



ALBUQUERQUE POLICE DEPARTMENT  
FIELD SERVICES BUREAU ORDERS

SOP 4-8

Effective: 03/29/2017 Review Due: 3/29/18 Replaces: N/A

**4-8 PROPERTY CRIMES REPORTING TECHNICIAN (POLICE SERVICE AIDE II PROGRAM)**

**4-8-1 Purpose**

This policy describes the functions and provides operational guidelines for the Property Crimes Reporting Technician (PSA II) program.

**4-8-2 Policy**

It is the policy of the Department to provide Property Crime Reporting Technician (PSA IIs) to assist law enforcement personnel in performing non-hazardous duties and to provide the public with an expedited method of reporting and investigation of property crimes. The PSA II program will follow a community policing service model by building relationships with community members, encouraging problem-solving, collecting data for crime trend analysis, and conducting ongoing follow-up contacts with citizens aimed at reducing property crimes. PSA IIs are non-commissioned, non-sworn, unarmed personnel assigned to the Albuquerque Police Department.

**4-8-3 Procedures**

A. Organization

1. APD Crime Lab Lieutenant

- a. The Crime Lab Lieutenant will have supervisory responsibility over the PSA II supervisors.

2. PSA II Supervisors

- a. The PSA II supervisors will report to the APD Crime Lab Lieutenant.
- b. The PSA II supervisors will manage the PSA II Property Crimes Reporting Technicians and ensure that the services provided by the PSA IIs are of the highest possible quality; in addition, the PSA II supervisors will:
  - i. Collect daily and weekly PSA II logs and disseminate them to the proper groups for analysis.
  - ii. Ensure that initial reports completed by the PSA IIs are submitted at or before the end of shift, except at the direction of a supervisor
  - iii. Regularly review performance data of the PSA IIs to maintain quality control of the program.

3. PSA II Property Crimes Reporting Technicians

- a. Duties described below 4-8-B through J.



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B. Duties/Response

1. PSA IIs will be dispatched to Priority 3 property crime calls when there is no suspect present and the victim or reporting party has no suspect information.
2. PSA IIs will respond to calls that do not require emergency equipment.
3. PSA IIs function as mobile report takers and will complete the initial report.
4. PSA IIs are authorized to take the following reports: burglary; larceny; identity theft; stolen motor vehicle; criminal damage to property; lost, stolen or found property.
5. PSA IIs will be subjected to rules and regulations of the department.

C. Response to Property Crimes and Burglary Calls

1. PSA IIs will respond to appropriately classified property crimes and burglary calls for service.
2. PSA IIs will take reports and process scenes consistent with training and generally described in [SOP – 2-86 Investigation of Property Crimes](#); [SOP 2-17 – Offense/Incident Report Form](#); [SOP 5-6 – Evidence Unit](#); [SOP 2-16 records](#); and/or SOP 5-8 – Crime Scene Specialist.
3. Will be dispatched as a primary unit to any burglary or stolen vehicle call where there is no identification of a suspect on scene or in the area.
4. PSA II Supervisors and Emergency Communications Center (ECC) personnel will review calls to ensure the call meets the standards of PSA II response.
5. If requested by the PSA II, an officer will be dispatched to assist.
6. If a PSA II should find a suspicious situation, he/she shall move a safe distance from the area, notify dispatch (ECC), and request an officer.

D. Victim and Witness Assistance

1. PSA IIs will have contact with victims of property crimes. In addition to following the directives set out in [SOP 2-66 – Victim and Witness Assistance](#), PSA IIs are required to:
  - a. Provide a case number and other information about the case using a case information card.
  - b. Explain the follow up investigative process
  - c. The victim/witness will be informed about property taken from them as evidence.

E. Reporting

1. Reporting will be consistent with training and the requirements set out in [SOP 2-16 – Records](#).
2. PSA IIs will submit their police reports and daily/weekly logs promptly to their supervisor for the purpose of processing, crime trend identification, and analysis.

F. Evidence Collection



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1. PSA IIs will be responsible for the proper collection and handling of all evidence during their response to calls for service, in accordance with [SOP 2-73 – Submission of Evidence, Confiscated Property, and Found Items](#) and [SOP 5-8 – Crime Scene Specialists](#).
2. Evidence tagged by a PSA II can only be released by the supervisor of the investigating unit or detective assigned to the case.

G. Daily/Weekly Logs

1. In order to obtain consistency of work-related information, compile statistics, work allocation, and to assess the success of the program, PSA IIs will complete a daily and weekly log.

H. Monthly Data Collection

1. PSA II supervisors will generate a monthly report that compiles daily/weekly statistics of the PSA IIs within their direction that will be submitted to the PSA II Project Manager and the APD Executive Staff.

I. Community Policing / Community Response

1. PSA IIs will leave a Community Policing Information Card with each victim after concluding the preliminary investigation.
2. PSA IIs will attend Area Community Policing Meetings when assigned.

J. Other Duties

PSA II's will be responsible for any other duties as assigned by Scientific Evidence Division (SED) chain of command.

K. Uniforms

1. Uniform Shirts

- a. Shirts will be a bright blue polo. The polo shirt will have screen printing on the back that reads, "Property Crimes Tech". A white or black crew or V-neck t-shirt will be worn underneath.
- b. Department-issued body armor will be worn underneath the uniform shirt.
- c. PSA II may wear a black mock turtleneck type shirt under the long-sleeve uniform shirt.
  - i. The turtleneck shirt will be fine knit (not sweater knit).
  - ii. The neck will only extend as high as the uniform shirt collar, and will have no markings.

2. Uniform Pants



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Uniform pants will be black permanent press, tactical/BDU style, 5.11 brand or equivalent.

3. Footwear

Footwear will be black, smooth, highly shined leather without ornamentation.

4. Patches

- a. The only patch authorized to be worn will be the Albuquerque Police Department Property Crimes Reporting Technician silver in color. This patch will be worn in place of a badge.
- b. Jackets and coats will be worn with the Albuquerque Police Department Property Crimes Reporting Technician. This patch will be worn in place of a badge.