



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-25

Effective: 07/17/20 Review Due: 07/17/21 Replaces: 1/10/2019

## 2-25 BOMB THREATS AND BOMB EMERGENCIES

### Related SOP(s)

[1-42 Explosive Ordnance Disposal Unit \(Bomb Squad\)](#)

### 2-25-1 Purpose

The purpose of this policy is to provide guidelines for Department personnel when responding to a report of a Bomb Threat or a Bomb Emergency to ensure safety for officers and civilians.

### 2-25-2 Policy

Department policy is to provide for the safety of Department personnel and civilians in the response, deployment, and handling of bomb threat/emergency situations.

### 2-25-3 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. 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. Military Ordnance

Military material such as weapons or ammunition (i.e. grenades, projectiles, rockets, etc.)



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**2-25-4 Rules and Responsibilities**

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A. Bomb Threat

1. Emergency Communications' Center (ECC) Responsibilities:

- a. Keep the reporting party on the line and determine, if possible, the reason for suspicion that an explosive device may be present.
- b. Dispatch a Field Unit immediately.
- c. Notify the Field Supervisor of the situation.
- d. As directed by the dispatched officer or field supervisor, will notify the Albuquerque Fire and Rescue (AFR) and provide deployment instructions for responding apparatus.

2. Dispatched Officer's Responsibilities:

- a. Responding units will leave their radios and mobile data terminals (MDTs) powered on during a search for an explosive device, as the importance of communication is vital between officers and dispatch.
  - i. If a device is located during a search, the officer will 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. Make inquiries quietly and avoid reference to a "bomb threat" until actually dealing with parties who can provide direct evidence of the case.
- c. The responding officer should ask, but not be limited to, the following questions:
  - i. Have previous threats been received and the outcome of those threats.
  - ii. Possible motives.
  - iii. Vulnerabilities of equipment and/or Unit.
  - iv. Any other questions which might assist the officer in determining the probability of an explosive device being on site.
- d. When the probability of an explosive device has been established, telephone contact will be established with ECC and subsequent notification of the Field Supervisor will be made. Advise the dispatcher regarding deployment of fire/rescue equipment.
- e. The decision to search a public building or area rests with the officer in charge. Permission is required to search a private residence or business.
- f. The dispatched officer is responsible for preparing the offense/incident report.

N/A

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B. Bomb Emergency

1. 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. Description or type of device.



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- b. Location of the device.
  - c. Quantity and characteristics of the device.
2. The person receiving the call will then notify the ECC regarding the call and information obtained.
3. ECC:
- a. Advise the reporting person to follow the entity's established evacuation procedures and take all available precautions.
  - b. Dispatch units as necessary for evacuation and establishing a perimeter.
  - c. Notify AFR for the dispatch of appropriate emergency equipment.
4. Officers/Supervisors:
- a. Responding units will leave their radios and MDTs powered on during a search for an explosive device, as the importance of communication is vital between officers and dispatch.
    - i. If a device is located during a search, the officer will move a safe distance from the device and take a position of cover prior to transmitting over the radio.
  - b. Ensure evacuation of all occupants from the immediate area (300 feet or more) and attempt to view the area of the explosive device from a location that provides maximum protection.
    - i. Field Officers will be responsible for perimeter security in the immediate area surrounding a known or suspected device.
    - ii. The Field Supervisor shall take appropriate action for call-out of the Bomb Squad.
  - c. Under no circumstances will an officer other than Bomb Squad personnel push, touch, pick up, or handle a suspected or known explosive device.
  - d. When a suspected device is located, the dispatched officer will be responsible for obtaining complete preliminary information (witness, calling party, and persons present, information, etc.), and relaying this information to the Bomb Squad as soon as possible.
  - e. 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. AFR personnel will not be permitted within the cordoned off area unless the device detonates and causes fire or injury to personnel.
  - g. If the detonation causes a fire or injury, AFR personnel shall be allowed to enter the area. The officer or supervisor at the scene will advise the dispatcher of the desired route AFR personnel and equipment should use. AFR personnel will be advised the possibility exists of a secondary explosive device, and caution should be used when entering the area.

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N/A



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- h. AFR will have primary responsibility in the event of a fire, or when emergency medical treatment is required. Bomb disposal and investigation remain the primary responsibility of the police department.

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5. When a bomb/explosive device has exploded:

- a. ECC will:
  - i. Dispatch a field unit to the location. An attempt will be made to keep the reporting party on the phone while officers are responding. Dispatched units will be constantly updated on incoming information.
  - ii. Notify the field supervisor of the call and situation.
  - iii. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire.
  - iv. Notify ambulance and AFR for a response.
  - v. Notify the Bomb Squad.
- b. Dispatched Officer(s) will:
  - i. Establish a security perimeter in the immediate area surrounding the explosion.

C. Delivered Explosives/Ordnance

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- 1. When an explosive device or military ordnance is delivered to a police facility, personnel will:
  - a. Attempt to detain the person who delivered the item.
  - b. Notify the Field Supervisor of the situation and location of the device.
  - c. Not touch or move the device.
  - d. Await instructions from the Field Supervisor concerning action to be taken.

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D. Call-Out Criteria for the Bomb Squad

- 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.

**2-25-5 Procedures**

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A. Search



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1. A plan should be developed before a search is initiated. The areas to be searched and the extent of the search will depend on:
  - a. The type of establishment.
  - b. The motivation of the bomber.
  - c. The accessibility of the building.
2. A floor plan should be obtained and search areas assigned. A floor plan should be drafted if one is not available.
3. An attempt should be made to utilize personnel familiar with the areas to be searched when assigning searchers.
  - a. Persons involved in the search will be advised not to pick up, touch, or move any object found which is not familiar to them.
  - b. Upon finding a suspect item which may be or may contain an explosive device, confirm that it does not belong in the area.
4. Where a search fails to turn up any explosive devices, officers will state only that a device was not found. They will not make statements to the effect that there are no devices present, or that the area is "all clear."
5. The search will be discontinued when:
  - a. Requested to do so by the owner of the premises or the owner's designee.
  - b. Directed by a supervisor.
  - c. Directed by the Bomb Squad.
  - d. The officer concludes the probability of finding a device by further search is minimal.
6. Officers will not discourage the person in charge of the premises from continuing with a search after the officers' departure.