



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-42 (Formerly 6-7) Effective: 11/08/19 Review: 11/08/20 Replaces: 07/20/17

1-42 EXPLOSIVE ORDNANCE DISPOSAL UNIT (BOMB SQUAD)

Related SOP(s): None

1-42-1 Purpose

The purpose of the Department's Explosive Ordnance Disposal (EOD) unit 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.

As part of its commitment, EOD will 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 a safe and professional means for disposing of explosives, ordnance, ammunition, and improvised explosive devices (IEDs) to assure the safety of civilians and officers while providing effective and Constitutional policing.

1-42-3 Definitions

A. Bomb Emergency

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

B. Bomb Threat

Occurs when a suspected bomb or explosive device has been reported but not located.

C. Improvised Explosive Devices (IEDs)

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

D. Ordnance

Any military-grade munitions or explosive devices.

1-42-4 Objectives

- A. The Explosive Ordnance Disposal (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 the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices.
- D. The EOD Unit will also conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence.
- E. The EOD Unit will assist the Evidence Unit by destroying evidence, weapons, and dangerous drugs (at the request of the Evidence Unit or pursuant to a court order).
- F. The EOD Unit is responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures. The EOD Unit will also provide bomb threat management training to outside agencies and businesses.
- G. The EOD Unit will respond to all instances where actual or suspected booby traps (to include improvised firearms) have been located or are believed to exist.

1-42-5 Rules and Responsibilities

A. Sworn Personnel

1. Qualifications

- a. Sworn personnel who apply for a position in the EOD Unit understand that the position is strictly voluntary and must:
 - b. Not be color-blind.
 - c. Not be allergic to explosives.
 - d. Possess the rank of patrolman 1/C and a minimum of one-year experience with the Department.
 - e. Commit to work a minimum of a five-years as a bomb technician after graduating from Hazardous Device School (HDS), regardless of assignment(s).
 - f. Demonstrate the ability to work competently under stressful conditions.
 - g. Demonstrate the ability to work amicably with other members of the EOD Unit.
 - h. Pass the HDS application requirements and successfully graduate from HDS.
 - i. Be in good physical condition and maintain good physical condition while in EOD. Physical condition testing will be conducted semiannually.
 - j. 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.
 - k. Complete the Bomb Suit Endurance Course in 20 minutes or less on an annual basis.

2. Personnel must be willing to:



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- 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; and
- e. Possess both mechanical and electrical aptitudes.

B. EOD Unit Sergeant

1. Inform the Tactical Lieutenant of Unit operations and Unit callouts.
2. Maintain liaison contact with EOD unit supervisors in the NM State Police, United States Armed Forces, as well as state and federal agencies.
3. 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 the Bureau of Alcohol Tobacco Firearms & Explosives (BATFE) regulations.
4. Maintain necessary records and filing of reports to designated personnel or agencies.
5. 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.
6. Ensure all Unit equipment is maintained in a serviceable condition.
7. Conduct in-service training for Department bomb technicians and Department personnel when requested.
8. Conduct bomb threat response training for Department and civilian personnel when requested.
9. Conduct inventory of the explosive storage magazines every six months.
10. Complete monthly reports detailing all training, deployments, field officer-related activities, and inspections.
11. Conduct monthly vehicle inspections of EOD Unit personnel.
12. Perform such duties or assignments as designated by the Tactical Section Commander.

C. EOD Member

1. Conduct render-safe procedures for all incidents involving explosives or IEDs.
2. Respond to, and where necessary, direct the response to bomb threats.



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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; an explosive device has detonated; or when requested by an outside agency or by the EOD Unit Sergeant.
6. BATFE's Bomb Arson Tracking System (BATS) reports will be completed for all incidents covered under BATS guidelines. These reports will be submitted electronically pursuant to 27 C.F.R. section 555.21 by the primary bomb technician.
7. Provide testimony as an expert witness in state and federal courts.
8. Maintain all member and Unit equipment and ensure that it is serviceable.
9. Maintain the bomb range.
10. Advise the EOD Unit Sergeant of all call-outs, daily activities, equipment/supply needs, and problems.
11. Provide explosives recognition demonstrations to police officers and civilian personnel when requested and approved by the EOD Unit Sergeant.
12. Maintain liaison contact with EOD Units within the NM State Police, United States Armed Forces, and federal agencies.
13. Respond to any requests for amnesty from civilians regarding the voluntary surrender of explosives without criminal penalties.
14. Respond to all amnesty calls by completing a police report and BATS entry.

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.
2. All call-outs will be handled by HDS certified EOD Unit personnel.
3. EOD Unit Sergeant will be notified of all EOD call-outs, if possible, before responding to the call. In the event the EOD Sergeant is unavailable, the Tactical Lieutenant will be notified.

E. Unit Command Structure



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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 the senior certified bomb technician if the Unit Sergeant is not present, will be in charge of the EOD operation.

F. Improvised Explosive Devices (IED)

1. The following procedures are intended as a safety guide and may vary depending on circumstances and exigencies:
 - a. Obtain all available information 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, there shall be a minimum of two bomb technicians 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 Albuquerque Fire and 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.
 - h. The hand entry of IEDs as a render safe procedure will be restricted to life-threatening situations only.
 - 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 in all situations except when it is physically impossible, and there is an explosive/flammable atmosphere, a potential of booby traps or as situations demand. Only the primary bomb technician on scene or the EOD Sergeant may determine that wearing bomb suits is not practicable.
 - k. Use a one-man approach to the situation unless it would be unsafe or impracticable to do so.
 - 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.
 - o. The EOD Sergeant or the primary bomb technician will notify the Emergency Communications Center (ECC) and all officers on scene prior to using Render Safe Procedures (RSP) that may elicit false "shots fired" reports.
 - p. If a firearm is used for RSP, an EOD Unit supplemental report will be written, and the EOD Unit Sergeant will send a copy to Internal Affairs Professional Standards (IAPS) within forty-eight (48) hours of the call. The EOD Unit



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Sergeant will call IAPS within twenty-four (24) hours to notify them of the use of a firearm for RSP.

- q. 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 the Field Services Bureau or Violent Crimes Unit. Investigative responsibility for the incident will 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; 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 EOD Unit Sergeant designates as serious in nature.

H. Training

1. All unit personnel will be required to participate in periodic in-service training. The EOD Unit Training Coordinator will determine the training needs of the Department and the EOD Unit.
2. Initial/Proficiency bomb technician training:
 - a. Each bomb technician, including the EOD Unit Sergeant, will satisfactorily complete HDS.
 - b. Each bomb technician will complete an on-the-job training program with an experienced technician until the bomb technician exhibits proficiency in areas to include, but not limited to:
 - i. Percussion Actuated Non-electric (PAN) Disrupter set up and use;
 - ii. All X-ray set up and use;



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- 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; and
 - ix. Training officer review.
- c. Proficiency training will be conducted once a year. Testing will cover all aspects of the EOD function and equipment.

3. Refresher training:

- a. Each EOD Unit will train weekly. All members are required to train a minimum of sixteen (16) hours per month.
- b. Each training day will be coordinated by a bomb technician. The duty to coordinate training days will rotate among all 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 BATS.
- e. The EOD Unit Sergeant will maintain all training records and documentation.
- f. A roster of attendance will be completed for each training day.
- g. Each bomb technician will attend outside refresher training when possible. These trainings can include all regional International Association of Bomb Technicians and Investigators (IABTI) seminars, HDS courses, and BATFE courses.
- h. 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.

I. Bomb Technician Equipment

- 1. All Unit equipment will be maintained and inspected monthly by full-time EOD personnel, to include:
 - 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 personnel will report any maintenance or supplies needing replenishment to the EOD Unit Sergeant.

J. Explosive Magazines Used to Store Explosives

- 1. The explosive magazines are as follows:



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- a. Magazine A
 - i. Non-evidentiary class 1.1 or less explosives - except detonators.
- b. Magazine B
 - i. Evidentiary class 1.1 or less explosives - except detonators.
- c. Magazine C
 - i. Supplies, class 1.1 or less - except detonators.
- d. EOD safe (detonator magazine)
 - i. All evidentiary or non-evidentiary detonators.

2. Entry Logs

- a. Only EOD Unit personnel will have access to explosive magazines.
- b. Entry logs will be filled out each time a magazine is entered.

3. Evidence tagging into EOD magazines

- a. EOD personnel will complete a Department 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

K. The contents of the magazines will be audited semi-annually.

L. Each magazine and content will be checked weekly. Magazine checks will be logged in the magazine log book.

M. 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 unless the substances pose an immediate threat to public safety.
2. The EOD Unit will not take possession of, or remove hazardous chemicals or toxic substances for disposal unless they have been deemed an explosive hazard or unless the substances pose an immediate threat to public safety.
3. The AFR Hazardous Materials Unit will be called to coordinate on the disposal of such material.
4. The EOD Unit may support the AFR Hazardous Materials Unit as directed by the EOD Unit Sergeant.



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5. The EHD will be contacted for advice in determining the appropriate destruction of chemicals.

N. 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 serve as a liaison with KAFB EOD.
4. Large demolitions or contraband destructions may be coordinated with KAFB EOD.

O. EOD Range Protocol

1. The following Divisions/Agencies will be contacted thirty (30) minutes prior to a large blast:
 - a. ECC, the Airport Tower, and the KAFB Law Enforcement Desk.
2. The explosive range limit will 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 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 the use of the EOD range will be required to follow the provisions outlined in section (M) of this SOP.
7. The EOD technicians will ensure that sufficient amounts of explosives are used during all demolitions so that the range is kept clean and all items are completely destroyed.

P. Range Safety

1. All items to be destroyed will be delivered to the blast site by those persons requesting a demolition.
2. All demolitions will require a minimum of two bomb technicians.



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3. The blasting officer will be responsible for the number, design, and timing of each blast.
4. The Safety Officer will oversee the operation by making sure that all observers and technicians 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. Inspections Unit personnel will be at the disposal site if Department evidence is being destroyed.

Q. Explosive Detector Canine (EDC)

1. Explosive detector canines (EDC) 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; and
 - g. Ammonium nitrate.
3. EDC handlers will certify with their canine once a year through a nationally accredited certification entity.
4. Canine handlers will train with their EDC a minimum of four hours per week.
5. The final determination to use an 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 Unit SOP as it applies to maintenance and handler compensation.

R. Use of EOD on SWAT Activations

1. A tactical supervisor may authorize the deployment of the EOD Unit to a SWAT activation for the purposes of:
 - a. Use of the EOD Robot(s);
 - b. Render Safe IED/Booby Traps/Failed NFDD; or
 - c. Explosive Entries.

S. Annual Retention Review



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1. All EOD team members will 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 team member's employee work plan by the chain of command;
 - b. File review of the team member by the chain of command; and
 - c. Annual meeting with the Behavioral Sciences Section.
3. Should work performance issues be identified during this review, the team member will be subject to retraining, progressive discipline, and/or removal from the unit.

T. Annual Policy Review

- U. The supervisors of the Tactical Section will conduct an annual meeting every January to analyze activities from the previous year.
- V. 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.
- W. 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.
- X. If any changes to the Unit policy are identified during the meeting, they shall be implemented 90 days or less from the review date.