance with the disposal procedures set forth in [SOP 2-8](#) Submission of Evidence, Confiscated Property, and Found Items.
- F. The EOD Unit is responsible for instructing APD personnel on how to recognize explosives and bomb threat procedures. They will also provide bomb threat management training to outside agencies or businesses.

6-7-4 Rules and Responsibilities

A. Sworn Personnel

1. Qualifications

Sworn personnel who apply for a position with the EOD Unit understand that the position is strictly voluntary and must:

- a. Not be color blind
- b. Not be allergic to explosives
- c. Possess of the rank of Patrolman 1/C with a minimum of one-year experience with the Department
- d. Commit to work a minimum of a five-years as a bomb technician after graduating from Hazardous Device School, (HDS) regardless of assignment(s)
- e. Demonstrate the ability to work competently under stressful conditions.
- f. Demonstrate the ability to work amiably with other members of the EOD Unit.
- g. Pass the HDS application requirements and successfully graduate from HDS.
- h. Be in good physical condition and maintain good physical condition while in EOD. This will be tested quarterly.
- i. Once a year officers must pass the department's physical assessment with a minimum overall score of 80% and no less than 60% in any category.
- j. Annually complete the Bomb Suit Endurance Course in 20 minutes or less, to demonstrate the ability to work effectively while in the bomb suit.



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2. Personnel must be willing to:

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

B. EOD Unit Sergeant

1. Inform the EOD Unit Lieutenant of unit operations and unit callouts.
2. Provide Communications unit with a current on-call roster containing names, phone numbers, and pager numbers of all EOD unit personnel.
3. Maintain liaison contact with EOD unit supervisors within the NM State Police, and Bernalillo County Sheriff's Department, as well as Military, State, and Federal agencies.
4. Store and dispose of explosives when required. Ensure that explosives are not stored in the EOD unit office area. Explosives will be stored in accordance with Bureau of Alcohol Tobacco Firearms & Explosives regulations.
5. Maintain necessary records and filing of reports to designated personnel or agencies.
6. Coordinate the 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.
7. Ensure all unit equipment is maintained in serviceable condition.
8. Conduct in-service training for department bomb technicians and department personnel when requested.
9. Conduct bomb threat response training for department and civilian personnel when requested.
10. Conduct audits of the explosive storage magazines every six months.
11. Complete monthly reports detailing all training, deployments, field officer-related activities, and inspections.
12. Conduct monthly vehicle inspections of EOD Unit Personnel.
13. Perform such duties or assignments as designated by the Section Commander.



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C. EOD Member

1. Provide technical support, or conduct render-safe procedures for all incidents involving explosives or improvised explosive devices.
2. Respond to and where necessary to direct the response to bomb threats.
3. Provide bomb security for visiting dignitaries and special events.
4. Conduct scene investigations for incidents involving explosives, IEDs, suspicious packages, and post blast occurrences.
5. Write an original report on all incidents where an IED or suspected device was rendered safe; where an explosive device has detonated; or when requested by an outside agency, or by the EOD Unit Sergeant.
6. Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) or Bomb Arson Training System (BATS) reports will be filled out for all incidents covered under BATS guidelines. These reports will be submitted electronically to BATFE by the primary on-call bomb technician after the EOD Unit Sergeant has reviewed them.
7. Testify as an expert witness in State and Federal Courts.
8. Maintain all issued and unit equipment to ensure its serviceability when needed and maintain the bomb range.
9. Advise the EOD Unit Sergeant of all call outs, daily activities, equipment/supply needs, and problems.
10. Give explosives recognition demonstrations to police officers and civilian personnel when requested and approved by the EOD Unit Sergeant.
11. Maintain liaison contact with EOD Units within the NM State Police, and Bernalillo County Sheriff's Department, as well as within Military and Federal agencies.
12. Respond to any requests that come from the amnesty program regarding a civilians' voluntary surrender of explosives, ammunition and firearms without criminal penalties.
13. Respond to all amnesty calls by completing a police report and BATS entry.
14. Overtime will not be authorized unless approved by the EOD Unit Sergeant.

D. On-Call Status

1. Members of the EOD Unit will be available for calls 24 hours a day, seven days a week, unless leave has been approved by the EOD Unit Sergeant.



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2. The on-call responsibility will rotate among all bomb technicians on a weekly basis.
3. A current on-call roster will be prepared and maintained by the EOD Unit Sergeant and given to the Communications Section Supervisor.
 - a. Any changes to the on-call roster must be approved by the EOD Unit Sergeant.
 - b. Requests for any on-call changes will be submitted by the affected technician to the EOD Unit Sergeant at least 24 hours prior to the date of the change.
4. All EOD call outs will be handled by full time, Hazardous Device School trained, EOD Unit personnel.
5. EOD Unit Commander or Sergeant will be notified of all EOD call outs, if possible, prior to responding to the call.

E. Unit Command Structure

1. All bomb technicians report to the EOD Unit Sergeant. Any EOD-related business will be handled through the EOD Unit Sergeant.
2. At the scene of an EOD call, the EOD Unit Sergeant, or if not present, the EOD Unit Commander, or the primary bomb technician will be in charge of the EOD operation.

F. Improvised Explosive Devices (IED)

1. The following steps are intended as a safety guide and may vary depending on circumstances and exigencies:
 - a. When possible, obtain as much information as is available before taking any action.
 - b. Upon arrival, the first technician on the scene will check if evacuation was conducted properly and ensure that scene perimeters have been established.
 - c. After reviewing all available information, the EOD Unit Sergeant or senior bomb technician will 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, a minimum of two bomb technicians will be 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.
 - g. Call for and ensure that rescue and fire personnel are present at the scene before approaching an IED or suspected explosive device.
 - h. Render safe procedures involving hand entry of IEDs will be restricted to life threatening situations only.



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- i. If a scene is contaminated, appropriate protective clothing will be worn by all EOD personnel entering the immediate contamination area. Clothing to be worn includes protective suits, double layer surgical gloves, eye protection and respirator.
- j. Bomb Suits will be worn at the discretion of the primary bomb technician on the scene, or the EOD Unit Sergeant, for life threatening situations. Bomb Suits will be worn in all situations except when it is physically impossible, there is an explosive/flammable atmosphere, a potential of booby traps, or as situations demand.
- k. Use one-man approach unless situations demand otherwise.
- 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. The EOD Unit .22cal rifle or AR-15 will be used for this purpose. Prior to using "render-safe" procedures with a firearm, all-call notice will be made of the intent to do so, unless tactically not feasible, to prevent false "shot fired" responses.
- o. If a firearm is used for render safe purposes (RSP), an EOD Unit supplemental report will be written and the EOD Unit Sergeant will send a copy to the Internal Affairs unit within 48 hours of the call. The EOD Unit Sergeant will call Internal Affairs within 24 hours to notify them of the use of a firearm for RSP.
- p. 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 feet behind the bomb trailer and one vehicle will be positioned two hundred feet in front of the trailer towing vehicle.
 - ii. The Field Services 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.
 - 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 will provide technical support to investigative personnel, such as Field Services Bureau or Violent Crimes Unit. Investigative responsibility for the incident will be determined in accordance with Department SOP. This technical support may include, but are not limited to:
 - a. Completing search of the crime scene;
 - b. Searching areas for booby traps, physical evidence;
 - c. Documenting, collecting and handling evidence;



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- d. Documenting crime scene items related to explosives, such as photographs and diagrams.
2. On all calls that the EOD unit sergeant designates as serious in nature, additional bomb technicians may be called as needed.

H. Training

1. All unit personnel will be required to participate in periodic in-service training. Training will be determined by the Tactical Commander to meet the needs of the Department, as well as of the EOD Unit.
2. Initial/Proficiency bomb technician training:
 - a. Each bomb technician, including the EOD Unit Sergeant, will satisfactorily complete the FBI Hazardous Device School.
 - b. Each bomb technician will complete an on-the-job training program with experienced technicians until the bomb technician exhibits proficiency to include, but not limited to:
 - i. PAN Disrupter set up and use.
 - ii. All 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.
 - ix. Training officer review.
 - c. Proficiency training will be conducted once a year.
 - d. Testing will cover all aspects of the EOD function and equipment.
3. Refresher training:
 - a. Each bomb technician will attend bi-monthly training to remain up to date on the latest information.
 - b. Each training day will be coordinated by a bomb technician. This duty will rotate among all on call bomb technicians.
 - c. Each training session will be documented on a training report form by the technician conducting the training.
 - d. The EOD Unit Sergeant will compile the training report forms and ensure they are entered into Bomb Arson Training System (BATS).
 - e. The EOD Unit Sergeant will maintain all training records and documentation.
 - f. A roster of attendance will be made for each training day.
 - g. All training lesson plans and attendance rosters will be maintained in the EOD Unit files and provided to the Training Division.



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- h. Each bomb technician will attend outside refresher training when possible. This can include all regional IABTI seminars and FBI HDS refresher courses every three years.
- i. Each bomb technician should remain current on bombing incidents through the FBI Bomb Data Center bulletins and reading current books and articles relating to the bomb disposal field.

I. Bomb Technician Equipment

- 1. All unit equipment will be maintained and inspected monthly by full time EOD personnel, including:
 - a. Bomb Van;
 - 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 van will be inspected monthly and restocked as needed. EOD staff personnel will report any maintenance or supplies needed to the EOD Unit Sergeant.

J. Explosive Magazines used to store explosives

- 1. The explosive magazines are as follows:
 - a. Magazine A
Non-evidentiary class 1.1 or less explosives, except detonators.
 - b. Magazine B
Evidentiary class 1.1 or less explosives, except detonators.
 - c. Magazine C
Supplies, class 1.1 or less, except detonators.
 - d. EOD safe (detonator magazine)
All evidentiary or non-evidentiary detonators.
- 2. Entry Logs
 - a. Only EOD Unit personnel will have access to the explosive magazines
 - b. Entry logs will be filled out each time a magazine is entered.
- 3. Evidence tagging into EOD magazines



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- a. EOD personnel will complete an APD evidence tag on all types of evidence to be stored in the evidence magazine.
 - b. The items will be logged on the magazine entry log as evidence.
 - c. The hard copy and white copy will be attached to the item(s) being tagged. The yellow copy will be retained by the technician.
4. Audit of EOD explosive magazines
- a. The contents of the magazines will be audited semiannually during the second and fourth quarters.
 - b. Each magazine and contents will be checked weekly. Magazine checks will be logged in the magazine log book.
- K. Destruction of Hazardous Chemicals
1. The EOD Unit will not take possession of chemicals or other toxic substances, if according to the Environmental Health Division (EHD), the destruction of such materials poses a danger to the environment.
 2. The EOD Unit will not take possession of or remove hazardous chemicals or toxic substances for disposal, unless it is deemed an explosive hazard.
 3. The Fire Department, Hazardous Materials Unit will be called to coordinate on the disposal of such material.
 4. The EOD Unit may support the AFD HAZMAT Unit as directed by the Section Commander.
 5. When a question arises about the destruction of chemicals, the EHD will be contacted for advice.
- L. Utilizing Kirtland Air Force Base EOD Unit
1. The Kirtland Air Force Base (KAFB) EOD Team may be used to assist on calls relating to military ordnance.
 2. The EOD Unit Sergeant or primary bomb technician will make any requests for KAFB EOD Team assistance.
 3. When using the KAFB EOD Team, the requesting bomb technician will respond to the scene of the call to provide liaison with KAFB EOD.
 4. Large demolitions or contraband destructions may be coordinated with KAFB EOD.



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M. EOD Range Protocol

1. The following Divisions/Agencies will be contacted prior to a large blast:
 - a. APD Communications- 833-7222 and the Airport Tower 30 minutes prior to blast 856-4900, 856-4903.
2. The explosive range limit will be 25 pounds or less of high explosives, unless prior arrangements have been made with the Airport tower, but not more than 300 pounds of high explosives.
3. A visual check of the area will be made prior to any detonation.
4. Avoid detonations during inclement weather and thermal inversions, if possible.
5. Only authorized EOD personnel, or persons authorized by the EOD Unit Sergeant or the EOD Unit Safety Officer will be allowed on the EOD Range during demolitions.
6. Other agencies requesting use of the EOD range will be required to follow the above SOP.
7. The EOD technicians will ensure that a sufficient amount of explosives will be used on all demolitions in an effort to keep the range clean and to destroy any items as completely as possible.

N. Range Safety

1. All items to be destroyed will be delivered to the blast site by those persons requesting the demolition.
2. All demolitions will require a minimum of two bomb technicians.
3. The blasting officer will be responsible for the number, design, and timing of each blast.
4. The safety officer will oversee the operation making sure that all observers and techs are in safe areas during the demolition procedure. The safety officer will have the authority to stop all action if a safety problem is observed.
5. If APD evidence is being destroyed, inspections Unit personnel will be present at the disposal site.



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O. Explosive Detector Canine (EDC)

1. Explosive Detector Canines will 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
 - g. Ammonium nitrate
3. Explosive Detection Canine Handlers will certify with their canine once a year through the National Narcotics Detection Dog Association.
4. Canine handlers will train with their EDC a minimum of four hours per week.
5. The final determination on using the EDC will be at the discretion of the EDC Handler, and must be based on EDC training guidelines.
6. EDC Handlers will abide by the K-9 SOP 4-12 as it applies to maintenance and handler compensation.

P. Use of EOD on SWAT Activations

A Tactical Supervisor may authorize the deployment of the EOD Unit to a SWAT Activation for the purposes of:

1. Use of the EOD Robot(s);
2. Render Safe IED/Booby Traps/Failed NFDD; or
3. Explosive Entries.

Q. Annual Retention Review

1. All EOD team members will be subject to an annual review to ensure they are meeting the delineated criteria for their position.
2. The annual review shall comprise of:
 - a. Review of the team member's Employee Work Plan by the chain of command



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- b. File review of the team member by the chain of command
 - c. Annual meeting with the Behavioral Sciences Division
3. Should negative issues arise during this review, the team member will be subject to retraining, progressive discipline, and/or removal from the unit.

R. Annual Policy Review

1. The supervisors of the Tactical Section will conduct an annual meeting every January to analyze activities of the previous year.
2. At this meeting, the EOD Sergeant will provide information regarding EOD-related activities to the Tactical Commander for evaluation and discussion for inclusion in the annual tactical report.
3. During this meeting the topics to be discussed will include policies, procedures, legal developments, training updates, operational evaluations, Force Review Board recommendations, and after-action reviews.
4. If any changes are required, those changes shall be implemented 90 days or less from the review date.