



# Bomb Squad

## Procedures Manual

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### INTRODUCTION

The City of San Jose Police Department's Bomb Squad is comprised of one (1) Bomb Technician Sergeant (Squad Commander), one (1) Bomb Technician Officer/Investigator, and eight (8) collaterally assigned Bomb Technicians. The Squad Commander and Bomb Technician Officer/Investigator are assigned full time to the office. The collaterally assigned Bomb Technicians have full-time responsibilities to other Units. Squad Bomb Technicians are assigned "On-Call" status for a one-week period at five week intervals. All Bomb Squad Technicians are subject to recall for extraordinary events or for pre-planned Unit activities. Two (2) Bomb Squad Technicians are "On-Call" at all times working in a "Team Concept".

The Bomb Squad is assigned to the Bureau of Field Operations, Special Operations Division, and is under the direct supervision of the Mobile Emergency Response Group and Equipment (M.E.R.G.E.) Lieutenant.

The Squad's mailing address is 201 West Mission Street, San Jose, CA 95110. [REDACTED]

Specially trained and equipped Bomb Technicians respond to bombings, attempted bombings, actual or suspected improvised explosive device(s), [REDACTED]

[REDACTED] MERGE call outs, or any other explosive related incident. The Squad also conducts bomb searches, makes presentations, and provides support to other Department Units and public safety agencies.

The Squad investigates explosive related incidents involving the illegal use, possession or storage, manufacture, sales, furnishing or giving away, receiving, and theft of destructive devices and or explosives, facsimile or hoax devices, bomb threats to persons, public, and private facilities.



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### **PROCEDURES MANUAL**

This Manual will be maintained in an up-to-date manner; reflecting necessary changes in the law and/or operations.

It will be the Squad Commander's responsibility to ensure the Bomb Squad Procedures Manual is kept current. The Bomb Squad Procedures Manual will be annually reviewed (October 1) and revised as necessary.

Bomb Squad Technicians will be responsible for and adhere to the policies and procedures outlined in this SOP Manual as well as applicable sections of the Department Duty Manual. Should a conflict arise between these manuals, the Department Duty Manual will be the final authority.



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### MISSION AND OBJECTIVES

#### Mission

To fulfill the San Jose, Police Department's commitment to provide protection and services to the community, ensure public safety and control hazardous conditions, the Bomb Squad will provide the residents of the City of San Jose, and upon approved request, residents of the unincorporated areas of Santa Clara County and other incorporated cities, technical, investigative, and emergency response services to include but not limited to:

- Render safe and/or remove actual or suspected improvised explosive devices, incendiary devices, explosives, fireworks, pyrotechnics, and ammunition.

The term explosives as used in this SOP Manual includes, [REDACTED]

[REDACTED] and any other material listed under Section 12000 of the California Health and Safety Code or listed in the Federal Registry of Explosive Products.

- Provide for legal, proper, and safe transportation, storage and/or disposal [REDACTED], explosives and other items referred to above.
- Investigate explosive related incidents involving the illegal use, possession or storage, manufacture, sales, furnishing or giving away, receiving and theft of destructive devices and or explosives.
- Investigate cases involving a [REDACTED] and bomb threats of persons, public and private facilities.
- Conduct post blast related incident investigations.
- Collect and preserve evidence at explosive related incidents.
- Complete appropriate reports documenting observations and actions taken.
- Prepare and provide "expert" court testimony.



## MISSION AND OBJECTIVES (cont.)

- Develop and conduct continuous in-service training for Bomb Squad Technicians to maintain proficiency in the use of existing equipment and Render Safe Procedures.
- Develop and conduct continuous in-service training for Bomb Squad Technicians to keep abreast of the latest bomb fabrication materials and techniques employed by bombers and/or terrorist groups.
- Research and develop new explosive Render Safe Procedures and tools.
- Maintain and be familiar with a technical library of Federal Bureau of Investigation Bomb Data Center publications and other explosive related materials.
- Compile and report technical data on explosive devices and incidents.
- Maintain professional liaison with other local and state bomb squads, Military Explosive Ordnance Disposal (EOD) Units, Federal Agencies to include but not limited to: Federal Bureau of Investigation, US Department of Homeland Security, Bureau of Alcohol, Tobacco and Firearms, US Secret Service, US State Department, Federal Aviation Agency, US Postal Service, US Customs Service, Drug Enforcement Agency, etc. and professional associations.
- Prepare and participate in explosive incident related training programs.
- Develop agency emergency response plans for bomb threats, suspected and actual improvised explosive devices, explosive related incidents, and [REDACTED] operations.
- Develop and promulgate community awareness and knowledge relating to bomb threats, explosive related incidents, search procedures, related Bomb Squad functions, and safety/security programs for public and private organizations.

[REDACTED]

- Provide technical support to Special Operations Units.
- Maintain existing Bomb Squad equipment, vehicles, and physical facilities [REDACTED]

[REDACTED]

## **MISSION AND OBJECTIVES (cont.)**

### **Measurable Bomb Squad objectives in support of unit goals**

Number of responses to or investigations of:

- Bombings, attempted bombings, or explosions:
  - Hoax device(s).
  - Recovered actual improvised explosive device(s) or military ordnance.
  - Incendiary device(s).
- Recovered explosives:
  - Military or civilian explosive(s) and military ordnance.
  - Hazardous shock sensitive chemical(s).
- Suspicious package(s)/item(s).
- Special Operations call-outs

### **Other measurable Bomb Squad performance indicators**

Number of items turned in:

- Fireworks.
- Gunpowder.
- Blasting caps, etc.

Number of bomb threats:

- Business.
- Personal.
- Government.
- 

Training, presentations, and community policing contacts.



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### **PROGRAM STRATEGY AND TRAINING REQUIREMENTS**

#### **Selection of Personnel:**

The key to accomplishing Squad Goals and Objectives is selecting highly motivated and competent personnel. Personnel selected for assignment as a Squad Technician will have demonstrated the ability to meet individual commitments to objectives. These demonstrated abilities include but are not limited to:

#### **General Knowledge:**

- Policies and Procedures of the San Jose Police Department.
- Federal, State and Local laws and statutes.
- Current case law on Search and Seizure.
- Demonstrated ability to conduct thorough follow-up investigations.
- Knowledgeable of the proper techniques for the collection and preservation of physical evidence.
- Demonstrated report writing skills including organization of thoughts, spelling, grammar, proper formatting, neatness, completeness, and clarity.
- Demonstrated oral communication skills.
- Demonstrated interview skills.
- Manual dexterity using a variety of hand tools and handheld power tools.
- A basic knowledge of electrical circuits as they pertain to explosive devices.
- A basic knowledge of chemistry as it pertains to improvised explosive and incendiary compounds.

#### **Desirable Characteristics:**

- Practical - Exercise good judgment and decision making in current job performance.
- Technically Oriented - Demonstrates an interest and current participation in technical endeavors.
- Sociable - Capable of working in small groups with active and effective communication.
- Curious - Demonstrates willingness to independently expand knowledge base and skills level.

## PROGRAM STRATEGY AND TRAINING REQUIREMENTS (cont.)

- Self Confident - Current evaluations indicate dependability and conscientious performance.

### Appraisal of Personnel:

To ensure the continued ability of Squad Technicians to meet their individual commitments to Squad objectives, Technicians will be continually appraised and complete and pass an annual task specific Squad Technician qualification test.

If requested, the Bomb Squad Commander will provide written input to the immediate supervisor of each collaterally assigned Squad Technician, relative to their Unit performance, for inclusion in the Annual Performance Appraisal.

### Training of Personnel:

To meet Squad objectives, personnel will participate in mandatory training. This training will consist of:

- Successful completion of the following, a forty hour (40) Hazardous Materials Technicians Course compliant with OSHA 29 CFR 1910.120 (q)(6)(iii). [REDACTED]  
[REDACTED] This course provides basic knowledge of hazardous materials and certifies the student as a Hazardous Materials Technician, and, online National Incident Management System (NIMS) training IS-100, IS-200, IS-700 and IS-800. Both are mandatory prerequisite before attending the HDS Basic Course.
- Successful completion of the two hundred forty (240) hour HDS Basic Course, provided by the Federal Bureau of Investigation (FBI), [REDACTED]  
[REDACTED]
- Each Technician in the Squad will receive a minimum of twenty (20) hours of in-service training each month. This training is vital in maintaining familiarization and competency with the equipment and procedures used by the squad and developing and testing new RSP techniques and procedures.
- Successful completion of the forty (40) hour Re-Certification Course, [REDACTED] every thirty-six (36) months.

[REDACTED]



## PROGRAM STRATEGY AND TRAINING REQUIREMENTS (cont.)

- Additional advanced training as budgetary constraints allow to enable Squad Technicians to keep abreast of the latest Render Safe Procedures, investigative techniques, current trends, terrorist activity and improvised explosive device construction. [REDACTED]



# Bomb Squad

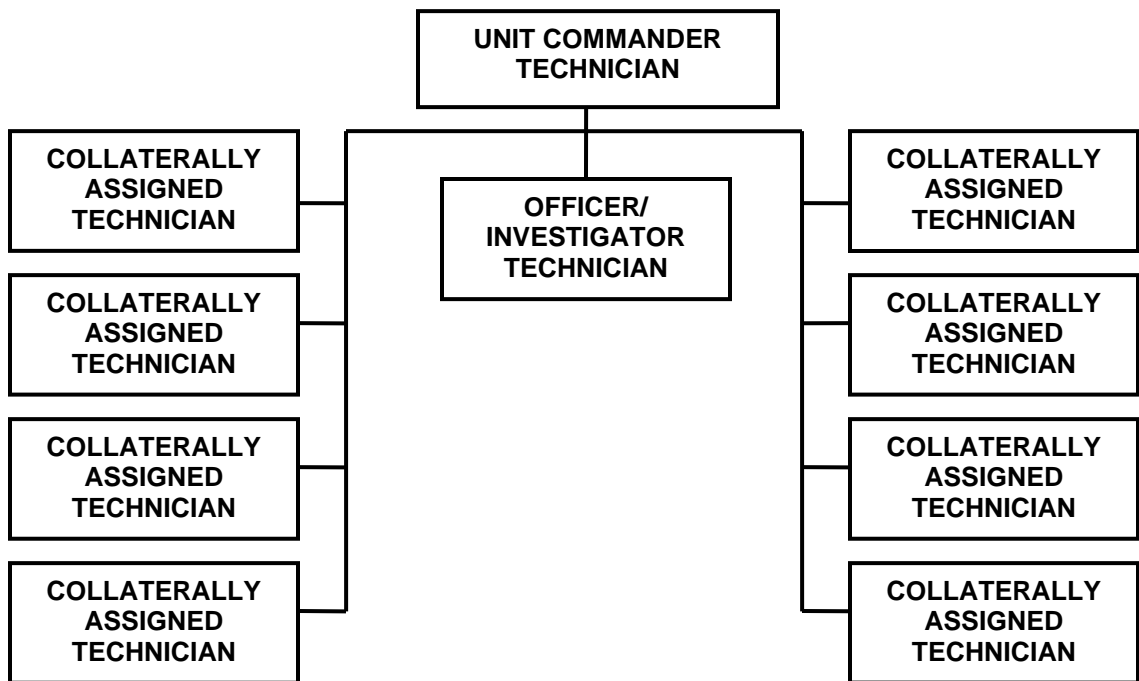
## Procedures Manual

### ORGANIZATIONAL STRUCTURE

To accomplish the Bomb Squad’s Mission, Goals and Objectives, the Bomb Squad shall consist of the following personnel.

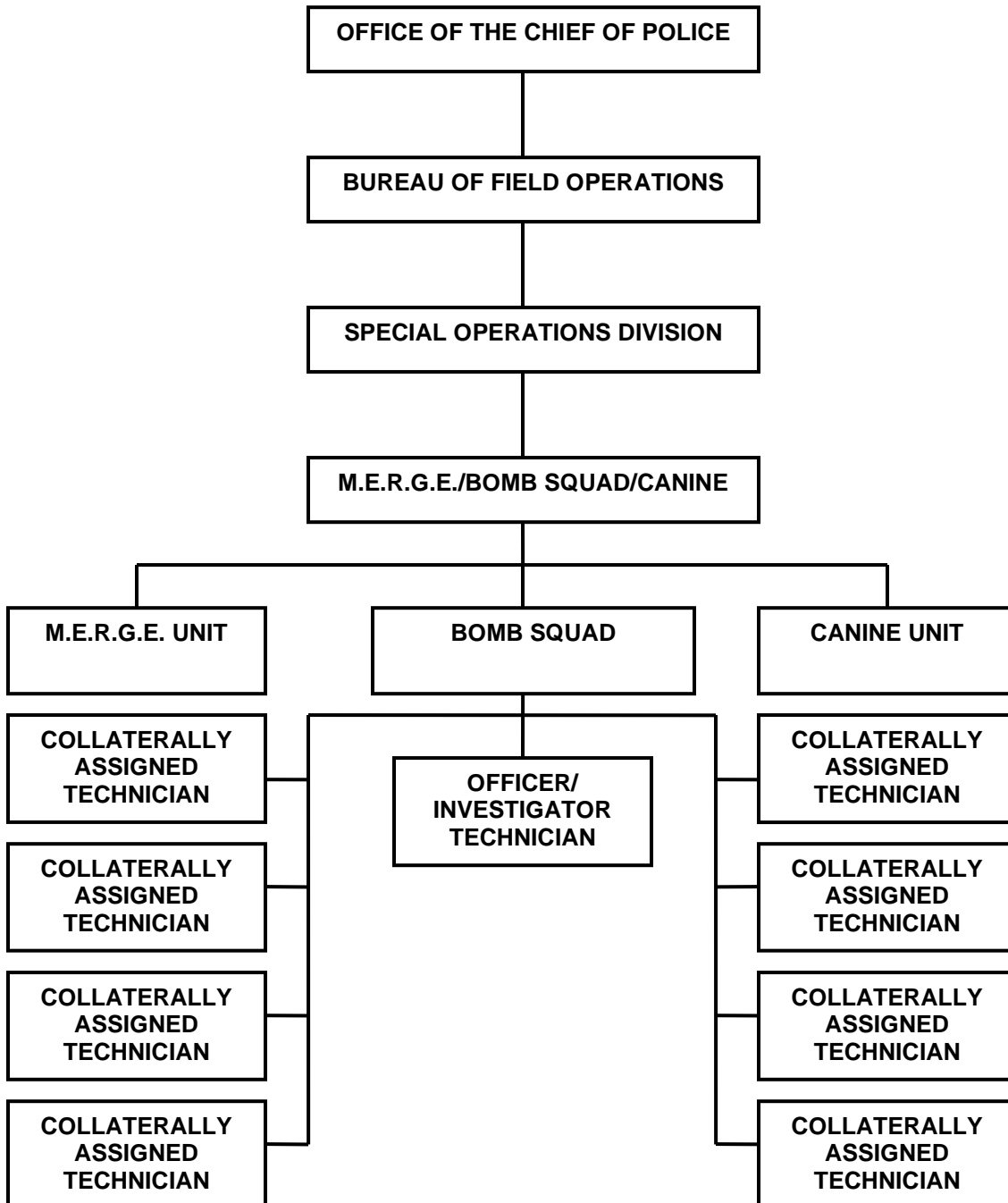
- One (1) full time Bomb Squad Commander - Technician Sergeant.
- One (1) full time Officer/Investigator - Technician Officer.
- Eight (8) collaterally assigned - Technician Sergeants or Officers.

#### Bomb Squad Organizational Chart



# ORGANIZATIONAL STRUCTURE (cont.)

## Department/Divisional Organization Chart





# Bomb Squad

## Procedures Manual

### REPORTING PROCEDURES

All explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved will be immediately reported to the chain of command in accordance with the following procedures:

#### **Squad Commander Reporting Responsibilities**

- Reports to the M.E.R.G.E. Lieutenant (or his/her designee) **immediately all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved.**
  - The Squad Commander may request radio make this notification. The Squad Commander shall ensure the M.E.R.G.E. Lieutenant (or his/her designee) is advised.
  - If the M.E.R.G.E. Lieutenant (or his/her designee) is **not** available or **can not be contacted** via telephone, or radio, the Squad Commander will, at his discretion, advise the Special Operations Captain (or his/her designee). If the Special Operations Captain is unavailable or can not be contacted, the Chief of the Bureau of Field Operations (or his/her designee) may be advised.
  - The Squad Commander may request radio make this notification. The Unit Commander shall ensure the Special Operations Captain (or his/her designee) or the Chief of the Bureau of Field Operations (or his/her designee) is advised, depending on the seriousness of the event.
- Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved** the Squad Commander will immediately update via telephone, or radio the M.E.R.G.E. Lieutenant (or his/her designee).
  - The Squad Commander may request radio make this notification. The Squad Commander shall ensure the M.E.R.G.E. Lieutenant (or his/her designee) is updated.



## REPORTING PROCEDURES (cont.)

### Technician Officer/Investigator Reporting Responsibilities

- Reports to the Squad Commander via telephone, or radio, **immediately all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved.** The Squad Commander may respond as necessary.
  - The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the Squad Commander is advised.
  - If the Squad Commander is **not** available or **can not be contacted** via telephone, or radio, the M.E.R.G.E. Lieutenant (or his/her designee) will be **advised immediately of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved.**
  - The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the M.E.R.G.E. Lieutenant (or his/her designee) is advised.
  - If **both** the Squad Commander and the M. E. R. G. E. Lieutenant (or his/her designee) is **not** available or **can not be contacted** via telephone, or radio, the Technician Officer/Investigator will immediately advise the Special Operations Captain (or his/her designee). If the Special Operations Captain (or his/her designee) can not be contacted, the Chief of the Bureau of Field Operations (or his/her designee) will be advised.
  - The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the Special Operations Captain (or his/her designee) or the Chief of the Bureau of Field Operations (or his/her designee) is advised.
- Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved** the Technician Officer/Investigator will immediately update via telephone, or radio the Squad Commander.
  - The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the Squad Commander is updated.
  - If the Squad Commander is **not** available or **can not be contacted** via telephone, or radio, the Technician Officer/Investigator will immediately update via telephone, pager or radio the M.E.R.G.E. Lieutenant (or his/her designee).

## REPORTING PROCEDURES (cont.)

- The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the M.E.R.G.E. Lieutenant (or his/her designee) is updated.
- If **both** the Squad Commander and the M. E. R. G. E. Lieutenant (or his/her designee) is **not** available or **can not be contacted** via telephone, or radio, the Technician Officer/Investigator will immediately update the Special Operations Captain (or his/her designee). If the Special Operations Captain (or his/her designee) can not be contacted, the Chief of the Bureau of Field Operations (or his/her designee) will be updated.
- The Technician Officer/Investigator may request radio make this notification. The Technician Officer/Investigator shall ensure the Special Operations Captain (or his/her designee) or the Chief of the Bureau of Field Operations (or his/her designee) is updated.

### **Collaterally Assigned Technician's Reporting Responsibility**

- The Squad Commander will be contacted, via telephone, or radio **immediately and advised by the Primary "On-Call" Technician of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved.** The Squad Commander may respond as necessary.
  - The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the Squad Commander is advised.
  - If the Squad Commander is **not** available or **can not be contacted** via telephone, pager or radio, the M.E.R.G.E. Lieutenant (or his/her designee) will be **immediately advised by the Primary "On-Call" Technician of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved.**
  - The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the M.E R.G.E. Lieutenant (or his/her designee) is advised.
  - If **both** the Squad Commander and the M.E.R.G.E. Lieutenant (or his/her designee) is **not** available or **can not be contacted** via telephone, or radio, the Primary "On-Call" Technician will immediately advise the Special Operations Captain (or his/her designee). If the Special Operations Captain (or his/her designee) can not be contacted, the Chief of the Bureau of Field Operations (or his/her designee) will be advised.

## REPORTING PROCEDURES (cont.)

- The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the Special Operations Captain (or his/her designee) or the Chief of the Bureau of Field Operations (or his/her designee) is advised.
- Upon completion of **all explosive related incidents, "Call Outs" or any other incident where Bomb Squad equipment, facilities, or personnel are involved** the Primary "On-Call" Technician will immediately update the Squad Commander via telephone, or radio.
  - The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the Squad Commander is updated.
  - If the Squad Commander is **not** available or **can not be contacted** via telephone, or radio, the Primary "On-Call" Technician will immediately update via telephone, or radio the M.E.R.G.E. Lieutenant (or his/her designee).
  - The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the M.E.R.G.E. Lieutenant (or his/her designee) is updated.
  - If **both** the Squad Commander and the M.E.R.G.E. Lieutenant (or his/her designee) is **not** available or **can not be contacted** via telephone, or radio, the Primary "On-Call" Technician will immediately update the Special Operations Captain (or his/her designee). If the Special Operations Captain (or his/her designee) can not be contacted, the Chief of the Bureau of Field Operations (or his/her designee) will be updated.
  - The Primary "On-Call" Technician may request radio make this notification. The Primary "On-Call" Technician shall ensure the Special Operations Captain (or his/her designee) or the Chief of the Bureau of Field Operations (or his/her designee) is updated.



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### BOMB SQUAD RESPONSIBILITIES- SQUAD COMMANDER

#### **Bomb Squad Commander - Sergeant**

Reports to and receives direction from the M.E.R.G.E. Lieutenant, Special Operations Division, Bureau of Field Operations.

Supervises and evaluates the Technician Officer/Investigator assigned to the Squad.

Supervises and evaluates the collaterally assigned Technicians when they are performing Bomb Squad duties.

The Sergeant may delegate to the Technician Officer/Investigator under his/her supervision, appropriate portions of his/her duties, but may not delegate or relinquish overall responsibility for results or accountability.

Within the limits of approved policies and procedures, the Sergeant is responsible for the efficient and effective operation of the Squad from the initial response to the completed investigation of all cases assigned. The Sergeant has authority to fulfill the duties set forth below.

Supervises the department UAS program to insure COA (certificate of agreement) compliance with FAA regulations and collateral UAS officer Part 107 license currency and compliance with department UAS policy.

#### **Specific Duties - may include but are not limited to:**

- Participates in or supervises the Render Safe and/or removal of actual or suspected improvised explosive devices, incendiary devices, explosives, fireworks, pyrotechnics and ammunition.

The term explosives as used in this SOP Manual includes, but is not limited to: commercial explosives, (i.e. dynamite, nitroglycerine, binaries, emulsions, blasting agents, blasting caps, etc.), military explosives or munitions, black, smokeless and propellant powders, "Molotov cocktails", or other homemade explosives, hazardous explosive chemicals (as defined by the Bureau of Alcohol, Tobacco and Firearms), and any other material listed under Section 12000 of the California Health and Safety Code or listed in the Federal Registry of Explosive Products.



## **BOMB SQUAD RESPONSIBILITIES-SQUAD COMMANDER (cont.)**

- Participates in or supervises the legal, proper, and safe transportation, storage and/or disposal of improvised explosive devices, explosives and other items referred to above.
- Participates in or supervises the investigation of explosive related incidents involving the illegal use, possession or storage, manufacture, sales, furnishing or giving away, receiving and theft of destructive devices and or explosives.
- Participates in or supervises the investigation of cases involving a facsimile or hoax device and bomb threats of persons, public and private facilities.
- Participates in or supervises post explosive related incident investigations.
- Participates in or supervises the collection and preservation of evidence at explosive related incidents.
- Participates in or supervises the completion of appropriate reports documenting observations and actions taken.
- Participates in or supervises "expert" court testimony.
- Participates in or supervises and develops continuous in-service training for Bomb Squad Technicians to maintain proficiency in the use of existing equipment and Render Safe Procedures.
- Participates in or supervises and develops continuous in-service training for Bomb Squad Technicians in order to keep abreast of the latest bomb fabrication materials and techniques employed by bombers and/or terrorist groups.
- Participates in or supervises research and development of new explosive Render Safe Procedures and tools.
- Participates in or supervises the maintenance of a technical library of Federal Bureau of Investigation Bomb Data Center publications and other explosive related materials.
- Participates in or supervises the compilation and reporting of technical data on explosive devices and incidents.
- Participates in or supervises professional liaison with other local and state bomb squads, Military Explosive Ordnance Disposal (EOD) Units, Federal Agencies to include but not limited to: Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, US Secret Service, US State Department, Federal Aviation Administration, US Postal Service, US Customs Service, Drug Enforcement Agency, US Department of Homeland Security, TSA, etc. and other professional associations.

## **BOMB SQUAD RESPONSIBILITIES-SQUAD COMMANDER (cont.)**

- Participates in or supervises explosive incident related training programs to include the construction of mock-up and actual improvised explosive devices for training and court presentation.
- Participates in or supervises development of agency emergency response plans for bomb threats, suspected and actual improvised explosive devices and explosive related incidents.
- Participates in or supervises the development and promulgation of community awareness programs and knowledge relating to bomb threats, explosive related incidents, evacuation, damage control procedures, search techniques, threat evaluation, related Bomb Squad functions, and safety/security programs for public and private organizations.




- Participates in or supervises technical support to Special Operations Units.
- Participates in or supervises the maintenance of existing Bomb Squad equipment, vehicles, and physical facilities (Bomb Range), explosives magazines, flammable storage building, etc.) to ensure inventories are up to date and the equipment and facilities are in order.
  - Personally, inspects or ensures a Squad Technician conducts an inspection of the Bomb Range, explosives magazines and flammable storage building at least once every seven days.
- Reports to the M.E.R.G.E. Lieutenant (or his/her designee) **immediately all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved**, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved** the Squad Commander will immediately update the M.E.R.G.E. Lieutenant (or his/her designee) in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Ensure that explosive materials, fireworks, pyrotechnics, shock sensitive hazardous chemicals, ammunition and other property are disposed of when appropriate.

## **BOMB SQUAD RESPONSIBILITIES-SQUAD COMMANDER (cont.)**

- Be subject to call back to assume immediate investigative duties on cases involving death, major injuries, major property damage or other sensitive issues.
- Formally and informally evaluates the performance of the Squad Technician Officer/Investigator and the collaterally assigned Technicians when they are performing Bomb Squad duties and report any deficiencies to the M.E.R.G.E. Lieutenant.
  - If requested, the Bomb Squad Commander will provide input to the immediate supervisor of each collaterally assigned Squad Technician, relative to their Squad performance, for inclusion in the Annual Performance Appraisal.
- Annually appraise, rate and counsel the Technician Officer/Investigator assigned to the Unit.
- Approve all leave requests, overtime, scheduling of vacation and compensatory time off for the Technician Officer/Investigator.
- Maintain Squad training and personnel records reflecting Unit training and awards.
- Develop and administer task specific annual Bomb Squad Technician certification testing to ensure all Unit Technicians maintain acceptable skill levels.
- Develop material and participates in the selection process of collaterally assigned Technicians.
- Develop material and participates in the selection process of the full time Technician Officer/Investigator.
- Conducts, or schedules Squad Technician(s) to conduct, "current trends", "extraordinary events" and "officer safety" informational briefings to Department personnel as required.
- Conducts, or schedules Squad Technician(s) to conduct, Department or other agency training of actual/suspected explosives incident management, bomb threat incident management, suspicious package(s)/item(s) incident procedures, Unit capabilities and equipment.
- Conducts, or schedules Squad Technician(s) to conduct, community presentations concerning bomb threat incident management, suspicious package/item incident procedures, physical security management, Unit capabilities and equipment.



## BOMB SQUAD RESPONSIBILITIES-SQUAD COMMANDER (cont.)

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- Interface with all other Units at explosive related incidents, such as Homicide and Homicide Crime Scene Unit, Narcotics, Traffic Enforcement Unit, and Incident Commanders, etc.
  - Upon determining an investigation is newsworthy, after conferring with the on-scene Squad Technicians, determine what evidence and facts should be revealed to the news media.
  - Prepare and justify annual budget requests for the Squad as assigned by the M.E.R.G.E. Lieutenant.
  - Prepare requisitions for supplies and equipment and maintain Unit budgetary control.
  - Complete staff studies, monthly/quarterly/annual Statistical Data Reports and other administrative reports as directed by the M.E.R.G.E. Lieutenant.
  - Liaison with other agencies and attend "extraordinary event" pre-planning meetings.
  - Respond to any serious Squad Technician injury or incident and inform the chain of command, regardless of duty status.
  - Investigates or reviews internally and externally generated complaints against assigned personnel (including collaterally assigned personnel while performing Bomb Squad duties) and on-duty automobile and other accidents involving Bomb Squad equipment. Make findings, and where appropriate, recommendations.
  - Maintain a "Master Log" of all cases assigned to the Squad for investigation.
  - Periodically review the status of tasks assigned, open cases and the disposition of property and evidence being held.
  - Ensure that the Squad Office is maintained in good order, including case files, statistical data, library, supplies and training aids.



## **BOMB SQUAD RESPONSIBILITIES-SQUAD COMMANDER (cont.)**

- Ensure the Bomb Squad Standard Procedures Manual is kept current. The Procedures Manual will be reviewed annually (October 1) and revised as necessary.
- The Bomb Squad Commander will assist the Technician Officer/Investigator with case investigations and other assigned duties when necessary and assume his/her duties during absence.



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### **BOMB SQUAD RESPONSIBILITIES- TECHNICIAN OFFICER/INVESTIGATOR**

Reports to and receives direction from the Bomb Squad Sergeant, Special Operations Division, Bureau of Field Operations, and has been a certified Bomb Technician for a minimum of three (3) years.

Within the limits of approved policies and procedures, the Technician Officer/Investigator is responsible for the efficient and effective investigation of all cases assigned to the Bomb Squad.

#### **Specific Duties - may include but are not limited to:**

- Participates in the Render Safe and/or removal of actual or suspected improvised explosive devices, incendiary devices, explosives, fireworks, pyrotechnics and ammunition.

The term explosives as used in this SOP Manual includes, but is not limited to: commercial explosives (i.e. dynamite, nitroglycerine, binaries, emulsions, blasting agents, blasting caps, etc.), military explosives or munitions, black, smokeless and propellant powders, "Molotov cocktails," or other homemade explosives, hazardous explosive chemicals (as defined by the Bureau of Alcohol, Tobacco and Firearms), and any other material listed under Section 12000 of the California Health and Safety Code or listed in the Federal Registry of Explosive Products.

- Participates in the legal, proper and safe transportation, storage and/or disposal of improvised explosive devices, explosives and other items referred to above.
- Participates in the investigation of explosive related incidents involving the illegal use, possession or storage, manufacture, sales, furnishing or giving away, receiving and theft of destructive devices and or explosives.
- Participates in the investigation of cases involving a facsimile or hoax device and bomb threats of persons, public and private facilities.
- Participates in post explosive related incident investigations.
- Participates in the collection and preservation of evidence at explosive related incidents.

## **BOMB SQUAD RESPONSIBILITIES-TECHNICIAN OFFICER/INVESTIGATOR (Cont.)**

- Participates in the completion of appropriate reports documenting observations and actions taken.
- Provides "expert" court testimony.
- Participates in and develops continuous in-service training for Bomb Squad Technicians to maintain proficiency in the use of existing equipment and Render Safe Procedures.
- Participates in and develops continuous in-service training for Bomb Squad Technicians to keep abreast of the latest bomb fabrication materials and techniques employed by bombers and/or terrorist groups.
- Participates in research and development of new explosive Render Safe Procedures and tools.
- Participates in the maintenance of a technical library of Federal Bureau of Investigation Bomb Data Center publications and other explosive related materials.
- Participates in the compilation and reporting of technical data on explosive devices and incidents.
- Participates in the professional liaison with other local and state bomb squads, Military Explosive Ordnance Disposal (EOD) Units, Federal Agencies to include but not limited to: Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, US Secret Service, US State Department, Federal Aviation Agency, US Postal Service, US Customs Service, Drug Enforcement Agency, US Department of Homeland Security, etc. and professional associations.
- Participates in explosive incident related training programs to include the construction of mock-up and actual improvised explosive devices for training and court presentation.
- Participates in the development of agency emergency response plans for bomb threats, suspected and actual improvised explosive devices and explosive related incidents.
- Participates in the development and promulgation of community awareness programs and knowledge relating to bomb threats, explosive related incidents, evacuation, damage control procedures, search techniques, threat evaluation, related Bomb Squad functions, and safety/security programs for public and private organizations.



## **BOMB SQUAD RESPONSIBILITIES-TECHNICIAN OFFICER/INVESTIGATOR (Cont.)**

- Participates in technical support to Special Operations Units.
- Participates in the maintenance of existing Bomb Squad equipment, vehicles, and physical facilities (Bomb Range, explosives magazines, flammable storage building, etc.) to ensure inventories are up to date and the equipment and facilities are in order.
  - Personally, inspects or ensures another Squad Technician conducts an inspection of the Bomb Range, explosives magazines and flammable storage building at least once every seven days.
- Reports to the Squad Commander via telephone, pager or radio, **immediately all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved**, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved** the Technician Officer/Investigator will immediately update via telephone, or radio, the Squad Commander in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Ensure that explosive materials, fireworks, pyrotechnics, shock sensitive hazardous chemicals, ammunition and other property are disposed of when appropriate.
- Be subject to call back to assume immediate investigative duties on cases involving death, major injuries, major property damage or other sensitive issues.
- Assist with Squad training and personnel records reflecting Unit training and awards.
- Assist with the development and administration of task specific annual Bomb Squad Technician qualification testing to ensure all Squad Technicians maintain acceptable skill levels.
- Assist with the development of material and participates in the selection process of collaterally assigned Technicians.
- Assist with the development of material and participates in the selection process of the full time Technician Officer/Investigator.
- Complete tasks assigned, close out cases and release or destroy evidence or property held.
- Ensure that the Squad Office is maintained in good order, including case files, statistical data, library, supplies, and training aids.

## **BOMB SQUAD RESPONSIBILITIES-TECHNICIAN OFFICER/INVESTIGATOR (Cont.)**

- Determine if a criminal act has occurred and the nature and extent of the criminal act.
- Photograph and sketch the crime scene or other area(s).
- Conduct a thorough and complete collection of physical evidence.
- Conduct necessary re-interviewing of original witness(s) and victim(s).
- Assess/analyze information and evidence obtained.
- Liaison with the appropriate forensic lab and assess the forensic lab analysis.
- Determine and conduct appropriate identification, surveillance, and interrogation processes.
- Prepare wanted notices, [REDACTED] and other appropriate informational summaries.
- Coordinate tasks when the investigation extends beyond jurisdictional boundaries.
- Present evidence, statements and investigative results to the District Attorney Assaults Unit for the purposes of obtaining complaints, arrest and/or search warrants.
  - Of persons arrested by field units as having committed any of the previously listed offenses.
  - Of persons identified through follow up investigation as having committed any of the previously listed offenses.
- File criminal complaints and warrant requests at the San Jose Municipal Court clerks office.
- Locate and arrest the suspect(s).
- Develop exhibits for presentation in court.
- Serve subpoenas.
- Pick up correspondence or cases assigned to the Unit from the Bomb Squad box located in the Main Records Area at PAB.



## BOMB SQUAD RESPONSIBILITIES-TECHNICIAN OFFICER/INVESTIGATOR (Cont.)

- Deliver any correspondence addressed to other Special Operations Units left in this box.
  - Check this box at least twice a day (usually in the morning and late afternoon).
- Pick up correspondence or memos addressed to the Squad [REDACTED]  
[REDACTED]
  - Check this box at least twice a day (usually in the morning and late afternoon).
- Remove fireworks and other Unit related material left in the flammable storage area [REDACTED]  
[REDACTED]
- Coordinates the department UAS program to insure COA (certificate of agreement) compliance with FAA regulations and collateral UAS officer part 107 license currency and compliance with department UAS policy.
- Maintains the department UAS fleet to ensure airworthiness, firmware updates, charging stations are operational and complete for each UAS.
- Provides biannual training for department part 107 UAS pilots and insures license currency, and department certification for UAS pilots.
- Maintains an FAA part 107 license and attends training as needed to remain knowledgeable of industry best practice as it applies to law enforcement use of UAS.



# Bomb Squad

## Procedures Manual

### BOMB SQUAD RESPONSIBILITIES- COLLATERALLY ASSIGNED TECHNICIANS

#### Collaterally Assigned Technicians

Collaterally assigned Squad Technicians perform the duties of a Squad Technician in addition to their regular full-time assignment.

Regardless of the collaterally assigned Technicians full-time assignment, when performing Bomb Squad duties the collaterally assigned Technician falls under the chain of command of the Bureau of Field Operations, Special Operations Division, M.E.R.G.E. Lieutenant, Bomb Squad Sergeant.

Collaterally assigned Technicians are assigned "On-Call" status for a one-week period at six-week intervals.

A Primary and Secondary "On-Call" Technician will be available via telephone, pager or radio at all times. When assigned "On-Call" status the designated members will not consume alcoholic beverages or otherwise be unfit for return to duty.

If either the Primary or Secondary "On-Call" Technician becomes unfit for return to duty due to injury, illness, family emergency, etc., they will immediately contact the Squad Commander who will make arrangements for relief by another Technician.

#### Specific Duties - may include but are not limited to:

- Participates in the Render Safe and/or removal of actual or suspected improvised explosive devices, incendiary devices, explosives, fireworks, pyrotechnics and ammunition.



## BOMB SQUAD RESPONSIBILITIES-COLLATERALLY ASSIGNED TECHNICIANS (cont.)

- The term explosives as used in this SOP Manual includes, but is not limited to: commercial explosives, (i.e. dynamite, nitroglycerine, binaries, emulsions, blasting agents, blasting caps, etc.), military explosives or munitions, black, smokeless and propellant powders, "Molotov cocktails", or other homemade explosives, hazardous explosive chemicals (as defined by the Bureau of Alcohol, Tobacco and Firearms), and any other material listed under Section 12000 of the California Health and Safety Code or listed in the Federal Registry of Explosive Products.
- Participates in the legal, proper and safe transportation, storage and/or disposal of improvised explosive devices, explosives and other items referred to above.
- Participates in the investigation of explosive related incidents involving the illegal use, possession or storage, manufacture, sales, furnishing or giving away, receiving and theft of destructive devices and or explosives.
- Participates in the investigation of cases involving a facsimile or hoax device and bomb threats of persons, public and private facilities.
- Participates in post explosive related incident investigations.
- Participates in the collection and preservation of evidence at explosive related incidents.
- Participates in the completion of appropriate reports documenting observations and actions taken.
- Provides "expert" court testimony.
- Participates in and develops continuous in-service training for Bomb Squad Technicians to maintain proficiency in the use of existing equipment and Render Safe Procedures.
- Participates in and develops continuous in-service training for Bomb Squad Technicians in order to keep abreast of the latest bomb fabrication materials and techniques employed by bombers and/or terrorist groups.
- Participates in research and development of new explosive Render Safe Procedures and tools.
- Participates in the compilation and reporting of technical data on explosive devices and incidents.

## BOMB SQUAD RESPONSIBILITIES-COLLATERALLY ASSIGNED TECHNICIANS (cont.)

- Participates in the professional liaison with other local and state bomb squads, Military Explosive Ordnance Disposal (EOD) Units, Federal Agencies to include but not limited to: Federal Bureau of Investigation, Bureau of Alcohol, Tobacco and Firearms, US Secret Service, US State Department, Federal Aviation Agency, US Postal Service, US Customs Service, Drug Enforcement Agency, US Department of Homeland Security, etc. and professional associations.
- Participates in explosive incident related training programs to include the construction of mock-up and actual improvised explosive devices for training and court presentation.
- Participates in the development of agency emergency response plans for bomb threats, suspected and actual improvised explosive devices and explosive related incidents.
- Participates in the development and promulgation of community awareness programs and knowledge relating to bomb threats, explosive related incidents, evacuation, damage control procedures, search techniques, threat evaluation, related Bomb Squad functions, and safety/security programs for public and private organizations.

- Participates in technical support to Special Operations Units.
- Participates in the maintenance of existing Bomb Squad equipment, [REDACTED]
  - May be requested to inspect [REDACTED] explosives magazines and flammable storage [REDACTED] if the Squad Commander and the Technician Officer/Investigator are unable to perform the required inspections.
- The Squad Commander will be contacted, via telephone, or radio **immediately and advised by the Primary "On-Call" Technician of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved**, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment, facilities, or personnel are involved**, the Primary "On-Call" Technician will immediately update the Squad Commander via telephone, pager or radio, in accordance with reporting requirements in Chapter 6: Reporting Procedures.



## **BOMB SQUAD RESPONSIBILITIES-COLLATERALLY ASSIGNED TECHNICIANS (cont.)**

- Ensure that explosive materials, fireworks, pyrotechnics, shock sensitive hazardous chemicals, ammunition and other property are disposed of when appropriate.
- Be subject to call back to assume immediate investigative duties on cases involving death, major injuries, major property damage or other sensitive issues.
- Participate in formal Unit training, in accordance with training requirements listed in Chapter 14-Technician Training Requirements, and disposal operations.
- Develop and participate in task specific annual Bomb Squad Technician qualification testing to ensure all Squad Technicians maintain acceptable skill levels.
- Develop material and participate in the selection process of collaterally assigned Technicians.
- May be assigned TDY to assist with or perform the Squad Commander or Technician Officer/Investigator duties.
- Maintain an FAA part 107 UAS license to operate department UAS as needed to support BFO patrol or special operations.
- Ensure evidence is properly marked and secured.
- Ensure appropriate reports documenting observations and actions taken are completed.

- [REDACTED]
- Ensure the Bomb Squad Incident Report is completed, an electronic copy is entered into the Bomb Squad BSIR file [REDACTED]
- Ensure a Watch Commanders report has been completed.





Bureau of Field Operations

# Bomb Squad

## Procedures Manual

### BOMB SQUAD RESPONSIBILITIES- EXPLOSIVES DETECTION CANINES

#### EXPLOSIVES DETECTION CANINES

The canine will meet Unit standards in explosives detection.

Canine handlers shall be responsible for the care, maintenance, and training of their respective explosives' detection canine.

The handlers will maintain current knowledge of all aspects of their responsibility through attendance of selected and approved training programs and through self initiated studies of current material and techniques.





# Bomb Squad

## Procedures Manual

### CALLBACK PROCEDURE

It is the policy of the Bomb Squad to ensure specially trained on duty or "On-Call" Technicians receive notification and respond with the appropriate safety equipment to actual or suspected explosive related incidents as rapidly and safely as possible.

The Squad provides 24-hour "On-Call" response throughout the City of San Jose, and upon approved request, to other Federal, State and Local Public Safety Agencies.

Due to limited resources, generally, the Bomb Squad does not respond to bomb threats unless suspicious package(s)/item(s) are located. Exceptions to this policy are as follows: the threat is directed to a sensitive area, such as Police Department facilities, the International Airport or onboard an arriving aircraft, certain City of San Jose facilities, and any time an Area Commander, the M.E.R.G.E. Lieutenant or Bomb Squad Commander directs a response.

#### **Procedure**

Upon notification that an actual or suspected improvised explosive device, incendiary device, military or civilian explosive, military ordnance, large quantities of fireworks, pyrotechnics or ammunition greater than .51 caliber, shock sensitive hazardous chemical(s), suspicious package(s)/item(s), or any other explosive related incident has occurred, and a Bomb Squad Technician is requested, the following procedure will be followed.

#### **Communications Center Responsibilities**

- By the first day of each month, by 0800 hours, a Bomb Squad "On-Call List" for the current duty month will be submitted to the City of San Jose Police Communications Bridge supervisor to be included in the Critical Incident Call Out Binder. The "On-Call" list includes each Technician's name, badge number, home and pager telephone numbers, normal duty hours, days off and any known absences.
- If a Bomb Technician is requested, first check the computer for any eighty-eight hundred unit (88\*\*). Bomb Squad Units are 8800-8809. If 8800 through 8809 are logged on, contact them.
- If no 8800 units are logged on, search the computer for units logged on with a "BT" skill. If a unit is located, contact that unit.

## CALLBACK PROCEDURE (cont.)

- If no technicians are found through the above steps, and it is Monday through Friday, [REDACTED]
- If a Bomb technician is requested by another jurisdiction, contact the Bomb Squad Commander or the M.E.R.G.E. Commander for authorization before contacting any on or off duty technician.

### Squad Technicians' Responsibilities

- Squad Technicians will ensure the Squad Commander is advised as soon as practical, in writing, of all home or pager telephone number changes and shift, job assignment, work hours and days off changes so that the Bomb Squad "On-Call" List will contain correct and current information.

- [REDACTED] Squad Technicians will be assigned "On-Call" status at all times. A Primary and Secondary "On-Call" Technician will be available via telephone, pager or radio at all times.
- When assigned "On-Call" status, the designated Technicians will not consume alcoholic beverages or otherwise be unfit for return to duty.
  - If either the Primary or Secondary "On-Call" Technician becomes unfit for return to duty due to injury, illness, family emergency, etc. they will immediately contact the Squad Commander who will make arrangements for relief by another Technician.

- All Bomb Squad Technicians are subject to recall for extraordinary events, or for a pre-planned Squad activity.

## CALLBACK PROCEDURE (cont.)

- The Squad Commander will be available via telephone, pager or radio and **will be advised by the Primary "On-Call" Technician immediately of all explosive related incidents, "Call Outs" or any other incident where Bomb Squad equipment or personnel are involved**, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Upon completion of **all explosive related incidents, "call outs" or any incident where Bomb Squad equipment or personnel are involved**, the **Primary Technician** will be responsible for ensuring the Squad Commander is immediately updated via telephone, pager or radio, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- Ensure evidence is properly marked and secured.
- Ensure appropriate reports documenting observations and actions taken are completed.
  - Render Safe Procedures will not be explained in written reports.
- Ensure the Bomb Squad Incident Report is completed, an electronic copy is entered into the Bomb Squad BSIR file [REDACTED]
- Ensure a Watch Commanders report has been completed.





# Bomb Squad

## Procedures Manual

### MAJOR EXPLOSIVES INCIDENTS

Major explosives incidents require specially trained investigators to complete the most thorough investigation possible. [REDACTED]

[REDACTED] All Bomb Squad technicians have strong explosives technical expertise and have received specific explosive investigations training [REDACTED]

[REDACTED] Therefore, at any major explosive incident requiring an investigation, all Bomb Squad technicians will be available for a full-time Temporary Duty Assignment to the Bomb Squad to participate in any major explosive incident investigation according to the following procedures.

#### **Determination of Need**

At any major explosive incident, the Bomb Squad Commander will determine the need for a Bomb Squad "Temporary Duty Assignment Callout" for the incident. Upon determination, these procedures will be followed:

- Bomb Squad Commander will notify the M.E.R.G.E. Lieutenant of the circumstances of the incident and the need for the "Temporary Duty Assignment Callout," in accordance with Chapter 6-Reporting Procedures.
- An estimate of the number of Squad Technicians needed and the duration of the Temporary Duty Assignment will be provided to the M.E.R.G.E. Lieutenant.
- Upon authorization of the M.E.R.G.E. Lieutenant, the Bomb Squad Commander will initiate a Squad "Temporary Duty Assignment Callout" for the duration of the investigation/*incident*.
- Bomb Squad Commander will also assess the need for the response of the Crime Scene unit.

#### **M.E.R.G.E. Lieutenant's Responsibility**

Once the M.E.R.G.E. Lieutenant has made the decision to initiate a Squad "Temporary Duty Assignment Callout" for a major explosive incident, the M.E.R.G.E. Lieutenant will notify the Special Operations Captain of the circumstances of the major incident and the "Temporary



## **MAJOR EXPLOSIVES INCIDENTS (cont.)**

Duty Assignment Callout.” The M.E.R.G.E. Lieutenant will also notify any Collaterally Assigned Technician’s chain of command of the Temporary Duty Assignment if that Technician does not work within Special Operations.

### **Squad Technicians Responsibilities**

Upon notification of a “Temporary Duty Assignment Squad Callout” for a major explosive incident, all Squad Technicians will adhere to the following procedures:

- Respond to the Bomb Squad office as soon as possible with all uniforms and equipment.
- If unavailable to respond at the time of the “Callout,” inform the Squad Commander of the expected time of availability.
- The senior Squad Technician to respond to the Bomb Squad Office will take charge of all responding technicians, coordinate with the Bomb Squad Commander, and supervise the response of additional personnel and equipment.
- Be prepared to conduct continuous operations for an extended period of time.
- Be prepared to participate in the investigation until the completion of the investigation, to include, but not limited to:
  - Render Safe Procedures
  - Crime scene processing
  - Booking of evidence
  - Interviewing suspect(s) and witness(es)
  - Documentation (crime reports, Bomb Squad Incident Reports, Watch Commanders Report, BDC Report)
  - Preparation of evidence for court
  - Preparation of evidence for crime lab submission
  - Case filing
  - Booking suspect(s)
  - Repair/maintenance of equipment
  - Debriefing.



# Bomb Squad

## Procedures Manual

### TECHNICIAN SELECTION PROCEDURES

It is the responsibility of the Squad Commander to establish an eligibility list of qualified applicants for assignment to the Bomb Squad when openings occur, or additional personnel are authorized. A process will be established to allow collaterally assigned personnel to equally prepare and compete for the full time Technician Officer/Investigator position.

#### **Procedure**

The following procedure will be followed to select qualified Bomb Squad Technician applicants. The procedure will be modified as necessary to ensure conformance with the Departments' Officer and Sergeant Transfer Policies.

#### **Recruitment**

1. The recruitment process is intended to identify as many qualified applicants as possible and encourage them to apply and test for open position(s). The testing process is open to all persons who meet the minimum qualifications as outlined.
2. The recruitment process should be carried out by the M.E.R.G.E. Lieutenant, Squad Commander and Squad Technicians.
3. Prior to the position opening announcement being published, those involved in the recruiting should make every effort to meet with interested applicants, and others, to explain the qualifications and solicit names of additional applicants.

#### **Announcement:**

The announcement for the establishment of an eligibility list should include:

- Any special needs the Squad may have which will require selective certification of applicants.
- Job description of the position.
- Minimum entry requirements for the position.
- The application procedure and what is required to be submitted as part of the application process.

## **TECHNICIAN SELECTION PROCEDURES (cont.)**

- All source materials that the test will be derived from.
- A description of the testing process.
- Date for informational meeting.
- A closing date for filing (at least two 2 pay periods between announcement and closing date.)

### **Anticipated "Special Need" Vacancies:**

- List any special needs the Squad may have which will require selective certification of applicants.

### **Description of Duties:**

- A collaterally assigned member of the Bomb Squad performs the duties of a Bomb Squad Technician in addition to their regular full-time assignment. These duties may include but are not limited to those duties listed in COLLATERALLY ASSIGNED TECHNICIANS of the Bomb Squad Procedures Manual.

### **Minimum Entry Requirements:**

- Four years (4) service as a sworn officer with the San Jose Police Department at the time of the final filing date.
- Physical ability to perform the duties of a Bomb Squad Technician.



- Successful completion of psychological testing.
- No sustained Internal Affairs complaints within the past eighteen (18) months which would directly relate to the applicant's suitability for the assignment.
- A documented "Meets Standard" or above in all job performance elements for the most current employee evaluation period.
- Demonstrated ability to accomplish assignments with a minimum of supervision.

## **TECHNICIAN SELECTION PROCEDURES (cont.)**

- Demonstrated ability to function, without friction, in a small unit atmosphere with minimum conflict.
- Interest, knowledge and proficiency of basic investigative techniques, including but not limited to: crime scene processing, sketching and diagramming, photography, collection and preservation of evidence and interviewing techniques.
- The ability to meet standards imposed by the Federal Bureau of Investigation (FBI) for acceptance into training schools, including a requirement that the applicant have at least seven (7) years of service remaining with the San Jose Police Department, completion of a U.S. Department of Justice background investigation and a medical examination.
- Maintain the residence requirement, physical and psychological standards throughout their assignment to the Squad. Failure to maintain these minimum standards may result in removal from the Squad.

### **General Knowledge:**

- Policies and Procedures of the San Jose Police Department.
- Federal, State and Local laws and statutes.
- Current case law on Search and Seizure.
- Demonstrated ability to conduct thorough follow-up investigations.
- Knowledgeable of the proper techniques for the collection and preservation of physical evidence.
- Demonstrated report writing skills including organization of thoughts, spelling, grammar, proper format, neatness, completeness and clarity.
- Demonstrated oral communication skills.
- Demonstrated interview skills.
- Manual dexterity using a variety of hand tools and handheld power tools.
- A basic knowledge of electrical circuits as they pertain to improvised explosive devices.

## TECHNICIAN SELECTION PROCEDURES (cont.)

### Desirable Characteristics:

- Practical - Exercise good judgment and decision making in current job performance.
- Technically Oriented - Demonstrates an interest and current participation in technical endeavors.
- Sociable - Capable of working in small groups with active and effective interaction.
- Curious - Demonstrates willingness to independently expand knowledge base and skill level.
- Self Confident - Current evaluations indicate dependability and conscientious performance.

### Application Procedure:

- Application packages may be picked up from a folder placed in the M.E.R.G.E. Office, the Bomb Squad Office, or the Police Personnel Unit.
- Interested applicants will complete a Bomb Squad Specialized Assignments Application form and submit it to the Bomb Squad Commander at the Bomb Squad Office or the Bomb Squad mail slot in the Bureau of Field Operations Sergeants Office at PAC subject to the posted final date and filing time.
- Background Investigation - Upon receipt of an applicant's application, the following steps will be taken - (Pass - Fail).
  - The application form will be reviewed for completeness.
    - The submitted reports will be reviewed to see if they were completed within the time period specified in the announcement.
    - The applicants name will be placed on a Master Applicant List kept by the Squad Commander.
    - The Squad Commander will conduct a background investigation of the applicant to include: Personnel Unit, Training Unit, Internal Affairs Unit, Timekeeper (sick, comp, and vacation), and Bureau files for performance justifying non-selection.
    - The Squad Commander will provide a Recommendation for Collateral Assignment to the Bomb Squad form to the applicants current and two (2) most recent supervisors. Areas to be investigated are:
      - 1) Any below standard performance.
      - 2) Poor officer safety.
      - 3) Inability to get along with peers and supervisors.
      - 4) Inability to conduct oneself without close supervision.



## **TECHNICIAN SELECTION PROCEDURES (cont.)**

- 5) Inability to handle complex but basic field investigations and crime scenes.
  - 6) Poor maturity or judgment.
- The date of hire will be verified to ensure it falls within the years of experience required and the amount of remaining service with the San Jose Police Department.
  - Additional investigation should a potential problem be identified.
- Applicants who do not meet the minimum qualifications will be notified after the Special Operations Chain of Command has been notified.

### **Source Materials for Examination Preparation:**

The test material will be derived from the following sources:

- San Jose Police Department Duty Manual.
- San Jose Police Department General Orders.
- California Penal Code.
- California Vehicle Code.
- California Health and Safety Code.
- California Evidence Code.
- California Peace Officers Legal Sourcebook.
- Current case law regarding arrest, search and seizure.
- Basic electronics theory.

### **Selection Process:**

#### **Report Review**

This part of the testing process will include a review of submitted reports.

- Applicants will submit reports completed within the twelve (12) months preceding the job announcement date. These reports may include: one (1) handwritten Crime Report - Form 200-2, 200-2A, & 200-3A; or one (1) typewritten Supplementary Offense Report - Form 200-3; or one (1) Traffic Collision Report - CHP Form 555 with injuries and detailed accident diagram; or one (1) Employee Performance Evaluation - Form 190-31; or one (1) additional report of the applicant's choice.
- The reports will be scored for report writing skills including organization of thoughts, spelling, grammar, proper format, neatness, and clarity.

## **TECHNICIAN SELECTION PROCEDURES (cont.)**

- The reports will also be scored for completeness of investigation to include detailed statements, crime scene investigation and reproduction, clear and concise description of events and established corpus.
- The submitted reports will be reviewed by a three (3) person panel consisting of: M.E.R.G.E. Lieutenant, Bomb Squad Commander, and Bomb Squad Officer/Investigator.
- Each evaluator will read each of the submitted reports and enter the scores on the applicants Report Writing Score Sheet without discussion with the other evaluators.
- The score sheets will be kept by each evaluator until all three evaluators have reviewed all of the submitted reports.
- The Squad Commander will average the scores for each applicant and enter the averaged score on the Master Applicant List.
- Each report will receive a pre-determined number of points.

### **Oral Interview:**

This part of the testing process will consist of a series of job related questions asked of each applicant.

- A series of questions will be asked each applicant relevant to a Bomb Squad Technicians functions and responsibilities, and general field and investigative questions.
- All of the applicants will all be asked the same questions.
- The Oral Interview panel will be a three (3) person panel consisting of: M.E.R.G.E. Lieutenant, Bomb Squad Commander, Bomb Squad Officer/Investigator.
- Each evaluator will independently score an applicants performance. There will be no discussion about an applicant until after the Oral Interview Score Sheet has been filled out.
- The Squad Commander will average the scores for each applicant and enter the averaged score on the Master Applicant List.
- There will be a pre-determined number of points.

## **TECHNICIAN SELECTION PROCEDURES (cont.)**

### **Practical Exercise:**

This part of the testing process will consist of a series of job related manual tasks routinely performed by Bomb Squad Technicians.

- The exercises will involve the use of simple hand tools and Bomb Squad equipment.
- The exercises will be evaluated by Squad Technician(s).
- The evaluator(s) will score the applicants performance on each part.
- The Squad Commander will average the scores for each applicant and enter the averaged score on the Master Applicant List.
- There will be a pre-determined number of points.

### **Psychological Screening:**

Applicants will successfully complete a Psychological Screening administered by Psychological Services. - (Pass - Fail).

### **Seniority:**

- "Seniority Points" will be calculated at one-half (1/2) point "per year of service" with the San Jose Police Department (carried out to two 2 decimal places - using the applicable seniority table). All experience as a San Jose Police Officer shall be utilized to arrive at a total of "seniority points" (excluding breaks in service) from the "hiring date" to "final filing date."
- The total seniority points will be entered on the Master Applicant List.

### **Final Scoring:**

The final score will be the total of all three (3) average scores not to exceed one hundred (100) percentage "points" plus the allowable seniority points.

### **Bomb Squad Selection Process:**

Openings in the Squad will be filled from the existing Master Applicant List in the order in which the applicants scored. Exceptions include:

- If good cause exists to justify non-selection.
- Selective certification is justified on the basis of Squad job related need.

## TECHNICIAN SELECTION PROCEDURES (cont.)

- The Department determines that the Assignment may not be "for the good of the Department".

Prior to selection to the Bomb Squad, the following steps will be taken:

- Internal Affairs Unit files will be re-checked if the selection is being made at a time remote from the original file review.
- The applicant will have the working conditions presented to him/her verbally or in writing.
- The applicant may pass selection if it is agreeable to the M.E.R.G.E. Lieutenant, the Squad Commander and applicant.

Upon selection to the Bomb Squad, the following notifications will be made:

- The Special Operations Captain.
- The applicant.
- The Personnel Unit Commander.
- The Bureau of Field Operations Administrative Unit.

After the successful completion of the two hundred and forty (240) hour Basic Course, provided by the Federal Bureau of Investigation (FBI), Hazardous Devices School, United States Army - Redstone Arsenal, Huntsville, Alabama, the applicant is certified as a Bomb Technician through the FBI Bomb Data Center.

- The Police Department Timekeeper will be notified.
- The applicant will be placed in the "On-Call" rotation.
- The applicant will then receive the applicable compensation and applicable Stand By compensation when "On-Call".

### **Technician Officer/Investigator Assignment:**

Applicants will have a **minimum** of two years (2) service as a collaterally assigned Bomb Squad Technician (after completion of the Basic Course - Hazardous Devices School) with the San Jose Police Department at the time of the final filing date.





# Bomb Squad

## Procedures Manual

### TECHNICIAN TRAINING REQUIREMENTS

It is the responsibility of the Squad Commander and the Department to ensure all new Technicians selected for assignment to the Bomb Squad and the currently assigned Technicians receive appropriate training in the field of explosives handling and bomb disposal to ensure maximum safety for the Technician, other public safety personnel and the public in general.

The following training process will be established to ensure all Squad Technicians receive appropriate training in the field of explosives handling and bomb disposal to ensure familiarization and competency with the Squad equipment and procedures.

#### Minimum Specialized Training

- Successful completion of a forty hour (40) Hazardous Materials Technicians Course compliant with OSHA 29 CFR 1910.120 (q)(6)(iii). [REDACTED]  
[REDACTED] This course provides basic knowledge of hazardous materials and certifies the student as a Hazardous Materials Technician and is a mandatory prerequisite before attending the Basic Course.
- Successful completion of the two hundred and forty (240) hour Basic Course, [REDACTED]  
[REDACTED] This course provides basic knowledge and certifies the applicant as a bomb technician [REDACTED]
  - ATTENDANCE OF THIS COURSE IS MANDATORY BEFORE ASSUMING THE DUTIES OF AN BOMB SQUAD TECHNICIAN.
- Due to FBI Hazardous Devices School scheduling delays, new Technician applicants selected for assignment to the Squad will attend Bomb Squad in-service training days prior to school attendance.
  - Bomb Squad Technician applicants will be closely supervised and paired up only with certified Squad Technicians.
- Bomb Squad Technician applicants may respond to explosive related incidents and may assist the Technician(s) as directed. **Their role will be primarily that of an observer.**

## TECHNICIAN TRAINING REQUIREMENTS (cont.)

- Technician applicants will **not** perform, or assist with, any RSP of an actual or suspected improvised explosive or incendiary device prior to successful completion of the Hazardous Devices School.

### Refresher and In-Service Training

- Successful completion of the forty (40) hour Re-Certification Course, [REDACTED] - every twenty-four (24) to thirty-six (36) months.
- Successful completion of the forty (40) hour [REDACTED]
- Successful completion of at least one 40-hour [REDACTED] advanced training course per year.
- Successful completion of at least one [REDACTED]
- Each Technician in the Squad will receive a minimum of twenty (20) hours of in-service training each month. This training is vital in maintaining familiarization and competency with the equipment and procedures used by Squad Technicians and developing and testing new RSP techniques and procedures.
  - In-service training days will be posted on the "On-Call" calendar located in the office.
  - Collaterally assigned Bomb Squad Technicians receive release time for attendance at the in-service training days.
  - A record of the Squad Technicians attending the in-service training day, the number of hours of training attended, and the training activity will be maintained.
  - If a Squad Technician can **not** attend the scheduled training day, the **Squad Commander will be advised** and the reason for absence **recorded**.
    - If the Squad Commander is not available or is absent, the Squad Technician will advise the Technician Officer/Investigator.
    - If the Technician Officer/Investigator is not available or is absent, the Squad Technician will advise the Technician assigned to coordinate the training day.

## TECHNICIAN TRAINING REQUIREMENTS (cont.)

- **All** Squad Technicians **must** attend at least forty (40) hours of training each **quarter** or **be subject to suspension from the "On-Call" rotation.**
- Of these forty (40) hours, **All** Squad Technicians **must** attend at least Thirty (30) hours of SJPB Bomb Squad specific training each **quarter** or **be subject to suspension from the "On-Call" rotation.**
- The hours of attendance at all Bomb Squad, Explosives, Terrorism, Haz Mat/WMD. etc., related courses or any other Squad Commander approved training will count towards the completion of the Forty (40) hour requirement.
- Additional or make-up training: Bomb Squad related training **may** be scheduled for those Technicians who are unable to attend regular in-service training days due to other Departmental or extraordinary personal commitments.

### **Annual Qualifications:**

- All Squad Technicians will complete and pass a task specific annual Bomb Squad Technician qualification test.
- Any Technician who fails to complete and pass the task specific annual Bomb Squad Technician qualification test will be given a second opportunity to qualify within thirty (30) days.
  - During this time period, the Squad Technician will **NOT** be assigned to the "On-Call."
  - During this time period another Squad Technician will be appointed to assist the individual in meeting the requirements.
- If the Technician fails to pass the **second** qualification test at this time, he or she may be suspended from the Squad but will still retain premium pay.
  - Affirmative assistance toward qualification shall be offered to the Technician by the Squad Commander.
    - The assistance shall be in the form of a maximum one (1) week of instruction on all necessary phases of Bomb Squad activity with emphasis on the skills needed to complete and pass the task specific qualification test.
    - At the conclusion of this assistance the Technician will be given a **third** opportunity to complete and pass the qualification test.



## **TECHNICIAN TRAINING REQUIREMENTS (cont.)**

- Failure to qualify at this time may be cause for removal from the Squad.

### **Optional Training**

- Periodic courses sponsored by the FBI, US Department of Homeland Security, US Department of State, and the Bureau of Alcohol, Tobacco and Firearms in the fields of explosives and terrorism.
- Periodic seminars sponsored by the International Association of Bomb Technicians and Investigators (IABTI).
  - IABTI training seminars foster an exchange of ideas and information within the field of explosives (both technical and investigative), stimulate research and development within the explosives field, provide public safety personnel training, promote Render Safe Procedure testing and conclusion presentation and encourage a high level of professionalism and competency among technicians and investigators.

### **School Requests**

- All requests for attendance at training courses or seminars involving explosives handling, bomb disposal, terrorism or counter terrorism will be submitted to the Squad Commander for approval by the M.E.R.G.E. Lieutenant, prior to submission to the Technicians' chain of command.





# Bomb Squad

## Procedures Manual

### SAFETY PROCEDURES

It is the responsibility of each Bomb Squad Technician to utilize maximum safety so as to protect themselves from physical injury and legal liability.

Preservation of human life is of paramount concern to all public safety agencies and individuals responsible for the safe disposal of explosive hazards. The following safety principles shall be followed:

#### **Situation Analysis**

The analysis should immediately determine whether the situation is life threatening, requiring immediate action, or non-life threatening.

#### **Life Threatening Situation:**

- Clear and present threat to life, including the Bomb Squad Technician(s).
- Analyze the device and situation to determine threat level.
- Take action(s) necessary to reduce the threat level.
- When the Life-Threatening Situation is eliminated, revert to Non-Life Threatening Situation procedures.

#### **Non-Life-Threatening Situation:**

- Utilize essential safety equipment unless physically impossible due to the working environment.
- Analyze suspect package(s)/item(s) and working environment.
- Employ remote procedures and techniques.

#### **Priority:**

Throughout the decision-making process, the following considerations, listed in order of priority are paramount.

## SAFETY PROCEDURES (cont.)

- Safety of the Bomb Squad Technician(s).
- Safety of other public safety personnel.
- Public safety.
- Collection and preservation of evidence.
- Convenience to the public and/or restoration of services.

### General Safety Principles

- Normally a Bomb Squad response team shall include a [REDACTED] with essential safety equipment prior to any Render Safe Procedure.
- Only Bomb Squad Technicians or those requested by Squad Technicians shall be permitted within the incident scene or incident operational perimeter.
- Paramedics and/or fire personnel should, whenever possible and practical, be present when a Render Safe Procedure is attempted on suspected or actual improvised explosive device(s), incendiary device(s), military or civilian explosives, military ordnance, large quantities of fireworks, pyrotechnics and gunpowder, shock sensitive hazardous chemicals, suspicious package(s)/item(s), any other dangerous explosive, or flammable material or at any other time a Technician deems necessary.
  - If the Primary "On-Call" Technician feels there is not a significant fire danger, fire personnel may be released from the scene.
- Human life shall **NOT** be placed in jeopardy for the purpose of securing or preserving evidence or property.

[REDACTED]

[REDACTED]

[REDACTED]

## SAFETY PROCEDURES (cont.)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- If a conflict arises between the On-Scene Commander and the Technician(s) assigned to the incident, the Squad Commander will be contacted immediately by telephone, pager or radio. If the Squad Commander is unavailable, the M. E. R. G. E. Lieutenant (or his/her designee) will be contacted.
- Questions arising in the field now or in the future should be referred to the Squad Commander.



# Bomb Squad

## Procedures Manual

### RESPONSE PROCEDURES

No set procedure will dictate to Squad Technicians a specific method of handling every incident or investigation. Each Technician will receive current Render Safe Procedure training and have available safety equipment to be utilized at all incidents. The method of neutralizing each incident will be at the discretion of the Technicians assigned to the specific incident.

The following steps are intended as a suggested guide only and will vary with each individual incident.

#### General Notification and Response Procedures

- Ascertain [REDACTED] the incident case number and the radio channel the event is being handled on.
- [REDACTED]
- Inquire about [REDACTED]
- Advise the On-Scene Commander [REDACTED]
- The Squad Commander will be contacted via telephone or radio **immediately and advised by the Primary "On-Call" Technician of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved,** in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- The **Primary** "On-Call" Technician will log onto the proper radio channel [REDACTED]
  - The Squad Commander is assigned Radio Call Sign 8800. The Technician Officer/Investigator is assigned Radio Call Sign 8801. Radio call signs 8802 through 8809 will be used by the responding "On-Call" Squad Technicians.



## RESPONSE PROCEDURES (cont.)

- Whether responding to an explosives related incident, or transporting an actual or suspected improvised explosive device, incendiary device, or suspicious package/item or other explosive related incident, Technicians operating Squad vehicles will operate the vehicles in a safe and prudent manner, in accordance with the Rules and Regulations of the Department.

### General On-Scene Procedures

- When a Bomb Squad Technician arrives at the scene [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- Paramedics and/or fire personnel should, [REDACTED]  
[REDACTED]
  - If the Primary "On-Call" Technician feels there is not a significant fire danger, fire personnel may be released from the scene.

[REDACTED]

[REDACTED]





## RESPONSE PROCEDURES (cont.)

- Ensure evidence is properly marked and secured.
- Ensure appropriate reports documenting observations and actions taken are completed.



- Ensure the Bomb Squad Incident Report is completed and left in the Bomb Squad office.
- Ensure a Watch Commanders report has been completed.





# Bomb Squad

## Procedures Manual

### RESPONSE PROCEDURES FOR UNEXPLODED ORDINANCE (UXO)

No set procedure will dictate to Squad Technicians a specific method of handling every incident or investigation. Each Technician will receive current Render Safe Procedure training and have available safety equipment to be utilized at all incidents. The method of neutralizing each incident will be at the discretion of the Technicians assigned to the specific incident.

The following steps are intended as a suggested guide only and will vary with each individual incident.

#### General Notification and Response Procedures

- Ascertain [REDACTED] the incident case number and the radio channel the event is being handled on.
- [REDACTED]
- [REDACTED]
- The Squad Commander will be contacted via telephone, pager or radio **immediately and advised by the Primary "On-Call" Technician of all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved**, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
- The **Primary** "On-Call" Technician will log onto the proper radio channel and provide an ETA.
  - The Squad Commander is assigned Radio Call Sign 8800. The Technician Officer/Investigator is assigned Radio Call Sign 8801. Radio call signs 8802 through 8809 will be used by the responding "On-Call" Squad Technicians.

## RESPONSE PROCEDURES FOR UNEXPLODED ORDNANCE (UXO) (cont.)

- Whether responding to an explosives related incident, or transporting military explosives, ordnance, or pyrotechnics, Technicians operating Squad vehicles will operate the vehicles in a safe and prudent manner, in accordance with the Rules and Regulations of the Department.

### General On-scene Procedures

█ [REDACTED]

○ [REDACTED]

█ [REDACTED]

█ [REDACTED]

- Paramedics and/or fire personnel should, [REDACTED]  
[REDACTED]
  - If the Primary "On-Call" Technician feels there is not a significant fire danger, fire personnel may be released from the scene.

█ [REDACTED]

█ [REDACTED]

**RESPONSE PROCEDURES FOR UNEXPLODED ORDINANCE (UXO) (cont.)**

- Upon arrival, contact the On-Scene Commander to see if the situation has changed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- PRIORITY IN ALL INCIDENTS SHALL BE GIVEN TO THE SAFETY OF THE TECHNICIANS ASSIGNED TO THE INCIDENT AND THE SAFETY OF OTHERS IN THE AREA.

## RESPONSE PROCEDURES FOR UNEXPLODED ORDINANCE (UXO) (cont.)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- If a decision is made to transport the material the Policy and Procedures in Chapter 18: Transportation and Storage will be followed.
- It is the responsibility of the **Primary Technician** to ensure the On-Scene Commander is kept informed.
  - **Especially** if a procedure may cause a detonation.
- [REDACTED]
- If a conflict arises between the On-Scene Commander and the Technician(s) assigned to the incident, the Squad Commander will be contacted immediately by telephone, pager or radio. If the Squad Commander is unavailable, the M.E. R.G.E. Lieutenant (or his/her designee) will be contacted.



## RESPONSE PROCEDURES FOR UNEXPLODED ORDINANCE (UXO) (cont.)

- Questions arising in the field now or in the future should be referred to the Squad Commander.
- Upon completion of all explosive related incidents or "Call Outs" or any incident where Bomb Squad equipment or personnel are involved, the **Primary Technician** will be responsible for ensuring the following tasks are completed:
  - Ensure the Squad Commander is immediately updated via telephone, pager, or radio, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
  - Ensure evidence is properly marked and secured.
  - Ensure appropriate reports documenting observations and actions taken are completed.

- Ensure the Bomb Squad Incident Report is completed, an electronic copy is entered into the Bomb Squad BSIR fil [REDACTED].
- Ensure a Watch Commanders report has been completed.



# Bomb Squad Procedures Manual

## SAFETY EQUIPMENT

The following procedures will be used by Squad Technicians to ensure maximum safety for the Technician, other public safety personnel and the public in general.

- To ensure accountability and availability of Squad equipment, the Squad Commander will be advised by Squad Technicians, **whenever any Bomb Squad equipment is used**. The Squad Commander will be advised via telephone, pager or radio, in accordance with reporting requirements in Chapter 6: Reporting Procedures.

### General [REDACTED] Procedures

The [REDACTED] maintained by the Bomb Squad represent a valuable item of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians or other persons in the immediate vicinity.

- [REDACTED]
- The following general procedures shall be utilized at all times while operating [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

## SAFETY EQUIPMENT (cont.)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### Procedure

The [REDACTED] maintained by the Squad represent valuable items of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians or other persons in the immediate vicinity.

- [REDACTED] are almost always used remotely, and the chance of accidental injury is very small.
- The following general procedures shall be utilized at all times [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## SAFETY EQUIPMENT (cont.)

[REDACTED]

- Additionally, the following safety guidelines shall be followed:

[REDACTED]

[REDACTED]

[REDACTED]

### Explosive Ordnance Disposal Suits

The EOD suits [REDACTED] maintained by the Squad represent valuable items of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians.

- The following general procedures shall be utilized at all times when using the EOD suits.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]




## SAFETY EQUIPMENT (cont.)



### Bomb Squad Transport Trailer

The Bomb Squad Transport Trailers maintained by the Squad represent a valuable item of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians or other persons in the immediate vicinity.

- The following general procedures shall be utilized at all times while operating the Bomb Squad Transport Trailers.
  - No unauthorized personnel will be allowed access to the Bomb Squad transport trailers.
  - Only properly trained personnel will use the Bomb Squad transport trailers.
  - Prior to use, Squad Technicians will verify the trailer is properly attached to the truck's trailer hitch. The hitch pin and keeper will be checked to make sure they are properly attached. The safety chains will be crossed under the tongue and securely attached. The electrical wiring harness will be plugged in and checked for loose connections.
  -  A visual inspection for cracks or rust in the hitch and receiver welding will be completed.

### Bomb Squad Vehicles

The Bomb Squad Vehicles maintained by the Squad represent valuable items of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians or other persons in the immediate vicinity.

## SAFETY EQUIPMENT (cont.)

- The following general procedures shall be utilized at all times while operating the Bomb Squad Vehicles.
  - No unauthorized personnel will be allowed to operate the Bomb Squad vehicles.
  - Only properly trained personnel will use the Bomb Squad vehicles.
  - Prior to use, Squad Technicians will perform a visual inspection to ensure the vehicle is not damaged and safe to operate (walk around).
  - [REDACTED] will be checked to make sure they are properly equipped and ready for use.

### Remote Control Vehicle (Robot)

The remote control vehicle maintained by the squad represents a valuable item of equipment when properly used. If misused, this equipment can cause serious physical injury to Bomb Squad Technicians or other persons in the immediate vicinity.

- The remote control vehicle, by its very nature, will almost always be used remotely and the chance of accidental injury is very small.
- The following general procedures shall be utilized at all times while operating the remote control vehicle.
  - No unauthorized personnel will be allowed to operate the remote control vehicle.
  - Only properly trained personnel will operate the remote control vehicle.
  - Prior to all uses, including training sessions, Squad Technicians will verify that all controls and systems on the remote control vehicle are functioning properly using the [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] to make sure they are ready for use and all necessary supplies are present.
  - The Squad Commander will be advised as soon as practicable of problems with the operating systems or damage to the remote control vehicle.

## SAFETY EQUIPMENT (cont.)

- A copy of the equipment operating instructions will be maintained with the remote control vehicle.
- Additionally, the following safety guidelines shall be followed:

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

- All personnel operating the remote-control vehicles must be familiar with the safety and operating procedures included in the operation and maintenance manual.

## Unmanned Aerial Systems

- Bomb technicians may utilize UAS systems during the course and scope of their duties if they are certified part 107 pilots and current with required department training.
- Bomb technicians utilizing department UAS systems will be subject to the requirements in both this SOP and the SJPD UAS Guidelines.



## SAFETY EQUIPMENT (cont.)

- Upon graduating from the FBI Hazardous Devices School and assuming the duties of a bomb technicians for the City of San Jose the following items of personal protective equipment will be issued to each officer.



- Inventory of these items will be the responsibility of the officer investigator assigned full time to the bomb unit.
- Collateral officers are responsible for always maintaining unit equipment in a deployment ready status while assuming the duties of a bomb technician.
- Upon separation from the SJPD Bomb Squad all assigned unit equipment will be returned to the unit and inventoried by the full-time officer investigator. Serviceable equipment will be reissued until it's end of life.





# Bomb Squad

## Procedures Manual

### TRANSPORTATION AND STORAGE

To provide for the legal, proper and safe transportation and storage of actual or suspected improvised explosive device(s), incendiary device(s), military or civilian explosives, military ordnance, large quantities of fireworks, pyrotechnics, ammunition, shock sensitive hazardous chemical(s), suspicious package(s)/item(s) or any other material or combination of materials likely to pose a threat to Squad Technicians, other public safety personnel, other persons or property, the following procedure will be adhered to.

The decision to transport these items will be weighed carefully to ensure that the act of loading, transporting and storing them does not unduly increase the hazards to Squad Technicians, other public safety personnel, other persons or property.

Rendering Safe or destroying in place will be given first consideration in all non-life threatening situations involving actual or suspected improvised explosive device(s), incendiary device(s), abandoned or deteriorated civilian or military explosives, military ordnance, shock sensitive hazardous chemical(s), suspicious package(s)/item(s) or any other material or combination of materials likely to pose a threat to Squad Technicians, other public safety personnel, other persons or property. Normally this can only be accomplished in open areas.

#### Transportation

In order to provide maximum safety for Bomb Squad Technicians, other public safety personnel, other persons or property, the following items will be transported only by Bomb Squad Technicians. With the noted exceptions, the **only** vehicles suitable for transporting these items are Bomb Squad transport vehicles or vehicle/trailer combinations. (See Duty Manual Section L 5516)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**TRANSPORTATION AND STORAGE (cont.)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Storage

Only those items that have been Rendered Safe and those items or materials considered stable in their present state are suitable for storage.

[REDACTED]

[REDACTED]

- Items that will **NOT** be stored [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**TRANSPORTATION AND STORAGE (cont.)**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Squad Technicians and authorized canine handlers will not maintain custody of, transport or store, actual or suspected improvised explosive device(s), incendiary device(s), military or civilian explosives, military ordnance, large quantities of fireworks, pyrotechnics, ammunition, shock sensitive hazardous chemical(s), suspicious package(s)/item(s) or any other material or combination of materials likely to pose a threat to Squad Technicians, other public safety personnel, other persons or property, in any vehicle or on any property not under the control of the San Jose Police Department. This includes any explosive or incendiary item normally utilized for Render Safe Procedures or disposal work.

[REDACTED]

[REDACTED]


[REDACTED]

[REDACTED]

[REDACTED]



## TRANSPORTATION AND STORAGE (cont.)

- 
- If the Squad Commander is **not** available or **can not be contacted** via telephone, pager or radio, the M. E. R. G. E. Lieutenant (or his/her designee) will be **immediately advised of all exigent circumstances transportation details.**

Questions regarding transportation or storage arising in the field now or in the future should be referred to the Squad Commander.

- If any doubt exists as to the proper transportation or storage procedure, Squad Technicians are required to seek clarification from the Squad Commander before proceeding.



# Bomb Squad

## Procedures Manual

### BOMB RANGE

The San Jose Police Departments' [REDACTED]

Except for [REDACTED]

[REDACTED] The decision to transport these items [REDACTED] will be weighed carefully to ensure that the act of loading, transporting and storing them does not unduly increase the hazards to Bomb Squad Technicians, other public safety personnel, other persons or property.

Care should be taken that the items to be Rendered Safe, or material to be destroyed does not create additional hazards by contamination of the site or through the release of toxic or noxious smoke or fumes.

Items and material to be destroyed should be limited only to those that are explosive in nature and cannot be disposed of by other means.

#### Procedure - Notifications

Use of the Bomb Range invariably causes significant noise, air and ground shock, potential lethal fragmentation, fire and smoke, and the release of toxic and/or noxious fumes.

- Various agencies and individuals may need to be notified prior to use of the Bomb Range:
  - Ensure the Bomb Squad Commander is advised via telephone, pager or radio, in accordance with reporting requirements in Chapter 6: Reporting Procedures.
  - The City of San Jose Police and Fire Communications Center Supervisor at [REDACTED] Request the Fire board be notified. Paramedics and/or fire personnel should, whenever possible and practical, be dispatched for standby prior to any Render Safe

## BOMB RANGE (cont.)

Procedure (RSP), disposal operation or at any other time a Technician deems necessary.

- If the designated Range Safety Officer (RSO), or Primary "On-Call" Technician feels there is not a significant fire danger, fire personnel may be released from the scene.

o [REDACTED]

o [REDACTED]

o [REDACTED]

o [REDACTED]

- Due to the nature of the RSP or disposal operation (or the location) it is sometimes necessary to notify other agencies prior to beginning the operation.

- o The Bureau of Field Operations Office at 277-4272.

- o The Bay Area Air Quality Control District at [REDACTED]

- The Bay Area Air Quality Control District Burn Day number is [REDACTED]

o [REDACTED]

o [REDACTED]

o [REDACTED]

- The Range Safety Officer (RSO), if one is designated for an operation, or Primary "On-Call" Technician will ensure:

- o All range safety procedures are adhered to.

- The RSO or Primary "On-Call" Technician has the authority and responsibility to halt any activity that he/she deems unsafe. All personnel will immediately comply with the RSO's or Primary "On-Call" Technicians directions.

- [REDACTED]

## BOMB RANGE (cont.)

- The proper notifications have been completed.
- The red range flag is displayed to indicate the Range is in use.
- The red flashing lights installed in the northeast and southwest corners of the Range are operating to indicate the Range is in use.

█ [REDACTED]

- When necessary, conduct a Range Safety meeting to discuss range safety procedures with all personnel.

### Disposal of Material - General

- [REDACTED]
  - Additional personnel not engaged in the actual operation should be kept at a safe distance.
- Only trained Technicians should be used whenever possible. If the situation requires the use of sworn, but untrained personnel, their down range duties should be clearly defined and safety procedures fully explained beforehand.
- Only under **very limited** circumstances are non-sworn, untrained personnel allowed down range and then only for the purposes of observation.

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]


- Every effort should be made to dispose of material in a manner that takes into consideration:
  - The resultant effects on the environment and surrounding area from:
    - Noise.
    - Air and ground shock.



## **BOMB RANGE (cont.)**

- Potential lethal fragmentation.
- Fire and smoke.
- The release of toxic and/or noxious fumes.
- **SAFETY OF PERSONNEL WILL ALWAYS BE THE PRIME CONSIDERATION IN THE SELECTION OF A PARTICULAR PROCEDURE.**
- Other factors to be taken into account may include:
  - The type and amount of material.
  - Time of day.
  - Weather conditions.
  - The number of trained Technicians available to perform the task.

### **Site Selection:**

 The process of site selection should include consideration of the impact upon:

- The environment.
- Certain species of protected animals and plants found in the Range Area.
- Various factors may dictate the choice of one site over another, but the majority of routine disposal operations should be conducted in a pre-selected area set aside for that purpose.

### **Safety:**

**THE SAFETY OF THE PERSONNEL INVOLVED AND THE SAFETY OF OTHER PERSONS IN THE IMMEDIATE AREA ARE THE PRIME CONSIDERATIONS DURING ANY DISPOSAL OR RENDER SAFE PROCEDURE.**

- Time, expense and effort are of secondary concern.
- Short cuts to established procedures or the use of field expedient methods should not be used in routine operations.

## BOMB RANGE (cont.)

- Since most disposal operations are planned events, none shall proceed until all steps have been taken to ensure it can be accomplished safely. No operation involving explosives or hazardous materials should be taken lightly.
- A fire department engine company should, whenever possible and practical, be on site and standing by in a safe area prior to commencement of the operation.
- **NO SMOKING** down range or in the area of exposed explosives. A safe smoking area will be designated and smoking will be confined to that area.
- **NO RADIO TRANSMISSIONS OR USE OF CELLULAR TELEPHONES** are allowed during disposal or training operations while explosives are being utilized.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Due to changes in California EPA law the burning of fireworks is no longer considered a "best practice" and is only allowed under exigent circumstances.
- Fireworks will be turned over to the CA State Fire Marshal or disposed of by the approved City of San Jose Haz Mat disposal company which is currently Environmental Logistics (510) 670-9901

[REDACTED]

[REDACTED]

**BOMB RANGE (cont.)**

[REDACTED]

[REDACTED]

[REDACTED]

- Observe current HDS procedures and recommendations in case of misfires.

**Compatibility:**

It's frequently necessary to dispose of quantities of materials that were obtained under unfavorable circumstances. These materials may have deteriorated through:

- Careless handling.
- Poor storage procedures.
- Age.

Materials may be:

- Repackaged or improperly packaged.
- Mislabeled.
- Contaminated.

The handling and disposal of these materials requires special care. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**BOMB RANGE (cont.)**

[REDACTED]

**Frequency of disposal:**

Some material is of such a nature as to require immediate disposal. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Visual inspection of detonation area:**

Prior to detonating any explosive charge(s), all personnel will:

- Visually check the area in the vicinity of the detonation.

[REDACTED]



## BOMB RANGE (cont.)

- The range siren will be activated for a minimum of three (3) cycles.
- The range P/A system will be used for three (3) verbal announcements of "FIRE IN THE HOLE".
- The Range Safety Officer (RSO) will give a final "ALL CLEAR" to detonate the charge.
- The charge(s) will then be detonated.
- The RSO and all personnel present will "count the shots" to ensure all charges functioned and there are no misfires.
- After the operation is completed:

[REDACTED]

[REDACTED]

### Range Limits:

[REDACTED] While adherence to various published "Tables of Distances" provide adequate safety margins, consideration must be given to the effect that noise, air and ground shock, potential lethal fragmentation, fire and smoke, and the release of toxic and/or noxious fumes may have on nearby businesses and residential areas.

Some amount of noise, air and ground shock, fire and smoke, and the release of toxic and/or noxious fumes always accompany the disposal of explosives and hazardous materials. The goal, however, is to dispose of the material in the least disruptive manner possible.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]





# Bomb Squad

## Procedures Manual

### KEY CONTROL

The Bomb Squad provides temporary storage of actual or suspected improvised explosive device(s), incendiary device(s), military or civilian explosives, military ordnance, fireworks, pyrotechnics, ammunition, shock sensitive hazardous chemical(s), suspicious package(s)/item(s) or any other material or combination of materials for the Department as well as other Federal, State and local public safety agencies.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

The Bomb Squad Commander will be responsible for maintaining a log of the key assignment.

All personnel assigned keys will return the keys to the Bomb Squad Commander when they leave the Bomb Squad or the Department.

Additionally, the Bomb Squad Commander, Technician Officer/Investigator and collaterally assigned Bomb Squad Technicians will be assigned the following keys:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

KEY CONTROL (cont.)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]





# Bomb Squad

## Procedures Manual

### BOMB SQUAD INCIDENT REPORT

The purpose of the Bomb Squad Incident Report is to provide a complete synopsis of all Bomb Squad activity so that each Squad Technician will be aware of Squad activity. Additionally, statistical information will be easily retrievable.

**All** Squad activity involving explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved shall be documented for expedient reference and statistical purposes. The activity to be reported includes incidents involving bombing(s), attempted bombing(s), actual or suspected improvised explosive device(s), incendiary device(s), military or civilian explosive(s), military ordnance, hoax device(s), large quantities of fireworks, pyrotechnics or ammunition, shock sensitive hazardous chemical(s), suspicious package(s)/item(s), or any other explosive related incident. Bomb searches and presentations conducted by the Squad will also be reported.

This documentation will, in all cases, be recorded on a Bomb Squad Incident Report. The Primary Technician is responsible for ensuring the Bomb Squad Incident Report is completed. The Bomb Squad Incident Report will be completed, [REDACTED]

- The following information is mandatory on Bomb Squad Incident Reports:
  - Location, date and time of occurrence.
  - Case number and any other associated numbers if any are assigned.
  - Primary and secondary Technician assigned and times assigned.
  - Any other Technician assigned and times.
  - Canine unit(s) and times if applicable.
  - Notifications.
  - Upon completion of **all explosive related incidents, "Call Outs," or any other incident where Bomb Squad equipment or personnel are involved** the Primary "On-Call" Technician will immediately update

## BOMB SQUAD INCIDENT REPORT (cont.)

via telephone, pager or radio the Squad Commander, in accordance with reporting requirements in Chapter 6: Reporting Procedures.

- Watch Commanders Report.
- Extent of property damage (minor, major) and number of injured and killed if applicable.
- Type of incident: Bombing, attempted bombing, hoax device, suspicious package/item, military ordnance, bomb search, presentation, or other activity.
- Brief synopsis of the incident.
- Equipment used: EOD suit, [REDACTED], remotely operated vehicle, high explosives, other, etc.
- Equipment problem(s).





Bureau of Field Operations

# Bomb Squad

## Procedures Manual

[REDACTED]

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