



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)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D. Rescinded Special Order(s)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 procedures for Albuquerque Police Department (Department) personnel when responding to, deploying for, and handling reports of bomb threats and bomb emergencies and 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, explosive device or military ordinance 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 intended to kill, harm, or surprise a person or animal.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

D. Military Ordnance

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

7 2-25-4 **Procedures for a Bomb Threat**

A. Bomb Threat

1. When a caller contacts the Emergency Communications Center (ECC) and reports a possible bomb threat, an ECC Call Taker shall keep the reporting party on the line and, if possible, determine why the reporting party suspects that there is an bomb or 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 dispatched sworn personnel or an FSB supervisor, the ECC Dispatcher shall notify Albuquerque Fire Rescue (AFR) and provide them with deployment instructions to respond to the scene with the appropriate equipment.
3. Responding sworn personnel shall:
 - a. Leave their radios, and mobile dispatch terminals (MDT) powered on during the search for a bomb or explosive device to ensure communication is maintained between sworn personnel and ECC personnel;
 - i. If responding sworn personnel locate a bomb or explosive device during a search, they shall move to a safe distance from the bomb or explosive device and take a position of cover before transmitting over the radio.
 - b. Make contact with the person in charge of the premises and the person who reported the bomb threat;
 - c. Make inquiries quietly and avoid making reference to a "bomb threat" until they actually contact the parties who can provide direct evidence of the bomb or explosive device;
 - d. Ask specific questions, including, but not limited to:
 - i. Have previous bomb 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 will assist them in determining the probability of a bomb or explosive device being on-site;
 - f. When the probability of an explosive device on-site has been established, make contact with the ECC Dispatcher over the telephone; and
 - i. The ECC Dispatcher shall make a subsequent notification to the FSB supervisor.
 - g. Advise the ECC Dispatcher regarding the deployment of AFR equipment;

N/A



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

- i. The ECC Dispatcher shall coordinate with AFR for their deployment.
 4. The officer in charge (OIC) shall:
 - a. Make the final decision to search a public building or area; and
 - i. The OIC shall obtain permission from the person in charge before searching a private residence or business.
 - b. Complete the Uniform Incident Report.
- B. Search Procedures for a Bomb Threat
 1. Responding sworn personnel shall:
 - a. Develop a plan before they initiate a search for a bomb, explosive device, or military ordnance. The areas to be searched and the extent of the search will depend on:
 - i. The type of establishment;
 - ii. The known motivation of the bomber; and
 - iii. The accessibility of the building.
 - b. When possible, obtain a floor plan and assign assisting sworn personnel search areas;
 - i. Responding sworn personnel shall draft a floor plan if one is not available.
 - c. When possible, request assistance from sworn personnel who are familiar with the areas to be searched; and
 - d. Advise additional sworn personnel involved in the search to refrain from picking up, touching, or moving any unfamiliar objects.
 2. Responding sworn personnel searching the area shall:
 - a. 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;
 - b. When they do not find a bomb, explosive device, or military ordnance, shall only state that a device was not found;
 - i. Sworn personnel shall not make statements about the presence of a bomb, explosive device, or military ordnance nor state "the area is all clear."
 - c. Discontinue the search when:
 - i. Requested to do so by the owner or their designee;
 - ii. Directed by a supervisor;
 - iii. Directed by Bomb Squad personnel; and
 - iv. They determine that the probability of finding a bomb, explosive device, or military ordnance by further search is minimal.
 3. Responding sworn personnel shall not discourage the person in charge of the premises from continuing with a search after they depart from the scene.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

6 2-25-5 Procedures for Bomb Emergencies

A. Bomb Emergencies

1. When a community member contacts the ECC to report a suspected bomb, explosive device, or military ordnance that has been found, the ECC Call Taker shall:
 - a. Attempt to obtain the following information;
 - i. The description or type of the bomb, explosive device or military ordnance;
 - ii. The location of the bomb, explosive device or military ordnance; and
 - iii. The quantity and characteristics of the bomb, explosive device or military ordnance.
 - b. Notify an ECC supervisor regarding the call for service and any information obtained;
 - c. Advise the caller to follow the business or property's established evacuation procedures; and
 - d. Advise them to take all available precautions.
2. The ECC Dispatcher shall:
 - a. When necessary, dispatch sworn personnel to assist with the evacuation and 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 before 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 present at the scene; and
 - f. Relay the preliminary information to the Bomb Squad Supervisor as soon as possible.
4. Responding sworn personnel shall not:



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

5

- 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 them to respond to the scene.
7. Bomb Squad personnel shall maintain primary responsibility for the bomb, explosive device, or 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.

B. 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. Notify the FSB supervisor of the call for service and situation;
 - a. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire;
 - b. Constantly update responding sworn personnel with any incoming information;
 - c. Notify AFR personnel of the need for their response; and
 - d. Notify the Bomb Squad Supervisor.
2. Responding sworn personnel shall establish a secured perimeter in the immediate area surrounding the explosion.

6

C. Delivery of Bombs to Department Facility



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-25 (Formerly 1-28)

Effective: 02/06/2023 Review: 02/006/2024 Replaces: 07/17/2020

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 on what actions shall be taken.

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