



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-42 (Formerly 6-7)

Effective: 02/16/2022

Review: 02/16/2023

Replaces: 11/08/2019

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

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-64 K-9 Unit \(Formerly 6-9\)](#)

[2-15 Small Unmanned Aircraft Systems \(SUAS\) Operations](#)

[2-25 Bomb Threats and Bomb Emergencies](#)

B. Form(s)

Explosive Magazine Entry Log Book
Refresher Training Report Form

C. Other Resource(s)

27 C.F.R. § 555.21 Forms Prescribed
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 Commanders Advisory Board (NBSCAB)

D. Rescinded Special Order(s)

None

1-42-1 Purpose

The purpose of this policy is to establish requirements for Albuquerque Police Department (Department) Bomb Squad personnel to provide timely, well-coordinated, and proper response to high-probability bomb threats, improvised explosive devices, and other explosive items in order to ensure the safety of community members and sworn personnel.

As part of its commitment, the Bomb Squad shall 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 for the safe and professional disposal of explosives, ordnance, ammunition, and improvised explosive devices (IED) to ensure the



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safety of community members and sworn personnel while providing effective and constitutional policing.

N/A 1-42-3 **Definitions**

A. Bomb Emergency

A suspected or actual bomb or device that has been located or when an explosion occurs.

B. Bomb Threat

A suspected bomb or explosive device that has been reported but not located.

C. Improvised Explosive Device (IED)

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

D. Ordnance

Any military-grade munitions or explosive devices.

7 1-42-4 **Qualifications**

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

1. Not be color-blind;
2. Not be allergic to explosives;
3. Possess the minimum rank of patrolman first class (P1C);
4. Commit to work a minimum of a 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);
5. Demonstrate the ability to work competently under stressful conditions;
6. Demonstrate the ability to work amiably with other members of the Bomb Squad;
7. 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. Physical condition testing shall be completed semiannually;



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9. Complete the Bomb Squad obstacle course in under twenty (20) minutes on an annual basis;
10. Once a year, pass the 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. Be willing to:
 - a. Work varied and extended hours based on the needs of the Bomb Squad;
 - b. Respond to call-outs when not on call;
 - c. Travel out of town for conferences or other Bomb Squad related duties; and
 - d. Possess both mechanical and electrical aptitudes.

6 1-42-5 Training

A. General Requirement

All Bomb Squad personnel shall be required to participate in periodic, in-service training. The Bomb Squad Training Coordinator shall determine the training needs of the Department and the Bomb Squad and shall ensure that complete and accurate records of all training for Bomb Squad personnel.

B. Initial/Proficiency Bomb Technician Training

- 5** 1. Each Bomb Squad officer, including the Bomb Squad Sergeant, shall satisfactorily complete the FBI HDS.
- 5** 2. Each Bomb Technician shall complete an on-the-job training (OJT) program with an experienced Bomb Technician until they exhibit proficiency in critical tasks, including, but not limited to:
 - a. Percussion Actuated Non-electric (PAN) Disrupter set-up and use;
 - b. All x-ray set up and use;
 - c. Bomb suit set up and use;
 - d. Miscellaneous equipment set up and use;
 - e. Explosive recognition, commercial and military;
 - f. Remote removal procedures, equipment set up and use;
 - g. Firearms familiarization and use;
 - h. Scene management; and
 - i. Training officer review.
3. Proficiency training shall be conducted once a year and testing shall cover all aspects of Bomb Squad functions and equipment.

6 C. Refresher Training



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1. Each Bomb Squad officer shall train weekly. All Bomb Squad personnel are required to train a minimum of two-hundred-eighty-eight (288) hours per year or twenty-four (24) hours per month.
2. Each training day shall be coordinated by a Bomb Technician. The duty to coordinate training days shall rotate among all Bomb Technicians.
3. Each training session shall be documented on a training report form by the Bomb Technician conducting the training.
4. The Bomb Squad Sergeant shall compile the training report forms and ensure they are entered into the BATS.
5. The Bomb Squad Sergeant shall maintain all training records and documentation.
6. A roster of attendance shall be completed for each training day.
7. Each Bomb Technician shall attend outside refresher training, when possible. These trainings can include all regional International Association of Bomb Technicians and Investigators (IABTI) conferences, FBI HDS courses, and ATF courses.
8. 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.
 - a. The Bomb Squad Sergeant may verify the Bomb Technician reviewed the materials and may verify the materials were recently published and relevant to the bomb disposal field.

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1-42-6 Rules and Responsibilities

A. Bomb Squad Chain of Command

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1. The Bomb Technician shall report to the Bomb Squad Sergeant.
2. The Bomb Squad Sergeant shall handle all Bomb Squad-related business.
3. The Bomb Squad Sergeant shall be in charge of the Bomb Squad operation at the scene of a Bomb Squad call.
 - a. The Senior Bomb Technician shall be in charge of the operation at the scene of the call if the Bomb Squad Sergeant is not present.

B. Bomb Squad Personnel

1. Bomb Squad personnel shall:



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N/A

- a. Respond to and dispose of any device known to contain, or suspected of containing, explosive materials;
- b. 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);
- c. Assist the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices;
- d. Conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence;
- e. Assist 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;
- f. Be responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures. Bomb Squad personnel shall also provide bomb threat management training to outside agencies and businesses; and
- g. Respond to all instances where actual or suspected booby traps, including improvised firearms, which have been located or are believed to exist.

C. Bomb Squad Sergeant

1. The Bomb Squad Sergeant shall:

- a. Inform the Tactical Section Lieutenant of Bomb Squad operations and Bomb Squad call-outs;
- b. Maintain contact between the Bomb Squad or Bomb Squad supervisors within the New Mexico State Police (NMSP), and the United States Armed Forces, as well as federal and state agencies;
- c. Store and dispose of explosives when required. The Bomb Squad Sergeant shall ensure that explosives are not stored in the Bomb Squad office area. Explosives shall be stored in accordance with ATF storage regulations;
- d. Maintain necessary records and filing of reports to designated personnel or agencies;
- e. Coordinate the Bomb Squad'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;
- f. Ensure that all Bomb Squad equipment is maintained and is in a serviceable condition;
- g. Conduct in-service training for Department Bomb Technicians and Department personnel, when requested;
- h. Conduct bomb threat response training for Department and civilian personnel, when requested;
- i. Conduct inventory of the explosive storage magazines every six (6) months;
- j. Complete monthly reports detailing all training, deployments, field officer-related activities, and inspections;

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- k. Conduct monthly vehicle inspections of Bomb Squad personnel; and
- l. Perform such duties or assignments as designated by the Tactical Section Commander.

D. Bomb Squad Officer

1. A Bomb Squad officer shall:

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N/A

- 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 a 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.
- f. If the member is the Primary Bomb Technician, complete ATF Bomb Arson Tracking System (BATS) reports for all incidents covered under BATS guidelines. These reports shall be submitted electronically, consistent with 27 C.F.R. § 555.21;
- g. Provide testimony as an expert witness in state and federal courts;
- h. Maintain all Bomb Squad officer and team equipment and ensure that it is serviceable;
- i. Maintain the bomb range;
- j. Advise the Bomb Squad Sergeant of all call-outs, daily activities, equipment/supply needs, and problems;
- k. Provide explosives recognition demonstrations to sworn and civilian personnel when requested and approved by the Bomb Squad Sergeant;
- l. Maintain contact between the Bomb Squad and Bomb Squad supervisors within 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; and
- n. Respond to all amnesty calls by completing a Uniform Incident Report and BATS report.

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E. On-Call Status

- 1. Bomb Squad personnel shall be available for calls twenty-four (24) hours a day, seven (7) days a week, unless leave has been approved by the Bomb Squad Sergeant.
- 2. Bomb Squad personnel who are FBI HDS-certified shall handle all call-outs.



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3. The Bomb Squad Sergeant shall be notified of all Bomb Squad callouts, if possible, before responding to the call. If the Bomb Squad Sergeant is unavailable, the Tactical Section Lieutenant shall be notified.

F. Improvised Explosive Devices (IED)

1. Depending on circumstances and exigencies, Bomb Squad personnel, including the Bomb Squad Sergeant and Bomb Technicians, shall perform the following procedures in the case of a suspected IED.

a. Bomb Squad personnel shall:

- i. Obtain all available information before taking any action;
- ii. Upon arrival, if they are the first Bomb Technician on-scene, check if evacuation was conducted properly and ensure that scene perimeters have been established;
 1. After reviewing all available information, the Bomb Squad Sergeant or Senior Bomb Technician shall decide whether to render the device safe at the scene, blast it in place, or remove it to a safe disposal area.
- iii. On IED calls or calls involving the recovery of explosives, ensure there are a minimum of two (2) Bomb Technicians deployed;
- iv. Set up and test all equipment before approaching the suspected item;
- v. Call Albuquerque Fire 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;
- vi. Restrict the use of hand entry of IEDs as a render safe procedure to life-threatening situations only;
- vii. If a scene is contaminated, wear appropriate protective clothing when entering the immediate contamination area. Clothing to be worn includes protective suits, double layer surgical gloves, eye protection, and a respirator;
- viii. Wear bomb suits in all situations except when it is physically impossible, and when there is an explosive/flammable atmosphere, a potential of booby traps, or as situations demand;
 1. Only the on-scene Senior Bomb Technician or the Bomb Squad Sergeant may determine whether wearing a bomb suit is not practicable.
- ix. Apply the one-man approach to the situation, unless it would be unsafe or impracticable to do so;
- x. X-ray an IED, as situations demand, prior to being moved;
- xi. If an IED is to be moved, use remote removal procedures whenever possible;
- xii. Use a firearm to render an IED safe;
- xiii. If a firearm is used for Render Safe Procedures (RSP), complete a Uniform Incident Report.
 1. The Bomb Squad Sergeant shall send a copy of the Uniform Incident Report to the Internal Affairs Professional Standards (IAPS) Division within forty-eight (48) hours of the completion of the call.

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2. The Bomb Squad Sergeant shall notify the IAPS Division within twenty-four (24) hours of the use of a firearm for RSPs.
- xiv. If an IED is to be removed to a disposal area in a total containment vessel (TCV), use a marked police escort as follows:
 1. One vehicle shall be positioned two-hundred (200) feet behind the bomb trailer, and one (1) vehicle shall be positioned two-hundred (200) feet in front of the trailer towing vehicle;
 2. The on-scene Field Services Bureau (FSB) supervisor shall be advised of the route to be used;
 3. Escort vehicles shall use their red lights and drive within the legal speed limits in a safe and prudent manner, unless articulable exigent circumstances are necessary to protect the health and safety of Department personnel and the public;
 4. Rescue and fire units shall follow the escort to the disposal site. Upon arrival at the chosen site, the escorting vehicles shall be dismissed; and
 5. The rescue and fire vehicles shall stand by until the IED is rendered safe. All unauthorized personnel shall be cleared from the area.

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- b. The Bomb Squad Sergeant or the Senior Bomb Technician shall notify the Emergency Communications Center (ECC) and all on-scene sworn personnel prior to using RSPs that may elicit false "shots fired" reports.

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

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G. Technical Support

1. When requested, Bomb Squad personnel shall provide technical support to investigative personnel, including personnel in FSB or the Violent Crimes Section. Investigative responsibility for the incident shall 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 Bomb Squad Sergeant designates as serious in nature.

H. Bomb Technician Equipment

1. All Bomb Squad equipment shall be maintained and inspected monthly by full-time Bomb Squad personnel, to include:
 - a. Bomb Squad equipment truck;
 - b. Bomb suits;



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- c. Bomb tools to include x-ray, disrupters, hand tools, etc.; and
- d. Batteries removed, replaced, charged, and tested.

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

6 I. 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; and
- d. EOD safe (detonator magazine): All evidentiary or non-evidentiary detonators.

5 2. Entry Logs

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

5 3. Evidence Tagging Into Bomb Squad Magazines

- a. Bomb Squad personnel shall complete a Department evidence tag on all types of evidence to be stored in the evidence magazine.
- b. The items shall be logged on the magazine entry log as evidence.
- c. The hard copy and white copy shall be attached to the item(s) being tagged. The yellow copy shall be retained by the Bomb Technician.

4. Audit of Bomb Squad Explosive Magazines

- a. The contents of the magazines shall be audited semi-annually.
- b. Each magazine and content shall be checked weekly. The inspecting officer shall log magazine checks in the magazine log book.

3 J. Destruction of Hazardous Chemicals

1. Bomb Squad personnel shall not take possession of chemicals or other toxic substances if, according to the New Mexico Environment Department (NMED) the destruction of such materials poses a danger to the environment unless the substances pose an immediate threat to public safety.
2. Bomb Squad personnel shall not take possession of or remove hazardous chemicals or toxic substances for disposal unless the items have been deemed an explosive hazard or unless the substances pose an immediate threat to public safety.



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3. The AFR Hazardous Materials Unit shall be called to coordinate on the disposal of hazardous material.
4. Bomb Squad personnel may support the AFR Hazardous Materials Unit as directed by the Bomb Squad Sergeant.

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5. The NMED shall be contacted for advice in determining the appropriate destruction of chemicals.

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K. Use of Kirtland Air Force Base Bomb Squad

1. The Kirtland Air Force Base (KAFB) Bomb Squad may be used to assist on calls relating to military ordnance.
2. The Bomb Squad Sergeant or Primary Bomb Technician shall make any requests for KAFB Bomb Squad assistance.
3. When using the KAFB Bomb Squad, the requesting Bomb Technician shall respond to the scene of the call to serve as a liaison between the Bomb Squad and the KAFB Bomb Squad.
4. Large demolitions or contraband destructions may be coordinated with the KAFB Bomb Squad.

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L. Explosive Range Protocol

1. The following divisions/agencies shall 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.

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5. Only authorized Bomb Squad personnel or persons authorized by the Bomb Squad Sergeant or the Bomb Squad Safety Officer shall be allowed on the Explosive Range during demolitions.
6. Other agencies requesting the use of the Explosive Range shall be required to follow the provisions outlined in this Standard Operating Procedure (SOP).



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7. Bomb 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.

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

- ### 5
4. The Bomb Squad Safety Officer shall oversee the operation by making sure that all observers and Bomb Technicians are in safe areas during the demolition procedure. All Bomb Technicians shall have the authority to stop all action if a safety problem is observed.
 5. Inspections Unit personnel shall be at the disposal site if Department evidence is being destroyed.

6 N. Explosive Detector Canine (EDC)

1. An EDC 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.

- ### 5
3. EDC Handlers shall certify with their canine once a year through a nationally-accredited certification entity.
 4. EDC Handlers shall train with their EDC a minimum of four (4) hours per week.
 5. The final determination to use an EDC shall be at the discretion of the EDC Handler and must be based on EDC training guidelines.

- ### N/A
6. An EDC Handler's maintenance of the EDC and handler compensation shall be consistent with SOP K-9 Unit (refer to SOP K-9 Unit for sanction classifications and



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additional duties).

6 O. Use of the Bomb Squad During Special Weapons and Tactics (SWAT) Activations

1. A Tactical Section supervisor may authorize the deployment of the Bomb Squad during a SWAT activation for the purposes of:

- a. Use of Bomb Squad robot(s);
- b. Rendering safe IED/booby traps/failed noise flash diversionary devices (NFDD);
- 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
- e. Use of the Rook Rescue Vehicle.

N/A

P. Annual Retention Review

- 1. All Bomb Squad personnel shall 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 Bomb Squad personnel's employee work plan (EWP) by the chain of command;
 - b. File review of Bomb Squad personnel by the chain of command; and
 - c. Annual meeting with Behavioral Sciences Section (BSS) personnel.
- 3. 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.

6 Q. Annual Review

- 1. Tactical Section supervisors shall conduct an annual meeting every January to analyze activities from the previous year.
- 2. At this meeting, the Bomb Squad Sergeant shall provide information regarding Bomb Squad-related activities to the Special Operations Division (SOD) Commander for evaluation and discussion for inclusion in the annual tactical report.
- 3. During this meeting, the topics to be discussed shall include policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and After-Action Reviews (AAR).