



2-36 POLICE PRESS RELATIONS AND RELEASE OF POLICE IDENTIFICATION PHOTOGRAPHS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s):

- 1-1 Personnel Code of Conduct
- 1-2 Social Media
- 2-33 Rights and Safety of Onlookers
- 1-1 Personnel Code of ConductNone

B. Form(s)

- PD 1010 Ride Along Media Agreement

C. Other Resource(s)

- New Mexico Inspection of Public Records aAct (IPRA)

D. Rescinded Special Order(s)

- None

2-36-1 Purpose

The purpose of this policy is to outline the rules and responsibilities that support the Albuquerque Police Department's (Department)'s commitment to the accurate and transparent dissemination of public information.

2-36-2 Policy

It is the policy of the Albuquerque Police Department (Department) to work with the news outlets media to inform the public about the work of its officers sworn and civilian personnel and efforts to keep the community safe.

IN/

2-36-3 Definitions

A. Communications Specialist

A civilian employee who serves as a liaison between the Department and the news outletsmedia.

B. A. Director of Communications



1. The Director of Communications is a civilian employee civil non-sworn employee Department Personnel who oversees all external communications meant to inform the public.

C. B. Public Information Officer (PIO)

A1. The PIO may be sworn or non-sworn personnel a sworn officer employee or civilian employee (Communications Specialist) of the Department.

2. The PIO who serves as a liaison between the Department and the news outlets media.

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2-36-4 Rules and Responsibilities

A. Supervisors The Director of Communications shall:

1. Initial and routine news media contacts will be handled by the on-scene supervisor highest ranking or designated supervisor/investigator at the scene of an incident, when possible Coordinates with the Communications Specialist/PIO to provide responses to the news media outlets;..

N/

2. Coordinates with the Chief of Police, command staff, and subject matter experts on external communication about policy, personnel, and Department priorities; and The supervisor will furnish statements to the PIO and news media to inform them of initial factual information about the incident.

3. Serves as the on-call Communications Specialist/PIO when necessary. Supervisors will immediately notify the PIO or on-call PIO on their release of information to the media and on all newsworthy events.

N/A

4. Supervisors will be responsible for immediately reporting all media contacts to the PIO through their Chain of Command up to their respective Deputy Chief.

5. 3. Routine news media information such as traffic accidents, simple assaults, and batteries can be handled by the on-scene supervisor.

B. The Communications Specialist/PIO or Communication Specialist shall:

B. Pre-arranged law enforcement activities and the media/photographers:

a. With the permission of the Chief, members of the media will be allowed to participate in ride-alongs.

b. A Department Ride-Along Request must be completed.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-36

OPA_Review Draft 01/08/2021

1. Supervisors All Department employees (sworn and civilian) will not discuss or disseminate information to the media on incidents that they have no direct knowledge of or when their personnel are not involved. If the incident is of a serious nature, the matter will be referred to the PIO or Chief's Office. appropriate Commander or Deputy Chief. Coordinates with the Director of Communications to provide initial and routine responses to the news outlets media, which may include information about police responses to incidents;
2. Serve as the on-call Communications Specialist/PIO who is contacted through the Emergency Communications Center (ECC) about major incidents that may require the dissemination of public information through the news outlets media; and
2. The PIO shall cContact the appropriate commander prior to releasing information pertaining to an on-going police incident or investigation.
3. Inquiries involving Department Policy will be referred to the appropriate Deputy Chief Policy Manager of the Compliance Bureau..

B. Personnel

1. Personnel will not discuss or disseminate information to the media without specific authorization from a supervisor and/or PIO.
- 2.3. All civilian supervisors will refer news media contacts to their division commander.

C. SSupervisors shall inform their chain of command of news mediaoutlet inquiries, and actions taken with the Communications Specialist/PIO or Director of Communications to respond to inquiries.

D. On-scene supervisors shall:

1. COon-scene supervisors shall coordinate with the on-call Communications Specialist/PIO and/or the Director of Communications to determine a response to news outlet media inquiries; and
2. POon-scene supervisors shall provide facts and details about and incident when contacted by the Communications Specialist/PIO and/or the Communications Director of Communications. On-sScene supervisors and/or their supervisors are responsible for determining whether details of an incident can be released to the public.

Supervisors shall inform their chain of command of media inquiries, and actions taken with the PIO or Director of Communications to respond to inquiries.

E. Release of Police Identification Photographs

- c. The rRelease of Department personnel photographss shall be at the discretion of the Chief of Police and consistent with the New Mexico Inspection of Public Records Act. Release of Police Identification Photographs



Release of any Ddepartment employee photo will be at the discretion of the Police Chief.

F. Media (and Public) Access to Crime Scenes and Critical Incidents

1. Personnel shall not discuss or disseminate information to the news outletsmedia without specific authorization from a supervisor and/ or PIO, as consistent with SOP 1-1 Personnel Code of Conduct and SOP Social Media.

D.

2. Personnel shall ensure the news outletmedia representatives respects the established perimeters of the scene.e and shall not prohibit news gatheringnewsgathering practices outside the

3. Personnel shall not prohibit newsgathering practices outside the established perimeters, consistent with SOP Rights and Safety of Onlookers.

4. If a conflict arises regarding the location of the news outletsmedia, the on-scene supervisor shall contact the PIO, who shall be responsible for resolving the conflict with the news media outlet.

5. The Incident Commander or PIO may grant the news outletsmedia closer access with approval of the Incident Commander as long as it does not interfere with law enforcement operations.

1. The Incident Commander shall established perimeters.

a. If a conflict arises regarding the location of the media, personnel will notify an on-duty supervisor, who will be responsible for resolving the conflict with the media representative on scene.

b. If the responding supervisor is unable to resolve the conflict,tThe on-scene supervisor will contact the PIO, who will be responsible for resolving the conflict with the news director of the affected media outlet.

2. The Incident Commander or PIO (with approval of the Incident Commander) may grant closer access to the media to the degree that it does not interfere with law enforcement operations.

3. The Incident Commander shall establish a news outletmedia briefing staging area and ensure the PIO is informedform the PIO.

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4.7. The PIO shawill work in cooperation with the news outletsmedia to ensure live broadcasts do not disclose information that could endangering law enforcement personnel or, police tactics, or the general public.



E.G. Media Ride-Alongs

1. Members of the media will only be allowed to participate in ride-alongs at the permission of the Chief of Police. Requests for media ride-alongs must first be approved by the Director of Communications.
2. a. The request shall then be approved by the Deputy Chief.
 1. The person requesting a ride-along must complete the Department Ride-Along Request Form must be completed.
 2. (PD 1010 Ride Along Media Agreement).

E.H. Multi-Agency/Multi-Jurisdictional Investigations

1. The lead investigative agency is responsible shall for provide ing or coordinateing the release of public information.
2. The Communications Specialist/PIO or designee for the lead agency shawill share information with all involved agencies prior to release.

REVIEW