

## INTRADEPARTMENTAL CORRESPONDENCE

DIVISIONAL ORDER NO. 01-15

August 31, 2015

**SUBJECT: CLARIFICATION OF PROTOCOLS FOR BOMB SQUAD**

PURPOSE:

Clarify past protocols and enact new protocols for the Bomb Squad.

PROCEDURE:

1. All supervisors working the Los Angeles International Airport (LAX) detail for Bomb Squad are limited to supervisory personnel assigned to the Bomb Squad. Other Emergency Services Division (ESD) supervisors are not eligible to work as a Bomb Squad Supervisor at LAX.
2. The position of the Officer in Charge (OIC) Hazardous Devices/Materials Section at ESD qualifies to work as the LAX Bomb Squad Supervisor, which is a mandatory staffing requirement for ESD to fill.
3. All new supervisors to the Bomb Squad, they shall complete the Los Angeles Police Department's ESD Bomb Technician Training Program. This program is approximately an 18-month period which will include an approximate six-month period of in-house structured Phase Training. The Phase Training will have an accompanying three-ringed binder for each new supervisor where they will be signed-off as they complete each component of this structured training program.

Once Phase Training is completed, the supervisor shall be scheduled as part of the duty team in the capacity of Bomb Technician for one year. At the completion of one year of handling calls on duty as one of the two technicians, the supervisor has then met the ESD Bomb Squad standard for an Operational Supervisor.

**Note:** The ESD Bomb Squad Standard Operating Procedures defines an Operational Supervisor as "a Bomb Technician of supervisory rank who has demonstrated proficiency as a primary technician for a *minimum* of one-year prior to functioning as an Operational Supervisor". Frequency of times assigned on the duty shall not be a substitute for the one-year time period; however, prior experience as a Bomb Squad Technician may be factored into waiving the minimum one-year time period for the supervisor to work in the capacity of a Bomb Technician. The Commanding Officer of ESD has the discretion to amend this protocol.

4. The Bomb Squad will conduct a weekly meeting every Wednesday at Ahmanson Recruit Training Center to debrief the calls from the previous week.
5. The Bomb Tech Supervisor shall ensure that the lead Bomb Tech on all calls (except firework pick-ups) sends out an e-mail at the conclusion of all Bomb Squad callouts to provide a brief overview to **all** Bomb Squad personnel with a cc to the Commanding Officer of ESD, all Bomb Detection K9 Supervisors, the OIC of Hazmat and the OIC of Logistics. The Bomb Tech sending out the e-mail blast does not have to explain why they handled the call the way they did. The e-mail shall contain the following information: date/time, location, type of call and what the Bomb Tech did to adjudicate the call. ***Do not explain why you took the action on the call that you did.*** That is for a debrief, not an email.
6. The Andros and Logos equipment designated for LAX each have a checklist that is associated with it to ensure the best care and maintenance of this expensive equipment. At the conclusion of each shift, the LAX Bomb Tech supervisor shall be responsible for the completion of this checklist which shall be attached to their Supervisor's Log. The LAX Bomb Squad Supervisor will also enter a line on their Supervisor's Log stating that they completed the checklist and attach a copy of the checklist to their Supervisor's Log. The original checklists shall be kept in a three ringed binder maintained at the LAX Bomb Squad Office. If there are any problems with either the Andros or Logos, the OIC of Logistics shall be notified without delay.

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