



ALBUQUERQUE POLICE DEPARTMENT  
SPECIAL SERVICES BUREAU

SOP 6-1

Effective: 06/14/16 Review Due: 12/11/16 Replaces: 06/17/14

## 6-1 TRAINING DIVISION

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**6-1-1 Policy**

The Training Division is a unit of the APD Academy and is responsible for the full range of department basic and advanced training services. Additionally, the Training Division is the organizational home for the Department's firearms ranges and training staff, as well as for the department's employee wellness. Procedural guidance for all operations of the Recruiting and Background Unit is located in the [Recruiting SOP](#). Procedural guidance for all operations of the Firearms Unit is located in the [Firearms and Ammunition Authorization SOP](#).

The primary training mission of the division is to provide basic instruction and continuing education in the collection, processing, documentation, and dissemination of suspicious incidents, criminal intelligence, criminal investigations, and all law enforcement-related training to all affected personnel. The division is also tasked with providing training programs in support of the department's mission to provide community service and homeland security.



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**6-1-2 Personnel**

A. Director of Training

The Director of Training is assigned to the APD Academy, reports directly to the Deputy Chief, Special Services Bureau, and is responsible for:

1. Executive oversight of the Academy and training staff, verifying their compliance with department standard operating procedures, city personnel regulations, collective bargaining agreements, and city, state, and federal laws and regulations.
2. Developing policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devising and implementing appropriate administrative controls.
3. Reviewing and controlling all outgoing correspondence.
4. Liaison with the New Mexico Department of Public Safety (NMDPS) regarding training standards and requirements, as well as establishing and enforcing appropriate contracts and other operating agreements.
5. Direction, discipline, administrative control, and balanced development of all training staff.
6. Reviewing and approving performance evaluations, feedback, commendations, and disciplinary recommendations.
7. Executive oversight of all curriculum development and design, including ensuring compliance with state, local and national ordinances, statutes, and other legal requirements regarding all aspects of training as they relate to constitutional policing, national standards and practice, and related professional standards.
8. Feedback on performance and training.
9. Accounting and monitoring all division expenditures.
10. Reviewing and making recommendations on all department training requests.
11. Developing and monitoring a formalized, standards-based training assessment, development, and evaluation process to ensure that APD-provided training reflects careful assessment of training needs, documentation of the link between training needs and recommended curricula, and periodic and rigorous evaluation of the efficacy of training provided at the academy based on in-field experiences and events.



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12. Serving as the Department's principal training and education advisor.
13. Attending NMDPS Law Enforcement Academy board meetings and other appropriate federal, state, or local meetings and conferences.
14. Performing other duties as directed by the Deputy Chief, Special Services Bureau.

B. Academy Lieutenant

The Academy Lieutenant reports directly to the Director of Training (Director). The Academy Lieutenant's duties include:

1. Ensuring compliance with standard operating procedures, city personnel regulations, collective bargaining agreement terms, as well as city, state & federal laws and regulations.
2. Developing policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devising and implementing effective administrative controls.
3. Implementing and evaluating compliance with the Director's training plan, and reporting the results of that evaluation to the Director.
4. Reviewing and controlling all outgoing correspondence.
5. Assisting the Director of Training as liaison with the NMDPS regarding training standards and/or requirements, and ensuring contractual agreements between the NMDPS and the Department are established.
6. Ensuring direction, discipline, administrative control, and balanced development of all training staff.
7. Reviewing and approving performance evaluations, feedback, commendations, and disciplinary recommendations.
8. Continuously providing feedback on performance and training to the training sergeants, range master, and/or Academy staff members.
9. Accounting and monitoring all expenditures, including overtime, petty cash, special training accounts, and all other spending.
10. Reviewing and making recommendations on all department training requests.
11. Ensuring documentation requests are fulfilled.
12. Attending training committee meetings and participating in all training activities, as directed.



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13. Serving as the Academy's principal subject matter expert (SME) on department organization and operations.
14. Management oversight for all department training instructors, including scheduling and providing physical assessments, physical training, basic training, and advanced training.
15. Management oversight for all curriculum development and design.
16. Reviewing all department training requests, as directed or delegated by the Director of Training.
17. Attending NMDPS Law Enforcement Academy board meetings and any other federal, state, or local meetings that could affect departmental training.
18. Serving as the Field Training Officer Commander.
19. Overseeing the Field Training Officer Program, on the job training for recruit officers and newly-promoted supervisors, and P2C evaluations. In performance of these duties, the lieutenant also:
  - a. Chairs the Field Training Officer Board;
  - b. Oversees selection and dismissal of Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants; and
  - c. Develops and instructs the Line Supervision School.
20. Identifying maintenance needs in the Academy facility and taking necessary action to make repairs.
21. Performing other such duties as assigned by the Director of Training.

C. Basic Training Sergeant

The Sergeant assigned to the Basic Training Unit reports directly to the Academy Lieutenant and is required to:

1. Supervise and manage development, delivery, updating and analysis of Academy basic training curricula, as well as verify that all instructional elements are current and complete.
2. Prepare class schedules, syllabi, and instructor assignments, as well as coordinate all cadet class functions and graduation exercises.
3. Select and assemble all required documentation for the class folder, [as described below](#).



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4. Ensure compliance with all NMDPS certification requirements for cadets.
5. Direct, motivate, counsel, mentor, support, and evaluate cadets.
6. Conduct personnel inspections of cadets and Academy staff, record and file findings, including such things as appearance, hygiene, and physical fitness. Correct any noted discrepancies or deficiencies.
7. Account for all equipment and property assigned to the Unit in semiannual property inventories. Monitor equipment issued to staff and trainees, property and equipment signed out for off-site use, and property and equipment signed in to the unit.
8. Supervise and manage the evaluation of cadets regarding academics, psychomotor skills, physical conditioning, and suitability for duty with the Department. Administer corrective action to cadets failing to achieve the minimum requirements of the Academy. Implement and monitor counseling or other necessary measures to improve cadet performance.
9. Serve as a staff instructor, as directed by the Academy Lieutenant or the Director of Training.
10. Provide counseling, personal assistance, and Employee Assistance Program referrals to staff and cadets.
11. Process all GI Bill benefits and forms.
12. Maintain an up-to-date telephone alert plan.
13. Ensure staff compliance with all department and unit standard operating procedures and instructions.
14. Identify supplies and needs for annual budget requests.
15. Identify deficiencies in policies and procedures and make recommendations for improvement.
16. Review and approve all physical training standards and requirements for cadets and ensure that they meet NMDPS requirements.
17. Continuously evaluate the activities under his or her direct responsibility. Report any significant incident, changes in curricula or instruction, all injuries, and other reportable events, as required by this SOP, to the Academy Lieutenant.
18. Supervise all Basic Training curriculum design and development through coordination with the NMDPS Law Enforcement Academy and use of its developed curricula.



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19. Participate in physical training.
20. Delegate appropriate duties and responsibilities to staff instructors.
21. Ensure compliance with Central New Mexico Community College Memorandum of Understanding concerning issues such as cadet registration requirements, curriculum, and class schedule dates.
22. Perform other necessary duties as required and as directed by the Academy Lieutenant.

D. Basic Training Instructors

Personnel assigned to the Basic Training Unit as staff instructors report directly to the Basic Training Sergeant and are required to:

1. Directly supervise, mentor, and motivate cadets.
2. Set the example and role model for trainees by maintaining a professional personal appearance and conducting themselves in a courteous and respectful manner at all times.
3. Conduct and assist with inspections of cadets for personal hygiene, appearance, and maintenance of personal equipment. Record and maintain files of findings.
4. Notify the Basic Training Sergeant of any discrepancies or deficiencies in cadet performance. Employ approved motivational measures to maintain class focus, commitment, and morale.
5. Identify and report cadet conduct or performance problems to the Basic Training Sergeant.
6. Evaluate and counsel cadets having problems with their employment and training. Notify the Basic Training Sergeant of these problems before taking any action including documenting, recording, and filing reports.
7. Serve as a staff instructor and subject matter expert (SME) in areas for which they hold an instructor certification. Prepare up-to-date lesson plans in areas of specialty and general law enforcement skills and knowledge.
8. Maintain a high level of physical fitness and participate in physical fitness training.
9. Ensure cadets complete all assignments as directed.
10. Report and document all cadet injuries to the Basic Training Sergeant.



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11. Perform other duties as assigned or directed by the Basic Training Sergeant.





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E. Squad Supervisor

1. A Squad Supervisor is a full-time officer (normally a Basic Training Instructor), below the rank of Sergeant, who is assigned to the staff of the Academy. He or she performs duties assigned by the Basic Training Sergeant, subject to the approval of the Academy Lieutenant.
2. The Squad Supervisor will monitor, mentor, evaluate, instruct, discipline, and counsel all cadets in attendance, with special emphasis on and responsibility for those Cadets who are assigned to the supervisor's particular squad. Evaluations are to be based on, but not limited to, the cadets' performance, [as specified below](#).

F. Administrative Aide – Basic Training

The administrative aide assigned to the Basic Training Unit will report directly to the Basic Training Sergeant and is required to:

1. Provide a full range of administrative support for Basic Training.
2. Assist in the creation, revision, filing, and updates of all Basic Training lesson plans, tests, quizzes and other instructional materials. Maintain Basic Training folders.
3. Prepare letters of notification for instructor assignments.
4. Prepare lists, logs, and records.
5. File material and search files for materials and/or information.
6. Work with electronic databases and applications.
7. Compute percentages, requisition costs, statistical data, and perform other simple math functions.
8. Receive, sort, and route incoming and outgoing mail.
9. Order office supplies.
10. Answer and place telephone calls, writing down telephone messages and other information. Refer caller or visitor to appropriate staff person, according to specific instructions.
11. Prepare required monthly reports.
12. Administer cadet graduation process and ceremony
13. Perform other duties as directed by the Basic Training Sergeant.



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G. FTO Training Coordinator (Sergeant)

The Sergeant assigned to the FTO Training Coordinator position reports directly to the Academy Lieutenant and is required to:

1. Supervise and monitor the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants.
2. Oversee the implementation of all training in the Field Training and Evaluation Program.
3. Maintain a current list of active- and inactive-status Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants.
4. Make assignments to move personnel from inactive to active status within the capacity limits for active status Field Training Officers, as agreed to with the City.
5. Assign recruit officers (graduated cadets completing on-the-job training requirements) to Field Training Officers.
6. Maintain files on all Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants that include Field Training and Evaluation Training records and certifications.
7. Review recruit officer Daily Observation Reports as needed.
8. Monitor the evaluation and progress of recruit officers.
9. Assist in developing all remedial training plans and retraining plans for recruit officers who are showing a pattern of non-performance on the Daily Observation Reports.
10. Ensure that documentation of recruit officer performance completed by the Field Training Officer and Field Training Area Sergeant recruit officer is in accordance with training guidelines.
11. Meet with the Field Training Area Lieutenants to ensure that recruit officer on-the-job training is progressing according to Field Training and Evaluation Program training.
12. Confer with the Academy Basic Training staff on training needs to improve cadet training.
13. Conduct field training in-services for the Field Training and Evaluation Program personnel.



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14. Conduct annual "Needs Assessments" for the future development of the Field Training and Evaluation Program.
15. Develop and instruct the Basic Field Training Officer School.
16. Conduct exit interviews with recruit officers who do not complete the program and FTOs who choose to leave the program.
17. Assist Civilian Police Oversight Agency (CPOA) members with ride-alongs and track those ride-alongs.
18. Assign, oversee, and track refresher training for officers and sworn supervisors who return to the Field Services Bureau (FSB) after a year's absence or longer from FSB.

#### H. Advanced Training Sergeant

The Sergeant assigned to the Advanced Training Unit reports directly to the Academy Lieutenant and is required to:

1. Supervise and manage development, delivery, updating, and analysis of Academy advanced, specialized, and in-service training curricula, as well as verify all instructional elements are current and complete. Prepare class schedules, syllabi, and instructor assignments. Coordinate all advanced, specialized, and in-service classes. Ensure compliance with federal and state training mandates as well as compliance with advanced, specialized, and in-service training goals.
2. Manage all Police Service Aide (PSA), Laterally-Hired Police Officer (Lateral), Citizen Police Academy (CPA), Youth Police Academy (YPA), and Prisoner Transport Unit (PTU) classes.
3. Inform department personnel of mandated classes and other available training opportunities.
4. Plan and implement the department's current advanced training requirements.
5. Manage the development, evaluation, and selection of Advanced Training instructors. Identify and select adjunct instructors who are subject matter experts (SMEs).
6. Promote continuity and legal defensibility of all Advanced Training programs through quality control and instructor development.
7. Instruct basic and advanced classes as needed.
8. Oversee Advanced Training records.



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9. Administer remedial training programs.
10. Offer applicable training for reassigned personnel.
11. Ensure that training meets accreditation standards as described in the NMDPS Training Reference Guide.
12. Develop and manage the Advanced Training curricula for Maintenance of Effort (MOE) training sessions. Manage biennial training cycle requirements.
13. Prepare applicable NMDPS paperwork for review and certification.
14. Evaluate assigned personnel and programs and document as necessary. Report any significant incident, changes in curricula or instruction, all injuries, and other reportable events to the Director of Training, through the Academy Lieutenant.
15. Participate in physical training.
16. Delegate appropriate duties and responsibilities to staff instructors.
17. Perform other duties as assigned by the Director of Training or Academy Lieutenant.

I. Advanced Training Officer

An officer assigned to the Advanced Training Unit will report directly to the Advanced Training Sergeant and is required to:

1. Act as lead instructor for advanced, specialized, in-service, PSA, Lateral, and PTU classes, as assigned. Instruct basic training as needed, including the Citizen and Youth Police Academies.
2. Prepare and organize classroom presentations.
3. Assist in the daily operations of the Advanced Training Unit.
4. Maintain and update training records.
5. Evaluate roll-call training by soliciting feedback from officers and first line supervisors and, where appropriate, examining outcomes in the field.
6. Ensure attendance of all mandated training.
7. Assist with coordinating and scheduling courses from external sources.



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8. Create or modify training content for MOE training sessions, while ensuring compliance with NMDPS mandated biennium requirements.
9. Maintain all Academy fleet vehicles utilized for Emergency Vehicle Operations Course (EVOC), Defensive Driving, and Precision Immobilization Technique (PIT) training.

J. Administrative Aides – Advanced Training

The administrative aide assigned to the Advanced Training Unit will report directly to the Advanced Training Sergeant and is required to:

1. Answer and place telephone calls, writing down telephone messages and other information. Refer caller or visitor to appropriate staff person.
2. Assist in scheduling in-service personnel for training.
3. Monitor office supplies and order supplies as needed.
4. Assist in monitoring the inventory and conduct a semiannual inventory of all Academy property.
5. Prepare training or other supporting material for copying, binding and/or collating and binding, as appropriate.
6. File Academy material for blotter, special orders, department memoranda, and wherever required.
7. Receive, sort, and route incoming and outgoing mail.
8. Post court docket for Training Division personnel.
9. Prepare lists, logs, and records.
10. Assist with Quarterly Managers' Meeting (QMM) when assigned by the Advanced Training Sergeant.
11. Prepare certificates for all completed Advanced Training classes.
12. Maintain records of concealed carry permits for retired officers, in accordance with the Law Enforcement Officers Security Act (LEOSA).
13. Assist in maintaining records for all Advanced Training.
14. Perform other duties as directed by the Advanced Training Sergeant.



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K. Firearms Range Master

The Range Master in charge of the Albuquerque Police Firearms Ranges reports directly to the Advanced Training Sergeant and is required to:

1. Manage and supervise the firearms range staff. Exercise general oversight of cadet firearms training and training for in-service personnel.
2. Enforce all range and firearms safety and security measures. Promote firearms proficiency, safety, and security throughout the Department.
3. Manage, continually inspect, and maintain the firearms ranges, associated range equipment, department firearms under his or her control, department ammunition stocks, and all accountable inventories.
4. Provide remedial instruction to in-service personnel and cadets who fail to meet minimum qualifications standards or who require assistance with handling and manipulation skills.
5. Supervise preparation and maintenance of firearms marksmanship, training, and qualification records.
6. Supervise all instruction on the use, care, and safety of firearms. Serve as instructor or safety officer as required.
7. Prepare range activity reports on Unit expenditures, work performance, and daily assignments.
8. Coordinate and schedule firearms proficiency qualifications, training, and use of the firearms ranges, Department-wide and with external agencies.
9. Prepare budget proposals and property requisitions for range operations.
10. Establish Unit firearms range goals and training needs.
11. Document and report any significant incident, injury, change in curricula, or any other reportable event to the Director of Training, through the Academy Lieutenant.
12. Perform other necessary duties as required or as directed by the Director of Training.



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L. Firearms Range Staff

Personnel assigned to the firearms ranges as staff instructors report directly to the Range Master/Range Sergeant and are required to:

1. Perform range maintenance of grounds and buildings.
2. Inspect and maintain range equipment.
3. Provide assistance to in-service personnel and cadets who require remediation or additional instruction.
4. Assist Range Master/Range Sergeant and Armorer with general duties.
5. Help prepare and maintain individual firearms qualification records.
6. Assist the Range Master/Range Sergeant by monitoring and reporting requirements for firearms, water, fuel, and office supplies.
7. Instruct in the use, care, and safety of firearms.
8. Prepare targets and the ammunition supply necessary for scheduled firearms proficiency qualification sessions.

M. External or Adjunct Instructor

APD personnel approved as external or adjunct instructors will report to their respective Academy Sergeants and the Academy chain of command, and are required to comply with the following guidelines.

1. Training notifications to external or adjunct instructors will be mailed out at least 14 days before the scheduled training, if practicable. If the instructor is unable to instruct on the date listed, he or she must contact the relevant Sergeant as soon as practical and no later than one week before the training date to permit alternate scheduling.
2. If a request is made for a subject matter expert (SME), the Sergeant will forward the request to the Academy Lieutenant. The Lieutenant will then work with the appropriate unit or division to identify a suitable SME.
3. If the assigned instructor receives training notification within 72 hours of the scheduled training date but cannot fulfill the training obligation, the responsibility for finding a replacement instructor rests with that instructor. The affected Sergeant will provide a list of certified instructors for each topic of instruction upon request. The replacement must be a certified instructor in the subject-matter area.





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4. If an instructor is injured, becomes ill, does not wish to teach anymore, or is otherwise unable to teach for a period of time, the instructor will send an interoffice memorandum to the Basic or Advanced Training Unit, whichever is appropriate. The memorandum must state the reason(s) for withdrawal and the estimated time of return, if applicable.
5. Annual refresher training for instructors will be held at the discretion of the Academy senior staff. The Advanced Training Unit will assist in researching and updating lesson plans and materials when required. The Advanced Training Unit will then organize and conduct all refresher programs.
6. External or adjunct instructors will be evaluated regularly by members of the Training Committee and/or by the Basic or Advanced Training Unit. If the instructor receives an unsatisfactory evaluation, that instructor is subject to removal from the list of approved instructors for a period not to exceed six months, at the discretion of the Academy Lieutenant or appropriate Sergeant.
7. If the instructor receives two unsatisfactory evaluations during an eighteen-month period, the instructor will be removed from the list of approved instructors for a period of one year. During this time, this instructor will not be allowed to train or attend other instructor training.
8. The Academy Lieutenant may revoke any instructor's training privileges with just cause. This decision can be appealed to the Director of Training if the external or adjunct instructor chooses to do so. Following appeal, the Director of Training's decision will be final.
9. Instructors must utilize and strictly follow the Department-approved or NMDPS-approved lesson plans in the area(s) they instruct. Additions, deletions, personal opinions, or any type of deviation from the lesson plan will not be allowed unless approved by the Academy Lieutenant with the concurrence of the Director of Training.
  - a. Lesson plans will include goals, performance objectives, a criterion test, visual aids, bibliography, and cover sheet. Lesson plans will be updated annually or as needed and are subject to review by the Training Committee at any time. The review should take place annually, if practicable.
  - b. Based on their lectures, instructors will submit draft test questions to the Advanced Training Officer, from which the final test will be developed. The test will measure the student's competency, knowledge, and ability to use skills learned in the training, as stated in the performance objectives.
  - c. All approved instructional materials will be stored at the Academy.
10. To remain in good standing as an approved instructor, instructors are required to teach at least twice a year and to attend any annual refresher training sessions for each area in which they provide training.





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11. While teaching, instructors are in charge of the classroom and of any students present. If student problems arise, the instructor will immediately contact the Academy Lieutenant or the Advanced Training Sergeant, as appropriate. Any unprofessional conduct, unsuitable attire, disrespectful speech or actions, or other misconduct can result in a student's immediate dismissal from training. Serious infractions will be reported to the student's commander for possible disciplinary action or will be referred to Internal Affairs.
12. The Academy Lieutenant will be notified whenever an external or adjunct instructor fails to appear for three instructor assignments. This instructor will then be removed from the list of approved instructors for six months. At the end of six months, the instructor will be reinstated and placed on probationary status for six months. If any additional instructor assignments are missed during this time, the instructor will be removed from the list of approved instructors for one year.
13. If an instructor is unable to train for previously-scheduled classes due to legitimate reasons, the instructor will notify the appropriate Sergeant and request that the block of instruction be reassigned. Reassigning instruction will be considered only if the new instructor has time to prepare for the classes. If the instructor who is cancelling has found a replacement, that instructor will ask the Training Sergeant if the replacement meets with the Sergeant's approval. If so, the replacement will instruct those classes.
14. All instructors and speakers from other agencies will be notified by letter 30 days before their scheduled training date. The letter will include the subject of the lecture, the date and time. Academy Sergeants will ensure speakers are notified in a timely manner. However, it is most practicable, notifications will be made by business letter, interoffice memorandum or through email.
15. Instructors are under the supervision of the Training Division while they are teaching at the Academy.

N. Wellness Unit

Personnel assigned to the Wellness Unit report directly to the Academy Lieutenant. Minimum qualifications for assignment to the Unit include a bachelor's degree in exercise science/physiology, health education, nutrition, or related field. Members of the Wellness Unit are required to comply with the following guidelines:

1. Ensure that all in-service, sworn personnel and cadets meet and maintain physical fitness standards as established by the Department.
2. Enhance the quality of life of all department personnel through education and encouragement of healthy lifestyles and conditioning.



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3. Conduct annual physical assessment evaluations of departmental personnel. Staff will also:
  - a. provide fitness counseling to officers who fail to meet department physical standards;
  - b. provide fitness counseling to all sworn personnel upon request;
  - c. design individualized fitness programs for officers failing to meet department standards or for those requesting such assistance;
  - d. monitor the progress of officers placed on individualized programs; and
  - e. monitor and validate all tests used in department physical assessment evaluations.
4. Develop, implement, and maintain the Unit physical assessment computer programs.
5. Develop wellness programs for department personnel. The Wellness Unit will develop and maintain educational programs to meet the health and environmental needs for department personnel.
6. Continually teach, evaluate, and revise the educational curricula for the following:
  - a. physical fitness training;
  - b. supplements;
  - c. blood pressure management;
  - d. CPR;
  - e. shift work adjustment;
  - f. nutrition;
  - g. stress management;
  - h. death and dying;
  - i. traumatic incidents; and
  - j. avoiding job burnout.
7. Determine the physical and health educational needs of officers by evaluating annual physical assessments, conducting internally-validated surveys, and responding to environmental and ergonomic recommendations by made City Risk Management.
8. Coordinate educational efforts with the Academy Lieutenant.
9. Utilize new health technologies to enhance the health and wellness of members of the Department.
10. Utilize health promotion interventions and health promotion publications to enhance officer well-being and reduce the risk of disease for members of the Department. Coordinate services with City of Albuquerque Employee Health.



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11. Develop, implement, and evaluate the physical fitness and health education programs for cadets, congruent with the length of the training program. This includes, but is not limited to:
  - a. personal physical fitness program development;
  - b. nutrition;
  - c. stress management;
  - d. sleep adjustment for shift work;
  - e. CPR;
  - f. first aid; and
  - g. blood-borne and airborne pathogens.
12. Conduct physical assessments for cadets, benchmarked by Cooper Institute standards and report results to Basic Training Sergeant. If necessary, develop remedial programs and provide individual counseling and fitness plans.
13. If personnel are injured, obtain and analyze on-the-job injury report(s) from City Risk Management. Wellness Unit personnel will provide a treatment recommendation(s) to appropriate department personnel and to Risk Management. Recommendations will be based on results of an analysis of the injury and will be used to develop fitness or health education interventions to aid in the prevention of future injuries.
14. Maintain the Academy physical fitness facility. Ensure that all equipment meets standards established by American College of Sports Medicine and that all equipment is in proper working order. Manage preventative maintenance and repairs.
15. Develop and distribute a Wellness for Law Enforcement manual for monthly distribution, to include topics pertinent to law enforcement fitness and wellness.

O. Recruiting and Backgrounds Unit

See the [Recruiting SOP](#) for roles and responsibilities.



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**6-1-3 Staff Rules and Procedures**

A. Department Orders

Personnel are required to review and to sign for all correspondence and other items broadcasted electronically via PowerDMS.

B. Equal Opportunity Employment

The Department and the City of Albuquerque are equal opportunity employers. No manner of disparate treatment based on sex, race, age, ethnic background, religion, or lifestyle will be tolerated.

C. Illegal Drug Use Policy

The Department maintains a zero-tolerance policy for illegal drug use. Sustained findings of illegal drug abuse will result in disciplinary action and may lead to termination of employment.

D. Fraternizing with Cadets

1. All Training Division personnel will maintain a professional relationship with cadets.
2. Sexual or romantic involvement of any kind is strictly prohibited.
3. One-on-one social interaction with cadets must be avoided.
4. Violation of this policy will provide grounds for off-site reassignment. Violations will be referred immediately to Internal Affairs.
5. Limited social contact with cadets for group social events may be permitted with prior permission from the Basic Training Sergeant and concurrence from the Academy Lieutenant.

E. Smoking and Smokeless Tobacco

1. Smoking is strictly prohibited on or around the Academy campus.
2. Cadets are prohibited from smoking or using smokeless tobacco while in uniform.
3. Instructors are prohibited from using smokeless tobacco while delivering any type of training.



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4. Smoking is strictly prohibited in all department firearms range buildings, classrooms, and other structures. Outdoor smoking or use of smokeless tobacco at the ranges is prohibited for cadets; however, for officers it is subject to the direction of the Range Master or senior Firearms Instructor in attendance.

F. Dress Code

1. Academy and Advanced Training Staff

- a. The department service dress ("Class-B") uniform, worn open collar with all required enforcement equipment in place, is the standard instructor attire at the Academy for uniformed officers. Short- or long-sleeve shirts will be worn, in accordance with the [Uniforms SOP](#). This uniform is mandatory for all Basic Training classes. Plainclothes officers instructing cadets may wear business attire, as defined in subsection b, below. Departures from this policy require advance approval from the Academy Lieutenant.
- b. Business attire for plainclothes officers is acceptable alternative instructor attire for advanced training classes. Uniformed personnel may wear business attire with prior approval from the Academy Lieutenant. Business attire is defined as coat and tie for men; and a dress, pantsuit and blouse, skirt and blouse, or dress slacks and blouse for women.
- c. Full-service uniforms or business attire may not be suitable for certain training activities. For duties necessitating rough-duty attire on the Academy premises (such as for CPR, field problems, range duty, defensive tactics, and some administrative duties), the Unit polo shirt (short- or long-sleeve) may be worn with cargo pants or battle dress uniform (BDU) trousers in khaki, tan, tundra, black, brown, or navy blue.
- d. The Academy athletic uniform will be worn when engaged in physical conditioning sessions. At the lead instructor's discretion, the athletic uniform may be authorized for defensive tactics or arrest techniques training in or around the Academy facilities.
- e. Civilian personnel must wear appropriate business or business-casual attire. Relaxed attire days may be granted at the Academy Lieutenant's discretion.
- f. The Director of Training or Academy Lieutenant may modify the dress code if necessary, due to weather, nature of instruction, or if compliance poses an undue burden on the affected officers.

2. Range Personnel

- a. The range uniform, consisting of a polo shirt with appropriate department branding and cargo or BDU-style pants in khaki or green, may be worn by range personnel when instructing at the firearms ranges.
- b. Belts and enforcement equipment will be worn as appropriate for conditions and for the applicable training.
- c. Cargo shorts in an approved color may be substituted for trousers when the air temperature is forecasted to exceed 85 degrees Fahrenheit.



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G. Correspondence

1. All outgoing correspondence will be routed through the Director of Training or the Academy Lieutenant before transmission or distribution. For maximum dispersal, all announcements for firearms qualifications, mandatory in-service training, or other training opportunities will be broadcast as memorandum in PowerDMS.
2. Support staff will maintain an electronic copy of all outgoing correspondence.

H. Equipment and Materials

1. Property inventories will be conducted twice annually at the direction of the Academy Lieutenant.
  - a. Copies of the inventories will be submitted to the Property Management Section by April 1 and October 1 each year.
  - b. The Academy Lieutenant will update the division inventory and will notify Property Management when property is received or transferred. No property will be received or transferred without the approval of the Academy Lieutenant.
  - c. A property inventory file will be maintained in the master file system at the Academy. All semiannual inventories and property transfer transactions will be retained in the master file.

I. Training Equipment Loan Program

All loans of Academy equipment will be documented in a check-out log maintained by the Training Division.

1. The approver authorizing the loan will complete the required information for the log, including the anticipated date of return.
2. When the equipment is returned, staff will note this in the log.
3. The check-out log will be used to document loans of video disks or tapes, video equipment, books, records, non-lethal training ammunition (NLTA) weapons, red/blue guns, FIST suit, or any other equipment, furniture, device, or item under the exclusive control of the Academy.
4. The Advanced Training Assistant will review the loan log each Friday morning for overdue items. If an item is overdue, the assistant will advise the Academy Lieutenant, who will take action to have the item returned.
5. Exceptions to this policy must be approved in advance by the Academy Lieutenant.



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J. Expenditures

1. All expenditures must be approved in advance by the Academy Lieutenant, who will notify the Director of Training of all purchases.
2. Before expenditures over \$500.00 will be authorized, a written request in memorandum form must be forwarded to the Director of Training via the chain of command. The request must include justification for the expenditure and the total amount of the expenditure.
3. Expenditures for general office supplies and other low-cost items that are normally ordered from the City warehouse or office services do not require a justification memorandum unless the amount exceeds \$500.00. For amounts over \$500.00, the memorandum will be attached to the standard supply requisition. The requisition will be forwarded to the Academy Lieutenant for approval via the chain of command.
4. Request for supplies, equipment, services, and contracts for service which will be purchased from the private sector or from a government agency will require a justification memorandum, regardless of the amount to be expended.
5. The Academy Lieutenant may authorize expenditures if the Director of Training is not available.

K. Firearms

1. Department sworn law enforcement personnel are required to be armed while on duty. On Academy grounds, the Director of Training has the authority to restrict access to live firearms in order to maintain a safe training environment.
2. All training firearms, less-lethal weapons, electronic control weapons (i.e. TASERS and their cartridges), less-than-lethal training ammunition firearms, MEGGIT/FATS firearms, and other simulated weapons will be clearly marked with conspicuous colors that identify these items as completely safe training weapons.
3. When mats are in place in the Academy gym, ABSOLUTELY NO LIVE FIREARMS are permitted in the room. Officers engaged in training on the mats, either as students or instructors, are responsible for safely securing their service firearms in keeping with sound firearms safety and security practices.

L. Physical Fitness Requirements for Staff Instructors

1. All sworn Academy staff and Wellness instructors will be held to a high physical standard. They are expected to be in the same or better physical condition as the cadets.





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2. For Basic Training, all sworn personnel must meet the exit physical fitness standards established by the New Mexico Law Enforcement Academy at the 60<sup>th</sup> percentile.
3. The training staff is allowed one hour during their normal work shift each day to participate in physical conditioning training.
4. Basic Training staff instructors are required to participate in physical training with cadets at the Academy, unless otherwise excused by the Academy Lieutenant.

M. Instructional Standards and Processes

1. Academy Sergeants are responsible for all instructor scheduling, subject to the review of the Academy Lieutenant.
2. Upon assignment, it is the instructors' responsibility to review prior versions of lesson plans and update material as required. This includes updating all tests or other performance measurements.
  - a. Test questions will meet or exceed learning objectives and guidelines established by the Department and/or NMDPS.
  - b. No test or quiz will be administered outside the Academy facilities, except for properly-proctored computer-based testing.
  - c. The appropriate sergeant will assign a proctor for all tests and quizzes.
3. For each iteration of a given topic of instruction, the instructor will create an appropriately-named folder containing all relevant materials. The folder must include instructor name, date of delivery, program, and other pertinent details; it must also be filed in the designated file.

4. Staff Schedule

Sergeants will promulgate weekly schedules specifying instructor assignments.

- a. To the extent permitted by personnel regulations and bargaining unit agreements, Sergeants may adjust daily reporting times to accommodate training schedules.
- b. Staff instructors may be required to work alternate hours, including evenings, nights, or weekends.
- c. Compensatory time and overtime will be granted in accordance with current department procedures.
- d. Basic Training instructors are expected to be available to work every day of the first two weeks of a newly-convened cadet class.



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5. All classroom instruction will be conducted using the instructional objectives method.
  - a. Prior to developing a lesson plan on a particular topic, course developers must submit their instructional objectives to the designated Basic Training Sergeant.
  - b. The reviewing sergeant will ensure that the course developer has established instructional objectives to sufficiently satisfy the validated course requirements set forth by the New Mexico Law Enforcement Academy. The Basic Training Sergeant will also verify that any new material is not duplicative or redundant.
6. All instructors, including external and adjunct instructors, must submit completed lesson plans to the Director of Training, through the Academy chain of command, before conducting their assigned instruction. Lesson plans will include the following elements.
  - a. Cover Sheet listing:
    - i. Title of Instruction
    - ii. Course/Class Number (if applicable)
    - iii. Time Allotted
    - iv. Target Group
    - v. Instructor's Name
    - vi. Method of Instruction
    - vii. Date of Instruction
    - viii. Date of Lesson Plan Completion or Revision
  - b. Instructional Goal
  - c. Instructional Objectives
  - d. Test Questions (multiple choice, true or false, or fill in the blank), or another method of measurement
  - e. Videos or visual aids, including instructional slides
  - f. List of equipment required for instruction
  - g. Outline of Instruction (detailed)
  - h. Bibliography (if applicable)
7. All personnel assigned a block of instruction are required to update any previously-prepared lesson plans, if they intend to reuse them.
  - a. Research for updating a lesson plan must include policy and/or procedural changes, law or court ruling changes, state-of-the-art improvements, and any other applicable modifications.
  - b. The Director of Training and/or the Academy Lieutenant will be notified immediately if there are updates to any Academy training lesson plans.



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8. Updated lesson plans will be retained electronically and paper copies will be filed for reference at the Academy. Paper copies may be distributed to interested individuals if the Basic Training Sergeant consents and endorses the intended use of the materials.
9. A copy of each lesson plan will be kept on file at the Academy in its respective class folder. The Director of Training will be consulted if any alternate method of archiving is considered.
10. All instructors must have a current instructor's certification from the New Mexico Law Enforcement Academy.
11. Prior to scheduling an instructor for his/her first class, the Academy Lieutenant will ensure the instructor has current instructor's certification and will review the instructor's disciplinary history to ensure the instructor exhibits behaviors and work history that support constitutional policing.

N. Use of Academy Facilities

1. Any department-related use of Academy facilities requires an advance reservation. Cadet classes take priority over all other uses.
2. Any scheduling conflicts that cannot be resolved between the scheduling parties will be referred to the Academy Lieutenant for resolution.
3. The classroom reservation calendar will be maintained by the Advanced Training Unit.
4. Only Advanced Training personnel and the Academy Lieutenant are authorized to make classroom reservations. Staff will make notes on the reservation calendar indicating the name of the course, dates of use, the classroom that will be reserved, and the person's name making the reservation.
5. Immediately after reserving a classroom, the staff member who reserved the room will notify the Academy Lieutenant and the Advanced Training Sergeant of the reservation.
6. Any external requests, from within the Department or from a non-APD agency, requesting use of the classroom at the firearms range or the driving track must be made in writing to the Range Master or Range Sergeant. Authorization for use of the classroom and other range facilities will be made by the Range Master or Range Sergeant with the approval of the Academy Lieutenant.



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**6-1-4 Basic Training Standards and Operations**

The primary goal of all Basic Training activities conducted by the Albuquerque Police Department is to equip Police Cadets with the required knowledge, skills, and abilities to succeed as Albuquerque Police Officers, as required by the State of New Mexico and the APD Standard Operating Procedures Manual.

A. New Mexico Department of Public Safety (NMDPS)

1. The Director of Training will act as the Department's liaison with the NMDPS. The Director of Training will remain informed and current regarding all matters associated with the core curriculum mandated by the NMDPS and the Law Enforcement Academy. The Director will regularly inform the Chief of Police concerning all Basic Training issues, through the Deputy Chief, Special Services Bureau (SSB).
2. The Director of Training will closely communicate with the Director of NMDPS in administering all training contracts and other agreements between the Department and NMDPS.
  - a. The Director of Training will ensure that the Chief of Police, Deputy Chief (SSB), Legal Department, and Chief Administrative Officer review any contracts or agreements prior to execution.
  - b. Once a contract or other agreement is executed, a copy will be retained in the Training Division files. The Director of Training will transmit executed copies of contracts and agreements to NMDPS, as required.

B. State Certification

1. The Basic Training Sergeant is responsible for completing the following certification requirements, as mandated by NMDPS:
  - a. Copies of the syllabus and basic curriculum will be submitted to NMDPS thirty days prior to the convening date of a cadet class.
  - b. A letter from the Chief of Police requesting approval of the syllabus and basic curriculum will be submitted six weeks prior to the convening date of a cadet class.
2. The following documents will be retained in the class folder for NMDPS certification:
  - a. A list of firearms scores for each cadet.
  - b. File forms for first responder.
  - c. File forms for defensive driving course.
  - d. Weekly test, quiz, inspection, and physical assessment scores.
  - e. Graduation certificates.
  - f. High school diplomas or equivalent.



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g. Radar/Laser certification documents.

C. Attendance Required

Cadets are required to attend Basic Training and must successfully complete the entire program before being administered the oath of office. If a cadet misses any instructional hours for an emergency or approved cause, they must make up those hours with an Academy instructor. If there is an extended leave of absence (40 or more hours), the Director of Training will evaluate the availability of instructors to provide make-up training and the need of the cadet to start with a new Academy class. Additionally, cadets must successfully complete all firearms training and pass the mandatory NMDPS qualification courses at the conclusion of their firearms training in order to graduate.

D. Stress Awareness

The Department Basic Training Program is robust and challenging. The pressures can accumulate on a cadet, requiring all Academy personnel to be alert for signs of excessive stress. Basic Training instructors must be prepared to provide peer counseling to any cadet exhibiting emotional or psychological difficulty. If the situation warrants, cadets must be referred to the Employee Assistance Program or to the department's Behavioral Science Division for professional assistance.

E. Cadet Conduct and Discipline

1. All Academy staff members are authorized to enforce all instructions, rules, regulations, or directions issued by the Director of Training, the Academy Lieutenant, the Basic Training Sergeant, or the Squad Supervisors. This enforcement includes immediate, on-the-spot intervention for matters involving safety, professionalism, or integrity. Examples of appropriate corrective action include:
  - a. A written essay or research project on a specific topic in the curriculum.
  - b. Resubmitting work that was improperly completed.
  - c. Additional law enforcement instruction.
  - d. Other measures as described below.
2. Basic Training instructors have wide latitude in applying corrective action. Methods used, however, must be approved by the Basic Training Sergeant. To be clear, corrective action is not considered discipline or adverse action and therefore is not subject to appeal.
3. The type and amount of corrective action administered should be commensurate with the severity of the infraction. Corrective action must positively enforce correction of a particular specific conduct or performance issue.



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4. Corrective action will be administered according to the Squad Supervisor's assessment of the most effective method to achieve the desired learning outcome.
5. Certain violations of department rules, regulations, or procedures, and/or Academy rules and regulations may be sufficiently severe to warrant dismissal from training. Since successful completion of the Academy is required for service with the Department as a police officer, this dismissal will most often result in the cadet's termination of employment with the City of Albuquerque.
  - a. In the event that such a violation occurs, the Squad Supervisor will submit a memo to the Basic Training Sergeant outlining the infraction, date, time of occurrence, and other relevant information.
    - i. Squad Supervisors will be responsible for taking immediate corrective action for minor infractions enacted by any cadet, regardless of squad assignment. In the event a Squad Supervisor corrects a cadet who is not assigned to his or her squad, this Squad Supervisor will notify the cadet's assigned Squad Supervisor of the infraction, date and time of occurrence, and resulting correction.
    - ii. All infractions and resulting corrective action must be noted in detail on the aforementioned Critical Event Log. The Squad Supervisor who observed and handled the incident, regardless of squad assignments, will be responsible for this documentation.
  - b. The Basic Training Sergeant will submit a memo to the Academy Lieutenant describing the facts and circumstances of the alleged violation.
  - c. The Academy Lieutenant will forward the memo to the Director of Training and include an endorsement with a recommended course of action.
  - d. The Director of Training will review all documentation and make a final determination whether dismissal from the Academy is warranted.
6. One of many important instructor roles is that of leader and motivator. Leading by example is expected of all Academy personnel. Although a command voice is often appropriate in the Basic Training environment, foul language and screaming are not effective methods of motivation and will not be used. Deliberate attempts to humiliate or undermine the confidence of cadets are counterproductive. Motivational methods authorized for use by Basic Training instructors are limited to the following:
  - a. Group physical training which conforms with the cadets' normal conditioning practices, including squad runs with cadence and calisthenics approved by the Wellness Coordinator.
  - b. Advice and verbal corrections, delivered in a professional manner.
  - c. Collective class activities in which cadets volunteer to participate, subject to approval of the Basic Training Sergeant.



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- d. Application of induced scenario-based stress (using performance-based tasking adapted from any approved lesson plan).
  - e. Appropriate and innovative corrective measures, subject to review of the Basic Training Sergeant.
7. Cadets will be assessed continuously on all aspects of their performance and conduct while attending the Academy. Specific performance criteria are located [here](#).
  8. Basic Training staff members will document a cadet's behavior or performance problems on an Academy Charge Sheet. The charge sheet will be used to document all aspects of cadet performance and behavior.

F. Basic Training Administration

1. A class folder will be created for each cadet class. The class folder will contain all correspondence associated with it. Certification forms, which will be mailed to NMDPS upon completion of the class, will also be maintained in the class file.
2. Upon completion of Basic Training, the Basic Training Administrative Aide will compile the class notebook.
3. The Academy will maintain a training folder for each cadet. A cadet's training folder will include cadet evaluations, requests for leave (City form P-30), injury reports, and any correspondence concerning that cadet.
4. Training folders will be maintained by the Training Division.
5. Training folders and background investigation folders for cadets who resign or are terminated will be maintained in the department Payroll/Personnel office.
6. The Training Division will maintain a file of all instruction delivered to each class. Associated material for each class will be electronically stored in the Basic Training folder at the Academy.

G. Preparing for a Cadet Class

1. When a cadet class is authorized, the Director of Training will inform the Academy Lieutenant of the proposed convening date.
2. Upon notification, the Academy Lieutenant, working with the Basic Training Sergeant, is required to complete the following preparatory steps:
  - a. At least 30 days prior to the class convening date, transmit a complete schedule and syllabus to the NMDPS for approval.





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- b. Transmit the proposed schedule to the Range Master or Range Sergeant so that he or she can coordinate activities and plan night qualifications.
- c. Begin preliminary long-range planning for graduation ceremonies.
  - i. Set date
  - ii. Consider proper venue
  - iii. Check availability of Chief and Mayor or CAO
- d. Notify Property Management of equipment requirements.
- e. Notify external and adjunct instructors 30 days prior to class convening date.
- f. Hold briefings for cadets who have been selected after medical clearance is received.
- g. Schedule cadet orientation two weeks prior to class convening date.
- h. Reproduce all class handouts.
- i. Provide prospective cadets with the Cadet Handbook and necessary SOPs, in person, by US mail, or through email, no later than ten days prior to the class convening date.

#### H. Instructor Preparation Requirements

To maintain the highest standards of professionalism, Academy instructors are required to conform to the following:

1. Provide a complete lesson plan, including instructional course objectives (two copies required).
2. Cite specific sections of the department standard operating procedures, statutes, case law, or other references which directly support the block of instruction.
3. Meet the instructional objectives specified in the lesson plan for each block of instruction.
4. Explain how metrics (such as exams, quizzes, observation) measure objective criteria for each instructional element in the lesson plan. (See subsection I below.)
5. Submit the lesson plan to the Basic Training Sergeant for review, approval, and filing. It will then be used as the principal instructor resource for the specified training until canceled, replaced, or superseded.

#### I. Testing and Other Metrics

1. Metrics will be developed for all training presented at the Academy or presented by Training Division personnel.





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2. Written tests should be constructed of multiple choice, fill-in-the-blank, and true or false questions. The questions must directly address the specified instructional objectives.
3. Tests will be administered to cadets as determined by the Basic Training Sergeant. The results of each test will be posted on the bulletin board outside the training classroom.
4. The Basic or Advanced Training Sergeant will review all tests before they are administered.
5. The original copy of the test results will be filed in the class folder.
6. After a test is administered, training staff will conduct a test review for the students. Correct answers will be identified and any ambiguous or faulty questions will be discussed. Poorly-worded or inaccurate questions (defined here as questions which more than half the class answers incorrectly) will be discarded and the test results will be adjusted accordingly.
7. Graded practical exercises (scenario-based exercises) will be measured against a set of performance standards established by the respective training sergeant. These standards will be described on a checklist or scoring sheet, which will also serve as an inventory of observable performance objectives. Practical exercise performance checklists or scoring sheets will be added to each cadet's training file and will be factored in to the cadet's Academy standing, as described [below](#).
8. Academic Standards for Cadets
  - a. Cadets must maintain at least an 80% average to be considered in good academic standing. The academic average of a cadet will be calculated using cumulative test scores only. A combination test and quiz cumulative average will be used along with other performance averages to rank cadets for class standing at the end of the Basic Academy training.
  - b. Scenario-based training will be conducted at the end of each phase of training. Cadet performance in these graded practical exercises will be calculated in the same fashion as a written test score and will be used in both academic average and overall class standing calculations.
  - c. Cadets falling below an 80% average, but no lower than a 70% average, will be placed on academic probation. Cadets on academic probation will receive written notification describing the specific area(s) in which they are deficient. The cadet will be counseled on a weekly basis and will be required to submit additional assignments designed to correct the identified deficiencies, as directed by the Squad Supervisor.
  - d. Any cadet who falls below a 70% average at any time during the Academy may be subject to dismissal, based on a determination by the Director of Training.



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- e. Any cadet who fails four written tests or quizzes during Basic Training will be dismissed, as described [below](#).



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J. Cadet Attire Specifications (from Section 7.8(A) of the Cadet Handbook)

1. Trousers

- a. Trousers will be navy blue, 100% polyester, wash and wear, straight legs without cuffs. Western-style pockets are preferred; if western pocket-style trousers are not available, standard slant (1/4 top) pockets are authorized.
- b. Trousers will be pressed with sharp creases, front and rear.
- c. The rear bottom of the trouser leg will be midway between the heel and top of the shoe. There will be no break in the front crease when standing at attention.

2. Shirt

- a. The cadet shirt is 65% polyester, 35% cotton in a poplin weave, light blue in color, long sleeve, with plain, peaked pockets. Shirt must have military creases, shoulder epaulets, and a badge tab. Buttons have a light blue tint. Acceptable brands are [Elbeco style #P878-3](#), or an equivalent shirt by another manufacturer, although the color must match the Elbeco color.
- b. The shirt will be neatly pressed.
- c. Shirts will be tailored for the individual so they are moderately snug when worn over body armor.
- d. An Albuquerque Police Academy cadet patch will be sewn over (covering) the badge tab located directly above the left breast pocket.
- e. Name tags will be worn on the right breast pocket flap with the upper edge ¼ inch below the flap border. The name tag will be silver in color, post type. The name tag will be inscribed with first and middle initials and last name.
- f. A black crew neck tee shirt will be worn under the cadet uniform shirt.
- g. Female cadets must wear a bra (conventional or athletic) under the tee shirt.

3. Socks

- a. Socks will be black and must be replaced when faded.
- b. Polyester, cotton, or any blended fabric is acceptable.

4. Shoes

- a. Shoes will be leather, black lace-type, low quarter with plain toes. No boots will be worn.
- b. Shoes will be completely shined.
- c. The use of liquid polish is prohibited.
- d. Patent leather or glossy plastic shoes are prohibited.



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5. Tie

- a. A black clip-on tie will be worn with the cadet uniform at all times.
- b. The knot will be a neat Windsor. Large, bulky knots will not be permitted.
- c. The tie will be a minimum of 2½ inches wide at its narrowest point and no more than 3½ inches wide at its widest point.
- d. A tie bar clasp, silver in color, no design, will be worn with the tie. It will be centered between the third and fourth buttons, counting down from the collar button.

6. Hat

- a. The hat will be the Lancaster-style with a detachable or fixed cover of navy blue wool-blend fabric.
- b. The side bands will have one-eighth inch royal blue piping above and below the silver band. The silver band will be removed from the hat while training as a cadet.
- c. The hat bill will be black patent leather.
- d. The hat will be worn for graded inspections, for times when the cadet is outside the Academy building (excluding while at the firearms range), or at the direction of the staff.

7. Jacket

- a. There are two jackets approved for cadet use.
  - i. The first is the #1770 duty "Ike"-style short jacket without zippers. The second is the #1775 waist-length with side zippers. Jackets must be dark navy blue and are available from Spiewak.
  - ii. The jacket shall be either the short length or waist length with a split waistband to allow for side vent zippers. There shall be a split front and back, two-way zipper under a double fly front, permanent epaulets, and two 2-way inverted pleated pockets. The sleeves shall be three pieces to form a box armhole to allow maximum freedom of movement and shall have access zippers for emblem customization without penetrating the lining. The shell will be waterproof and breathable. The jacket will feature a fully removable liner with a non-pilling fleece body and nylon sleeves. The liner will be fully insulated with 100 gram Thinsulate. The liner shall attach with two front zippers and snaps at the neck and each cuff.
- b. The jacket will be prescribed for wear at the discretion of the Academy staff.
- c. When worn, the jacket will be closed up to the third button of the shirt.
- d. Nametags will not be worn on the jacket.



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8. Gloves

- a. Clean, white cotton gloves must be available at all times.
- b. The gloves will be worn for inspection, drill, other formations, and other times when directed by a member of the Academy staff.
- c. Gloves must be long enough so no skin will show between the glove and the shirtsleeve cuff while standing at the position of attention.

9. Gun Belt and Accessories

- a. Upon issue, the duty gun belt and accessories are required wear each day, unless directed otherwise by the staff.
- b. Leather gear must be polished and shined.
- c. The use of liquid polish is prohibited.

10. Range Uniform

- a. Cadets are required to have a range uniform available each day, regardless of schedule.
- b. The range shirt must be black, long sleeve, battle dress utility (BDU) or equivalent.
- c. Range trousers must be black, BDU or equivalent.
- d. Range footwear must be black boots, military-style, or similar tactical style. Boot shaft must be high enough to cover the ankle, at minimum.
- e. Headgear will be a black "Boonie"-type floppy, without logo or branding. Range headgear will be worn only at the firearms range or when otherwise directed by the Academy staff.
- f. A black wool cap and the approved jacket may be worn during inclement weather or if otherwise directed by Academy staff.

11. Civilian Attire at the Academy

- a. When directed to report in civilian attire, cadets will conform to the business dress standards specified above.
- b. Dress shoes or dress boots are authorized with civilian attire.
- c. Carrying concealed deadly weapons while in civilian attire is prohibited.

12. Gym Uniforms and Equipment

- a. The warm weather or indoor physical training uniform consists of the following items:
  - i. Solid black short sleeve tee-shirt, with cadet's name (first initial, then last name) placed four inches below the collar, centered on the back portion of the black tee-shirt, in two-inch block iron-on letters, white in color.



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- ii. Solid black athletic shorts, the style being mesh and lined, 100% nylon, with black stretch (spandex) type shorts worn under the black mesh shorts.
- b. The cold weather physical training uniform will consist of a navy blue sweatshirt, long sleeve, and navy blue sweat pants.
  - i. The cadet's name (first initial, then last name), will be placed four inches below the collar, centered on the back portion of the blue sweat shirt, in two-inch block iron-on letters, white in color.
  - ii. The entire warm weather P.T. uniform will be worn at all times under the cold weather uniform.
  - iii. Black gloves and/or a black watch cap may be worn during inclement weather or at the direction of the staff.
- c. White socks will be worn during all physical training activities.
- d. During physical training, all cadets will report in the same approved uniform combination.
- e. Male cadets must wear athletic supporters during physical training. Female cadets may wear a body suit under their gym gear; they will wear a support athletic bra or conventional bra during physical training.
- f. Cadets will wear only rubber-soled shoes, designed for distance running.
- g. Last name only will be printed on the back edge of the sole of both shoes, using a black permanent marker pen.
- h. Wrestling shoes are required during defensive tactics and other similar training elements.
  - i. Wrestling shoes will be black in color with the exception of logos or insignia.
  - ii. Non-athletic shoes are not permitted on mats.
- i. Gym gear will be in good repair at all times. If any item is torn or damaged during a class, the cadet will repair or replace it before the next physical training class.
- j. Gym gear may be worn home if physical training classes are held during the final hour of the class day or if authorized by Academy staff.
- k. Gym gear must be worn while traveling to the Academy when physical training classes are scheduled at the beginning of the class day.
- l. Gym gear will be brought to the Academy daily, regardless of the schedule.
- m. Gym gear will be washed after each physical training session.
- n. Gym gear will not be left in lockers overnight. It must be cleaned every day.



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### 13. Uniform Wear Guidelines for Cadets

- a. Unless otherwise directed, cadets may not wear the cadet uniform while traveling to and from the Academy.
- b. Cadets will not wear the uniform while shopping or off-duty.
- c. Cadets will not conduct business away from the Academy campus in uniform without advance permission from a staff member.
- d. Cadets are specifically prohibited from wearing the cadet uniform, or any part of the uniform, off-duty. This includes rough-duty and physical training gear.
- e. A full cadet service uniform must be brought to the Academy daily, regardless of schedule.

### K. Personal Grooming Standards for Cadets

1. Hair will conform to Academy rules and regulations for both male and female cadets.
2. Male cadets' hair will be cut extremely short and even. A number 2 clipper cut is recommended. Cadets will be clean-shaven every morning. No mustaches, sideburns, or beards of any type will be permitted.
3. Female cadets' hair will be cut in a manner so it will not extend beyond the bottom of the cadet uniform shirt collar. The sides of the hair will be styled in such a way as to prevent it from being blown into the face. This may be achieved by a short cut and/or with subdued flat black barrettes or clips on the sides. The hair shall be styled so that it does not cover any part of the face.
4. Fingernails will be short and clean.
5. Cadets are required to maintain personal hygiene under all conditions
6. Violations of any inspectional standard will require on-the-spot correction and may result in other corrective measures, as determined by the Basic Training Sergeant. Squad Supervisors will provide counseling and guidance, as needed.

### L. Cadet Inspections

1. Regularly-scheduled inspections will be announced in advance, and all cadets will be notified of the requirement to appear in the prescribed uniform.
2. Squad supervisors will inspect the cadets and document their findings on approved inspection sheets. Standards described [below](#) will be assessed.
3. Cadets will be required to review the documented findings and to sign the completed inspection sheet.



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### M. Cadet Performance Standards

1. Cadets will periodically receive written tests covering instruction received in preceding weeks. Cadets will be given a numerical score on the tests, with 100% representing the total possible score.
  - a. Cadets will also be given several quizzes covering the SOPs, 10-code, city and traffic codes.
  - b. At the end of Basic Training, test scores will be combined to comprise 60% of the cadet's overall final grade.
  - c. Cadets will participate in physical training and will be evaluated daily. Physical training will represent 15% of the cadet's final grade.
  - d. Class standings will be based on the outcomes calculated from the cadets' weekly tests, physical ability assessments, inspections, and firearms qualification scores.
2. Firearms Standards
  - a. Each cadet will receive numerical scores for participation in firearms training. Qualification scores will be weighted as 15% of cadets' final grade.
  - b. Firearms Simulator Training
    - i. This unit of instruction will assess cadet performance in use-of-force decision making. The cadet will be evaluated regarding choice of weapon, proper judgment, tactics, verbal commands, weapon control, and other forms of decision making under realistic conditions. Simulation scenarios will include interaction with armed and unarmed individuals.
    - ii. All cadets must successfully complete Firearms Simulator Training, and receive a satisfactory instructor assessment prior to graduation.
3. Physical Conditioning Training Standards
  - a. Every cadet must achieve a high level of physical fitness while attending the Academy. Research has demonstrated that when a law enforcement officer's lifestyle is committed to health and fitness, he or she is far less susceptible to heart attack, injury, sickness, and on-the-job stress.
  - b. Cadet physical conditioning training will be conducted approximately four days a week.
  - c. The physical conditioning training program will include group fitness exercise, individual fitness programs, fitness and nutrition lesson plans, and methods for monitoring and testing each cadet.





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d. Physical Fitness Program Procedures

- i. Lesson plans and daily schedules will be developed before each class convenes. The instructor(s) will follow the original schedule and lesson plan as closely as practicable.
  - ii. At no time will the conditioning class will exceed the limits established by the Wellness Coordinator.
  - iii. Cadet fitness levels and progress will be evaluated four times during Basic Training. Results will be documented using scoring forms. The evaluation scores will be averaged to arrive at a final score. Cadets failing to attain a minimum 70<sup>th</sup> percentile score, according to Cooper standards adjusted for age and gender, will participate in remedial training until achieving the 70<sup>th</sup> percentile fitness level.
  - iv. Without regard to scores in other areas or the cadet's total fitness score, the cadet must achieve passing scores in the 1.5 mile run, 300-yard sprint, and confidence (obstacle) course, in accordance with NMDPS requirements.
  - v. If a cadet fails to achieve a qualifying score on the 1.5 mile run, 300-yard sprint, and/or the confidence (obstacle) course, he or she will be placed in remedial training and tested again in four weeks, or as otherwise directed by the Wellness Coordinator. Upon passing, the cadet will continue in Basic Training.
  - vi. If the cadet fails to achieve a qualifying score in the three above areas, a written notice of failure will be sent to the Director of Training, Academy Lieutenant, and Basic Training Sergeant. The cadet will continue remedial training and will again be tested four weeks later. If a second failure results, the Basic Training Sergeant will report the failure to the Director of Training, through the Academy Lieutenant. The Director of Training will determine whether the cadet will be permitted to continue Basic Training or will be dismissed as described [below](#).
- e. Cadets failing to participate in physical conditioning training sessions due to injury, illness, or other absence will receive a failing grade for any missed sessions. This failing grade will be provided to the cadet in writing. The cadet will have two weeks in which to make up the missed physical training activity. The cadet must find sufficient time for the make-up session(s). After completing the make-up session(s), the failure notification will be amended to reflect completion of the assignment.
- f. Any cadet accumulating ten missed conditioning sessions without making them up is subject to dismissal for nonparticipation.



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4. Benchmarks

- a. Cadets will be continuously assessed on all aspects of their conditioning, conduct, and performance while enrolled in Basic Training. Specifically, the training benchmarks noted below are subject to assessment. The results of all assessments will be documented in accordance with Academy procedures.
- b. Notebooks
  - i. Content
  - ii. Neatness
  - iii. Spelling
  - iv. Grammar
  - v. Organization
- c. Physical Abilities
- d. Firearms
  - i. Knowledge
  - ii. Maintenance and cleaning
  - iii. Performance
  - iv. Marksmanship proficiency
- e. Driving Skills
  - i. General knowledge
  - ii. Emergency operations
  - iii. Pursuit
  - iv. Defensive
  - v. Documentation
    - a) Content
    - b) Proper format
    - c) Neatness
    - d) Spelling and grammar
- f. Defensive Tactics & Arrest Techniques
  - i. Handcuffing
  - ii. Expandable and straight batons
  - iii. Hand-to-hand
  - iv. Retention skills
- g. Scores on weekly tests and law enforcement officer certification examination



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h. Quiz Scores (10-Code and Field Services SOP)

- i. Class notes
- ii. Classroom notes to be written in blue ink
- iii. Correction fluid or erasable ink prohibited
- iv. Final notes to be typed or hand written in black ink
- v. Final notes to be submitted on the following day
- vi. Squad supervisors to evaluate final notes for
  - a) content
  - b) neatness
  - c) spelling and grammar
  - d) sentence structure
  - e) proper outline format

i. Cadet uniform and personal appearance will be evaluated on an APD Uniform Inspection Form, to be completed by the Squad Supervisor and Basic Training Sergeant. The Squad Supervisor is required to include comments on each cadet's evaluation form. The elements evaluated include the following:

- i. Uniform hat - clean and free of lint
- ii. Uniform shirt
  - a) pressed and clean
  - b) free of loose threads or seams ("Irish pennants")
  - c) proper location, position, and appearance of patches
  - d) tailored and tucked properly
  - e) free of lint
  - f) tie position and cleanness
  - g) polished tie bar
  - h) name tag position
  - i) buttoned pockets
  - j) no items in pockets
- iii. Uniform trousers
  - a) pressed and clean
  - b) length
  - c) buttoned and empty pockets
  - d) Free of loose threads or seams ("Irish pennants")
  - e) free of lint
- iv. Socks – black, clean, not sagging
- v. Shoes - highly polished, no evidence of excessive wear
- vi. Leather gear
  - a) Black basket weave duty belt (polished)
  - b) Black basket weave under-belt (polished)
  - c) Equipment property positioned on belt



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- j. Service Sidearm and Shotguns
  - i. Clean and properly lubricated
  - ii. Free of surface corrosion
  - iii. Properly assembled and configured for duty (less ammo)
  
- k. Hygiene and Other Personal Standards
  - i. Hair: proper length, clean, groomed (in accordance with the Basic Training Cadet Handbook)
  - ii. No jewelry
  - iii. No make-up
  - iv. Closely shaved
  - v. No body odor (shower required daily)
  - vi. Clean teeth
  - vii. Posture
  - viii. Clean hands and fingernails
  
- l. Squad Supervisors will regularly evaluate cadets' general attitude during the Academy as it relates to his or her abilities to perform police work. Negative as well as positive behaviors must be documented. Observed behaviors subject to evaluation include, but are not limited to:
  - i. Military bearing
  - ii. Courtesy
  - iii. Anxiety
  - iv. Initiative
  - v. Assertiveness and confidence
  - vi. Leadership
  - vii. Honesty
  - viii. Compliance with direction
  
- m. All evaluation forms will become part of the cadet's Academy personnel training file.
  
- N. Remedial Training
  - 1. The Academy will provide remedial training for cadets who fail to achieve specific training objectives.
  - 2. The training will be scheduled as directed by the Basic Training Sergeant, subject to the approval of the Academy Lieutenant.
  - 3. Cadets who fail to meet the minimum NMDPS or department requirements and who fail to successfully complete remediation may be terminated from the Academy.



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O. Dismissal of Cadets from the Academy

1. The goal of the Basic Training program is to prepare cadets to serve as police officers by providing them with the knowledge, skills, and abilities required for the job. Cadet dismissal from training will be thoughtfully considered and exercised only when it is clear that the cadet cannot meet established requirements for graduation.
2. Upon arrival at the Academy, each cadet will be provided with a copy of the Cadet Handbook. The Handbook provides cadets with an overview of the requirements for their performance and conduct while enrolled at the Academy.
3. Dismissal from training may be justified for any of the following:
  - a. Serious or repeated violation of APD or Academy rules, regulations, and/or procedures.
  - b. Failure to achieve required levels of proficiency in firearms, expandable or straight baton, defensive tactics, scenario-based training, driving, and other required skills.
  - c. Failure to achieve established academic standards.
4. Procedures for dismissal from the Academy are established below:
  - a. The Squad Supervisor or staff instructor will assemble all documentation of the cadet's performance and conduct and, together with a memorandum addressing the documentation, present the packet to the Basic Training Sergeant with a recommendation.
  - b. The Basic Training Sergeant will also prepare a memorandum with recommendation to the Director of Training, through the Academy Lieutenant, including all pertinent documentation of the cadet's performance and conduct.
  - c. The Director of Training will confer with the Deputy Chief, Special Services Bureau, on the decision to retain or dismiss the cadet. The Deputy Chief will instruct the Director of Training to prepare additional formal correspondence, if required.
  - d. If warranted, the Director of Training will dismiss the cadet, giving him or her written notification of this decision. In some circumstances, the cadet may be permitted to resign in lieu of dismissal. This option is the sole province of the Director of Training. If the decision is made to retain the cadet, the Basic Training Sergeant will work with his or her staff to develop a thorough performance improvement plan for the cadet.
  - e. Upon dismissal, the following check-out process will apply:
    - i. The Basic Training Sergeant will personally notify the cadet that he or she is dismissed from the Academy. The Academy Lieutenant will advise the Director of Training when this notification is made.



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- ii. If practicable, before out-processing begins, the cadet will meet with the Director of Training, the Academy Lieutenant, and the Basic Training Sergeant for formal notification of dismissal or acceptance of resignation. The correspondence described below will be provided to the cadet at this meeting.
  - iii. If the cadet has elected to resign in lieu of dismissal, he or she will write a letter or memorandum to the Chief of Police explaining why he or she chose to resign. This correspondence will be placed in the cadet's Academy folder. An electronic copy of the correspondence will be forwarded to APD Personnel/Payroll and to the Deputy Chief, SSB.
  - iv. The Director of Training will provide the cadet who was dismissed or who resigned with a written memorandum expressing the reason(s) for dismissal or accepting the resignation, as appropriate. The memorandum will express whether the dismissal or resignation is with or without prejudice, if appropriate. The memorandum will also state that the cadet will be provided with the opportunity to review all materials used in the decision to dismiss or to accept the resignation. This correspondence will be placed in the cadet's Academy file. An electronic copy of the correspondence will be forwarded to APD Personnel/Payroll and to the Deputy Chief, SSB.
  - v. An Academy staff member will be assigned by the Academy Lieutenant to out-process the cadet who was dismissed or who resigned. All returnable equipment and other accountable materials must be surrendered before out-processing is considered complete. Failure to comply with the return procedures may result in withholding the cadet's final paycheck, or if serious, in a referral to Internal Affairs to initiate an investigation.
- f. The training folder of the cadet who was dismissed or who resigned be forwarded to APD Personnel/Payroll once out-processing is complete.

P. Cadet Class Schedule

1. The Basic Training Sergeant is responsible for all Basic Training scheduling requirements.
2. All NMDPS minimum standards will be scheduled and completed prior to the administration of the Law Enforcement Officer Certification Exam (LEOCE).
3. The Range Master or Range Sergeant will be included in planning for range scheduling, firearms training, proficiency qualifications, and any updated firearms requirements. The range supervisor shares responsibility with the Basic Training Sergeant for the enforcement of firearms training standards.
4. As training commitments permit, one hour per week will be allotted for cadet administrative time. This time may be used for additional testing, review, remedial training, or for additional unscheduled content.



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5. All cadets will be scheduled for at least 40 hours of driver's training. Certified driving instructors will provide the training.
6. A minimum of four hours of review and preparation will be scheduled for the LEOCE.
7. Upon completion, copies of the Basic Training schedule will be distributed as follows:
  - a. Director, NMDPS
  - b. Deputy Chief of Police, Special Services Bureau
  - c. Director of Training
  - d. Academy Lieutenant
  - e. Basic Training Sergeant
  - f. Firearms Range Master and Range Sergeant
  - g. Basic Training staff instructors
  - h. Basic Training Administrative Aide
8. Changes to the class schedule will be documented on the master schedule maintained by the Basic Training Administrative Aide. Updates will be provided to the director of NMDPS.

Q. On-the-Job Training (Ride-Along Program)

1. Periodically, cadets will be required to ride along with experienced APD officers as part of their on-the-job training. This assignment is a requirement for successful completion of the Albuquerque Police Academy.
2. Shift and area assignments will be made at the discretion of the Basic Training staff.
3. Dates and watch will be coordinated with F.T.O. Coordinator.
4. The cadet will be under the direct supervision of the assigned police officer until the tour of duty is completed.
5. Any illness, injury, emergency, or other situations requiring immediate attention shall be reported to the Basic Training staff.
6. Cadet duties will be determined by the assigned police officer. These duties will consist of routine police patrol functions.
7. Cadets will take notes on their tour of duty and include any comments or questions pertaining to their assignment. These notes will be submitted to the Basic Training staff upon completion of the assignment.





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8. Cadets will prepare formal reports documenting their activities and submit them to the Basic Training staff upon completion of the assignment.

R. Preparing for Cadet Graduation

1. Determine Class Ranking

- a. Cadets are ranked according to their overall standing at the Police Academy. Each cadet's overall standing is determined by weekly tests and quizzes, firearms, physical training, and inspections. These areas of training are weighted as follows:

i. Tests	40%
ii. Quizzes	20%
iii. Firearms	15%
iv. Physical training	15%
v. Inspections	10%

- b. Cadet class rank will determine seniority. Seniority of cadets who have previous City service will be calculated separately, in accordance with City Human Resources guidelines.

2. Reserve and confirm graduation venue.

3. Confirm and contact a guest speaker, if requested by the Chief of Police. Contact and confirm all guest speakers and presenters.

4. Prepare certificates of graduation.

5. Prepare APD identification cards. Deliver the cards to APD Personnel/Payroll.

6. Direct cadets to payroll office for identification photographs. Deliver completed identification cards to cadets during graduation week.

7. Contact Property Management and arrange for issue of badges and key cards.

8. Obtain duty ammunition. Deliver ammunition to cadets on graduation day.

9. Confirm updated list of attending dignitaries, such as City Councilors, Police Oversight Board members, law enforcement and community leaders and inform the Chief's office.

10. Distribute invitations.

11. Contact and confirm participation of a judge who will administer the oath of office.



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12. Transmit a department-wide graduation announcement.
13. Notify the chaplain of date of graduation.
14. Prepare programs.
15. Contact Criminalistics for graduation pictures.
16. Notify the Public Information Officer and collaborate on writing a news release.



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## 6-1-5 FIELD TRAINING AND EVALUATION PROGRAM

### A. Program Requirements

1. At the completion of their Academy training, recruit officers and lateral officers will participate in on-the-job training (OJT) with field training officers, which will be conducted for at least 16 weeks (640 hours).
2. Recruit and lateral officers will train with at least three different FTOs, working in multiple area commands and during various shifts.
3. New Field Training Officers and Field Training Area Sergeants shall receive at least 40 hours of initial supervisory-level training and annual eight-hour in-service training in the following areas:
  - a. Management and supervision.
  - b. Constitutional and community-oriented policing.
  - c. De-escalation techniques.
  - d. Effective problem-solving techniques.
4. The Field Training and Evaluation Program shall maintain the necessary staffing to appropriately train recruit officers and lateral officers.

### B. Goals

1. The primary goal of the Field Training and Evaluation Program is to develop recruit officers who have successfully completed the academic portion of their training, and to provide on-the-job training to ensure officers are capable of performing as independent officers.
2. The Field Training and Evaluation Program will supervise and manage its field training program to ensure that new officers develop the necessary technical and practical skills required to use force in accordance with APD policy and applicable law. The field training program should reinforce, rather than circumvent, the agency's values, core principles, and expectations on use of force and engagement with the community. Field Training Officers should demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

### C. Objectives

1. Train and guide the recruit and lateral officers to apply their academic knowledge and to analyze field situations in the performance of their duties.
2. Identify recruit and lateral officers who meet the requirements of a solo beat officer and who successfully complete on-the-job training.



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3. Identify recruit and lateral officers who fail to meet the minimum requirements of a solo beat officer and either extend their training or dismiss them after unsuccessful remediation.
4. Identify and train qualified officers to function as Field Training Officers.
5. Evaluate Field Training Officers on their ability to train and evaluate recruit and lateral officers.

D. Responsibilities and Evaluations

1. Field Training Coordinator

A sergeant who full time supervises and monitors the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants.

The field training coordinator will distribute surveys to all recruit and lateral officers to receive anonymous feedback regarding the quality of recruit or lateral officer's field training. The feedback will include the extent to which their field training was consistent with what they learned in the Academy, suggestions for changes to Academy training, based upon their experience in the field training program and the overall effectiveness of the program. The field training coordinator shall review the feedback. The coordinator will handle feedback that is directed at particular instructors or field training personnel by direct communication with such personnel, using counseling or other methods as appropriate. The coordinate will compile feedback for trends and programmatic suggestions and present the data to Field Training Officer Board for consideration.

2. Field Training Officer Board

A board of the Academy lieutenant (Chair), field training coordinator (non-voting), the director of the Academy, each active field training area sergeants, and one active field training officer for each field training area sergeant, voted and approved by the rest of the board. The board monitors and develops the Field Training and Evaluation Program, including performance of new graduates and feedback from current participants and exit interviews of former participants, and provides recommendations to the Chief of Police or his designee.

The board will discuss different options to address feedback from recruit and lateral officers and the merits for making changes to the program based on this feedback. The discussion and reasons for taking or not taking action with respect to such feedback will be documented in the board's minutes.



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3. Field Training Area Lieutenants

Monitors all Field Training Area Sergeants, Field Training Officers, and recruit and lateral officers assigned to their command. The field training area lieutenants are field service bureau lieutenants assigned as field training area lieutenants as a secondary duty.

4. Field Training Area Sergeants

Monitors all Field Training Officers and recruit and lateral officers within their assigned area. The field training area sergeants are field service bureau sergeants assigned as field training area sergeants as a secondary duty.

5. Field Training Officer (FTO)

Trains, evaluates, and mentors recruit and lateral officers to become solo beat officers in accordance with the Field Training Guide. Field training officers are field service bureau officers assigned as field training officers as a secondary duty.

6. Qualifications to Become a Field Training Officer

- a. Four years' non-probationary status
- b. No suspensions within the previous two years, not counting first accident suspension
- c. Disciplinary history contains no incident or pattern that would undermine the FTO's ability to set a positive example
- d. Presently assigned to Field Services Bureau – uniform patrol
- e. Commitment to constitutional policing, ethics, and professionalism through their actions while performing their normal duties

7. Evaluation and Retention

- a. Field Training personnel shall immediately notify their Field Training Evaluation Program chain of command when any disciplinary action is taken or is pending against them.
- b. A Field Training Officer may be removed from the program by the Chief of Police, or his designee, or upon the recommendation of the Field Training Officer Board, in accordance with the Field Training and Evaluation Program operational manual.
- c. The Field Training Officer Board may recommend removal of a Field Training Officer if they determine the Field Training Officer has not satisfactorily performed his or her duties as a Field Training Officer, and/or as a police officer, or has failed to take training courses required to stay in the program.



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- d. A Field Training Officer may be removed from the program as a result of disciplinary action based on conduct, either on or off duty, which may reflect unfavorably on the Field Training and Evaluation Program.
- e. The decision of the Chief of Police or his designee to remove an officer from the Field Training and Evaluation Program shall be final.

8. Recruit Officer and Lateral Officer

- a. The recruit officer and lateral officer will enter the Field Training and Evaluation Program and will adhere to the field training guidelines and procedural manual. During this period, the recruit officer and lateral officer will:

- i. Be trained and will demonstrate proficiency in the duties of a solo beat officer; and
- ii. Be evaluated in accordance with the Field Training Guide.

- b. Responsibilities

- i. The Recruit or lateral officer will make their Field Training Officer aware of any problems, personal or professional, that will have an effect on their job performance.
- ii. The recruit or lateral officer will follow the standard operating procedures of the department.

- c. Remediation/Extension/Dismissal

- i. A recruit officer or lateral officer who has failed to meet the minimum performance standards in any phase of training will be given remedial training, will serve an extension phase, or will be dismissed.
- ii. Failure to meet the minimum performance standards of on-the-job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.
- iii. The Chief of Police or his designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.

- d. Completion of Training

Under no circumstances shall any recruit officer or lateral officer be released early from on-the-job training.

E. On-the-Job Training Requirements

- 1. Detailed program procedures are contained within the Field Training and Evaluation Program Operational Manual.



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2. Field training officers must complete a Daily Observation Report for each shift. This applies to OJT for recruit officers, lateral officers, returning officers, and refresher training.
  3. The Field Training Area Sergeants will be responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.
  4. Training deficiencies may be noted by anyone in the recruit's chain of command.
  5. Field Training Officers are not authorized to wear civilian clothes while working with recruit officers.
  6. The recruit officer Training Guide will be maintained by the Field Training Officer Coordinator.
  7. Separations or reassignments for more than three days will be coordinated through the Field Training Area Sergeant.
    - a. Recruits will not take any leave of absence during their on-the-job training (such as birthday and vacation). Leave for exigent circumstances must be approved through the recruit's chain of command.
    - b. The recruit's on-the-job training will be extended to make up any missed time.
- F. Sworn Personnel Returning to Field Services Bureau, Uniformed Patrol
1. Officers and sergeants returning to uniformed patrol after an absence of one year or more must complete refresher training.
  2. The refresher training must be completed with a qualified officer of equal rank. For example, a returning sergeant will complete refresher training with a sergeant in Field Services.
    - a. The length of time that the officer or sergeant was absent from the field will determine the amount of time to be spent in refresher training. If the separation from field services was:
      - i. one year but fewer than two years, refresher training will last for two weeks;
      - ii. two years but fewer than three years, training will last for four weeks; and
      - iii. three or more years, training will last at least four weeks. Length of time will be determined by the Chief of Police or his designee.



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- b. Refresher assignments will be determined by the Field Training Officer Coordinator.





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3. Officers Returning to Sworn Status with APD (currently certified)
  - a. Officers who are returning to sworn status with APD and who have been separated for one year or longer must successfully complete, and be released from, on-the-job (OJT) training with a certified Field Training Officer. The length of an officer's OJT will be determined as follows.
    - i. for one year but fewer than two years of separation, OJT will last for four weeks
    - ii. for two years but fewer than three years of separation, OJT will last for eight weeks
  - b. Release from the OJT requirement must be approved by the Field Training and Evaluation Program chain of command.
  - c. Daily Observation Reports will be completed for returning officers during this time.
  - d. If the returning officer requires remedial training, refresher training will be extended by two weeks to address any deficiencies noted by the FTO.
4. Newly-Promoted Sergeant and Lieutenant Training
  - a. Before newly promoted personnel may assume solo performance duties at the rank of sergeant or lieutenant, they must successfully complete a Field Training and Evaluation Program for their designated rank. Prospective sergeants and lieutenants will be evaluated in accordance with the Field Training Guide.
  - b. Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of sergeant will receive 40 hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.



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**6-1-6 ADVANCED TRAINING**

APD is committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The Advanced Training Unit is responsible for the scheduling, developing, and delivering of advanced, specialized, and in-service training for all APD personnel, as well as to external agencies when directed. The advanced training will include courses required by New Mexico state statutes and the New Mexico Department of Public Safety (NMDPS) Training Division.

Department in-service training programs, commonly referred to as Maintenance-of-Effort (MOE), are governed by the provisions of this SOP.

A. Annual Training (also known as NMDPS biennium training requirements)

1. Annual training will be conducted on an on-going basis throughout each calendar year. The annual block training, roll call training, and specialized schools are designed to fulfill the state-mandated training requirements.
2. Attendance is mandatory for all sworn personnel.
3. Personnel are required to observe and conform to all applicable Standard Operating Procedures and Administrative Orders while in training.
4. Officers will be scheduled by their supervisors. Their scheduled training dates must be sent to the DA Liaison to avoid conflicts between training requirements and court obligations.
5. All scenario-based training will include instruction on supervisory roles and responsibilities. Depending on the enforcement scenario presented, supervisory actions to be taken before, during and after the event or action will be demonstrated.
6. Annual MOE training developed by the Advanced Training Unit will include instruction on topics mandated by NMDPS, APD or other authorities. At a minimum, the following required courses will be presented at the frequency specified.
  - a. Use of force policy and use of force legal updates – annually
  - b. Electronic control weapons and devices (i.e., TASER) – annually
  - c. Bias-based profiling – annually
  - d. Dealing with mental illness – annually
  - e. Constitutional law refresher – annually
  - f. Procedural justice for police officers – annually
  - g. Ethics – biennially
  - h. Less lethal weapons and weaponless self-defense – biennially



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7. MOE training may include such additional topics as:
  - a. CPR/first aid,
  - b. driving,
  - c. chemical agents,
  - d. Intoxilyzer,
  - e. firearms,
  - f. expandable and straight baton,
  - g. defensive tactics and handcuffing, and
  - h. street survival.
8. The Advanced Training Sergeant is responsible for staffing all training sessions with currently qualified instructors. The Advanced Training Sergeant is also responsible for all reports related to advanced training delivery.
9. Officers failing to appear for any scheduled training must make up the missed training within the next four training sessions.
10. Rescheduling missed training is the responsibility of the officer affected and requires supervisory approval.
11. The Advanced Training Unit will complete a list of personnel who failed to attend an assigned training course. The lists will be transmitted to the appropriate Commander with an action copy to the appropriate Deputy Chief of Police.
12. Officers on injured in the line-of-duty (ILD) status will be excused from any training that impacts medically-imposed restrictions. ILD officers must provide a memorandum to the Advanced Training Sergeant, through their chain-of-command, documenting their status. The correspondence must include a leave request (City form P-30), signed by the officer's physician, indicating restrictions and/or physical limitations. Upon release from restrictions, officers must complete all mandated training that was missed.
13. Officers from other agencies may ask to attend APD advanced training. The requesting agency must transmit a letter to the APD Chief of Police for approval of a training quota.
14. Every element of instruction will be supported by an approved lesson plan. All learning objectives will be measured. Metrics will include written tests or quizzes, proficiency scores, graded practical exercises, and student skill demonstrations.
15. The Advanced Training Section of the Academy shall maintain complete and accurate records of all training provided to sworn personnel. This shall include copies of curriculum or lesson plans, course materials, presentations, handouts, attendance records, assessment tools, evaluations, and instructors.



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B. Specialized Unit and Area Command Training

1. Upon request, the Advanced Training Unit will assist any APD bureau, area command, or specialized unit in the design, development, and delivery of training. The Advanced Training Unit will also assist specialized units in obtaining required training from external sources. The Advanced Training Unit will also assist or coordinate any required remedial training at the request of a commander.
2. Recently-assigned personnel who report to specialized units must be scheduled for required training within thirty days of reporting, or as specified by the officer's commander. The training will be coordinated with the Advanced Training Sergeant. This training includes, but may not be limited to, the following courses.
  - a. SWAT
  - b. K-9
  - c. Horse-Mounted Unit
  - d. Metro Traffic
  - e. DWI
  - f. CIT
  - g. Aerial Support Unit
  - h. EOD
  - i. SRO/G.R.E.A.T.
  - j. Basic Training Unit
  - k. Advanced Training Unit
  - l. Background Investigations
  - m. Firearms Range
  - n. Criminalistics Inspections (Detective, Crime Scene Specialist, Field Evidence Technician)
  - o. Identification Records Unit
  - p. Communications (Dispatcher, 911 Operator, NCIC Operator).
3. Training for specialized unit personnel may include:
  - a. Knowledge, skills, and abilities particular to the specialization.
  - b. Unique management, administration, supervision, personnel policies, and support services.
  - c. Department policies, procedures, rules and regulations.
  - d. Supervised on-the-job training.

C. Roll Call Training

1. Roll call training is a structured system of training that occurs during shift or unit briefs. It supplements the annual MOE and other in-service training. As practicable, material will be delivered by distributed learning technologies such as APD's PowerDMS application.



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2. Roll-call training may include legal updates, changes in policies and procedures or other topics as directed by the Chief of Police.
3. The Advanced Training Unit will assist in the design, development, and delivery of roll-call training, as directed.

D. NMDPS and Other External Training Programs

1. NMDPS training programs offered to APD personnel will be announced by department memorandum and electronically distributed through PowerDMS. Such announcements will include the following items:
  - a. Date, time, and location of the training
  - b. Type and/or subject matter of the training
  - c. Criteria for attendance (eligibility)
  - d. Special instructions and deadline for necessary application forms
2. Applications for NMDPS-sponsored training will require the following:
  - a. NMDPS Advanced Training Application form (DPS form A-42)
  - b. Chain-of-command concurrence (noted on application)
  - c. Deputy Chief approval for out-of-town travel
3. Final approvals for requested training will be made by the division/area commander or deputy chief, as appropriate. The division commander or deputy chief will document his or her approval by completing the "Agency Head" section of the form.
4. Requests for other non-APD training will be subject to funding availability and command approval. The Director of Training must clear all APD external training requests. Requests involving out-of-town travel require advance approval from the responsible bureau's Deputy Chief of Police.

E. Advanced Training Documentation

1. The Advanced Training Unit is responsible for recording an individual's completed training. This includes maintaining and updating an individual's training records.
2. Advanced training records will be calculated on a one calendar year period (January through December). The records will be compiled in two-year cycles, to coincide with NMDPS biennial training requirements.
3. The Advanced Training Sergeant exercises supervisory responsibility for all Advanced Training Unit records, whether electronic or on paper.



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4. Each employee will provide training certificates to the Advanced Training Unit after completing external training. The employee is required to update his or her training file on an annual basis. Every APD employee is entitled to review his or her own training record and obtain photocopies of any of the contents.
5. Direct access to training files will be limited to Academy staff personnel only. All other access requests will be forwarded to the Academy Lieutenant or the Director of Training.
6. Training files and related information will not be released to the public, to other departmental personnel, or to any external agency or individual unless the request is reviewed and approved by the Academy Lieutenant or the Director of Training. Court orders for training information will be immediately forwarded to the Academy Lieutenant or the Director of Training. The only exception is for direct requests from Internal Affairs, which has full and unrestricted access to all Training Division records.
7. Advanced Training lesson plans will be filed in the Advanced Training Unit. They will be retained until cleared for destruction or deletion by the Director of Training.
8. Advanced Training class records will include the instructors' name, names of students attending, the course title, the date of delivery, and performance measurement results. Records will be retained indefinitely and stored in the Advanced Training Unit.
9. Unless excused through official channels, APD personnel are required to attend assigned training courses. At the conclusion of a scheduled annual training cycle, the Advance Training Sergeant will provide the Academy Lieutenant with a list of personnel who failed to appear (FTA) at scheduled courses. The Academy Lieutenant will transmit the FTA list to the appropriate Commander with an action copy to the Deputy Chief of Police.
10. Personnel unable to attend scheduled advanced training must notify the Advance Training Unit two weeks in advance so that alternative dates can be arranged.
11. Personnel failing to achieve a qualifying score of 70% on any written examination, test, or quiz that does not require certification will receive remedial instruction. The applicable performance measuring tool will then be re-administered. This process will repeat until a passing score is achieved.
12. Personnel failing achieve a qualifying score of 70% on any written examination, test, or quiz that does require certification will be rescheduled to repeat the training. Within twenty-four hours after completing the training, the performance measuring tool will be re-administered.



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13. If a second failure occurs, the participant's certification for the tested skill will be withdrawn. The Director of Training will notify the affected Deputy Chief of any such withdrawals. Upon request, the Academy Lieutenant will coordinate additional training with the appropriate Commander.

F. Community Outreach Programs

1. The goal of APD's community outreach programs is to continuously improve relationships through education. The Advanced Training Unit is responsible for oversight and management of the Citizens' Police Academy (CPA), the Youth Police Academy (YPA), and other related programs and projects. A program manager from the Academy staff will be assigned to administer each program.
2. The Advanced Training Sergeant has supervisory responsibility for both the Citizens' Police Academy and Youth Police Academy.
3. Each CPA or YPA class will convene with up to 40 candidates.
4. On the first day of each Academy, the Director of Training will invite the Mayor and Chief of Police to delivery opening remarks.
5. Sessions of the CPA are scheduled on Tuesdays and Thursdays from 1800 to 2100 for the twelve-week duration of the program.
6. Training handouts and other classroom materials will be produced and distributed at the discretion of the CPA/YPA program manager, using Training Division resources. Materials are subject to the review and approval of the Basic Training Sergeant.
7. The CPA/YPA program manager is responsible for taking attendance and enforcing Academy rules and regulations.
8. College credit is available for CPA attendance from the Central New Mexico Community College (CNM). Students must enroll with the college before the program to be eligible for credit.
9. Participants will not graduate if they miss more than two CPA/YPA sessions. Make-up opportunities in future classes will be coordinated by the program manager.





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**6-1-7 FIREARMS TRAINING UNIT**

The Firearms Training Unit is responsible for firearms training and periodic proficiency qualifications for all department armed personnel. Additionally, the unit will develop new firearms training programs, train cadets in the use of firearms, enforce firearms safety, inspect and repair firearms, and maintain firearms records.

A. Firearms Training and Qualification

1. Range personnel will develop and recommend firearms programs for department approval.
2. All firearms programs will be approved by the Academy Lieutenant. All periodic proficiency qualification sessions must meet or exceed NMDPS requirements.
3. The Academy Lieutenant or designee will schedule all firearms training and qualification programs, no later than 30 days in advance of the program start date. After schedules have been distributed, the Advanced Training administrative assistant will complete individual scheduling.
4. All personnel are encouraged to wear body armor during all periodic proficiency qualifications sessions. During scenario-based training elements, personnel may be required to wear their complete assignment-based uniform and all specified duty equipment.
5. Range personnel may direct qualifying officers to utilize voice cues and verbal commands during qualification and other live-fire sessions. Verbal orders include such verbal cues and commands as "he's got a gun," "put down the gun," "stay right there," and "police, show me your hands."

B. Development of New Firearms Training Programs

1. Range personnel must remain current with developments in firearms training and technology.
2. Range personnel will submit lesson plans for all firearms and firearms-related training and classroom instruction to the Academy Lieutenant for review and approval.

C. Cadet Firearms Training

1. Cadets and lateral officers are required to meet or exceed the firearms requirements mandated by NMDPS.
2. Range personnel will provide performance scores and evaluations for each cadet to the Basic Training Sergeant.



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3. Range personnel are solely responsible for administration of corrective action to cadets during firearms training. Corrective action will be administered so that it accomplishes approved learning objectives.

D. Firearms Range Safety

1. Every person present at the range will share responsibility for firearms safety. All present are required to call out any safety concerns or violations immediately.
2. Only Range personnel or designated instructors are permitted on the firing line with the shooters during training and qualification sessions.
3. Range personnel will enforce all range safety rules.
4. Range personnel will report maintenance or safety needs to the Range Master.
5. The Range Master, Academy Lieutenant, and Director of Training will be notified immediately of any injuries, accidental/unintentional discharges, or other mishaps at the Firearms Range.
6. All personnel are required to wear safety glasses and ear protection when in the vicinity of live fire.
7. Range personnel are required to obtain hearing tests annually.

E. Firearms Inspection and Repair

1. Range personnel and supervisors may inspect any firearm used on the range.
  - a. Any firearm judged unsafe will be immediately withdrawn from service and will not be used or fired.
  - b. Departmental firearms in need of repair or maintenance will be referred to the department armorer.
  - c. Repairs to authorized personally-owned firearms are the responsibility of the owner.
  - d. The department armorer is responsible for repairing or referring department firearms elsewhere for repair. The department armorer will keep a record of all repairs and maintenance completed on department firearms.

F. Firearms Records

1. Firearms records will be created and maintained for every armed department employee. All training and proficiency qualification scores will be documented in the approved Training Division recordation system. Each record will include the officer's name, firearm make/model/caliber/serial number, date of qualification, and scores/results.



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2. All Firearms Range requests and correspondence require the approval of the Academy Lieutenant.
3. Lesson plans will be maintained for all training and qualification programs. The Academy Lieutenant will approve training and qualification courses in advance.
4. The Range Master will notify the Advanced Training Sergeant of those personnel who fail to appear or who fail to qualify in mandatory training or a proficiency-qualification course.
5. The Range Master will provide the Academy Lieutenant with a list of all participants and their scores at the conclusion of each annual training or qualification. Upon receipt, these results will be recorded in the Academy's automated recordation system.