



# OFFICE OF THE STATE FIRE MARSHAL



## POLICY & PROCEDURE

### SPECIAL OPERATIONS BOMB SQUAD

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#### **.01 Purpose**

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To provide an overview of the duties, responsibilities and requirements of the Office of the State Fire Marshal Bomb Squad

#### **.02 Definitions**

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**Bomb Squad:** The Maryland State Fire Marshal's Bomb Squad

**EOD:** Explosive Ordnance Disposal

**RSP:** Render Safe Procedure

**IED:** Improvised Explosive Device

**USBDC:** United States Bomb Data Center (managed through "BATS")

**UHDT:** Underwater Hazardous Device Team

**Bomb Technician:** An individual who has attended and successfully completed the Hazardous Devices Program at the Hazardous Devices School, Redstone Arsenal in Huntsville, Alabama or course of instruction approved by the FBI as an equivalent.

**UHDT Technician:** An individual who has attended and successfully completed all of the Hazardous Devices School Underwater Hazardous Devices Technician **prerequisites** and courses.

**Bomb Squad Commander:** Individual selected by the Maryland State Fire Marshal to be "officer-in-charge" of the Bomb Squad. The Bomb Squad Commander shall meet all the qualifications outlined in the Bomb Technician Selection Criteria and shall hold the minimum rank of Deputy Chief State Fire Marshal..

**Assistant Bomb Squad Commander:** Individual selected by the Maryland State Fire Marshal who will work with the Bomb Squad Commander on day to day operational matters. The Assistant Bomb Squad Commander shall meet all the qualifications outlined in the Bomb Technician Selection Criteria.

**Maritime Coordinator:** Individual selected by the Maryland State Fire Marshal who will work with the

Bomb Squad Commander on all maritime matters. The Maritime Coordinator shall meet all the qualifications outlined in the Bomb Technician Selection Criteria.

**Bomb Squad Duty Officer:** The Bomb Technician assigned first call and consultation responsibilities.

**Maritime:** Connected with the sea, especially in relation to seaborne trade or naval matters.

### **.03 Duties and Responsibilities**

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1. OSFM bomb technicians should adhere to best practices as prescribed during Hazardous Devices School training for handling and using explosives and explosive tools in training, while conducting demonstrations and Render Safe Procedures (RSP).
2. OSFM bomb technicians will only handle explosives with other certified bomb technicians and or active duty military Explosive Ordnance Disposal personnel.
3. To render safe suspected improvised explosive devices, incendiary devices, explosives, explosive chemicals, pyrotechnics, ammunition and/or hazardous devices.
4. OSFM bomb technicians will conduct Render Safe Procedures only with certified bomb technicians and or active duty military EOD personnel.
5. To provide legal, proper & safe transportation, disposal and/or storage of explosives and other items as described above.
6. To conduct post blast crime scene investigations and to collect and preserve crime scene evidence.
7. To prepare and provide appropriate courtroom testimony.
8. To properly maintain and inventory the bomb squad equipment assigned and utilized.
9. OSFM bomb technicians shall insure their agency issued vehicle is secure when explosives are stored therein.
10. To provide and assist with dignitary protection when requested.
11. To prepare and participate in explosive related training programs.
12. To maintain and be familiar with a technical library of United States Bomb Data Center publications and other explosive related journals, periodicals and material.
13. To maintain a professional liaison with other state and local bomb squads, military Explosive Ordnance Disposal (EOD) units, Federal agencies and professional associations.
14. To report or properly dispose of recovered military ordnance to military EOD units as appropriate.
15. To properly compile and report to the United States Bomb Data Center technical data on all explosive devices and incidents.

16. To develop and promulgate bomb threat awareness and safety programs for public and private organizations.
17. Perform other required duties as assigned by the Bomb Squad Commander.

#### **.04 Chain of Command**

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1. The Bomb Squad shall be commanded by a "Bomb Squad Commander" who shall be appointed by the Maryland State Fire Marshal. An Assistant Bomb Squad Commander will also be appointed by the Maryland State Fire Marshal and will work in collaboration with the Bomb Squad Commander with regards to all administrative and operational functions of the Bomb Squad. The Bomb Squad's regional UHDT and all of the OSFM maritime activities shall be coordinated by a Maritime Coordinator, who shall be appointed by the Maryland State Fire Marshal. The Maritime Coordinator shall report to the Bomb Squad Commander
2. The Bomb Squad Commander shall report directly to the Chief Deputy State Fire Marshal. The Assistant Bomb Squad Commander shall report directly to the Bomb Squad Commander.
3. All scheduled Bomb Squad activities, such as public education outreach efforts, training programs or unit demonstrations shall be approved in advance by the Bomb Squad Commander. Any activities which may conflict with agency or regional activities shall be forwarded to the Chief Deputy State Fire Marshal for his / her consideration and approval.
4. All requests for special investigations and assignments by allied agencies shall receive prior approval by the Bomb Squad Commander, who will advise the Chief Deputy State Fire Marshal. The Bomb Squad Commander will identify the requesting agency staffing requirements and anticipated duration of the assignment. The Bomb Squad Commander will then endorse or deny the request and send it to the Chief Deputy State Fire Marshal to be approved or denied.

#### **.05 Bomb Technician Selection Criteria**

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1. The Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS), Redstone Arsenal, Alabama, offers Bomb Technician training for public safety personnel utilizing the following criteria:
  - a. Applicants to the Maryland State Fire Marshal Bomb Squad must be employed as a Deputy State Fire Marshal, who had successfully completed field training and probation.
  - b. Applicants must be willing to engage in basic level Bomb Technician training.
  - c. Applicants must meet all of the FBI HDS application requirements in order to be considered as a candidate.
  - d. Applicants shall possess by vocation or avocation familiarity with activities requiring manual dexterity.
  - e. Applicants shall not be under any type of disciplinary action at the time of appointment.
2. Vacant positions shall be posted and applicants shall submit their request for consideration for assignment.
3. An applicant interview panel may be convened to interview those individuals interested in

filling any known or anticipated vacancies. The interview process should be conducted within three months of any known or anticipated vacancy occurrence. Members of the interview panel will be selected by the Fire Marshal. The Chief Deputy State Fire Marshal will oversee the interview process.

4. The applicant's supervisor shall provide past and present work performance as well as information regarding the following applicant characteristics:
  - a. Practical - Exercises good judgment and decision making in current job performance evaluations.
  - b. Technically Oriented - Demonstrates an interest and currently participates in technical endeavors.
  - c. Sociable - works well in a small group with active and effective interaction.
  - d. Inquisitive - Demonstrates willingness to independently expand base and skill levels
  - e. Self-Confident - Current and past Job Performance Evaluations indicate dependability and conscientious performance.
  - f. Fairly Unconventional - Current and past job performance demonstrates rambunctious behavior within the rules rather than impulsive and rebellious behavior.
5. Recommendations for appointment to the Bomb Squad by the interview panel shall be forwarded to the Fire Marshal through the Chief Deputy State Fire Marshal for his/her consideration. The selection and appointment of individuals to the Bomb Squad shall be made only with the final approval of the Maryland State Fire Marshal.

## **.06 Bomb Technician Certification & Retention**

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1. Each Bomb Technician candidate must successfully graduate from the FBI Hazardous Devices School, Redstone Arsenal in order to serve as a member of the Bomb Squad in a probationary status. The probationary period will commence on the date of graduation from Hazardous Devices School, or and continue for a period of 12 consecutive months.
2. During the probationary period, evaluations of a probationary member's performance will be conducted by the Bomb Squad Commander or designee. In order to be retained as a member of the Bomb Squad, probationary members shall successfully demonstrate the knowledge, skills and abilities outlined in the course of instruction taught at the FBI Hazardous Devices School. Probationary members shall also participate in and satisfactorily complete the continuing education requirements outlined in the FBI, Special Technicians Bulletin 87-4 as well as any additional training requirements established by the Maryland State Fire Marshal.
3. Within 45 calendar days after completing the FBI Hazardous Devices School, all probationary members shall complete a minimum of 24 hours of training covering topics which shall include, but not be limited to, Bomb Squad Standard Operating Procedures, personal safety requirements, equipment familiarization, range and demolition procedures.
4. All Bomb Squad members shall comply with the FBI minimum explosives related annual training (safe use of explosives through practical applications) in order to maintain their active duty status.
5. All Bomb Squad members shall attend and successfully complete the FBI Hazardous Devices School recertification training program.

6. Monthly in-service training sessions shall be conducted by the Bomb Squad Commander or designee consisting of at least six hours for each training session. All Bomb Squad members shall maintain a 75% attendance record at the monthly training sessions in order to remain on active duty status. Attendance at in-service training sessions is mandatory unless excused by the Bomb Squad Commander.
7. Bomb Squad members who do not maintain active duty status will be immediately notified in writing by the Bomb Squad Commander and shall not participate in any Bomb Squad operations until such time as his/her training requirements have been successfully satisfied and approved by the Bomb Squad Commander. The Chief Deputy State Fire Marshal shall be advised of changes in active duty status for any member of the Bomb Squad.
8. If a Bomb Squad member is removed from active duty status and remains inactive for a period of two or more consecutive months, a review panel consisting of the Bomb Squad Commander or designee and at least two certified graduates of the FBI Hazardous Devices School, will be convened. The purpose of the review panel shall be to evaluate the circumstance regarding the member's inactive status and make a recommendation whether or not the member should be removed from the Bomb Squad. This recommendation shall be forwarded to the Fire Marshal through the Chief Deputy State Fire Marshal

## **.07 Physical Examination**

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1. Each Bomb Squad candidate/member shall have access to a complete physical examination, including a sub-maximal stress test/evaluation, at the agency's expense once annually and/or in conjunction with their recertification process. The Bomb Squad Commander shall submit requests through the Chief Deputy State Fire Marshal for each Bomb Squad member's physical. The Bomb Squad member will be provided with the agency's letter of request for physical examination and the appropriate forms to be completed by the examining physician. It shall be the Bomb Squad members' responsibility to ensure that the appropriate letter and forms are submitted to and completed by the examining physician.
2. The examining physician will complete the FBI Federal Standard #88 Report of Medical Examination certifying the member's fitness for duty as a Bomb Technician. Upon completion of the examination, the results shall be forwarded to the Bomb Squad Commander for completeness. All physical examination reports are confidential and shall be maintained in accordance with established Department of Personnel procedures regarding medical records.
3. Any Bomb Squad member who is determined by a physician to have a medical condition which may preclude participation as a Bomb Technician, in an active duty status, shall immediately contact the Bomb Squad Commander and discontinue participating in Bomb Squad operations until such time as he/she is released by their attending physician to return to active duty status as a Bomb Technician. The Bomb Squad members' attending physician shall complete the FBI's Federal Standard Report of Medical Examination to certify the member's fitness for duty as a Bomb Technician.

## **.08 Mutual Aid Requests for Bomb Squad Response**

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1. The Bomb Squad will not, as a matter of routine, respond to requests for service in jurisdictions that have their own Bomb Squad. Any request for service in those jurisdictions should immediately be referred to their appropriate Emergency Dispatch Center by the "on duty" Bomb Technician for response by their local Bomb Squad.
2. Requests for services of the Maryland State Fire Marshal's Bomb Squad to any allied agency bomb squad, shall be coordinated between associated Bomb Squad Commanders.
3. Any operational action taken on the scene of incidents in those jurisdictions requesting Mutual Aid assistance shall be consistent with the Maryland State Bomb Squad Standard Operating Guidelines.

## **.09 Special Operations**

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1. The Bomb Squad Commander may use of the robot or any other specialized tools, equipment and / or personnel in support of police tactical operations. Consideration will be given to the availability of this equipment for explosives related incidents.
2. The Bomb Squad has a regionally designated UHDT which has primary responsibilities for waterborne IED render safe response requests.

## **.10 Dignitary Protection Details**

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1. The Bomb Squad, when requested, will provide support to federal, state and local law enforcement agencies during dignitary protection and special events in the State of Maryland.
2. Requests for dignitary protection details and special event details in those jurisdictions with a Bomb Squad shall be forwarded to those units for their consideration.
3. Dignitary protection details and special event details outside the State of Maryland must have the prior approval of the Fire Marshal or his/ her designee.
4. The Chief Deputy State Fire Marshal shall be advised in advance of all Dignitary Protection and special event detail requests.

## **.11 Confirmed Bombs & Suspected or Suspicious Incident Defined**

1. Any incident in which a suspected/suspicious device or package has been located by a law enforcement, public safety, private security agency or individual.
2. Any incident in which a note has been attached to any structure, vehicle, or object, stating that the structure, vehicle, or object would explode if approached, moved, started, touched or entered.
3. Any communicated threats pertaining to vehicles.

4. Any information that would lead the Bomb Technician to believe that an explosion may occur if the Bomb Squad did not become operationally involved.
5. An explosive alert by any public safety agency Explosive Canine.

**.12 Maritime and Underwater Operations for Confirmed Bombs and Suspected or Suspicious Incident Defined**

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1. The Bomb Squad, when requested, will provide support to federal, state, and local law enforcement agencies for maritime operations, including ports and waterways for suspected/suspicious devices in a maritime or underwater environment.

Approved:

Brain S. Geraci  
State Fire Marshal

01/24/2019