

## COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

### NOTICE

1.15

October 13, 2021

**TO:** All Concerned Department Personnel

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** BOMB SQUAD TECHNICIAN SELECTION PROCESS

This Notice is intended to establish eligibility, training, and performance criteria for all Bomb Technician candidates when applying for a current vacancy and/or when establishing a pool for future vacancies.

### MINIMUM REQUIREMENTS

Personnel applying for a position as a Bomb Technician with Emergency Services Division (ESD), Hazardous Devices/Materials Section, Bomb Squad, must meet the following minimum requirements:

- Five years of continuous service as a sworn member of the Department; and,
- Currently a Police Officer III or eligible for advancement to Police Officer III.

### INTERVIEW PHASE

The interview board will provide a ranking of all candidates in the following categories:

Outstanding    Excellent    Satisfactory    Unsatisfactory

Candidates ranked high enough on the interview to proceed in the selection process will be scheduled for, and must successfully complete, the Bomb Suit Practical Exercise and medical examination in accordance with FBI National Bomb Technician Standards. Successful candidates will be placed into a pool of eligible candidates with the understanding that being placed in the pool does not guarantee an offer of employment at ESD, Hazardous Devices/Materials Section, Bomb Squad.

### CONDITIONAL ASSIGNMENT AS A BOMB TECHNICIAN

The selection of a candidate from the eligible pool for assignment as a Bomb Technician is **conditional** pending successful completion of:

- Prerequisite, Hazmat Technician Training;
- Incident Command System training, ICS-100, ICS-200, IS-700, and IS-800;

- A mandatory FBI Background Investigation;
- The FBI Hazardous Devices School; and,
- A six-month evaluation on the practical application of the training received.

Failure to successfully complete the above requirements shall be cause for de-selection of a Bomb Technician and he/she will be immediately transferred/reassigned from ESD, Hazardous Devices/Material Section, Bomb Squad at the rank and paygrade he/she held *prior* to transfer to ESD, Hazardous Devices/Materials Section, Bomb Squad. Such transfer/reassignment for failure to meet the requirements shall not be considered punitive and is not subject to appeal.

#### TECHNICAL TRAINING

Bomb Technicians who successfully complete the medical examination, the Bomb Suit Practical Exercise, ICS 100, 200, 700, and 800, the Hazmat Technician Training, and the FBI Background Investigation shall be assigned as soon as practicable to attend the six-week Hazardous Devices School, Redstone Arsenal, Huntsville, Alabama.

#### PERMANENT ASSIGNMENT

Upon successful completion of the Hazardous Devices School and a six-month evaluation on the practical application of the training received, a Bomb Technician is no longer deemed to be conditionally assigned.

#### HAZARD PAY

Hazard pay shall become effective and be paid when transferred to ESD, Hazardous Devices/Materials Section, Bomb Squad. Hazard pay shall be stopped when the Bomb Technician is transferred/reassigned from the Bomb Squad.

#### PERFORMANCE EVALUATION PERIOD

The employee's technical skills and job performance will be evaluated by designated Bomb Squad personnel for a six-month period following completion of the Hazardous Devices School. If, at any time it is determined that the employee is unsuitable for assignment to the Bomb Squad, the employee shall be transferred/reassigned from the Bomb Squad. If a determination of unsuitability is made during the *conditional assignment period*, the employee shall be reassigned at the rank and paygrade held *prior* to assignment to ESD, Hazardous Devices/Materials Section, Bomb Squad. Unsuitability for assignment as a Bomb Technician may be based on identified problems in one or more of the following areas:

- Job skills, including certification and recertification;
- Performance;
- Teamwork;
- Safety;

- A medical or psychological condition deemed by a City physician(s) to be incompatible with the assignment; or,
- Other job-related articulable reasons.

Following completion of the conditional assignment period, a Bomb Technician may be transferred/reassigned from the Bomb Squad based on one or more of the above reasons. A transfer/reassignment based on medical or psychological condition or failure to attain certification or recertification shall not be considered punitive as used in Government Code Section 3303.

### RECERTIFICATION

Recertification must be completed approximately every three years and requires attending a one-week refresher course at the Hazardous Devices School. Prior to attending the refresher course, an employee must successfully complete a medical examination and meet minimal physical requirements. Failure to successfully complete such medical and physical requirements will preclude attendance at the refresher course. An employee who fails to attend and/or successfully complete the refresher course may be transferred/reassigned from ESD, Hazardous Devices/Materials Section, Bomb Squad.

The leadership within the Office of Special Operations and Counter-Terrorism and Special Operations Bureau is committed to ensuring that all Department employees wishing to participate in the Bomb Technician selection process experience a thorough, fair, and impartial process.

If you have any questions regarding this Notice, please contact the Commanding Officer, Counter-Terrorism and Special Operations Bureau, at (213) 486-8780.

APPROVED:



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DISTRIBUTION "A"