



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-7

Effective: 01/14/16 Review Due: 01/14/17 Replaces: 05/20/15

8-7 REPORT REVIEW UNIT

8-7-1 Policy

It is the policy of the Unit to enter, cancel, clear, modify, and validate information into the FBI National Crime Information Center, New Mexico Law Enforcement Telecommunications System (NCIC/NMLETS).

8-7-2 Rules and Responsibilities

- A. Report Review is operational 24-hours a day, seven days a week.
- B. Supervisor
 - 1. The Report Review Supervisor shall supervise and direct the activities of the Report Review staff by the provisions outlined in the Department SOP manual, FBI NCIC/NMLETS manual, FBI UCR guidelines, and Unit policies and procedures.
 - 2. The Supervisor of the Report Review Unit is directly responsible for the proper supervision for the Unit's efficiency and the overall harmony of its personnel.
 - 3. Duties
 - a. Annotate, update, and maintain a training file folder for each unit employee.
 - b. Screen and schedule prospective employees for interview;
 - c. Assignment of training and to evaluate all new employees immediately after they are hired, review evaluations at the end of the training period and initiate action to remedy any work problems;
 - d. Approve all requests for leave of absence;
 - e. List work priorities, which are to be followed on all work completed in the Unit;
 - f. Keep the Report Review manual updated so employees may refer to it when necessary;
 - g. Design and maintain productivity and management reports;
 - h. Maintain NCIC Terminal Agency Coordinator certification and recertify every two years.
- C. Senior Police Record Technician (Lead Operator)
 - 1. The Senior Police Record Technician is assigned the duty of training new employees on the equipment, duties, NCIC, and procedures of the Unit; however, senior operators will share in these training responsibilities. When new duties are initiated, a Senior Lead Record Technician may be requested to compose instruction sheets for the use of his/her co-workers.



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2. Duties

- a. Ensures all records about the Report Review Unit is kept up-to-date, and that the Unit as a whole runs as smoothly as possible.
- b. Monitors personnel assigned to the Unit.
- c. Assists in the scheduling of work hours, days off, and leave to ensure Unit coverage.
- d. Checks all NCIC entries, cancellations, modifications, and validations.
- e. Keeps the Report Review Unit supervisor advised of any problems.
- f. Perform other duties as assigned.
- g. Maintain NCIC certification and recertify every two years.

D. Police Records Specialist

1. The Report Review Police Record Specialist is responsible for receiving and properly processing all incoming reports.
 - a. These reports are processed in accordance with the rules of the Uniform Crime Report, the NCIC/NMLETS Operational Manuals as well as Department and Unit procedures.
 - b. Reports are received, reviewed, and processed for the following agencies: Albuquerque Police Department, Bernalillo County Sheriff's Office, Albuquerque Aviation Police, and the Albuquerque Fire Department.
2. Maintain NCIC certification and recertify every two years.