

TITLE: EXPLOSIVE ORDNANCE DISPOSAL UNIT (EOD)

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PURPOSE

The purpose of this directive is to establish guidelines for the utilization and operation of the department's EOD Unit.

The primary purpose of the unit is to provide for the safety of personnel and citizens in the response, deployment and handling of explosive related incidents. Also, to provide for legal, proper, and safe transportation, disposal and/or storage of explosive materials.

DISCUSSION

The Explosive Ordnance Disposal Unit, also referred to as EOD, is an element of the Santa Fe Police Department's Special Operations Division. This unit was organized in 1981 to provide the city with a unit of highly trained technicians to effectively deal with all explosive related incidents.

POLICY

It shall be the policy of the Department to maintain a well-equipped and professionally trained Explosive Ordnance Disposal Unit (EOD).

It shall further be the policy of the Department to procure or render aid and equipment as needed to other bomb technicians in accordance with mutual aid agreements.

Staff Structure

39.1.01 The Explosive Ordnance Disposal Unit (EOD) is comprised of volunteer, commissioned personnel from throughout the Department. The EOD Unit is made up of sworn personnel who are assigned collaterally to a primary duty assignment within the department.

For administrative purposes, the EOD Unit is a subcomponent of Special Operations, within the Operations Division. The EOD Commander, when functioning in that capacity, will report directly to the Special Operations Commander regarding administrative or operational matters related to EOD.

The order of rank and positions for the Santa Fe Police Department Explosive Ordnance Disposal Unit is as follows:

Special Operations Commander (Sergeant, Lieutenant or Captain as designated by the Chief of Police)

EOD Unit Commander (Lieutenant, Sergeant or Senior Hazardous Devices Technician as designated by the chief of police): Team Commander shall receive the already approved incentive pay upon completion of Hazardous Devices School.

Hazardous Devices Technicians (By Seniority): (3) shall receive the already approved incentive pay upon completion of Hazardous Devices School.

Auxiliary Hazardous Devices Technicians (By Seniority): (4) are not eligible for the incentive pay and their positions are voluntary. Auxiliary members will complete all required EOD related courses, with the exception of Hazardous Devices School.

Special Operations Commander

39.1.02 The Special Operations Commander will be a Sergeant, Lieutenant or Captain appointed by the Chief of Police or his/her designee. Selection of the Special Operations Commander shall be based on the commander's training, experience, tactical proficiency, and leadership traits.

A. The Special Operations Commander reports to the Operations Deputy Chief.

B. The Special Operations Commander has overall command of the Special Operations Group and will serve principally as incident commander during SWAT / TEMS / K-9 / EOD / CNT / ERT related incidents.

C. The Special Operations Commander may delegate or assign functions, duties, assignments

and/or responsibilities as deemed necessary for the effective and efficient operation of the Unit.

Explosive Ordnance Disposal Commander

39.1.03 The EOD Commander will be selected by the Chief of Police or his/her designee from active members of the EOD Unit holding the rank of Lieutenant, Sergeant or Senior Certified Hazardous Devices Technician (if none of the certified technicians holds the rank of Sergeant or Lieutenant). Selection of the Unit Commander shall be based on the member's training, experience, operational proficiency, and leadership traits.

A. The EOD Commander reports to the Special Operations Commander.

B. During EOD related operations, the EOD Commander may act as Incident Commander in the absence of the Special Operations Commander or as delegated.

C. Because of the unique technical proficiency requirement in EOD operations, the EOD Commander will act as Operational Commander.

D. The Unit Commander may serve as an operational Hazardous Devices Technician if there are not the required (2) two additional certified Hazardous Devices Technicians on the scene of an EOD Response Incident.

PROCEDURE

39.1.04 General Safety Procedures

A. EOD Unit personnel when rendering safe an explosive device, will take into account:

1. Public safety;
2. Safety of the officer at the scene, including the Hazardous Devices Technician;
3. Protection and preservation of public and private property; and
4. Collection and preservation of evidence.

39.1.05 Equipment Use

A. The senior Hazardous Devices Technician on site will determine what equipment to use, taking into consideration the overall situation including the circumstances and the physical environment.

B. Hazardous Devices Technician Equipment - When responding to a call-out with regard to a suspected, or actual, explosive device being located, or to the scene of an explosion, the Hazardous Devices Technicians will assure that they have all issued equipment in readiness and at their disposal.

C. Equipment issued:

1. EOD trailer;
2. EOD vehicle equipped with the following:
 - a. Bomb blanket
 - b. Two (2) EOD suits
 - c. X-ray machine/processor
 - d. Evidence collection materials
 - e. Rigging kit
 - f. Robot
 - g. Hand entry tool kit with non-magnetic/spark resistant tools

39.1.06 EOD Suit

A. The EOD suit will be worn in all situations that are considered life threatening situations. The only exceptions are as follows:

1. Where it is physically impossible.
2. Explosive/flammable atmosphere.
3. High potential of booby traps.
4. When utilizing remote operations
5. When utilizing hand entry techniques involving immediate threat to innocent life.

39.1.07 EOD Vehicle

- A. The EOD vehicle is a special purpose vehicle and is to be used for the following authorized EOD Unit activities:
 1. Responding to calls.
 2. Training.
 3. Dignitary protection.
 4. As authorized by the Chief of Police.
- B. The vehicle is to be operated by EOD Unit personnel only, and members must possess a valid New Mexico driver's license.
- C. Operators shall exercise proper care in operating the vehicle due to its unusual loading, handling, and bulk characteristics, especially when the containment vessel is being towed.
- D. During monthly training sessions, the van will be checked by the EOD Commander; he/she will direct one of the EOD Unit personnel to check the van to assure that it is ready for immediate response when needed.
- E. After responding to a EOD call, the van will be serviced by the EOD Unit personnel who used it to the call-out, to insure that it is fully operational for the next call. Service includes but is not limited to:
 1. Fuel.
 2. Equipment put back in its proper place.
 3. Any other service EOD Unit personnel deem necessary.
- F. The vehicle is to be kept clean and equipment arranged in an orderly and accessible manner.
- G. Any equipment failures or deficiencies will be documented and forward through the chain of command.

39.1.08 Containment Vessel

- A. Containment Vessel - this vessel is to be used only for authorized EOD Unit activities.
- B. The vessel will be inspected during the monthly training session to insure no damage has occurred to the containment chamber and the trailer is ready for the next call out.

- C. Only EOD Unit personnel will be allowed to hook and unhook the Explosive Containment Vessel.
- D. The containment vessel will only be utilized to transport explosives or containment of explosives. The containment vessel will not be used for any other purposes.

39.1.09 Render Safe Procedures

- A. An EOD Unit response team must include, when possible, two (2) Hazardous Devices Technicians with essential safety equipment.
- B. Paramedics and Fire Department personnel shall be present when EOD Unit personnel respond to the scene of a suspicious item.
- C. Hand entry of a capped/sealed pipe bomb shall not be considered an option available to the Santa Fe Police EOD Unit.
- D. Consider the detonation time given on the bomb.
- E. Due to the extreme nature of a life threatening situation, the senior Hazardous Devices Technician on the scene is given full latitude in determining:
 1. If the situation is life threatening or non-life threatening;
 2. Possibility of reducing situation to non-life threatening without working on device;
 3. Type of render safe procedures to attempt;
 4. Type of equipment to use; and
 5. The number and exposure time of Hazardous Devices Technicians/support personnel on scene.
- F. Non-life threatening situations:
 1. Normally remote procedures will be employed, particularly on closed bombs. Open bombs may require action by the Hazardous Devices Technician on the scene. Any hand procedures conducted in a non-life threatening situation must be justified by the senior Hazardous Devices Technician on the scene.
 2. Rendering the item or the situation safe may include an attempted render safe procedure to determine if the item is a bomb or

explosive device. Every attempt will be made to minimize exposure time.

3. All devices will be treated as actual devices until it is determined to be a hoax device.

39.1.10 Handling and Submission of Evidence

- A. Evidence collected as a result of an investigation will be retained, evaluated, accounted for, identified, processed and disseminated for laboratory analysis by the EOD Unit.
- B. Supplemental reports of EOD Unit analysis, full investigation findings, case similarities and conclusions will be made periodically as the investigation is pursued. All such reports need to be enclosed with evidence when forwarded to the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) or Federal Bureau of Investigation (FBI) laboratory for analysis. All such evidence should be sent by registered mail.
- C. Evidence collected by the EOD Unit as a result of assisting another jurisdiction may be turned over directly to their investigator (if it is in a safe condition) at the scene or retained at their request.
- D. All evidence to be submitted for laboratory analysis will be packaged as per instructions of that agency.

39.1.11 Clandestine Home Made Explosives (HME) Laboratories and Hazardous Materials Incidents

A. Instructions:

1. Upon arrival, the Hazardous Devices Technician will:
 - a. Determine if any Energetic Materials, or booby-traps are present;
 - b. If booby-traps are present, only certified Hazardous Devices Technician will take immediate action to render safe the device;
 - c. Choose Energetic Material response objectives. Identify the harm that must be prevented. Notify all other agencies that will be needed to assist;

- d. Identify action plans;
- e. Take best available option; and
- f. Evaluate progress.

39.1.12 Destruction of Hazardous Chemicals

- A. EOD Unit personnel will not destroy chemicals or other toxic substances, if according to the Environmental Health Division (EHD), the destruction of such materials poses a danger to the environment.
- B. EOD Unit personnel will not remove hazardous chemicals or toxic substances.
- C. EOD Unit personnel may support the Hazmat unit as directed by the EOD Commander.
- D. When questions arise about the destruction of chemicals, the EHD will be contacted for advice.

39.1.13 Transportation of Explosives for Disposal

- A. The decision to transport a suspected device will be weighed carefully to insure that the act of loading and transporting itself does not unduly increase the hazards to the technician or the public.
- B. Transportation will be coordinated with the Traffic Division or Patrol Division units.
- C. Suspect item(s) transported to the range for render safe and/or disposal no longer require any type of emergency handling. Time is no longer a factor, procedures used will be remote, and exposure time will be held to an absolute minimum.

39.1.14 Range Safety Procedures

- A. Items to be destroyed will be placed at the blast site and then all non-EOD Unit personnel will move to a safe area to be determined by EOD Unit personnel.
- B. Under no circumstances will any explosives be placed at the site until all non-EOD Unit personnel are in a safe area.
- C. After detonation, EOD Unit personnel will examine the blast area and when they determine

it to be safe, all other persons will be allowed to leave the range.

39.1.15 Storage of Explosives

- A. All explosives, evidence or otherwise, will be stored in the EOD bunker located at the police firing range.
- B. Access to the bunker shall be restricted to EOD Unit personnel only.
- C. All evidence shall be clearly tagged and marked by the technician who recovered it.
- D. Evidence tags will be completed and must be signed by the EOD Commander.
- E. The EOD Commander will keep a log of all evidence stored in the bunker. Disposition of evidence will also be recorded.
- F. Extreme care shall be exercised when moving, opening, or otherwise handling explosives stored in the bunker.
- G. When the disposition of a case involving explosives has been cleared, the stored explosives shall be destroyed as soon as practical thereafter.
- H. No chemicals shall be picked up and stored in the bunker by any member of the EOD Unit.
 - 1. This section shall not preclude the emergency removal of chemicals for evidentiary purposes on a short-term basis when necessitated by extraordinary circumstances, such as seizure of a clandestine drug lab.
- I. Members of the EOD Unit shall not pick up, store, or dispose of explosive materials for private enterprise, (i.e., fireworks, flash powder, etc.).
- J. The EOD Commander will conduct inventory of the bunker every six (6) months. Once a year, the Chief of Police will designate someone to conduct an inventory of the bunker and its contents, to insure compliance with all federal and state regulations regarding storage of explosives.

39.1.16 Training

- A. Each Hazardous Devices Technician will be required to satisfactorily complete the FBI Hazardous Devices School. The Santa Fe Police Department is authorized (4) Hazardous Devices Technicians certified by the FBI. Auxiliary Hazardous Devices Technicians will complete all prerequisite course for Hazardous Devices School and will be prepared to attend the course in the event a vacancy on the team occurs.
- B. Each Hazardous Devices Technician will then complete an on the job training program with experienced technicians until they exhibit proficiency.
- C. Each Hazardous Devices Technician will attend outside refresher training when possible. This can include all regional bombing seminars offered by the FBI or the International Association of Bomb Technicians and Investigators, (IABTI), and/or the FBI Hazardous Devices refresher course.
- D. EOD Unit personnel will conduct 16 hours of training per month, so that they may:
 - 1. Remain up to date on the latest information and technology in the field.
 - 2. Practice with the equipment.
 - 3. Conduct demolitions operations
 - 4. Conduct joint operations with other mutual aid agencies.
- E. EOD Unit personnel will attend training in conjunction with the Santa Fe Fire Department Hazardous Materials Response Team. As a requirement to maintain their Hazardous Devices Technician certification, EOD Unit personnel will complete a minimum of 14 hours of training per year with the Fire Department Hazardous Materials Response Team.

These hours are in addition and separate from the required 16 hours of monthly EOD Unit specific training.
- F. The EOD Commander will ensure a training calendar is developed and maintained outlining training dates and times by month and topics of training. All training schedules will be approved before implementation. All Hazardous Devices Technicians will be apprised of the training as

well as their Division Commanders for scheduling purposes.

39.1.17 Personnel Qualifications

A. All EOD Unit personnel must:

1. Be volunteers;
2. Not be allergic to explosives;
3. Commit to Hazardous Devices Technician work for a minimum of five (5) years after graduation from the Hazardous Devices School, regardless of assignment;
4. Possess both mechanical and electrical aptitudes;
5. Demonstrate the ability to work under stress;
6. Must be able to pass the following Hazardous Devices School application requirements:
 - a. Hearing loss greater than thirty (30) decibels in either ear and uncorrected vision that is not correctable to 20/20 are considered disabilities that limit a candidate's participation in a course of instruction involving the handling of live explosives.
 - b. All students must undergo active and recumbent blood pressure screenings.
 - c. Candidates who have reached the age of thirty-five (35) or whose blood pressure reading warrants must submit to an electrocardiogram (EKG).
 - d. Due to the rigorous and demanding nature of the Hazardous Devices School training, students must be in excellent physical condition, and exercises judgment and decision making in current job performance evaluations. Final acceptance to the training will be done by the FBI Field Office.

B. Additional criteria for selection will include the following requirements:

1. A minimum rank of PO II and not be on probationary status.

2. A written endorsement from the applicant's chain of command; in the form of a memo from the applicant's Sergeant and Lieutenant.
3. May reside within the authorized unit take home mileage as outlined in the Union contract.
4. Applicants must reside within a 10 mile radius of the authorized unit take-home mileage.
5. Applicants vehicle must remain within the authorized unit take-home mileage at all times.

B. Seniority and Promotion

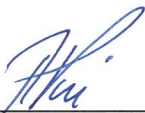
1. An officer's rank outside of the EOD Unit shall have no bearing on the member's seniority within the Unit, rather, longevity in EOD, proficiency and/or position title shall be benchmarks with regard to a member's seniority.
2. Promotion to the rank of Sergeant shall not necessitate removal from the EOD Unit for certified Hazardous Devices Technicians.
3. Promotion to the rank of Sergeant shall necessitate removal from the EOD Unit for auxiliary members.
4. Promotion to the rank of Lieutenant shall necessitate removal from the EOD Unit, unless he or she has been designated by the chief of police as the EOD Unit Commander.

39.1.18 Post Deployment / After Action

- A. Upon completion of any operational assignment the EOD Unit and supporting personnel will hold an incident de-briefing. The de-briefing will be facilitated by the EOD Commander or ranking Hazardous Devices Technician, however, it will be considered a "no rank" critique and only specifics of the assignment which could or should be improved will be discussed.

B. An incident After Action Report (AAR) memorandum will be forwarded to the Office of the Chief of Police by the ranking EOD personnel facilitating the debriefing. Contents of the memorandum should include an overview of the assignment itself, any equipment failure and/or identifiable requirements (equipment), cost analysis, and overall team and operational support performance.

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APPROVED: 

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Chief of Police

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