

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

BOMB SQUAD DETAIL

BOMB SQUAD
STANDARD OPERATING PROCEDURES
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Bomb Squad Standard Operation Procedures



City of Miami



ARTHUR NORIEGA, V
City Manager

BOMB SQUAD

STANDARD OPERATING PROCEDURES

ENDORSEMENT SHEET

FIRST QUARTER

INSPECTION:

LT [Signature] #21559
SECTION COMMANDER

2/2/2022
DATE

SECOND QUARTER

INSPECTION:

SECTION COMMANDER

DATE

THIRD QUARTER

INSPECTION:

SECTION COMMANDER

DATE

FOURTH QUARTER

INSPECTION:

SECTION COMMANDER

DATE

ANNUAL

INSPECTION:

SECTION COMMANDER

DATE



City of Miami



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City Manager

BOMB SQUAD

STANDARD OPERATING PROCEDURES

LETTER OF PROMULGATION

TO: All Personnel, Bomb Squad

These Standard Operating Procedures are established to provide consistency, uniformity, efficiency, and effectiveness to the administration and operation of the Shield Detail in the City of Miami Police Department.

The procedures set forth herein supplement, but do not supersede the Departmental Orders or other administrative and operational directives. Any unforeseen conflicts between the Standard Operating Procedures, Departmental Orders, or any other directives will be arbitrated and resolved by the Unit Commander.

Personnel assigned to the Bomb Squad will read, know, and follow these procedures, the Departmental Orders, and any other pertinent directives. Any conflict will be reported to the immediate supervisor.

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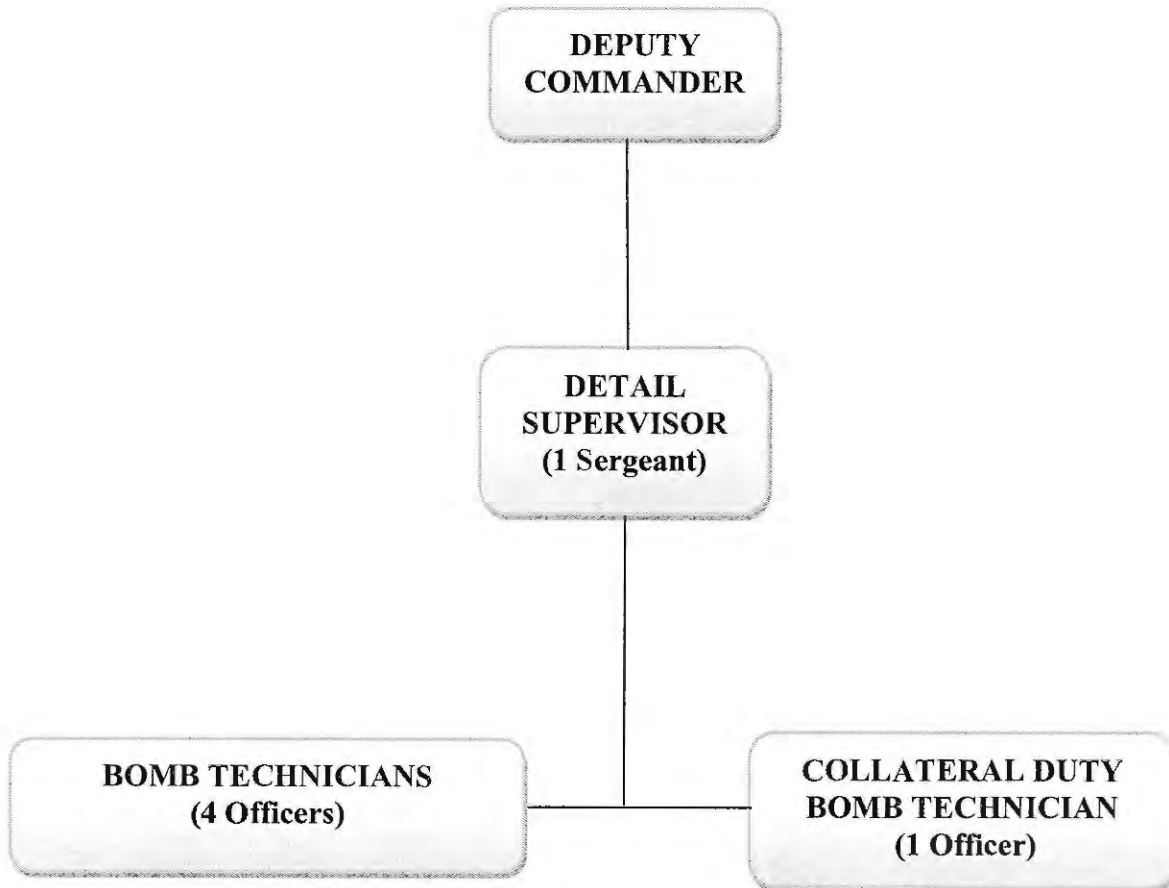
Lt. Alfredo Delgado
Commander
Bomb Squad

2/2/2022
Effective Date



ORGANIZATIONAL CHART

BOMB SQUAD



City of Miami



ARTHUR NORIEGA, V
City Manager


FIELD OPERATIONS DIVISION
SPECIALIZED OPERATIONS SECTION
BOMB SQUAD
STANDARD OPERATING PROCEDURES

SUBJECT: Mission, Goals, and Objectives

PURPOSE: To outline the administrative and operational duties, responsibilities, procedures, and organizational structure of the Bomb Squad

SCOPE: The mission of the Bomb Squad is to RSP (render safe procedures) improvised explosive devices (I.E.D.); suspected I.E.D.s; Hoax Devices; explosives; found Military Explosive Ordnance; to conduct post blast investigations of bombings; criminal explosions; incendiaries (firebombing); to impound found Commercial Explosives; found Pyrotechnics (fireworks) and any other explosives. The Bomb Squad provides bomb and explosive disposal services throughout the City of Miami. Bomb and explosive disposal services and/or advice are provided outside of the City upon expressed permission of the Chief of Police or his designee (Mutual Aid Pact).

Due to the potentially explosive nature of clandestine laboratories, the Bomb Squad responds to the scene of all such labs discovered within the City of Miami, as well as any recovered chemicals commonly utilized in the processing of controlled substances.



Lt. Alfredo Delgado
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STANDARD OPERATING PROCEDURES

DUTY HOURS AND DRESS

DUTY HOURS

1. The Bomb Squad will maintain regular office hours from 0700 to 2000 hours, Monday through Friday.
2. Assignment, days off, and duty hours will change when necessary to meet the needs of the Miami Police Department in accomplishing its mission. Vacation will be granted in compliance with Departmental Orders.
3. Bomb Squad personnel shall have 1 hour during their tour of duty for physical fitness at the discretion of the Unit Commander.

DRESS

1. Bomb Squad personnel will conform to existing directives and Departmental Orders regarding dress.
2. The daily uniform for Bomb Squad personnel will be the Miami Police Class G Bomb Squad uniform as stated in Departmental Order 14.1.4.3.7.
3. The dress of the day may be changed at the discretion of the Unit Commander.


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Shield Detail

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BOMB SQUAD

STANDARD OPERATING PROCEDURES

DUTIES AND RESPONSIBILITIES OF MEMBERS

I. UNIT COMMANDER:

The Bomb Squad Commander performs the following functions:

1. Designate detail work assignments
2. Project management
3. Screening of correspondence
4. Budget planning and management

II. BOMB SQUAD SUPERVISOR - SERGEANT:

I. Organization Structure/Staffing

A. Supervisor (Sergeant of Police)

1. Reports to the Commander of OEM & HS.
2. Responsible for the direction, coordination, administration, and supervision of all Bomb Squad activities; to include, but not limited to:


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 Commander
 Shield Detail

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Duties and Responsibilities of Members (continued)

- a. Ensure response of appropriate personnel to all incidents requiring Bomb Squad participation.
- b. Maintain, publish, and insure proper distribution of an ON-CALL ROSTER, scheduling Bomb Squad personnel for response to scenes whether on or off duty.
- c. Review and approve case reports, case files, work sheets, etc.
- d. Insure the prompt and proper flow of evidence.
- e. Maintain a system to ensure prompt report writing procedures.
- f. Act as liaison to investigative entities concerned with bombing matters.
- g. Coordinate and schedule formal training given and received by personnel.
- h. Maintain an up-to-date library of books, periodicals, bomb squad data center bulletins, and disposal function.
- i. Respond to requests for lectures or other public appearances.
- j. Maintain training records reflecting training received or rendered by personnel.
- k. Prepare performance evaluations.
- l. Approval of leave requests, overtime and scheduling of vacations.
- m. Assign cases to and plan work details of investigatory technicians based on established priorities.
- n. Conduct detail meetings.
- o. Maintain disciplinary control.

Duties and Responsibilities of Members (continued)

- p. Administrative duties.
 - q. Submission of weekly incident reports.
 - r. Prepare requisitions for supplies and maintain budgetary control.
 - s. Preparation of any administrative or statistical reports as directed.
 - 3. Perform duties of Bomb Detail Coordinator and/or Technician as may be required.
 - B. Bomb Squad Coordinator/Technician (one Police Officer)
 - 1. Reports to the Bomb Squad Supervisor and acts as detail supervisor in the absence of the Bomb Detail Sergeant, usually the senior technician.
 - 2. Maintains the bomb incident log.
 - 3. Compiles, completes and submits the weekly bomb reports.
 - 4. Handles all other activities as may be assigned.
 - C. Technician (four or more Police Officers)
 - 1. Primary Responsibilities:
 - a. Conduct bomb scene investigations; handle the collection, identification and examination of evidence.
 - b. Assist with bomb related investigations as assigned by the Bomb Squad Supervisor, OEM & HS Commander, or other appropriate superior Commanding Officer in accordance with Rules and Regulations Departmental Orders, or Section S.O.P.s.
 - c. Respond to, and rendering safe, of real or suspected bomb or explosive devices.

Duties and Responsibilities of Members (continued)

- d. Respond to, and assist with investigations regarding, any gas, chemical or other explosion which results in severe property damage, bodily injury, death or as otherwise directed by the Bomb Squad Supervisor.
 - e. Respond to the scene of discovered explosives and/or incendiary materials.
 - f. Maintenance of existing Bomb Squad equipment, vehicles, and physical facilities.
 - g. Destruction of, and/or dissemination to an appropriate outside agency, chemicals recovered in Clandestine Drug Labs.
 - h. Complete any other duties as may be assigned.
 - i. Respond to requests for assistance and expertise by the Fire Department.
2. Secondary Responsibilities
 - a. Develop and conduct training classes.
 - b. Research and develop new bomb equipment.
 - c. Demolition assignments as authorized by the Miami Police Department.

Any conflicts as to areas of responsibilities will be resolved by the Unit Commander.

The Bomb Squad will maintain liaison with other units of the Miami Police Department and outside agencies in establishing procedures for V.I.P. security (D.O. 3, Ch. 1.4.3).

In addition, the Bomb Squad prepares and conducts training, lectures, and presentations encompassing all areas of detail responsibility.

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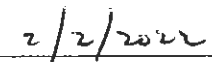
BOMB SQUAD

STANDARD OPERATING PROCEDURES

DETAIL POLICIES

The purpose of the Bomb Squad Standard Operating Procedures (SOP's) is to provide policy and procedural guidelines to the members of the Bomb Squad. All members of the Bomb Squad will become familiar with the Standard Operating Procedures and will be governed by them. In addition to the procedures contained within the Bomb Squad SOP's, all members will abide with the rules, regulations, and standards set forth by the Departmental Orders.


Lt. Alfredo Delgado
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Shield Detail


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BOMB SQUAD

STANDARD OPERATING PROCEDURES

S.O.P. 1


Subject Field Operations

Purpose To provide general guidelines on the response to a hazardous device call.

Scope The purpose of the Bomb Squad is to RSP (render safe procedures) Improvised Explosive Devices (IED), Suspected IEDs, Hoax Devices, explosives, and found Military Ordnance. The Bomb Squad also conducts post blast investigations of bombings, criminal explosions, and incendiaries (fire bombings). The Bomb Squad impounds found Commercial Explosives, found pyrotechnics, and any other type of explosives.

The Bomb Squad provides bomb and explosive disposal services throughout the City of Miami. Bomb and explosive disposal services and/or advice are provided outside of the City upon expressed permission of the Chief of Police or his designee (Mutual Aide Pact).

Due to the potentially explosive nature of clandestine laboratories, the Bomb Squad responds to the scene of all such labs discovered within The City of Miami, as well as any recovered chemicals commonly utilized in the processing of controlled substances.


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STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

I. Field Operations

A. Scope of Responsibility

When a Bomb Technician from the Specialized Operations Section, Bomb Squad, is needed, the supervisor of the Bomb Squad will be notified first. After being advised of all available information, the Bomb Squad supervisor will determine what, if any,

1. additional notifications should be made. The Bomb Squad supervisor will, at his discretion, make those additional notifications or request the Complaint Room to do so, as necessary.
2. Only members of the Bomb Squad are to handle suspect devices and/or recover any form of explosives.
3. Non-Bomb Squad members may be required to deliver bomb disposal equipment and materials to a scene, secure and preserve such scenes until qualified disposal personnel have arrived and assist in scene processing.
4. Bomb Detail personnel are delegated functional authority to supervise operational activities at a suspected, actual and/or post blast scene

B. Calls for Service

1. Members of the Bomb Squad will respond to the following calls for service:

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

- a. For any explosive device, suspected explosive device, explosive material, scene of an explosion, bombing, firebombing, firebomb, or any other hazardous materials. The S.O.S. supervisor shall be contacted and will provide information/authorization as to other units, personnel or departments to be notified. This must be done to facilitate proper handling of these types of scenes. The exception of course would be the dispatching of Fire Units for protection of life and property. In the event the supervisor cannot be reached, attempts to contact the primary and then secondary on-call personnel, should be made. Contact should be attempted in the order listed on the current on-call bomb technicians' roster. If these technicians cannot be reached, one of the other listed personnel should be contacted in the order listed.
 - b. Building, automotive, aircraft, vessel searches as authorized in response to a specific threat, suspicious circumstance, or V.I.P. protection.
 - c. Discovered clandestine drug laboratories.
 - d. Ancillary missions as directed by the supervisor including demolition.
 - e. Notification of bomb threat calls will be received in the Bomb Shop during the hours of 0700 - 1700, Monday through Friday. It is not necessary to notify a Bomb Technician after those hours or on Saturdays and Sundays unless the threat is accompanied by any of the above criteria for notification or response.
2. Procedures
 - a. Primary consideration is for the safety of human life.

- b. Secondary consideration is for the safety of property.
- c. When at all possible, devices and suspect items will be handled, moved, deactivated, or otherwise rendered safe via remote equipment and methods.
- d. Hand entry procedures are to be utilized as a last resort and only in case of extreme emergency for the preservation of life.
- e. All recovered explosives will be directly and expeditiously routed to and placed in an appropriate safe area. When carrying live or suspected live I.E.D.s, large amounts of explosives, or critically sensitive explosives, the bomb vehicle's siren and/or emergency lights will be utilized.
- f. Small amounts of fireworks or blasting caps are expected and may be stored for a short period of time in a locked compartment of the bomb truck/trailer for later transfer to a safe area.

C. Operations

I. Responding to calls for service

a. General Considerations:

- (1) Determine equipment for initial response.
- (2) Request additional equipment and/or personnel.
- (3) Request bomb dogs if assistance is needed.
- (4) Request Marine Patrol divers if assistance is needed.
- (5) Determine if further assistance is needed, i.e., Crime Scene Section, Uniform personnel, etc., and request if needed.

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

D. Standard Procedures

1. "3" Signals.
2. May be authorized by Communications at time of dispatch.
3. May be authorized by the Bomb Squad Supervisor contingent upon circumstances.
4. May be initiated by responding Bomb Squad member if in his judgment exigent circumstances deem it appropriate.
5. Shall only be conducted in Departmental vehicles equipped with portable emergency lights and siren. (Shall comply with D.O.s governing operation of an emergency vehicle.)

E. Scene Evaluation

1. Upon arrival, gather as much information as possible as to circumstances surrounding call, probability of actual device, physical layout of building or area, probable location, access routes, and description of device. Determine location of witness or individual that discovered the device.

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

Note: An investigator not trained as a technician will do the above. Under no circumstances will such an investigator handle a suspect device.

2. Confer when possible with other Bomb Squad members to determine consensus and decide best course of action to pursue. Scene technician on scene will retain final decision authority.
3. Secure an adequate perimeter and an evacuation as required.
4. Designate "primary technician" and "secondary personnel".
 - a. Search and evaluation of possible secondary devices.
 - b. Senior technician will assume responsibility for performing or supervising the render safe techniques as may be appropriate.
 - c. Secondary investigator technicians will assist and observe the senior technician.

F. Policy

1. To ensure the safety of the bomb technician, it is the policy of the Bomb Squad that the technician will wear an EOD-9/EOD-10 Bomb Suit whenever possible, while recovering and/or rendering safe any explosive and/or suspect device. Ultimate decision to wear or not to wear the Bomb Suit, will be at the discretion of the certified technician at the scene, after consultation with the senior technician and/or supervisor and after a proper assessment of the situation is completed.
2. Whenever possible, explosive and/or suspect devices will be handled remotely.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

3. ONLY THE DESIGNATED technician will approach within close proximity of a suspect bomb until rendered safe.
4. Whenever possible, devices are to be rendered safe in place.
5. Devices unable to be rendered safe in place will be placed in a bomb carrier and transported to the bomb range or emergency "cook off" area for dismantling and/or detonation.
6. Devices may, on rare occasion, be detonated in place if deemed necessary for the safety of the Bomb Squad personnel and/or the public.
7. All bombing scenes will be photographed in color.

G. Handling and Submission of Evidence

1. Evidence collected as a result of a Miami Police Department investigation will be retained, evaluated, accounted for, identified, processed, and disseminated for laboratory analysis by the Bomb Detail.
2. Supplemental reports of Bomb Squad analysis, Post Blast investigation findings, case similarities, and conclusions will be made periodically as the investigation is pursued.
3. Evidence collected by the Bomb Squad as a result of assisting another jurisdiction may be turned over directly to their investigators at the scene or retained at their request.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

4. Explosive materials (except samples less than one ounce for lab examination) will be retained and stored in the Miami Police Department explosive storage safe or other safe storage facility.
5. Records will be kept of all explosives received by case number which are destroyed.
6. Explosive samples (less than one ounce) or evidence to be submitted for laboratory analysis will be personally turned over to the bomb incident coordinators of either:
Miami Regional Office, F.B.I.
Miami Personnel Office, A.T.F.
7. Federal bomb incident coordinators will package initial letter of transmittal, and ship or deliver explosive samples or evidence to appropriate federal laboratory.

H. Clandestine Laboratories and Hazardous Materials Incidents

1. Definitions
 - a. Clandestine Laboratory - Any location used in the distilling, producing, manufacturing, storing and/or packing of any substance as defined by Florida State Statute as a controlled substance.
 - b. Hazardous Material - A group of products when released from their container will cause death, injury and/or illness.
2. Intervention
 - a. Upon arrival the Bomb Technician will:

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- (1) Detect hazardous materials presence.
- (2) Estimate likely harm without intervention.
- (3) Choose response objectives
 - a. Identify the harm that must be prevented.
- (4) Identify action plans.
- (5) Do best available option.
- (6) Evaluate progress.

3. Disposal

- a. Any product deemed by the responding bomb technician to be unstable due to age, stressing of container, deterioration or any other factor shall be removed and destroyed by the Bomb Squad or other approved agency(s).
- b. Any product recovered by the Bomb Technician that can be safely stored shall be turned over to an authority responsible for the storage of said product.

III. Facilities

A. Bomb Squad Workshop serves as:

1. An operational base for the Bomb Squad.
2. A maintenance facility for equipment and instruments.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

3. As a training facility.
- B. S.O.S. Office
 1. Provides secretarial and administrative functions.
 2. Contains master files and reports.
- C. Metro Dade Police Department Bomb Disposal Range, or other locations which are deemed appropriate may be used for:
 1. Disposal of explosives and hazardous materials.
 2. In-service training, research and development area.
 3. Rendering safe activities where appropriate.

IV. Equipment and Shop Maintenance

- A. The Bomb Squad Supervisor will initiate control procedures to ensure that bomb equipment is operational and available at all times.
- B. When a Bomb Squad vehicle is dead lined for repairs, an S.O.U. vehicle will be used temporarily.
- C. After responding to a bomb call, the Bomb Squad vehicle will be serviced to ensure that they are fully operational for the next call.
- D. All vehicles are to be kept clean and equipment arranged in an orderly and accessible fashion.
- E. On call personnel will use assigned vehicles.

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

- F. On call personnel will be available via telephone or pager in order to respond without undue delay.
- G. No change in the on-call schedule will be made without the authorization of the Bomb Squad Supervisor.
- H. Keys.
 - 1. Bomb Squad personnel and the Unit and Section Commanders are the only personnel authorized keys for the Bomb Shop.
- I. Bomb Shop will be utilized for:
 - 1. Storage for dead lined equipment.
 - 2. Storage for Bomb Squad equipment.
 - 3. Work area for special projects.
 - 4. In-service training.
 - 5. Reference collecting/museum.
 - 6. Workshop and research.
 - 7. Telephone.

STANDARD OPERATING PROCEDURES: S.O.P. 1

(Continuation)

8. Electrical devices including air conditioners and inside lights should be turned off when building is secured. Outside lights and floodlights should be left on.

J. Bomb Squad Equipment Loan Policy:

1. It is the policy of the Bomb Squad to make equipment available to other units or agencies with the provision that the equipment be OPERATED BY A MEMBER OF THE MIAMI POLICE DEPARTMENT BOMB SQUAD.

K. Special Purpose Vehicles:

1. The Bomb Squad Response Vehicles are to be driven by certified Bomb Technicians only. Bomb Technicians will be trained on the operation of the response vehicles as part of their required monthly training, to include proper towing of the containment vessels.
2. The Bomb Response Vehicles will only be used for bomb squad related calls, training, presentations, or in support of another unit at their request, i.e. SWAT. Any other usage must be approved by the Bomb Squad Supervisor.
3. A Bomb Technician will be assigned as the primary for maintenance of the response vehicles. All Bomb Technicians are responsible for reporting any need for the maintenance and cleanliness of the response vehicles to the primary.
4. The following minimum equipment will be kept in the Bomb Response Vehicles:

2 EOD Suits with Helmets
X-Ray Equipment
1 Robot
Disruption Tools
1 Radiation Pager
Countercharge Explosives
Water for Disruption Tools

STANDARD OPERATING PROCEDURES: S.O.P. 1
(Continuation)

VI. Range and Scene Safety

- A. The following safety procedures will be adhered to at all times:
1. Always consider the possibility of secondary devices and/or booby traps.
 2. NO SMOKING within 300 feet of suspect bomb.
 3. No radio transmissions within 300 feet of suspect bomb.
 4. Only one man to approach suspect device and then only when absolutely necessary. First consideration should be to utilize robot or other remote techniques.
 5. Minimum of two officers at range, or scene.
 6. S.O.S Commanders and Supervisors to be aware of all range, and scene assignments or activities.
 7. Explosive scenes to be evacuated of all nonessential personnel.
 8. Fire rescue should be on scene before attempting any render safe activity.
 9. Separate blasting caps and explosives when transporting or storing.
 10. Never mix chemicals.

VII. Quarterly qualifications

- A. Bomb Squad personnel will successfully complete quarterly qualifications on the following:
1. Standard Coopers Test
 2. 100-yard Bomb Suit Walk

City of Miami



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BOMB SQUAD

STANDARD OPERATING PROCEDURES

S.O.P. 2

Subject Training

Purpose To provide general guidelines on required training to maintain accreditation and individual certifications.

Scope The members of the Bomb Squad must maintain their skills as mandated by the Federal Bureau of Investigations Hazardous Devices School and the National Bomb Squad Commanders Advisory Board.

A. Initial training will generally be conducted upon availability of various courses which may include:

1. Hazardous Devices School.
2. F.B.I. Bomb Schools.
3. A.T.F. Bomb Investigator's School.
4. Public Safety Department Courses.
5. U.S. Army Explosives Reconnaissance Schools.

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STANDARD OPERATING PROCEDURES: S.O.P. 2
(Continuation)

B. Supplemental training will be afforded periodically as available at:

1. Hazardous Devices Recertification/Refresher School should be attended every 36 months.
2. A.T.F. Refresher Classes.
3. F.B.I. Refresher and Current Trends.
4. I.A.B.T.I. Chapter, Regional, and International Seminars.
5. Others as available and approved.
6. Regular in-service training will be scheduled, and each member of the Bomb Detail will receive a minimum of 192 hours in-service and/or refresher courses annually.