

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	<small>Reference Number</small> <b>SOC-007</b>
	<small>Subject</small> <b>Explosive Ordnance Disposal Team Personnel – Utilization, Selection, and Training</b>	
	<small>Special Instructions</small> <b>Replaces ENF-062 dated January 1, 2012</b>	<small>Effective Date</small> <b>March 1, 2015</b>

**I. PURPOSE**

Establish guidelines for the selection, utilization, and training, of ISP police employees as members of the Explosive Ordnance Disposal (EOD) Team.

**II. POLICY**

EOD personnel shall provide the Department with the capability of responding to and resolving potentially life threatening incidents involving chemical, biological, radiological, nuclear-dispersal devices, or explosives. Additionally, EOD personnel may be utilized for the training of Department personnel and other requesting agencies in these and related areas. EOD personnel may also provide assistance and training to public and private organizations for bomb threat awareness and related safety programs.

**III. PROCEDURES**

EOD personnel shall respond to incidents involving, but not limited to:

1. Bomb threats;
2. Suspect and/or improvised explosive devices;
3. Incendiary devices;
4. Explosives (commercial and military);
5. Explosive chemicals (as defined by Indiana Criminal Code or the Bureau of Alcohol, Tobacco & Firearms – ATF);
6. Pyrotechnics;
7. Ammunition (commercial and military);
8. Weapons of mass destruction;
9. Post-blast investigations; and
10. Chemical-, Biological-, Radiological-, or Nuclear- dispersal devices.

**IV. ACTIVATION OF EOD PERSONNEL**

A. The district, upon receiving a call for EOD related services, shall notify the applicable EOD team leader. If the team leader is not available, the EOD Commander, then the Assistant EOD Commander shall be notified.

B. Upon notification the team leader, or the EOD Commander, or the Assistant EOD Commander shall coordinate the necessary manpower and equipment. The officer in charge shall contact the requesting district and advise which officers are assigned to the detail and their

estimated time of arrival. Operations shall be contacted and given the required information for the operations log.

C. If calls for explosive related services are received by Operations, Operations shall call the appropriate district. The district shall contact the EOD team leader, the EOD Commander or the Assistant EOD Commander as described in IV. A. above.

## **V. TEAM ASSIGNMENTS**

The Special Operations Command (SOC) Commander shall determine the number of EOD teams, the number of team members per team, and the geographical breakdown of team assignments. All EOD assignment information shall be published in the EOD Operational/Training Manual.

## **VI. SELECTION PROCESS (Vacancies)**

When an Explosive Ordnance Reconnaissance (EOR) vacancy exists, the EOD Commander, with the approval of the SOC Commander, shall notify all zone, area, division, section and district commanders of the vacancy, by email, a minimum of five (5) days prior to the closing date. Interested personnel shall submit a Specialty Team Application (ISP Stock #5P1303), through channels, to the SOC Commander. A copy shall also be forwarded directly to the EOD Commander.

A. All applicants must:

1. Meet the minimum standards, as defined in SOC-004; and
2. Be able to successfully complete the EOD fitness test, according to Federal Bureau of Investigation's Hazardous Devices School (FBI/HDS) guidelines.

B. The EOD Commander shall notify the candidates and their commanders at least seven (7) days prior to the date of the screening process and furnish information listing the time, date, and location of the test.

C. The screening process shall consist of an EOD fitness test, according to FBI/HDS guidelines, and an interview before a selection committee. The selection committee shall consist of the SOC Commander or a designee, the EOD Commander, and the EOD team leaders.

D. After completion of the screening process, the SOC Commander shall consult with the EOD Commander.

E. The SOC Commander shall make the final selection and then notify the person chosen for the position, in writing, through channels.

F. Upon selection to the Explosive Ordnance Disposal Team:

1. The EOR trainee shall attend and complete the prescribed EOR basic course within one (1) year of selection; and

2. Upon successful completion of all requirements for certification, the EOD Commander shall submit a request, in writing, to the SOC Commander, requesting EOR certification. Prior to certification, the trainee shall be in an apprentice status and shall not be activated.

G. Upon receiving certification, the EOR shall be awarded the Department EOR team member recognition medal.

## **VII. EOD TRAINING**

A. Department Explosive Ordnance Disposal personnel shall be properly trained and utilized in accordance with Federal Bureau of Investigations Hazardous Devices School (FBI/HDS) standards and the standards set forth in the Department Bomb Squad Operational/Training Manual.

B. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.