

CIVILIAN POLICE OVERSIGHT ADVISORY BOARD (CPOAB)

BOARD AGENDA

Thursday, July 10, 2025 at 5:00 PM
Vincent E. Griego Chambers

Zander Bolyanatz, Board Chair
Aaron Calderon, Board Vice-Chair
Eduardo Budanauro, Board Member
Rowan Wymark, Board Member
Diane McDermott, Executive Director, CPOA
Ali Abbasi, Deputy Director, CPOA

Members Present:

Zander Bolyanatz, Chair
Aaron Calderon, Vice Chair
Eduardo Budanauro
Rowan Wymark

Members Absent:

Others Present In-Person:

Diane McDermott, CPOA
Ali Abbasi, CPOA
Gabe Remer, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA
Kelly Mensah, CPOA
Robert Kidd, Independent Counsel
Lindsey Rosebrough, City Attorney
Chris Sylvan, City Council
Deputy Chief, George Vega APD
Cmdr. Scott Norris, APD
Cmdr. Sean Waite APD
Cmdr. Henry Landavazo, APD
Cmdr. Ryan Nelson, APD
Deputy Cmdr. Michael Gardner, APD Academy
Jeffery Bustamante, ACS
Sue Flynt, Appellee

Others Present via Zoom:

Dr. Ty Olubiyi, CCO
Douglas Feierman, CPOA

Meeting Minutes

- I. Welcome, Call to Order and Roll Call.** Chair Bolyanatz called the regular meeting of the Civilian Police Oversight Advisory Board to order at approximately 5:01 p.m., and a roll call of members present was taken. Members Bolyanatz, Budanauro, Calderon, and Wymark were present.
- II. Pledge of Allegiance.** Chair Bolyanatz led the Pledge of Allegiance.

III. Approval of the Agenda

- a. **Motion.** A motion was made by Chair Bolyanatz to move the appeals before the Serious Use of Forces cases, and move agenda item XI to XII. Member Budanauro seconded the motion. The motion was carried by a unanimous vote.

For: Bolyanatz, Budanauro, Calderon, Wymark

IV. Review and Approval of Minutes.

For more information about minutes from prior Civilian Police Oversight Advisory Board meetings, please visit our website here:

<https://www.cabq.gov/cpoa/police-oversight-board/police-oversight-board-agenda-meeting-minutes>

- a. June 12, 2025
 1. Each board member was provided a website link to review the draft minutes from the Civilian Police Oversight Advisory Board's regular meeting on June 12, 2025.
 2. **Motion.** A motion was made by Chair Bolyanatz to approve the minutes as written. Vice-Chair Calderon seconded the motion. The motion was carried by a unanimous vote.

For: Bolyanatz, Budanauro, Calderon, Wymark

V. Public Comment

- a. Ernest Apodaca (*See attached Public Comment Sign-in Sheet*)

VI. Reports from City Departments:

- a. APD
 1. **Use of Cell-Site Simulator Technology** – *Deputy Chief George Vega*
 - i. Deputy Chief George Vega presented on APD's Use of Cell-Site Simulator Technology. (*See attached PowerPoint Presentation*)
 2. **Internal Affairs Professional Standards (IAPS)**– *Commander Ryan Nelson*
 - i. A document titled *APD Internal Affairs Professional Standards (IAPS) Division Monthly Report, June 2025*, was distributed to CPOA Board members electronically. (*See attached IAPS Report*)
 - ii. Commander Ryan Nelson provided a verbal report on Internal Affairs open and completed cases in June 2025, mentioning that the average

completion time was 59 days and highlighted the highest policy violations.

3. Internal Affairs Force Division (IAFD)– Commander Scott Norris

- i. The APD Monthly Use of Force Report for June 2025 was distributed electronically to CPOA Board members. (*See attached IAFD Report*)
- ii. Commander Scott Norris provided a verbal report detailing the number of use-of-force cases categorized by area command and noting the highest area commands for use-of-force. He also reported on demographics related to use-of-force incidents, mentioning that the report includes incidents involving individuals who were under the influence of drugs or alcohol.
- iii. Commander Norris stated that incidents involving a show of force will continue to be monitored. He added that the Department will keep reviewing those cases to ensure the show of force is appropriate for the situation, and that the process is currently under review by the City Attorney.

b. ACS- Jefferey Bustamante, Deputy Director

1. ACS Deputy Director for Policy and Administration, Jeffrey Bustamante, reported during the meeting on several topics: calls for service, the locations of the ACS Safety Center, the summer of non-violence events and outreach efforts, and the final drive-in movie event at Balloon Fiesta Park.

c. City Attorney- Lindsey Rosebrough, Managing Attorney

1. Managing Attorney Lindsey Rosebrough provided a verbal brief that the Court Approved Settlement Agreement (CASA) was dismissed with prejudice and that the City filed a motion to dismiss the City of Albuquerque from the McClendon v. City of Albuquerque Settlement.

d. City Council- Chris Sylvan, Council Services

1. Chris Sylvan provided an update on applicants for the vacant CPOA Board member appointment.

e. Community Policing Council (CPC)- Kelly Mensah, Community Engagement Manager

1. Community Engagement Manager Kelly Mensah reported on CPC advertisements on local television stations, audio technology issues, swag for CPC members, youth member initiatives, and a review of the CPC Ordinance.

f. Mayor's Office- Doug Small, Director of Public Affairs

1. No one from the Mayor's Office was present.

CPOA– Diane McDermott, Executive Director

2. Executive Director Diane McDermott verbally reported on CPOA complaint intakes, case assignments, APD commendations, the signing of the MOU between the CPOA and APOA, SWAT Board training, CPOA staffing updates, in-person Officer interviews, and the promotion of CPOA Data Analyst Gabe Remer to Policy Analyst.
3. **CPC 010-25 Non-Concurrence Memo.** For more information about non-concurrence memos received by APD's Office of Police Reform, please visit our website here: <https://www.cabq.gov/cpoa/case-outcomes/chief-of-police-non-concurrence-letters>.
 - i. Ms. McDermott provided her assessment for CPC 010-25 non-concurrence from APD, noting that the CPOA disagreed with the non-concurrence. (*See attached Non-Concurrence Memo for CPC 010-25*)

VII. Appeal

a. CPC 172-24

- i. Hearing on CPC #172-24
 1. Independent Counsel Robert Kidd reviewed the rules and procedures that the Board and the appellee will follow during the hearing process.
 2. Appellee Sue Flynt was provided 15 minutes to present her case.
 3. CPOA Executive Director McDermott was provided 10 minutes to speak.
 4. APD Commander Sean Waite was provided 10 minutes to speak.
 5. No APD officer was present.
 6. Appellee Sue Flynt was provided 5 minutes to speak.
- ii. CLOSED SESSION pursuant to Section 10-15-1(H)(3) NMSA 1978, excluding deliberations by the CPOAB in connection with an administrative adjudicatory proceeding from the requirements of the NM Open Meetings Act.

1. **Motion.** A motion was made by Chair Bolyanatz that the Board convene into closed session as authorized by the administrative adjudicatory proceedings exception to the open meeting act for a limited purpose of discussing the matters presented in CPC #172-24. The motion was seconded by Member Budanauro. The motion was passed unanimously.

For: Bolyanatz, Budanauro, Calderon, Wymark

*****Closed session discussions on administrative adjudicatory proceedings for CPC #172-24 began at 6:33 p.m. and the meeting reconvened at 6:55 p.m.*****

2. **Motion.** Chair Bolyanatz made a motion to come out of deliberation. Vice Chair Calderon seconded the motion. The motion was passed unanimously by the following roll call vote:

For: Bolyanatz, Budanauro, Calderon, Wymark

3. Vice Chair Calderon read into the record that during deliberation for CPC 172-24 the Board determined that the appellant did not meet the criteria for modification to the ruling of the CPOA and for the reason that she did not meet the 3 criteria's by legal counsel prior and that the Board affirm and uphold the findings of the Civilian Police Oversight Director.
4. **Motion.** Vice Chair Calderon made a motion to uphold and affirm the findings of the Civilian Police Oversight Agency Director for CPC 172-24. Chair Bolyanatz seconded the motion. The motion passed by the following roll call vote:

For: Bolyanatz, Budanauro, Calderon, Wymark

*****A dinner break began at 6:58 p.m. and the meeting resumed at approximately 7:30 p.m.*****

VIII. Serious Use of Force Case:

a. APD Case #24-0039795 – Rowan Wymark

1. Member Wymark gave a verbal overview and summary of Serious Use of Force (SUOF) APD Case #24-0039795, noting that overall force used was reasonable, minimal, and necessary.

2. Deputy Director Ali Abbasi stated that the CPOA agreed with the IAFD findings, noting that the use of force was reasonable, minimal, and necessary. He also noted that the IAFD identified other conduct issues and that APD handled them appropriately.
3. Chair Bolyanatz facilitated Board member feedback on the SUOF Case #24-0039795.
4. **Motion.** A motion was made by Chair Bolyanatz that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Force Division Investigation for APD Case #24-0039795. The motion was seconded by Member Wymark. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

b. APD Case #24-0058826 – Zander Bolyanatz

1. Chair Bolyanatz gave a verbal overview and summary of Serious Use of Force (SUOF) APD Case #24-0058826, noting no policy violations were identified.
2. Deputy Director Ali Abbasi provided his review of SUOF APD Case #24-0058826, noting that the CPOA agreed with IAFD findings.
3. Commander Norris provided his review and discussed the use of 40-millimeter strikes as a deadly force, stating that the use of force was not analyzed under the deadly use of force policy.
4. Chair Bolyanatz facilitated Board member feedback on the SUOF Case #24-0058826.
5. **Motion.** A motion was made by Chair Bolyanatz that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Force Division Investigation for APD Case #24-0058826. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

IX. Officer-Involved Shooting Case:

a. APD Case #24-0009062 – Eduardo Budanauro

1. Member Budanauro gave a verbal overview of Officer-Involved Shooting (OIS) Case #24-0009062.

2. Deputy Director Ali Abbasi provided a thorough review of OIS Case #24-0009062, noting that the cause of death was a self-inflicted gunshot wound. Mr. Abbasi also mentioned that a misconduct investigation was initiated and appropriately handled by APD, noting a training referral was initiated; however, the CPOA could not determine if the training was completed.
3. Commander Norris reiterated that issues with the tactics were caused by poor supervision during the critical incident. He noted that the training cited by CPOA Deputy Director Ali Abbasi had been completed.
4. Chair Bolyanatz facilitated feedback from Board members, and the Board had no policy recommendations for OIS Case 24-0009062.
5. **Motion.** Chair Bolyanatz made a motion that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Force Division Investigation for APD Case #24-0009062. The motion was seconded by Member Budanauro. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

b. APD Case #24-0029624 – Aaron Calderon

1. Vice Chair Calderon gave a verbal overview of Officer-Involved Shooting (OIS) Case #24-0029624, noting that all the findings were in accordance with IAFD.
2. Deputy Director Ali Abbasi provided his review of OIS Case #24-0029624, noting that the tactics utilized elevated risk factors. He also noted two misconduct investigations were initiated and handled properly within the APD, and stated a training referral was initiated, but the CPOA could not determine whether the training was completed.
3. Commander Norris noted that APD concurred with the Deputy Directors' observations and explained the logistics of the tactics utilized. He also noted that the IAPD had conversations with the division should a similar situation occur. He further stated that the three Internal Affairs Requests (IARs) were initiated for poor supervision.
4. Chair Bolyanatz facilitated feedback from Board members, and the Board had no policy recommendations for OIS Case 24-0029624.

- 5. Motion.** Chair Bolyanatz made a motion that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Force Division Investigation for APD Case #24-0029624. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

X. Report from CPOAB Subcommittees:

a. Policy and Procedure Review Subcommittee – Aaron Calderon

1. Meeting was held on July 3, 2025, at 3 p.m.
2. Report from Subcommittee
3. Next meeting August 7, 2025, at 3 p.m.
 - i. Chair of the Policy and Procedure Review Subcommittee, Aaron Calderon, reported that the Subcommittee meeting was held on July 3, 2025, at the CPOA's new office location, and the next meeting will be held on August 7, 2025

XI. Discussion and Possible Action:

a. APD Policy

1. No Recommendation(s):

- A. SOP 1-26 (Formerly 5-4) Special Victims Section
 - i. There were no policy recommendations for SOP 1-26.
- B. SOP 1-53 (Formerly 5-3) Homicide Unit
 - i. There were no policy recommendations for SOP 1-53.
- C. SOP 1-59 (Formerly 4-1 and 4-4) Impact Teams
 - i. There were no policy recommendations for SOP 1-59.
- D. SOP 2-10 (Formerly 1-07 and 1-7) Use of Emergency Communications
 - i. There were no policy recommendations for SOP 2-10.
- E. SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries
 - i. There were no policy recommendations for SOP 2-64.
- F. SOP 2-66 (Formerly 2-25) Victim and Witness Assistance
 - i. There were no policy recommendations for SOP 2-66.
- G. SOP 2-94 Drone as a First Responder (DFR) Program
 - i. There were no policy recommendations for SOP 2-94.

- H. SOP 3-21 (Formerly 3-15 and 3-72) Scheduled and Unscheduled Leave
 - i. There were no policy recommendations for SOP 3-21.
- I. SOP 3-23 (Formerly 3-61) Retirement Observance
 - i. There were no policy recommendations for SOP 3-23.

2. APD Response to Policy Recommendation(s): [Standing item]

- A. Policy Analyst Gabe Remer mentioned that he spoke with the public comment speaker, Ernest Apodaca, about his policy suggestions and briefly explained the context of their conversation.
- B. Mr. Remer updated the Board on responses received from APD for SOP 1-1, SOP 1-52, SOP 2-6, SOP 2-47 (including SOP 2-46), SOP 2-71, SOP 2-113, and SOP 3-2. *(See attached Policy and Procedure Review Subcommittee Report for the Board meeting)*
- C. The Board discussed APD's response to SOP 2-47 and the risks related to Police Service Aide (PSA) and Transit Safety Officer (TSO) investigating crashes involving department-issued vehicles.
- D. **Motion.** Chair Bolyanatz made a motion that the Board submit a recommendation to the APD Chief, citing the Risk Management Division's recommendations and comments. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

- E. The Board discussed APD's response to SOP 2-71 concerning PSA safety concerns while confiscating license plates. The Board recommends addressing the safety concerns during the regular review cycle for the SOP 1-78 PSA Program, Metro Traffic Division, SOP 1-95, and/or SOP 2-40.

b. 2025 OMA Resolution – CPOA/CPOAB Legal Counsel Robert Kidd

- A. **Motion.** A motion by Chair Bolyanatz to adopt the 2025 OMA Resolution. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

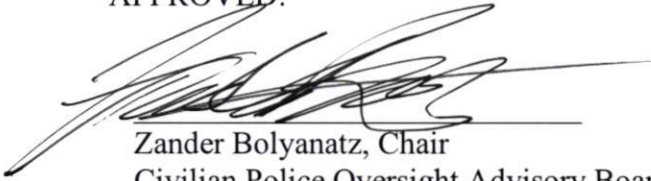
XII. Other Business

- a.** None.

XIII. Adjournment.

- a.** The meeting was adjourned at approximately 8:45 p.m.

APPROVED:



Zander Bolyanatz, Chair
Civilian Police Oversight Advisory Board

8/4/2025
Date

CC: Isaac Padilla, City Council Staff
Ethan Watson, City Clerk
Brook Bassan, City Council President (via email)

Minutes drafted and submitted by:
Valerie Barela, CPOA Administrative Assistant

ATTACHMENTS



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
PUBLIC COMMENT
SIGN-IN SHEET

Thursday, July 10, 2025

NAME (PLEASE PRINT)

- | | |
|-------------------|-----------|
| 1. Ernest Apoloca | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |



Albuquerque Police Department

USE OF CELL-SITE SIMULATOR (CSS) TECHNOLOGY

CELL-SITE SIMULATOR (CSS) TECHNOLOGY

- ▶ Technology that transmits as a cell tower and acquires identifying information from cellular devices; however, this identifying information is limited.
- ▶ CSS does not function as a Global Positioning System (GPS) locator and does not obtain or download any location information from the cellular device or its applications.
- ▶ The CSS is looking for a specific IMEI number from the target cell phone, which is entered into the CSS during a deployment.

APD SOP 2-14

USE OF CELL-SITE SIMULATOR (CSS) TECHNOLOGY

- ▶ CSS technology can be used for search and rescue situations and as an apprehension tool.
- ▶ Only trained personnel may operate CSS equipment.
- ▶ Usage must comply with the U.S. and NM Constitution.

Information Collected

- ▶ Authorized Information: The industry standard unique identifying number assigned by the device manufacturer or cellular network provider and limited signaling information from a cellular device, including the relative strength and general direction of a cellular device.
- ▶ Prohibited Information and Data: Contents of any communications; data contained on the phone itself, including emails, texts, contact lists, and images. Subscriber account information, including the account holder's name, address, or telephone number.

Staffing & Responsibilities

- ▶ Only Electronic Support Unit (ESU) personnel within the Investigative Services Division (ISD) may use CSS.
- ▶ The ESU Sergeant oversees training, approval, and audits.
- ▶ Monthly audits and equipment maintenance are required.

Training & Confidentiality

- ▶ Only the trained ESU Sergeant and ESU detectives may operate the CSS.
- ▶ Annual training is required, including Electronic Communications Privacy Act (ECPA) compliance.
- ▶ Authorized information must be deleted after each use; confidentiality is mandatory.

Legal Process

- ▶ All CSS use requires a judicial warrant unless exigent/emergency circumstances exist.
- ▶ In emergencies, approval must come from DA, and a warrant must be sought within 48 hours.
- ▶ All warrant applications to the courts must contain language notifying the courts of the type of technology we are requesting to use.

Operational Limits

- ▶ APD may assist other agencies within Albuquerque only.
- ▶ APD does not allow outside agencies to operate its CSS equipment.
- ▶ All data must be removed post-operation and logged appropriately.



ALBUQUERQUE POLICE DEPARTMENT
INTERNAL AFFAIRS PROFESSIONAL STANDARDS (IAPS) DIVISION
MONTHLY REPORT
June 2025

**INTERNAL AFFAIRS PROFESSIONAL STANDARDS DIVISION
STATISTICAL DATA FOR THE MONTH OF
June 2025**



Internal Affairs Professional Standards (IAPS) is responsible for receiving and investigating allegations of misconduct made against the Albuquerque Police Department's employees. The IAPS Division ensures a thorough, impartial, and prompt investigation of allegations to implement transparent fact finding processes and take corrective actions against the employees if investigative findings are sustained. IAPS investigate cases according to SOP 1-62: Internal Affairs Professional Standards (IAPS) Division. For more information on APD's Standard Operating Procedures, see: <http://public.powerdms.com/COA>.

The purpose of this monthly report is to provide the City Administration, APD Executive Staff, the City Council, the Civilian Police Oversight Agency Board and the residents of Albuquerque with the outcomes pertaining to IAPS Investigations. This report provides details on the Total Investigations Opened and Completed, Open and Completed by Area Commands, Total Pending cases and the Average Time Taken (in Days) for case completion during the month. It provides data on cases with Sustained findings along with discipline imposed. Lastly, it includes information pertaining to the SOPs that were reviewed in completed investigations during the month. *Please note: this report excludes the misconduct cases that originate from force investigations, given that these are investigated by Internal Affairs Force Division (IAFD).*

Total Cases Opened

71

Investigations opened by
Internal Affairs Professional Standards
(includes cases investigated by Area Commands)

Total Cases Completed

80

Investigations completed by
Internal Affairs Professional Standards
(includes cases investigated by Area Commands)

Cases Opened

[By Area Commands]

49

Investigations opened by
Internal Affairs Professional Standards and
referred to the Area Commands

Cases Completed

[By Area Commands]

41

Investigations completed by
the Area Commands

Pending Cases

127

Investigations pending completion

Average Days to Completion

59

Average days to completion for
investigations completed during
the month

Completed Cases with Sustained Findings

Total Cases: 53
66% of all completed investigations had sustained findings



Discipline Imposed for Allegations with Sustained Finding

Each row represents one sustained allegation and one officer may have multiple allegations with discipline

Files	Directives and SOPs	Discipline Imposed
I2024...	2.8. Use of on-Body Recording Devices	NDCA
	1.1. Personnel Code of Conduct	Suspension
I2025...	2.60. Preliminary and Follow-Up Criminal Investigations	Letter of Reprimand
I2025...	2.60. Preliminary and Follow-Up Criminal Investigations	Suspension
I2025...	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Suspension
	3.41. Complaints Involving Department Personnel	Suspension
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
	2.8. Use of on-Body Recording Devices	Letter of Reprimand
	1.3. Grooming Standards	Verbal Reprimand
I2025...	1.1. Personnel Code of Conduct	Suspension
I2025...	2.76. Court	Letter of Reprimand
I2025...	2.5. Department Vehicle	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Suspension
I2025...	3.20. Overtime, Compensatory Time, and Work Shift Designation	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	2.76. Court	Letter of Reprimand
I2025...	3.25. Bid Process	NDCA
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.10. Emergency Communications Center (ECC) Division	Verbal Reprimand
I2025...	2.16. Reports	Suspension
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.5. Department Vehicle	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	NDCA
I2025...	2.76. Court	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.5. Department Vehicle	NDCA
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	1.1. Personnel Code of Conduct	NDCA
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.76. Court	Letter of Reprimand
I2025...	2.76. Court	NDCA



Discipline Imposed for Allegations with Sustained Finding

Each row represents one sustained allegation and one officer may have multiple allegations with discipline

Files	Directives and SOPs	Discipline Imposed
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	2.2. Department Property	Letter of Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
I2025...	1.78. Police Service Aide (PSA) Program	Letter of Reprimand
	2.16. Reports	Verbal Reprimand
I2025...	2.10. Emergency Communications Center (ECC) Division	Verbal Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
I2025...	1.1. Personnel Code of Conduct	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.76. Court	Letter of Reprimand
I2025...	2.5. Department Vehicle	Verbal Reprimand
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.76. Court	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.5. Department Vehicle	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand



Standard Operating Procedures Reviewed in Completed Investigations

Directives and SOPs	Count
1.1. Personnel Code of Conduct	41
2.76. Court	15
2.8. Use of on-Body Recording Devices	20
2.5. Department Vehicle	7
3.25. Bid Process	6
1.62. Internal Affairs Professional Standards (IAPS Division)	21
3.21. Scheduled and Unscheduled Leave	4
2.60. Preliminary and Follow-Up Criminal Investigations	4
2.16. Reports	3
2.2. Department Property	1
2.57. Use of Force: Review and Investigation by Department Personnel	1
3.41. Complaints Involving Department Personnel	8
1.3. Grooming Standards	1
1.78. Police Service Aide (PSA) Program	1
1.94. Training Division	1
1.97. Uncommon SOP	1
2.10. Emergency Communications Center (ECC) Division	3
2.52. Use of Force: General	1
2.78. Domestic Violence	2
2.92. Crimes Against Children	2
3.20. Overtime, Compensatory Time, and Work Shift Designation	1

TOP 5 Standard Operating Procedures with Sustained Findings

Directives and SOPs	Count
2.8. Use of on-Body Recording Devices	17
1.1. Personnel Code of Conduct	16
2.76. Court	11
2.5. Department Vehicle	5
3.21. Scheduled and Unscheduled Leave	4

Directive Details for Sustained SOP 1-1 Personnel Code of Conduct Allegations

Directives and SOPs	Directive	Count
1.1. Personnel Code of Conduct	1.1.4.A.2.d	2
	1.1.5.A.1	1
	1.1.5.A.5	1
	1.1.5.B.2.a	1
	1.1.5.D.1	2
	1.1.6.A.1	1
	1.1.6.A.1.a	2
	1.1.6.A.1.b.c	1
	1.1.6.B.1	1
	1.1.6.C.1	4
	Total	16

Albuquerque Police Department Monthly Use of Force Report

June 2025



Prepared by:

**Data Analytics Unit
July 7, 2025**

Note: This report presents preliminary information from departmental data. All figures in this report are subject to change as additional information becomes available.



Total Use of Force Events - June 2025

This report provides a monthly overview of use of force events involving Albuquerque Police Department (APD) personnel. APD is committed to using force to achieve lawful objectives in instances where use of force is objectively reasonable, necessary, minimal, and proportional given the totality of circumstances (see SOP 2-52: Use of Force – General). When force is not consistent with these standards of conduct (SOP 2-52: Use of Force-General), APD takes corrective actions which may include discipline.

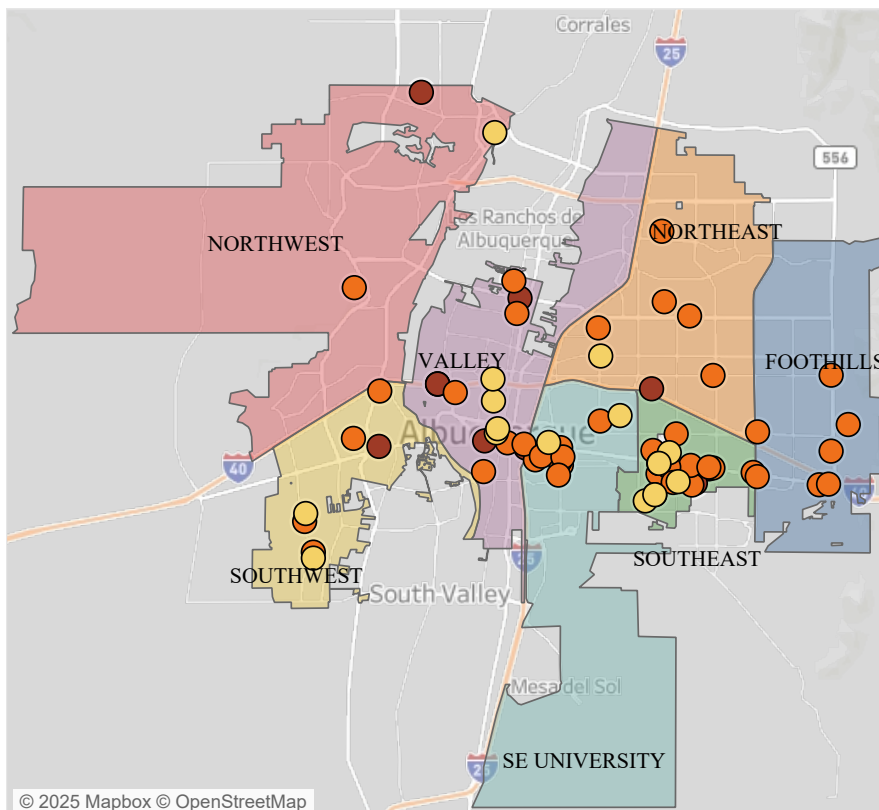
APD's jurisdiction includes the City of Albuquerque which is divided into six Area Commands. In the map below, Southeast Area Command is split into "SE University" and "Southeast". University Area Command is combined with Southeast Area Command in this report until updates to department databases are complete.

Force is categorized into three levels based on APD policy. For more information on APD's Standard Operating Procedures, see: <https://public.powerdms.com/COA>

Total Use of Force Cases by Area Command and Level of Force

	Force Level			Grand Total
	Level 1	Level 2	Level 3	
Foothills	0	7	0	7
Northeast	1	5	1	7
Northwest	1	1	1	3
Southeast	7	22	2	31
Southwest	2	4	1	7
Valley	4	6	4	14
Grand Total	15	45	9	69

Locations of Use of Force Cases



Force Level
Level 1
Level 2
Level 3

Note: Most force investigations in this report are open investigations since it reflects the previous month of data. As such, figures in this report are preliminary and subject to change as use of force investigations progress.



Use of Force Totals by Month - Past 12 Months

APD tracks use of force data over time to examine trends in use of force. For annual trends, see APD's Annual Use of Force Reports. This page reports monthly totals of all use of force for APD.

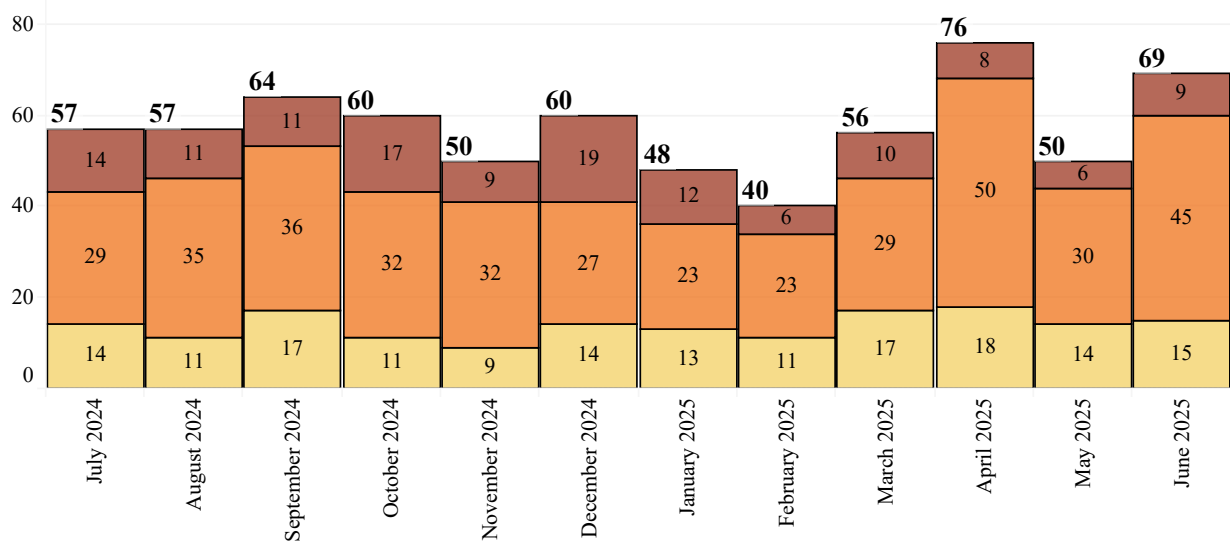
Force Level

Level 3

Level 2

Level 1

Total Uses of Force by Month and Level of Force



Total Uses of Force by Month and Area Command

		July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	Grand Total
Foothills	Level 1	1	1	4	0	0	0	3	1	4	2	3	0	19
	Level 2	3	2	1	1	3	1	0	5	4	3	2	7	32
	Level 3	1	1	0	1	2	3	1	2	1	1	0	0	13
Northeast	Level 1	2	1	0	0	0	4	4	3	2	2	3	1	22
	Level 2	3	9	8	4	6	2	4	6	8	10	5	5	70
	Level 3	1	3	3	4	1	7	1	3	1	2	1	1	28
Northwest	Level 1	1	0	1	0	2	2	0	0	1	1	0	1	9
	Level 2	3	2	1	6	2	3	0	4	3	1	2	1	28
	Level 3	0	1	1	0	0	1	0	0	1	1	0	1	6
Southeast	Level 1	3	7	1	1	3	3	1	2	7	6	4	7	45
	Level 2	11	9	16	10	8	11	12	3	7	20	9	22	138
	Level 3	3	3	2	10	0	4	3	0	3	2	2	2	34
Southwest	Level 1	2	1	2	2	2	1	1	2	0	1	2	2	18
	Level 2	1	3	2	3	6	4	3	2	3	5	4	4	40
	Level 3	1	0	2	0	2	3	1	1	2	0	0	1	13
Valley	Level 1	5	1	9	7	2	4	4	2	2	6	2	4	48
	Level 2	8	10	7	7	7	6	4	3	4	9	7	6	78
	Level 3	7	3	3	2	4	1	5	0	2	2	3	4	36
Out of Area	Level 1	0	0	0	1	0	0	0	1	1	0	0	0	3
	Level 2	0	0	1	1	0	0	0	0	0	2	1	0	5
	Level 3	1	0	0	0	0	0	1	0	0	0	0	0	2
Grand Total		57	57	64	60	50	60	48	40	56	76	50	69	687



Use of Force Benchmarked Against Calls For Service and Arrests - June 2025

Officers are required to only use force when necessary to achieve a lawful objective. When officers have more contacts with individuals, it is likely that there will be more uses of force. To control for factors that may contribute to higher or lower uses of force in a given month, this page shows the number of uses of force relative to the number of calls for service and the number of arrests made. For a detailed discussion of the method used on this page, see APD's 2023 Annual Use of Force Report. **Total force counts on this page may be higher than the previous page if a case involves more than one use of force in different Area Commands.**

Calls for Service

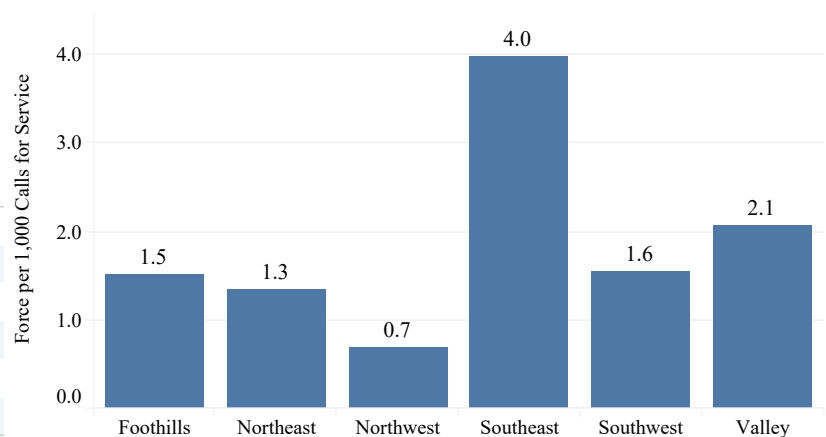
Total Calls for Service for Area Commands

Excludes calls for service where contact with an individual was unlikely, see Annual Use of Force report for full methodology.

CAD Calls by Area Command, June 2025

Area Command	Total Force Cases	Total CAD Calls	Force per 1,000 Calls
Foothills	7	4,610	1.5
Northeast	7	5,242	1.3
Northwest	3	4,339	0.7
Southeast	31	7,794	4.0
Southwest	7	4,499	1.6
Valley	14	6,774	2.1

Force Rate per 1,000 Calls For Service



Arrests

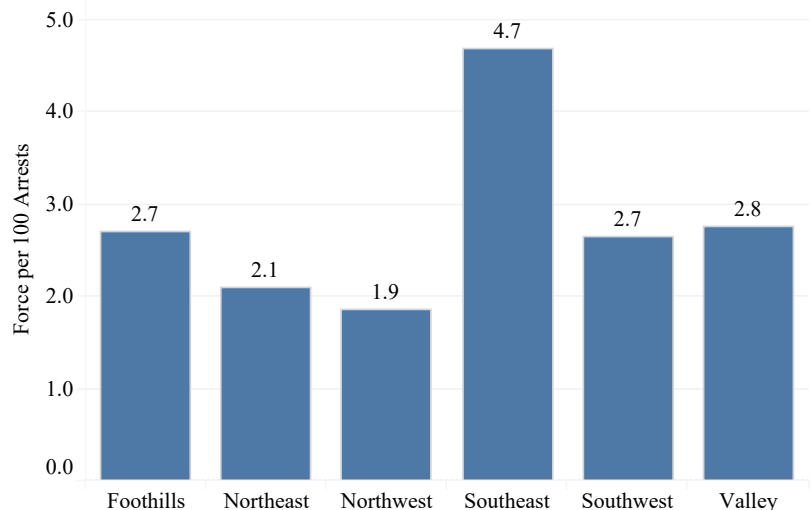
Total Arrests for Area Commands

Arrests include custodial arrests and summonses.

Force per Arrest by Area Command, June 2025

Area Command	Total Force Cases	Total Arrests	Force Per 100 Arrests
Foothills	7	259	2.7
Northeast	7	334	2.1
Northwest	3	162	1.9
Southeast	31	661	4.7
Southwest	7	264	2.7
Valley	14	508	2.8
Unknown	0	33	0.0
Out of Area	0	42	0.0

Force Rate per 100 Arrests

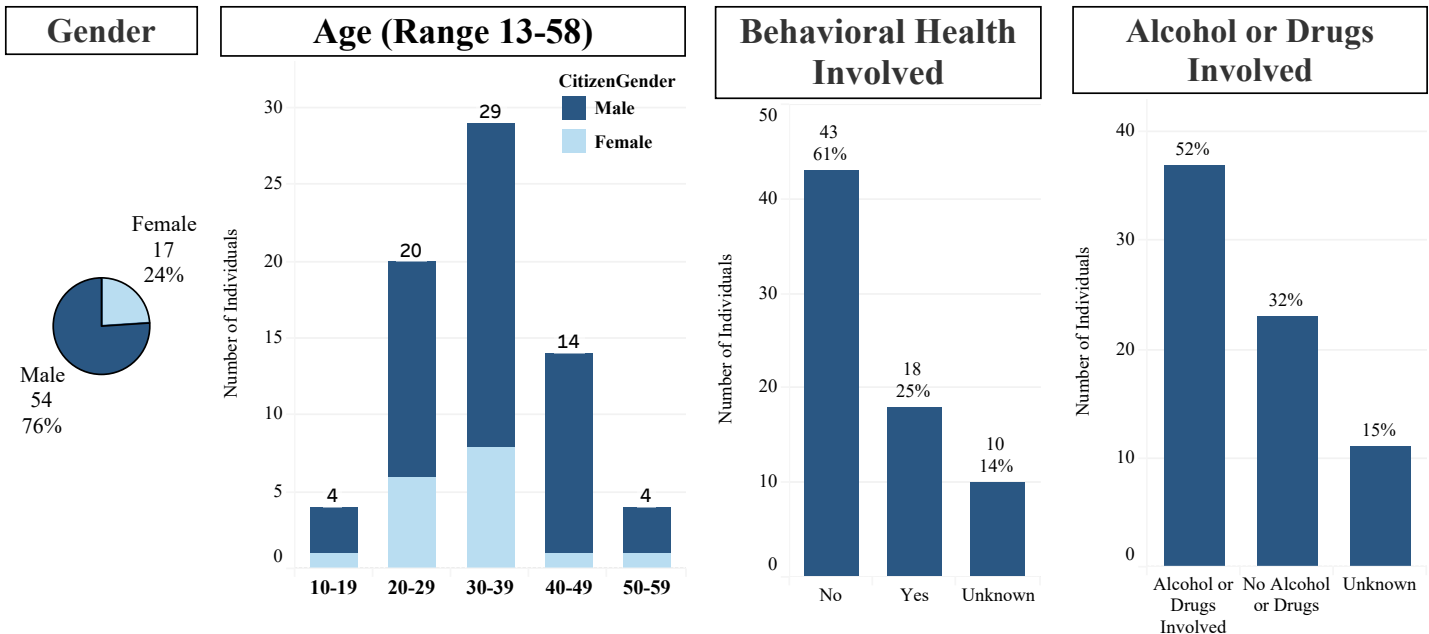




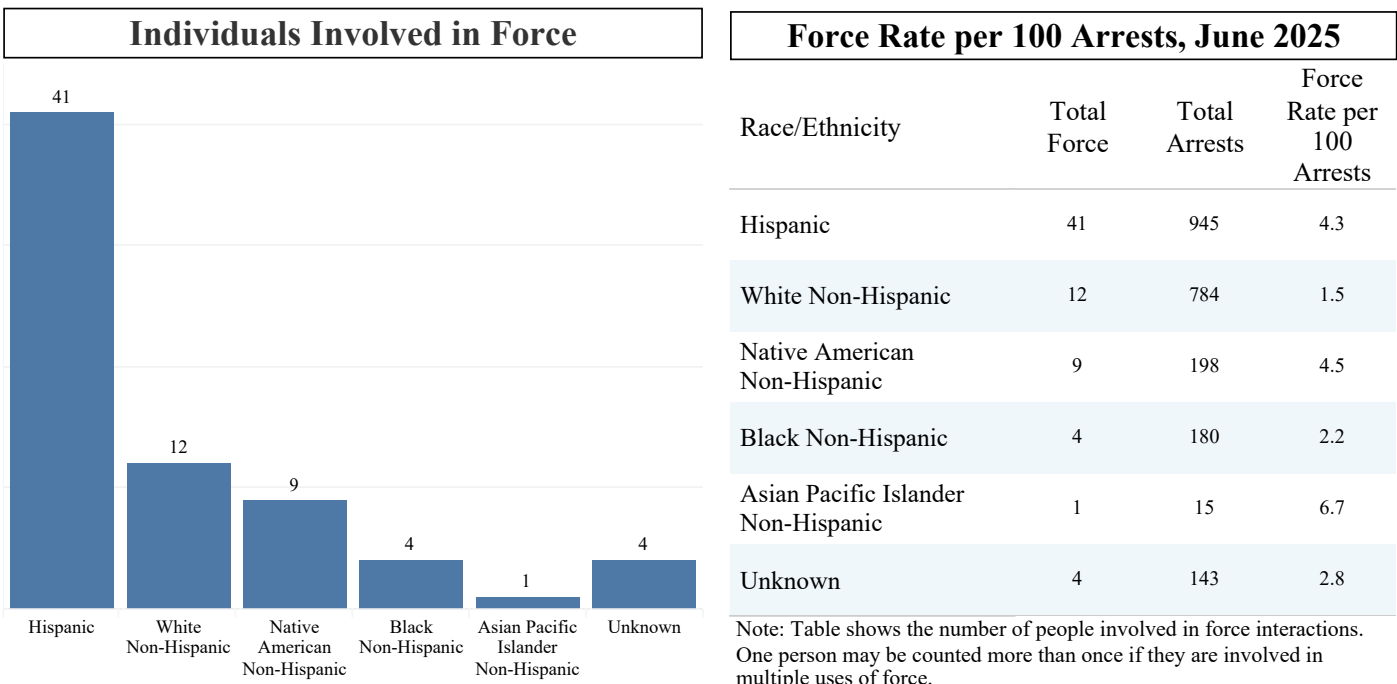
Demographics of Individuals Involved in Force - June 2025

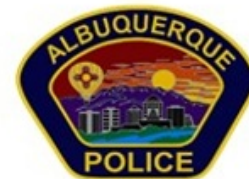
APD records information about individuals involved in use of force incidents. Citizen information is based on what the individual reported or, if not reported by the individual, on the investigators observations on scene and through review of body-worn camera video. Information may change as investigations progress.

Note: Totals on different characteristics may differ due to missing values being excluded.



Race and Ethnicity





Final Call Types and Types of Force Used Influence Assessment - June 2025

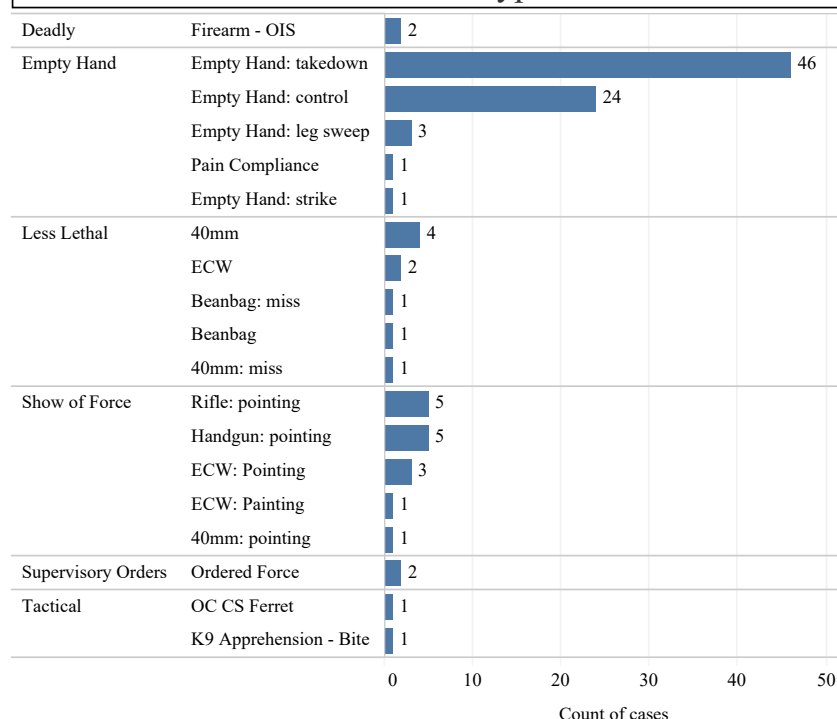
Officers are dispatched to calls for service and the original and final type of call for service are tracked. The table on the right shows the final call types for all calls involving force during the month.

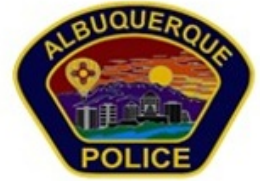
Below, the total number of cases is shown that included the type of force. In any single force case, multiple officers are usually involved and multiple types of force can be used. The bars on the graph will sum to a number greater than the total force cases due to multiple types of force being used in one case and the case being represented in multiple bars.

Final Call Types Associated with Force Events

Aggravated Assault/Battery	3
Armed Robbery Commercial	2
Auto/Car Jacking	1
Automated License Plate Reader	1
Behavioral Health	1
Burglary Auto	1
Burglary Commercial	1
Disturbance	3
Family Dispute	2
Fight In Progress	1
Narcotics	2
Onsite Direct Traffic	1
Onsite Disturbance	1
Shoplifting	1
Shots Fired	1
Stabbing	1
Stolen Vehicle Found	1
Suicide	3
Suspicious Person(s)/Vehicle(s)	26
SWAT	2
Traffic Accident Injuries	1
Traffic Accident No Injuries	1
Traffic Stop	3
Wanted Person	8
Warm Up Vehicle Theft	1
Grand Total	69

Total Force Cases Where Each Type of Force Was Used





Completed Force Investigations - June 2025

APD has two processes for force investigations based on the level of force. Level 1 force is investigated by the Level 1 force investigation unit. The Level 1 unit is required to complete investigations within 24 days (if all extensions are requested and approved).

Level 2 and Level 3 force are investigated by the Internal Affairs Force Division (IAFD). IAFD also investigates any Level 1 force where a Lieutenant or above was involved or Level 1 force if another person at the same event had a higher level of force used. These investigations must be completed within 90-days. All force investigations are investigated to determine whether the actions of the officer(s) involved were consistent with department policy. **One completed investigations IAFD (Level 2) and two completed investigation (Level 3) below had approved extensions to 120 days.**

Level 1 Unit		IAFD (Level 2 and Level 3)	
Total Completed Investigations		Total Completed Investigations	
18		43	
Average Days to Completion		Average Days to Completion	
15.9		84.3	
Minimum Days to Completion	Maximum Days to Completion	Minimum Days to Completion	Maximum Days to Completion
8	27	65	116

All Force Cases

APD strives to only use force that is objectively reasonable, necessary to achieve lawful objectives, and proportional to the resistance from the individual involved, and minimal based on the totality of the circumstances. APD uses a preponderance of evidence standard to determine whether the force met policy requirements. After investigation, force is deemed in policy when every force technique is used correctly and was found to be reasonable, necessary, proportional, and minimal as defined in SOP 2-52: Use of Force - General. If any officer's force techniques used were determined to be out of policy, the entire force case or interaction is considered to be out of policy.

Case Disposition

- Out of Policy
- In Policy

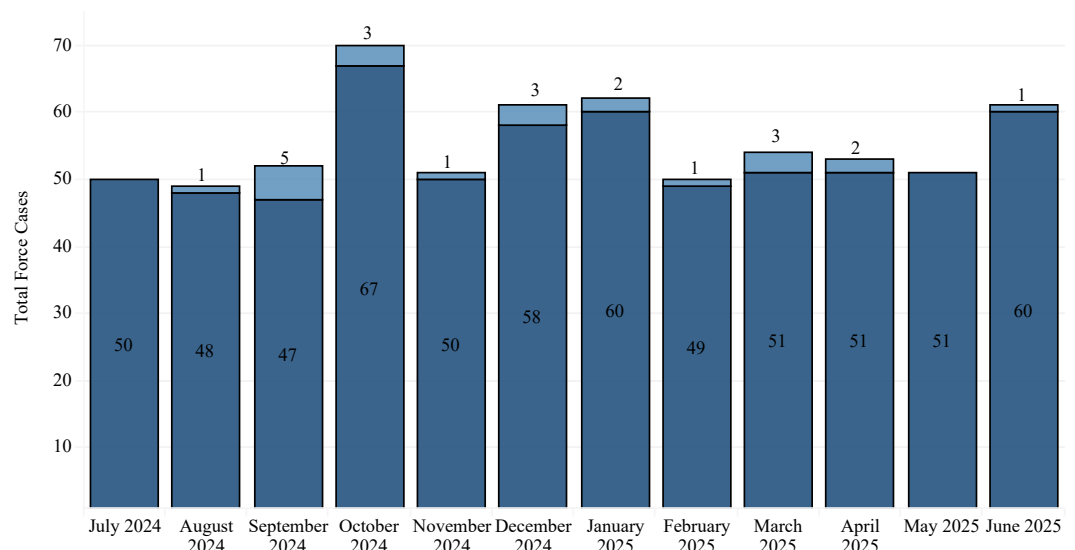
Dispositions of Force Investigations Completed in June 2025

	Total Force Cases
In Policy	60
Out of Policy	1
Grand Total	61

Out of Policy Force Cases by Area Command

Southeast	1
Grand Total	1

Policy Outcomes Prior 12 Months

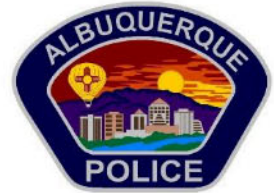




Timothy M. Keller
Mayor

City of Albuquerque

Albuquerque Police Department



Eric J. Garcia
Superintendent of Police Reform

July 1, 2025

Interoffice Memorandum

To: Diane McDermott, Executive Director, CPOA

From: Jimmy Collins, Major, Office of the Superintendent

Subject: Non-Concurrence of Finding re: CPC-10-2025

This memorandum articulates APD's points of non-concurrence in the above-captioned administrative investigation conducted by the Civilian Police Oversight Agency.

Policy	CPOA Finding	APD Finding
1-1-5-A-4	Sustained	Exonerated

Rationale for non-concurrence of action for 1-1-5-A-4:

Commanders Waite and Landavazo conducted the Professional Integrity review and did not concur with the sustained finding for this violation. Both commanders explained why they disagreed with the CPOA and returned an exonerated finding.

Commander Waite reviewed the case and wrote the following in his review:

Officer Q. responded to the call for service in which the complainant alleged he was battered. The complainant admitted to intoxication and medication usage at least the night prior and possibly in the morning based on his response to AFR. The subject refused emergency care. As noted by Officer Q., no evidence of a battery can be seen on the subject's head. The complainant was insistent that the subject be evicted and arrested. Officer Q. mentioned a criminal summons but indicated officers would interview the subject first. After the subject/roommate interview, Officer Q. refers to providing a case number to the complainant, and the complainant mentions a summons. Officers then departed to assist another call. Officer Q. testified that he had found another call from earlier in the morning, during which officers could not determine the primary aggressor. As the complainant to AFR noted, the incident occurred earlier in the morning, "3 hours ago," so the prior response is consistent with that call for service. Officer Q. determined the event was a continuation of the previous call, had it been appropriately reported by Officer R., made notes to that effect on the CAD, and the case was cancelled. Based on those factors, reviewing OBRD and the interview of Officer Q., I find Officer Q. responded to the scene, acted professionally, and took appropriate action.

Commander Landavazo reviewed the case and wrote the following in his review:

Officer Q. advised that the incident had already been investigated, which was documented in a police report by Officer D. R.. In his interview, Officer Q. indicated the complainant appeared to be

intoxicated. Officer Q. initially indicated that he would file a report, but Officer R. had already investigated the incident and found his call duplicative of the call handled by Officer R., so he canceled his report as it was already investigated and documented. Officer R. could not determine the primary aggressor and did not issue a summons. The report indicated that the situation has been an ongoing problem between the two, in which the tenant rents a room in the house. It was noted in the complainant's complaint that he wanted the tenant arrested. Since the alleged crime was committed outside of Officer Q.'s presence, an arrest could not be made. If Officer Q. had filed a summons, it would have been contrary to what Officer R. had already investigated and would have put the department in a bad position. I concur with Commander Waite's finding of exoneration.

I reviewed the evidence presented in this investigation and have concluded that Commanders Waite and Landavazo's conclusion was correct and reasonable.

Superintendent Garcia reviewed the circumstances of the non-concurrence and agreed with the finding of exonerated for this violation.

Conclusion:

Based on the totality of the information presented, Officer Q. was exonerated on this violation, and no action was taken against him.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jimmy Collins', with a stylized flourish extending from the end.

Major Jimmy Collins,
Deputy Superintendent of Reform
Albuquerque Police Department

Cc: Eric Garcia, Superintendent of Police Reform

APD Policy

No Recommendation(s)



1-26 SPECIAL VICTIMS SECTION

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

A. Related SOP(s):

- 2-29 Child Exploitation Detail (Formerly 5-4)
- 2-60 Preliminary and Follow-Up Criminal Investigation (Formerly 2-24)
- 2-66 Victim and Witness Assistance (Formerly 2-25)
- 2-72 Procedure for Serious Crimes Call-outs (Formerly 2-91)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-42 Criminal Investigation of Department Personnel (Formerly 2-30)

B. Form(s)

None

C. Other Resource(s)

NamUS Database
NMSA 1978, § 28-16A-6 Eligibility
NMSA 1978, §§ 29-15-1 through 29-15-12 Missing Persons Information and Reporting Act
NMSA 1978, §§ 30-3A-1 or 30-3A-4 Harassment and Stalking Act
NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
NMSA 1978, §§ 29-11A-1 to 29-11A-10 Sex Offender Registration and Notification Act (SORNA)
NMSA 1978, § 30-3-11 Definitions
NMSA 1978, § 32A-2-32 Confidentiality; Records
ROA 1994, §§ 11-12-2-1 to 11-12-2-99 Albuquerque Sex Offender Registration and Notification Act (ASORNA)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 24-115 Amendment to SOP 1-26 Special Victims Section

1-26-1 Purpose



The purpose of this policy is to outline the duties, functions, and responsibilities of detectives and personnel assigned to the Special Victims Section, which includes specialized investigative units within the Albuquerque Police Department (Department).

1-26-2 Policy

It is the policy of the Department to investigate allegations of felony child abuse and child neglect, felony sexual assaults, human trafficking, and missing persons; to develop and participate in programs designed to prevent or reduce crimes involving special victims; and to enhance the overall safety and welfare of our community.

N/A

1-26-3 Definitions

A. Abducted Child

A child who is seventeen (17) years old or younger who has been taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.

B. Abduction

The wrongful removal or wrongful retention of a child. The action of taking away a person by persuasion, fraud, or force, consistent with NMSA 1978, § 40-0C-2 A

C. Amber Alert

A declaration by the authorized requester that an abduction has occurred and that notifications and broadcasts should be made pursuant to the AMBER alert notification plan, consistent with NMSA 1978, § 29-15A-2.

D. Attempted Criminal Sexual Penetration

An overt act in furtherance of and with the intent to commit a felony, criminal sexual penetration, and attempting but failing to effect its commission.

E. Brittany Alert

A notification relating to an endangered person who is a missing person and about whom there is a clear indication that the person has a developmental disability consistent with Section 28-16A-6, Subsection A of NMSA 1978 and that the person's health or safety is at risk.

F. Child

A person under the age of eighteen (18) years who is not emancipated.



G. Coercion

1. Causing or threatening to cause harm to any person;
2. Using or threatening to use physical force against any person;
3. Abusing or threatening to abuse the law or legal process;
4. Threatening to report the immigration status of any person to governmental authorities; or
5. Knowingly destroying, concealing, removing, confiscating, or retaining any actual or purported government document of any person.

H. Cold Sexual Assault Case

A case where a sexual assault evidence kit has been obtained prior to March 2017, and DNA has identified an individual within the Combined DNA Index System (CODIS), or other leads have surfaced that can provide additional evidence for prosecution.

I. Combined DNA Index System

Combined DNA Index System (CODIS) is the generic term for the Federal Bureau of Investigation's (FBI) program of support for criminal justice DNA databases and the software used to run these databases.

J. Criminal Sexual Contact

The unlawful and intentional touching of or application of force, without consent, to the unclothed intimate parts of another who has reached their eighteenth (18th) birthday or intentionally causing another who has reached their eighteenth birthday to touch one's intimate parts.

K. Criminal Sexual Contact of a Minor

Criminal sexual contact of a minor is the unlawful and intentional touching of or applying force to the intimate parts of a minor or the unlawful and intentional causing of a minor to touch one's intimate parts. "Intimate parts" means the primary genital area, groin, buttocks, anus, or breast.

L. Commercial Sexual Activity

Any sexual act or sexually explicit exhibition for which anything of value is given, promised to, or received by any person consistent with NMSA §30-52-1(G)(2).

M. Criminal Sexual Penetration

The unlawful and intentional causing of a person to engage in sexual intercourse, cunnilingus, fellatio, or anal intercourse or the causing of penetration, to any extent



and with any object, of the genital or anal openings of another, whether or not there is any emission.

N. Endangered Person

1. A missing person who:
 - a. Is in imminent danger of causing harm to the person's self;
 - b. Is in imminent danger of causing harm to another;
 - c. Is in imminent danger of being harmed by another or who has been harmed by another;
 - d. Has been a victim of domestic violence, consistent with the Crimes Against Household Members Act or the Harassment and Stalking Act, or their equivalents in any other jurisdiction that is or was protected by an order of protection consistent with the Family Violence Protection Act NMSA 1978, § 40-13;
 - e. Has Alzheimer's disease, dementia, or another degenerative brain disorder;
 - f. Has a brain injury; or
 - g. Has a developmental disability as defined in NMSA 1978, § 28-16A-6 A. and that person's health or safety is at risk.

O. Force

For the purpose of this policy, "Force" refers to physical violence or confinement that makes a person do something they do not want to do for the financial gain of someone else.

P. Fraud

For the purpose of this policy, "Fraud" refers to a false or deceptive offer that lures a person into being vulnerable to force or coercion.

Q. Human Trafficking

A person knowingly recruiting, soliciting, enticing, transporting, or obtaining by any means another person with the intent or knowledge that force, fraud, or coercion will be used to subject the person to labor, services, or commercial sexual activity; consistent with NMSA §30-52-1(A).

R. Immediate Family Member

A parent, step-parent, co-parent, significant other of a parent or individual who has been entrusted with the care of the child, a sibling, or stepsibling. It does not include long-term childcare to include babysitters.

S. Intimate Parts

The primary genital area, groin, buttocks, anus, or breast.



T. Labor Trafficking

The recruitment, harboring, transportation, provision, or obtaining of a person for labor or service through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, peonage, debt bondage, or slavery, consistent with 22 USC § 7102.

U. Missing Person

1. A person whose whereabouts are unknown to the person's custodian or immediate family member, and the circumstances of whose absence indicate that:
 - a. The person did not leave the care and control of the custodian or immediate family member voluntarily, and the taking of the person was not authorized by law; or
 - b. The person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return.

V. Sexual Assault Exam Kit (SAEK)

A kit that is often times referred to as a "rape kit", which refers to the kit itself. A SAEK is a container that includes a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam.

W. Sexual Assault Nurse Examiner (SANE)

A registered nurse who has completed the required education and clinical experience and maintains current credentials to conduct medical-forensic examinations of victims of sexual offenses.

X. Sex Trafficking

The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purposes of a commercial sex act in which the commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such an act has not attained 18 years of age consistent with 22 USC § 7102.

Y. Strangulation

The unlawful touching or application of force to another person's neck or throat with intent to injure that person and in a manner whereby great bodily harm or death can be inflicted, the result of which impedes the person's normal breathing or blood circulation.

Z. Victim Advocate (Victim Assistant)



A Department employee trained to support victims of crime. A Victim Advocate offers victims information, emotional support, and help finding resources and filling out paperwork.

AA. Victim-Centered Approach

The systematic focus on the needs and concerns of a victim to ensure the compassionate and sensitive delivery of services in a nonjudgmental manner.

N/A 1-26-4 Special Victims Section Generally

A. The Special Victims Section is comprised of:

1. Victim Advocacy Unit;
2. High Risk Victim's Unit;
3. Child Abuse Response Evaluators (CARE);
4. Domestic Violence Response Team (DART);
5. Child Exploitation Detail (CED);
6. Crimes Against Children Unit (CACU);
7. Sex Crimes Unit (SCU); and
8. Sex Offender Registration Detail (SORD).

6 1-26-5 Victim Advocacy Unit

A. Chain of Command

1. Victim Advocates shall report to the Victim Advocate Manager.
2. The Victim Advocate Manager shall report to the Special Victims Section Deputy Commander.

B. The Victim Advocacy Unit shall:

1. Provide the Department with a team of civilians to assist in connecting victims and witnesses of crime with resources to promote safety and healing;
2. Connect victims to their investigation and law enforcement; and
3. Provide follow up for criminal investigations within the Criminal Investigative Bureau (CIB).



6 1-26-6 CARE

A. CARE sworn personnel shall:

1. Be assigned to the Field Services Bureau (FSB);
2. Be responsible for responding to calls for service involving children and volunteer as primary sworn personnel on such calls when available. This will include referrals from the New Mexico Children, Youth, and Families Department that are reported to the Emergency Communications Center (ECC);
3. Conduct preliminary investigations according to CARE training. CARE sworn personnel shall generate a Uniform Incident Report on all child-related investigations;
 - a. CARE sworn personnel shall forward the Uniform Incident Reports to the CARE Sergeant Coordinator and the CACU Sergeant for review.
4. Be allowed to take child-related calls in other area commands upon approval from the CARE Sergeant Coordinator or FSB Sergeant;
5. Submit a monthly activity report to the CARE Sergeant Coordinator, who will provide the monthly activity report to the CACU Sergeant on the first day of each month;
6. Be responsible for notifying Payroll Section personnel and the CACU Sergeant Coordinator in the event of promotion or when transferring from FSB or the Special Victims Section;
7. Attend all refresher training to include quarterly meetings; and
8. Adhere to the rules and responsibilities outlined in this Standard Operating Procedure (SOP). Failure to abide by the rules and responsibilities shall be grounds for removal from the CARE program and loss of CARE special skills pay as outlined in the current CBA.

B. The CARE Sergeant Coordinator shall:

1. Be responsible for collecting monthly reports from CARE sworn personnel;
2. Submit a CARE Sergeant Coordinator monthly report to the CACU Sergeant by the first of every month;
3. Be responsible for reviewing all Uniform Incident Reports generated by CARE sworn personnel;



4. Be available for questions and guidance for CARE sworn personnel during their assigned shift;
5. Meet with CARE sworn personnel under their supervision on a quarterly basis;
6. Be responsible for identifying training issues and deficiencies with CARE sworn personnel;
7. If available, assist with serious calls for service involving children, regardless of area command, over the telephone;
8. Attend all refresher training; and
9. Adhere to the rules and responsibilities set forth in this SOP. Failure to abide by the rules and responsibilities shall be grounds for removal from the CARE program and loss of CARE special skills pay as outlined in the current CBA.

6 1-26-7 Domestic Violence Response Team (DART)

A. DART sworn personnel shall:

1. Be assigned to the Field Service Bureau (FSB);
2. Be responsible for responding to calls for service involving domestic violence, volunteering as primary sworn personnel on such calls when available;
3. Conduct preliminary investigations according to DART training;
4. DART sworn personnel shall generate a Uniform Incident Report on all domestic violence investigations;
 - a. The Uniformed Incident Reports shall be forwarded to the DART Coordinator and DV Advocate; and
 - b. DART sworn personnel shall be permitted to take domestic violence case-related calls in other area commands upon approval from their area lieutenant in charge.
5. Submit a monthly activity report to the DART Coordinator and the Special Victim's Section Lieutenant on the first day of each month, no later than the sixth (6th) day;
6. Be responsible for notifying the Payroll Section personnel and the DART Coordinator in the event of promotion or when transferring from FSB or the Special Victims Section;
7. Attend all refresher training to include quarterly meetings; and



8. Adhere to the rules and responsibilities set forth in this Standard Operating Procedure (SOP). Failure to abide by the rules and responsibilities shall be grounds for removal from the DART program and loss of DART special skills pay as outlined in the current CBA.

6 1-26-8 Child Exploitation Detail (CED)

A. Child Exploitation Detail (CED) detectives shall:

1. Investigate pornography cases related to sexual crimes against children perpetrated by preferential offenders that target children;
 - a. Including the possession, manufacturing, and distribution of child sexual abuse material.
2. Take case responsibility in cases involving multiple child victims of sexual offenses by serial offenders; and
3. Assist in training Department personnel, public groups, organizations, and other law enforcement agencies.

B. The CED Sergeant shall maintain all necessary training and certification of CED detectives.

6 1-26-9 Crimes Against Children Unit (CACU)

A. The CACU Sergeant shall investigate:

1. All felony child abuse cases, criminal sexual penetrations, and criminal sexual contact cases when the perpetrator is sworn personnel.
 - a. The primary FSB officer shall call an FSB supervisor to assume a preliminary investigation, in accordance with SOP Criminal Investigation of Department Personnel.
 - b. An acting sergeant shall not conduct investigations of sworn personnel.
 - c. The FSB supervisor shall conduct a thorough investigation of the allegations. If there is probable cause to support a felony-level allegation, the FSB supervisor shall contact the CACU Sergeant to assume case responsibility.
 - d. The FSB Supervisor shall investigate all misdemeanor child abuse cases and not referred to the CACU Sergeant or CACU for investigation.
 - i The FSB supervisor shall complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application no later than twenty-four (24) hours after notification, in accordance with SOP Complaints Involving Department Personnel.

B. CACU personnel shall:



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1. Be responsible for investigating the following cases:
 - a. Any inflicted injury to a child five (5) years old and under;
 - b. Any inflicted injury resulting in great bodily harm of a child five (5) years old and under, whether it appears to have occurred accidentally or was perpetrated by an immediate family member;
 - c. Apparent Sudden Unexplained Death in Infancy (SUDI);
 - d. Death of a child under the following criteria;
 - e. Accidental deaths;
 - f. Apparent natural deaths;
 - g. Drug or alcohol overdoses;
 - h. Drug exposures of children twelve (12) years old and under:
 - i. Excluding infants born drug-exposed.
 - ii. Excluding legal substances such as alcoholic beverages, Tetrahydrocannabinol (THC), and over-the-counter medication.
 1. If exposure to legal substances results in the hospitalization of the child, the on-call CACU detective shall be contacted for possible case consultation.
 - i. Felony child abuse when the victim is seventeen (17) years old or younger, the injury results in great bodily harm or death, and the perpetrator is an immediate family member;
 - j. Firearm-related deaths where the perpetrator is considered to be an immediate family member and the victim is twelve (12) years and under;
 - i. For deaths of siblings/stepsiblings of children between the ages of thirteen to seventeen (13-17) years old shall be investigated by the Homicide Unit.
 - ii. For injuries of siblings/stepsiblings of children between the ages of thirteen to seventeen, (13-17) shall be investigated by the Gun Violence Reduction Unit (GVRU).
 - k. Suicides with the following criteria:
 - i. CACU Detectives shall investigate all suicides of juveniles twelve (12) years old and under.
 - ii. CACU Detectives shall not respond to the scene or investigate the suicide of juveniles between the ages of thirteen (13) and seventeen (17) unless suspicious circumstances exist.
 - iii. FSB sworn personnel shall conduct a full investigation and remain the case agent for non-suspicious suicides of juveniles between the ages of thirteen (13) to seventeen (17) in the same manner as the suicide of an individual eighteen (18) years and age and older.
 - l. Felony criminal sexual penetration; criminal sexual contacts when the victim is twelve (12) years old and under at the time the incident is reported to law enforcement (regardless of relationship to the victim); and
 - m. Felony criminal sexual penetration and criminal sexual contact when the perpetrator is an immediate family member or a sibling/stepsibling within the residence and the victim is seventeen (17) years old and under at the time the incident is reported to law enforcement.

C. Crimes Against Children Call-Out Criteria and Procedure



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1. The CACU shall be on-call twenty-four (24) hours a day, seven (7) days per week.
 - a. The CACU Sergeant or their designee shall organize the on-call schedule.
2. FSB sworn personnel shall conduct a preliminary investigation and complete the CACU checklist before they notify their supervisor to determine if a CACU Detective is needed.
 - a. After FSB sworn personnel conduct a preliminary investigation but before releasing any parties involved in the investigation, FSB supervisors or their designee shall contact an on-call CACU Detective to advise them of the gathered facts.
3. The on-call CACU Detective shall determine whether the call meets the call-out criteria based on:
 - a. The complexity of the case;
 - b. If a warrant is required; and
 - c. If an individual is in custody.
4. The CACU Sergeant or their designee shall request for the on-call CACU Detective to respond to the call-out.
 - a. The secondary on-call CACU Detective may also be activated if necessary.
5. The CACU Detective responding to the call-out shall have one (1) hour to respond to the location.
6. When necessary, the CACU Detective shall complete the following:
 - a. Schedule Safe House interview with the victim;
 - b. Notify and collaboratively work with the Children, Youth, and Families Department (CYFD);
 - c. Identify and interview potential witnesses;
 - d. Obtain surveillance/recording videos, if available;
 - e. Prepare and execute search and/or arrest warrants;
 - f. Conduct interrogations of the offender(s);
 - g. Review and articulate in a Supplemental Report all evidence of the offense;
 - h. Obtain probable cause for any arrests; and
 - i. Complete felony supplemental cases to submit to the District Attorney's (DA) Office.
7. The CACU Detective shall:
 - a. Assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or designee;



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N/A

N/A

- b. Prioritize, coordinate, and investigate felony crimes against children that relate to child abuse and neglect;
- c. Provide all sworn personnel with assistance and training in the investigation and documentation of crimes against children; and
- d. Adhere to the procedures in accordance with SOP Crimes Against Children Investigations.

8. During the course of a call-out investigation, the Serious Crimes Call-Out Team supervisor or Major Crime Scene Team (MCST) supervisor shall determine the need for a serious crimes call-out, in accordance with SOP Procedures for Serious Crimes Call-Outs.
- a. Initial Briefing
 - i The on-call supervisor shall ensure a briefing is held and shall also be present during the entirety of the briefing, if feasible after initiation of the call-out, with the following personnel in attendance:
 - 1. The primary and secondary CACU Detectives;
 - 2. The DA or their representative, if they responded to the scene;
 - 3. A representative from MCST;
 - 4. A representative from the Office of the Medical Investigator (OMI); and
 - 5. A representative from CYFD if they responded to the scene.
 - b. Debrief
 - i The on-call supervisor shall ensure that a debriefing is held and shall also be present throughout its entirety, if feasible after the initiation of the call-out, with the following personnel in attendance:
 - 1. The primary and secondary CACU Detectives;
 - 2. The DA if they responded to the scene and are still on-scene;
 - 3. A representative from the MCST;
 - 4. A representative from OMI; and
 - 5. A Representative from CYFD if they responded to the scene.

6 1-26-10

High Risk Victims Unit (HRVU)

A. The High Risk Victims Unit Sergeant shall:

- 1. Supervise the Missing Persons Detectives and Human Trafficking Detectives;
- 2. Organize the on-call schedule and ensure that a Missing Persons Detective and a Human Trafficking Detective are available twenty-four (24) hours a day, seven (7) days per week;
- 3. Review and log incoming Uniform Incident Reports of human trafficking and missing or assumed missing persons;
- 4. Assign cases to detectives for follow-up investigation;



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5. Coordinate all human trafficking investigations that occur within the jurisdictional boundaries of the Department in conjunction with the appropriate state and/or federal agencies; and
6. The High Risk Victims Detective shall assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or their designee.

B. A Missing Persons Detective shall:

1. Investigate adult missing and/or endangered persons;
2. Investigate missing juveniles;
 - a. The Missing Persons Detective shall contact the High Risk Victims Sergeant if during their investigation of a missing juvenile begins to indicate a possible abduction.
 - b. The High Risk Victims Unit shall have sole case responsibility to investigate all abducted juvenile cases seventeen (17) years old and under and shall be the sole entity to issue AMBER Alerts.
3. Investigate runaway juveniles in accordance with the provisions in NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts;
4. Be responsible for issuing AMBER, Brittany, and Silver alerts and notifying the High Risk Victims Unit sergeant;
5. Obtain the Daily Report from the National Criminal Information Center (NCIC) Reporting Unit;
6. Log and review all incoming Uniform Incident Reports of missing or assumed missing persons in the High Risk Victims Unit's internal case management system;
 - a. The Missing Persons Detective shall determine whether the missing person meets the criteria outlined in the Missing Persons Information and Reporting Act.
7. Conduct follow-up investigations to determine whether the missing person has returned or is still missing;
 - a. If the criteria is not met, the Missing Persons Detective may remove the missing person from the NCIC database and shall complete a Supplemental Report.
8. Provide state-mandated training to Department personnel and other agencies as directed;
9. Assist in the maintenance of the NamUS database; and



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10. Be on-call at all times and may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.

C. Missing Persons Detective Call-Out Criteria and Procedures

1. If FSB personnel determine that the missing person is endangered, or fits the criteria for an AMBER, Brittany, or Silver Alert they shall call a FSB supervisor.

- a. FSB supervisors or their designee shall contact the on-call Missing Persons Detective and advise them of their initial investigation.

2. The Missing Persons Detective shall:

- a. Determine whether it is necessary to respond to the scene and notify the High Risk Victims Unit Sergeant; and
 - b. Determine whether the missing person meets the criteria for an AMBER Alert, endangered person, Brittany Alert, or Silver Alert.

- D. Upon locating and recovering any missing person, or a person who has been verified as missing through an AMBER, Silver, or Brittany Alert, Department personnel shall forward a completed Uniform Incident Report or Supplemental Report to the High Risk Victims Unit by utilizing the "Missing Persons" label in the reporting system.

E. ECC Response and Procedures for Missing Persons

1. When the original call is taken, ECC personnel shall attempt to gather the required information for entry into the NCIC missing persons file utilizing the missing person's criteria worksheet.
2. If that information is obtained, ECC personnel shall immediately contact the Records Unit and make the NCIC entry, no later than two (2) hours from the time the call was received.
3. ECC personnel shall add remarks to the call when the missing person was entered into NCIC.
 - a. This will not alter the priority of the call and it will still be dispatched as normal.
4. FSB personnel shall be responsible for completing the missing person's report when an individual has been entered into NCIC.

F. FSB Response and Procedures for Missing Persons

1. FSB personnel shall conduct an initial investigation as outlined in the Missing Persons Information and Reporting Act and shall notify their supervisor to determine whether a Missing Persons Detective is needed.



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2. Responding sworn personnel shall confirm that the person has been entered into the NCIC database within two (2) hours of the time the ECC received the call.
 - a. Upon the discovery the person has not been entered in NCIC, FSB personnel shall be responsible for entering the missing person into the NCIC database.
 3. FSB personnel shall conduct the initial investigation and determine the following:
 - a. If the adult missing person meets the Missing Persons Information and Reporting Act criteria;
 - b. If the child is missing or abducted, and contact the Records Division to ensure the child is entered into the NCIC database within two (2) hours from the time the incident was created in the Computer-Aided Dispatch (CAD) system; and
 - c. Ensure that the law enforcement agency that is over the jurisdiction in which the missing person resides is responsible for the initial investigation and is responsible for entering the missing person into the NCIC database.
 4. If FSB responding personnel determine that the adult or child is no longer missing or fails to meet the Missing Persons Information and Reporting Act, they shall notify the Records Division to have the person removed from NCIC.
 5. The Missing Person's Detective shall assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or their designee.
- G. A Human Trafficking Detective shall:
1. Investigate allegations or suspicions of human trafficking reported to the Department; and
 2. Employ a trauma-informed, victim-centered approach to criminal investigations;
 - a. The victim-centered approach, plays a critical role in supporting victims' rights, dignity, autonomy, and self-determination, regardless of whether they choose to report or cooperate with law enforcement.
 - i. When a victim chooses not to cooperate, take into consideration that trauma can disrupt the rational thought process and impair the ability to handle stress, perceive when a threat is in the past, and manage emotions.
 - ii. Victims often experience re-traumatization when they are "triggered" or have flashbacks or intrusive thoughts that replicate the experience of their initial trauma.
 - iii. A survivor who may appear to be uncooperative, combative, or difficult could be experiencing such overwhelming reactions related to trauma.
 - iv. A sense of stability and security must be attained before the individual can be expected to engage constructively with any systems or services. It is important to recognize that maladaptive behaviors, including risky behaviors such as drug or alcohol abuse, can be part of an individual's survival mechanisms.



H. Human Trafficking Call-Out Criteria and Procedures

N/A

1. FSB sworn personnel shall conduct a preliminary investigation in accordance with SOP Preliminary and Follow-up investigations.
2. FSB sworn personnel shall interview the reporting person(s) to acquire all information necessary to include the following:
 - a. The relationship between the reporting person and potential human trafficker;
 - b. Name, age, date of birth, street address, telephone number;
 - c. Vehicle description, and license plate number (if applicable) of all parties;
 - d. The potential human trafficker's identity or physical description to include (e.g., scars, marks, and/or tattoos);
 - e. The last time the reporting person had contact with the potential trafficker and if their current location is known; and
 - f. Social media accounts of all parties, if utilized in the alleged trafficking, to include platform, username, and last time accessed.
3. If one (1) or more of the following criteria are present after the preliminary investigation has been completed, FSB sworn personnel shall notify their FSB supervisor:
 - a. Any sex trafficking investigation involving a child that occurred within one hundred twenty (120) hours where DNA-type evidence may be present;
 - b. Any incident when a child or adult is identified as a sex trafficking victim, and the need for an immediate interview or collection of evidence is above normal FSB functions, such as the necessity for a forensic examination;
 - c. Any incident when a child or adult is identified as a labor trafficking victim and the need for an immediate interview or collection of evidence is required above normal FSB functions such as the necessity for a forensic examination; or
 - d. Any incident involving a victim that is present with responding sworn personnel and in immediate need of shelter and/or services from a current human trafficking situation.
4. If the FSB Supervisor determines that the call-out criteria has been met, they or their designee shall contact the on-call Human Trafficking Detective and advise them of the initial investigation.
5. Before the end of their shift, Department personnel shall complete a Uniform Incident Report or Supplemental Report and include the label in the reporting system of "Human Trafficking" to forward the report for follow-up investigation by the High Risk Victims Unit.
6. The Human Trafficking Detective shall determine whether it is necessary to respond to the scene and notify the High Risk Victims Unit Sergeant.



7. If the preliminary investigation does not meet the criteria to make immediate notification to an HRVU supervisor, a label, "Human Trafficking" must be created on the incident report. The report may also be emailed to HRVU@cabq.gov before the end of shift.

6 1-26-11 Sex Crimes Unit

A. Sex Crimes Unit personnel shall:

1. Be responsible for investigating the following cases:

- a. Criminal sexual penetration cases, including attempted criminal sexual penetration and criminal sexual contacts, as follows:
 - i. Criminal sexual penetration cases where the victim is between thirteen (13) to eighteen (18) years of age and the offender is not an immediate family member;
 - ii. All criminal sexual penetration cases where the victim is at least eighteen (18) years of age, regardless of victim/offender relationship;
 - iii. Criminal sexual contacts where the victim is between thirteen (13) to eighteen (18) years of age and the offender is NOT an immediate family or sibling/stepsibling;
 - iv. Felony criminal sexual contact where the victim is at least eighteen (18) years of age, and all criminal sexual contact is perpetrated; and
 - 1. By the use of force or coercion that results in personal injury to the victim;
 - 2. By the use of force or coercion when the perpetrator is aided or abetted by one or more persons; or
 - 3. When the perpetrator is armed with a deadly weapon.
 - v. Criminal sexual assault investigations when individuals are identified through a DNA match in CODIS, or other investigative efforts in current and cold cases.
- b. All felony criminal sexual penetrations and criminal sexual contact cases, outlined above, where the perpetrator is sworn personnel, in accordance with SOP Criminal Investigation of Department Personnel.
 - i. The arresting officer shall call an FSB supervisor to assist with a preliminary investigation.
 - ii. An acting sergeant shall not conduct investigations of sworn personnel.
 - iii. The FSB supervisor shall conduct a thorough investigation of the allegations. If there is probable cause to support the allegation, the FSB supervisor shall contact the Sex Crimes Unit Sergeant, who will triage the case. Following triage, the Sex Crimes Unit Sergeant shall contact the CID Commander or their designee to assign the case to a CID supervisor for investigation of the alleged criminal conduct.
 - 1. The FSB supervisor shall complete an Internal Affairs Request (IAR) through the IA database web application no later than twenty-four (24) hours after notification, in accordance with SOP Complaints Involving Department Personnel.



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2. Following a thorough investigation of the allegations, if the allegations are unfounded or the alleged physical contact was within policy or training, the FSB supervisor shall complete an IAR through the IA database web application no later than twenty-four (24) hours after notification, in accordance with SOP Complaints Involving Department Personnel.
 3. If during the review process, the Internal Affairs Professional Standards (IAPS) Division Detective/Investigator determines that there may have been criminal conduct by an officer, the IAPS Division Detective/Investigator shall immediately notify the IAPS Division Commander.
 - A. The IAPS Division Commander shall immediately notify the Chief of Police regarding a referral for a criminal investigation.
 - B. If it is determined that Sex Crimes Unit personnel shall investigate the criminal offense, the IAPS Division Detective/Investigator shall proceed with the administrative investigation, in accordance with SOP Criminal Investigation of Department personnel.
- B. The Sex Crimes Unit Sergeant or their designee shall review and assign cases to Sex Crimes Unit Detectives.
- C. Sex Crimes Unit Call-Out Criteria and Procedures
1. The Sex Crimes Unit shall be on-call twenty-four (24) hours a day, seven (7) days per week.
 - a. The Sex Crimes Unit Sergeant shall organize the on-call schedule.
 2. FSB sworn personnel shall conduct a preliminary investigation and determine the following facts before they notify their supervisor to determine if a Sex Crimes Unit Detective is needed:
 - a. The victim wants to prosecute the case;
 - b. The victim wants to be evaluated by a SANE;
 - c. The victim is injured;
 - d. The individual is in custody;
 - i. Is the offender law enforcement?
 - ii. Has the officer's lapel been reviewed for confirmation/elimination of the allegation?
 - e. Whether any weapons were used. If so, what kind;
 - f. Whether a crime scene has been identified;
 - g. Whether a search warrant is needed; and
 - h. Whether the victim or individual is intoxicated.
 3. After FSB sworn personnel conduct a preliminary investigation, and before releasing any parties of the investigation, FSB supervisors or their designee shall



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- contact the Sex Crimes Unit Sergeant or their designee and advise them of the facts collected.
4. The Sex Crimes Detective shall assist the FSB in their criminal investigation at the request of the Criminal Investigative Division Commander or designee.
 5. The Sex Crimes Unit Sergeant or their designee shall then determine whether the call meets the call-out criteria based on:
 - a. The complexity of the case;
 - b. If a warrant is required; and
 - c. If an individual is in custody.
 6. The Sex Crimes Unit Sergeant or their designee shall then request for the on-call Sex Crimes Unit Detective to respond to the call-out.
 - a. The secondary on-call Sex Crimes Unit Detective may also be activated if necessary.
 7. The Sex Crimes Unit Detective who responded to the call-out shall have one (1) hour to respond to the location.
 8. When necessary, the Sex Crimes Unit Detective shall complete the following:
 - a. Trauma-informed interview with the victim;
 - b. Identify and interview potential witnesses;
 - c. Obtain surveillance/recording videos (if available);
 - d. Prepare and execute search and/or arrest warrants;
 - e. Conduct interrogations of the offender(s);
 - f. Review and articulate in a Supplemental Report all evidence of the offense;
 - g. Obtain probable cause for any arrests; and
 - h. Complete felony supplemental cases to submit to the DA's Office.
 9. When a prisoner reports they were raped, and the incident took place within twelve (12) hours of the officer's initial contact, then the prisoner shall be advised of the option of SANE. If the prisoner requests a SANE and is not intoxicated, a flight risk, or combative, the primary officer shall transport the prisoner to SANE at the Family Advocacy Center (FAC).
 10. If the sexual assault took place more than twelve (12) hours before initial contact, then the prisoner shall be booked on their charges. The officer shall inform Bernalillo County Metropolitan Detention Center (BCMDC) of the case number, the allegation of the sexual assault, and BCMDC will request a SANE examination after the booking procedures.
 11. It is the responsibility of the primary officer to contact SANE at 505 884-7263 on behalf of the victim wanting a SANE and transport the victim to the FAC.



6 1-26-12 Sex Offender Registration Detail (SORD)

- A. SORD personnel shall be responsible for the registration of sex offenders, consistent with SORNA and ASORNA, and applicable Memorandums of Understanding (MOU), including:
1. Obtaining all pertinent information from those sex offenders who comply with SORNA and ASORNA by registering with the Department;
 2. Properly maintaining all registrant information, which includes the data entry and upkeep of the Bernalillo County Sheriff's Office Sex Offender Registration website;
 3. Conducting a background search on sex offenders who register under the provisions of ASORNA as deemed necessary by the SORD supervisor;
 4. Conduct address verifications by making contact with sex offenders in the field in order to determine their compliance with ASORNA laws;
 5. Verifying that registered sex offenders have not acquired, mortgaged, or newly occupied any real property, occupied or acquired any real property by lease or otherwise, or established a place of lodging within one thousand (1,000) feet of a school after the effective date of the SORNA;
 6. Forwarding registration information to the Bernalillo County Sheriff's Office and the New Mexico Department of Public Safety within ninety (90) consecutive days of the registration of an offender;
 7. Ensure that persons in violation of the ASORNA ordinance are processed through the judicial system;
 8. Answer questions from the community in reference to the ASORNA ordinance;
 9. Work as a liaison between the Bernalillo County Sheriff's Office (BCSO) personnel and the Department; and
 10. Assist BCSO with the tracking and monitoring of sex offenders that fall under SORNA laws pursuant to NMSA 1978, Section 29-11A-4.

N/A 1-26-13 Behavioral Sciences Section Semi-annual Psychological Wellness Checks

- A. Due to the potential for significant mental trauma resulting from investigations, all Special Victims Section personnel are responsible for scheduling and attending semi-annual behavioral health appointments, once on their birthday month and then six (6) months after. The Behavioral Sciences Section will conduct these psychological wellness checks.



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- B. Additionally, CED Detectives may use the Internet Crimes Against Children Task Force (ICACTF) Behavioral Health Provider as needed.

1 1-26-14 Confidentiality of Records

- A. Department personnel, namely Special Victims Section personnel, shall be responsible for the confidentiality of records involving all juveniles aged seventeen (17) and below, consistent with NMSA 1978, § 32A-2-32.

REDLINED



1-26 SPECIAL VICTIMS SECTION

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

A. Related SOP(s):

- 2-29 Child Exploitation Detail (Formerly 5-4)
- 2-60 Preliminary and Follow-Up Criminal Investigation (Formerly 2-24)
- 2-66 Victim and Witness Assistance (Formerly 2-25)
- 2-72 Procedure for Serious Crimes Call-outs (Formerly 2-91)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-42 Criminal Investigation of Department Personnel (Formerly 2-30)

B. Form(s)

None

C. Other Resource(s)

NamUS Database
NMSA 1978, § 28-16A-6 Eligibility
NMSA 1978, §§ 29-15-1 through 29-15-12 Missing Persons Information and Reporting Act
NMSA 1978, §§ 30-3A-1 or 30-3A-4 Harassment and Stalking Act
NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
NMSA 1978, §§ 29-11A-1 to 29-11A-10 Sex Offender Registration and Notification Act (SORNA)
NMSA 1978, § 30-3-11 Definitions
NMSA 1978, § 32A-2-32 Confidentiality; Records
ROA 1994, §§ 11-12-2-1 to 11-12-2-99 Albuquerque Sex Offender Registration and Notification Act (ASORNA)

D. Active Special Order(s)

None

D-E. Rescinded Special Order(s)

SO 24-115 Amendment to SOP 1-26 Special Victims Section ~~None~~

1-26-1 Purpose



The purpose of this policy is to outline the duties, functions, and responsibilities of detectives and personnel assigned to the Special Victims Section, which includes specialized investigative units within the Albuquerque Police Department (Department).

1-26-2 Policy

It is the policy of the Department to investigate allegations of felony child abuse and child neglect, felony sexual assaults, human trafficking, and missing persons; to develop and participate in programs designed to prevent or reduce crimes involving special victims; and to enhance the overall safety and welfare of our community.

N/A 1-26-3 Definitions

A. Abducted Child

A child who is seventeen (17) years old or younger who has been taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.

B. Abduction

The wrongful removal or wrongful retention of a child. The action of taking away of a person by persuasion, fraud, or force, consistent with NMSA 1978, § 40-0C-2 A

C. Amber Alert

A declaration by the authorized requester that an abduction has occurred and that notifications and broadcasts should be made pursuant to the AMBER alert notification plan, consistent with NMSA 1978, § 29-15A-2.

D. Attempted Criminal Sexual Penetration

An overt act in furtherance of and with the intent to commit a felony, criminal sexual penetration, and attempting but failing to effect its commission.

E. Brittany Alert

A notification relating to an endangered person who is a missing person and about whom there is a clear indication that the person has a developmental disability consistent with Section 28-16A-6, Subsection A of NMSA 1978, and that the person's health or safety is at risk.

F. Child

A person under the age of eighteen (18) years who is not emancipated.



—Coercion

G.

1. Causing or threatening to cause harm to any person;
2. Using or threatening to use physical force against any person;
3. Abusing or threatening to abuse the law or legal process;
4. Threatening to report the immigration status of any person to governmental authorities; or
5. Knowingly destroying, concealing, removing, confiscating, or retaining any actual or purported government document of any person.

~~G.~~ H. Cold Sexual Assault Case

A case where a sexual assault evidence kit has been obtained prior to March 2017, and DNA has identified an individual within the Combined DNA Index System (CODIS), or other leads have surfaced that can provide additional evidence for prosecution.

~~H.~~ I. Combined DNA Index System

Combined DNA Index System (CODIS) is the generic term for the Federal Bureau of Investigation's (FBI) program of support for criminal justice DNA databases and used to describe the FBI's program of support for criminal justice DNA databases as well as the software used to run these databases.

~~H.~~ J. Criminal Sexual Contact

The unlawful and intentional touching of or application of force, without consent, to the unclothed intimate parts of another who has reached their eighteenth (18th) birthday or intentionally causing another who has reached their eighteenth birthday to touch one's intimate parts.

~~J.~~ K. Criminal Sexual Contact of a Minor

Criminal sexual contact of a minor is the unlawful and intentional touching of or applying force to the intimate parts of a minor or the unlawful and intentional causing of a minor to touch one's intimate parts. "Intimate parts" means the primary genital area, groin, buttocks, anus, or breast.

~~K.~~ L. Commercial Sexual Activity

Any sexual act or sexually explicit exhibition for which anything of value is given, promised to, or received by any person consistent with NMSA §30-52-1(G)(2).

~~L.~~ M. Criminal Sexual Penetration



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The unlawful and intentional causing of a person to engage in sexual intercourse, cunnilingus, fellatio, or anal intercourse or the causing of penetration, to any extent and with any object, of the genital or anal openings of another, whether or not there is any emission.

~~M~~N. Endangered Person

1. A missing person who:
 - a. Is in imminent danger of causing harm to the person's self;
 - b. Is in imminent danger of causing harm to another;
 - c. Is in imminent danger of being harmed by another or who has been harmed by another;
 - d. Has been a victim of domestic violence, consistent with the Crimes Against Household Members Act or the Harassment and Stalking Act, or their equivalents in any other jurisdiction that is or was protected by an order of protection consistent with the Family Violence Protection Act NMSA 1978, § 40-13;
 - e. Has Alzheimer's disease, dementia, or another degenerative brain disorder;
 - f. Has a brain injury; or
 - g. Has a developmental disability as defined in NMSA 1978, § 28-16A-6 A. and that person's health or safety is at risk.

~~N~~O. Force

For the purpose of this policy, "Force" refers to physical violence or confinement that makes a person do something they do not want to do for the financial gain of someone else.

~~O~~P. Fraud

For the purpose of this policy, "Fraud" refers to a false or deceptive offer that lures a person into being vulnerable to force or coercion.

~~P~~Q. Human Trafficking

A person knowingly recruiting, soliciting, enticing, transporting, or obtaining by any means another person with the intent or knowledge that force, fraud, or coercion will be used to subject the person to labor, services, or commercial sexual activity; consistent with NMSA §30-52-1(A).

~~Q~~R. Immediate Family Member

A parent, step-parent, co-parent, significant other of a parent or individual who has been entrusted with the care of the child, a sibling, or stepsibling. ~~Does not include long-term~~ It does not include long-term childcare to include babysitters.



~~R~~S. _____ Intimate Parts

The primary genital area, groin, buttocks, anus, or breast.

~~S~~T. _____ Labor Trafficking

The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, peonage, debt bondage, or slavery, consistent with 22 USC § 7102.

~~T~~U. _____ Missing Person

1. A person whose whereabouts are unknown to the person's custodian or immediate family member, and the circumstances of whose absence indicate that:
 - a. The person did not leave the care and control of the custodian or immediate family member voluntarily, and the taking of the person was not authorized by law; or
 - b. The person voluntarily left the care and control of the custodian without the custodian's consent and without intent to return.

~~U~~V. _____ Sexual Assault Exam Kit (SAEK)

A kit that is often times referred to as a "rape kit", which refers to the kit itself. A SAEK is a container that includes a checklist, materials, and instructions, along with envelopes and containers to package any specimens collected during the exam.

~~V~~W. _____ Sexual Assault Nurse Examiner (SANE)

A registered nurse who has completed the required education and clinical experience and maintains current credentials to conduct medical-forensic examinations of victims of sexual offenses.

~~W~~X. _____ Sex Trafficking

The recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purposes of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age consistent with 22 USC § 7102.

~~X~~Y. _____ Strangulation

The unlawful touching or application of force to another person's neck or throat with intent to injure that person and in a manner whereby great bodily harm or death can be



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inflicted, the result of which impedes the person's normal breathing or blood circulation.

~~Y~~Z. _____ Victim Advocate (Victim Assistant)

A Department employee trained to support victims of crime. A Victim Advocate offers victims information, emotional support, and help finding resources and filling out paperwork.

~~Z~~AA. _____ Victim-Centered Approach

The systematic focus on the needs and concerns of a victim to ensure the compassionate and sensitive delivery of services in a nonjudgmental manner.

N/A 1-26-4 Special Victims Section Generally

A. The Special Victims Section is comprised of:

1. Victim Advocacy Unit;
2. High Risk Victim's Unit;
3. Child Abuse Response Evaluators (CARE);
4. Domestic Violence Response Team (DART);
5. Child Exploitation Detail (CED);
6. Crimes Against Children Unit (CACU);
7. Sex Crimes Unit (SCU); and
8. Sex Offender Registration Detail (SORD).

6 1-26-5 Victim Advocacy Unit

A. Chain of Command

1. Victim Advocates shall report to the Victim Advocate Manager.
2. The Victim Advocate Manager shall report to the Special Victims Section Deputy Commander.

B. The Victim Advocacy Unit shall:

1. Provide the Department with a team of civilians to assist in connecting victims and witnesses of crime with resources to promote safety and healing;



2. Connect victims to their investigation and law enforcement; and
3. Provide follow up for criminal investigations within the Criminal Investigative Bureau (CIB).

6 1-26-6 CARE

A. CARE sworn personnel shall:

1. Be assigned to the Field Services Bureau (FSB);
2. Be responsible for responding to calls for service involving children, and volunteer as primary sworn personnel on such calls when available. This will include referrals from the New Mexico Children, Youth, and Families Department that are reported to the Emergency Communications Center (ECC);
3. Conduct preliminary investigations according to CARE training. CARE sworn personnel shall generate a Uniform Incident Report on all child-related investigations;
 - a. CARE sworn personnel shall forward the Uniform Incident Reports to the CARE Sergeant Coordinator and the CACU Sergeant for review.
4. Be allowed to take child-related calls in other area commands upon approval from the CARE Sergeant Coordinator or FSB Sergeant;
5. Submit a monthly activity report to the CARE Sergeant Coordinator, who will provide the monthly activity report to the CACU Sergeant on the first day of each month;
6. Be responsible for notifying Payroll Section personnel and the CACU Sergeant Coordinator in the event of promotion or when transferring from FSB or the Special Victims Section;
7. Attend all refresher training to include quarterly meetings; and
8. Adhere to the rules and responsibilities set forth in outlined in this Standard Operating Procedure (SOP). Failure to abide by the rules and responsibilities shall be grounds for removal from the CARE program and loss of CARE special skills pay as outlined in the current CBA.

B. The CARE Sergeant Coordinator shall:

1. Be responsible for collecting monthly reports from CARE sworn personnel;



2. Submit a CARE Sergeant Coordinator monthly report to the CACU Sergeant by the first of every month;
3. Be responsible for reviewing all Uniform Incident Reports generated by CARE sworn personnel;
4. Be available for questions and guidance for CARE sworn personnel during their assigned shift;
5. Meet with CARE sworn personnel under their supervision on a quarterly basis;
6. Be responsible for identifying training issues and deficiencies with CARE sworn personnel;
7. If available, assist with serious calls for service involving children, regardless of area command, over the telephone;
8. Attend all refresher training; and
9. Adhere to the rules and responsibilities set forth in this SOP. Failure to abide by the rules and responsibilities shall be grounds for removal from the CARE program and loss of CARE special skills pay as outlined in the current CBA.

6 1-26-7 Domestic Violence Response Team (DART)

A. DART sworn personnel shall:

1. Be assigned to the Field Service Bureau (FSB);
2. Be responsible for responding to calls for service involving domestic violence, volunteering as primary sworn personnel on such calls, when available;
3. Conduct preliminary investigations according to DART ~~trainings~~ training;
4. DART sworn personnel shall generate a Uniform Incident Report on all domestic violence investigations;
 - a. The Uniformed Incident Reports shall be forwarded to the DART Coordinator and DV Advocate; and
 - b. DART sworn personnel shall be permitted to take domestic violence case-related calls in other area commands upon approval from their area lieutenant in charge.
5. Submit a monthly activity report to the DART Coordinator and the Special Victim's Section Lieutenant on the first day of each month, no later than the sixth (6th) day;



6. Be responsible for notifying the Payroll Section personnel and the DART Coordinator in the event of promotion or when transferring from FSB or the Special Victims Section;
7. Attend all refresher training to include quarterly meetings; and
8. Adhere to the rules and responsibilities set forth in this Standard Operating Procedure (SOP). Failure to abide by the rules and responsibilities shall be grounds for removal from the DART program and loss of DART special skills pay as outlined in the current CBA.

6 1-26-8 Child Exploitation Detail (CED)

A. Child Exploitation Detail (CED) detectives shall:

1. Investigate pornography cases related to sexual crimes against children perpetrated by preferential offenders that target children;
 - a. Including the possession, manufacturing, and distribution of child sexual abuse material.
2. Take case responsibility in cases involving multiple child victims of sexual offenses by serial offender offenders; and
3. Assist in training Department personnel, public groups, organizations, and other law enforcement agencies.

B. The CED Sergeant shall maintain all necessary training and certification of CED detectives.

6 1-26-9 Crimes Against Children Unit (CACU)

A. The CACU Sergeant shall investigate:

1. All felony child abuse cases, criminal sexual penetrations, and criminal sexual contact cases when the perpetrator is sworn personnel.
 - a. The primary FSB officer shall call an FSB supervisor to assume a preliminary investigation, in accordance ~~consistent~~ with SOP Criminal Investigation of Department Personnel.
 - b. An acting sergeant shall not conduct investigations of sworn personnel.
 - c. The FSB supervisor shall conduct a thorough investigation of the allegations. If there is probable cause to support a ~~felony level~~ felony-level allegation, the FSB supervisor shall contact the CACU Sergeant to assume case responsibility.
 - d. The FSB Supervisor shall investigate all misdemeanor child abuse cases. ~~All misdemeanor child abuse cases shall be investigated by the FSB Supervisor and not referred to the CACU Sergeant or CACU for investigation.~~



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- i The FSB supervisor shall complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application no later than twenty-four (24) hours after notification, in accordance ~~consistent~~ with SOP Complaints Involving Department Personnel.

B. CACU personnel shall:

1. Be responsible for investigating the following cases:

- a. Any inflicted injury to a child five (5) years old and under;
- b. Any inflicted injury resulting in great bodily harm of a child five (5) years old and under, whether it appears to have occurred accidentally or was perpetrated by an immediate family member;
- c. Apparent Sudden Unexplained Death in Infancy (SUDI);
- d. Death of a child under the following criteria;
- e. Accidental deaths;
- f. Apparent natural deaths;
- g. Drug or alcohol overdoses;
- h. Drug exposures of children twelve (12) years old and under:
 - i Excluding infants born drug-exposed.
 - ii Excluding legal substances such as alcoholic beverages, Tetrahydrocannabinol (THC), and over-the-counter medication.
 - 1. If exposure to legal substances results in the hospitalization of the child, the on-call CACU detective shall be contacted for possible case consultation.
- i. Felony child abuse when the victim is seventeen (17) years old or younger, ~~and~~ the injury results in great bodily harm or death, and the perpetrator is an immediate family member;
- j. Firearm-related deaths where the perpetrator is considered to be an immediate family member and the victim is twelve (12) years and under;
 - i For deaths of siblings/stepiblings of children between the ages of thirteen to seventeen (13-17) years old shall be investigated by the Homicide Unit.
 - ii For injuries of siblings/stepiblings of children between the ages of thirteen to seventeen, (13-17), shall be investigated by the Gun Violence Reduction Unit (GVRU).
- k. Suicides with the following criteria:
 - i CACU Detectives shall investigate all suicides of juveniles twelve (12) years old and under.
 - ii CACU Detectives shall not respond to the scene or investigate the suicide of juveniles between the ages of thirteen (13) and seventeen (17) unless suspicious circumstances exist ~~to seventeen (17) unless suspicious circumstances exists.~~
 - iii. FSB sworn personnel shall conduct a full investigation and remain the case agent for non-suspicious suicides of juveniles between the ages of thirteen (13) to seventeen (17) in the same manner as the suicide of an individual eighteen (18) years and age and older.



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- l. Felony criminal sexual penetration~~or~~; criminal sexual contacts when the victim is twelve (12) years old and under at the time the incident is reported to law enforcement (regardless of relationship to the victim); and
- m. Felony criminal sexual penetration and criminal sexual contact when the perpetrator is an immediate family member~~or~~ or a sibling/stepsibling within the residence and the victim is seventeen (17) years old and under at the time the incident is reported to law enforcement.

C. Crimes Against Children Call-Out Criteria and Procedure

1. The CACU shall be on-call twenty-four (24) hours a day, seven (7) days per week.
 - a. The CACU Sergeant or their designee shall organize the on-call schedule.
2. FSB sworn personnel shall conduct a preliminary investigation and complete the CACU checklist before they notify their supervisor to determine if a CACU Detective is needed.
 - a. After FSB sworn personnel conduct a preliminary investigation but before releasing any parties involved in the investigation, FSB supervisors or their designee shall contact an on-call CACU Detective to advise them of the gathered facts.
3. The on-call CACU Detective shall determine whether the call meets the call-out criteria based on:
 - a. The complexity of the case;
 - b. If a warrant is required; and
 - c. If an individual is in custody.
4. The CACU Sergeant or their designee shall request for the on-call CACU Detective to respond to the call-out.
 - a. The secondary on-call CACU Detective may also be activated if necessary.
5. The CACU Detective responding to the call-out shall have one (1) hour to respond to the location.
6. When necessary, the CACU Detective shall complete the following:
 - a. Schedule Safe House interview with the victim;
 - b. Notify and collaboratively work with the Children, Youth, and Families Department (CYFD);
 - c. Identify and interview potential witnesses;
 - d. Obtain surveillance/recording videos, if available;
 - e. Prepare and execute search and/or arrest warrants;
 - f. Conduct interrogations of the offender(s);
 - g. Review and articulate in a Supplemental Report all evidence of the offense;



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- h. Obtain probable cause for any arrests; and
- i. Complete felony supplemental cases to submit to the District Attorney's (DA) Office.

7. The CACU Detective shall:

- a. Assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or designee;
- b. Prioritize, coordinate, and investigate felony crimes against children that relate to child abuse and neglect;
- c. Provide all sworn personnel with assistance and training in the investigation and documentation of crimes against children; and
- d. Adhere to the procedures in accordance outlined within SOP Crimes Against Children Investigations ~~(refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties).~~

N/A

N/A

8. During the course of a call-out investigation, the Serious Crimes Call-Out Team supervisor or Major Crime Scene Team (MCST) supervisor shall determine the need for a serious crimes call-out, in accordance consistent with SOP Procedures for Serious Crimes Call-Outs ~~(refer to SOP Procedures for Serious Crimes Call-Outs for sanction classifications and additional duties).~~

- a. Initial Briefing
 - i. The on-call supervisor shall ensure a briefing is held and shall also be present during the entirety of the briefing, if feasible after initiation of the call-out, with the following personnel in attendance:
 - 1. The primary and secondary CACU Detectives;
 - 2. The DA or their representative, if they responded to the scene;
 - 3. A representative from MCST;
 - 4. A representative from the Office of the Medical Investigator (OMI); and
 - 5. A representative from CYFD if they responded to the scene.
- b. Debrief
 - i. The on-call supervisor shall ensure that a debriefing is held and shall also be present throughout its entirety, if feasible after the initiation of the call-out, with the following personnel in attendance:
 - 1. The primary and secondary CACU Detectives;
 - 2. The DA if they responded to the scene and are still on-scene;
 - 3. A representative from the MCST;
 - 4. A representative from OMI; and
 - 5. A Representative from CYFD if they responded to the scene.

6 1-26-10 High Risk Victims Unit (HRVU)

A. The High Risk Victims Unit Sergeant shall:

- 1. Supervise the Missing Persons Detectives and Human Trafficking Detectives;



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2. Organize the on-call schedule and ensure that a Missing Persons Detective and a Human Trafficking Detective are available twenty-four (24) hours a day, seven (7) days per week;
3. Review and log incoming Uniform Incident Reports of human trafficking and missing or assumed missing persons;
4. Assign cases to detectives for follow-up investigation;
5. Coordinate all human trafficking investigations that occur within the jurisdictional boundaries of the Department in conjunction with the appropriate state and/or federal agencies; and
6. The High Risk Victims Detective shall assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or their designee.

B. A Missing Persons Detective shall:

1. Investigate adult missing and/or endangered persons;
2. Investigate missing juveniles;
 - a. The Missing Persons Detective shall contact the High Risk Victims Sergeant if during their investigation of a missing juvenile begins to indicate a possible abduction.
 - b. The High Risk Victims Unit shall have sole case responsibility to investigate all abducted juvenile cases seventeen (17) years old and under and shall be the sole entity to issue AMBER Alerts.
3. Investigate runaway juveniles in accordance with the provisions in NMSA 1978, § 32A-1-21 Runaway Child; Law Enforcement; Permitted Acts;
4. Be responsible for issuing ~~amber~~ AMBER, Brittany, and Silver alerts and notifying the High Risk Victims Unit sergeant;
5. Obtain the Daily Report from the National Criminal Information Center (NCIC) Reporting Unit;
6. Log and review all incoming Uniform Incident Reports of missing or assumed missing persons in the High Risk Victims Unit's internal case management system;
 - a. The Missing Persons Detective shall determine whether the missing person meets the criteria outlined in the Missing Persons Information and Reporting Act.
7. Conduct follow-up investigations to determine whether the missing person has returned or is still missing;



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- a. If the criteria is not met, the Missing Persons Detective may remove the missing person from the NCIC database and shall complete a Supplemental Report.
 8. Provide state-mandated training to Department personnel and other agencies as directed;
 9. Assist in the maintenance of the NamUS database; and
 10. Be on-call at all times and may be called by other agencies to assist with locating a missing person that may be within the Department's jurisdiction.
- C. Missing Persons Detective Call-Out Criteria and Procedures
1. If FSB personnel determine that the missing person is endangered, or fits the criteria for an AMBER~~amber~~, Brittany, or Silver Alert they shall call a FSB supervisor.
 - a. FSB supervisors or their designee shall contact the on-call Missing Persons Detective and advise them of their initial investigation.
 2. The Missing Persons Detective shall:
 - a. Determine whether it is necessary to respond to the scene and notify the High Risk Victims Unit Sergeant; and
 - b. Determine whether the missing person meets the criteria for an AMBER~~amber~~ Alert, endangered person, Brittany Alert, or Silver Alert.
- D. Upon locating and recovering any missing person, or a person who has been verified as missing through an AMBER~~amber~~, Silver, or Brittany Alert, Department personnel shall forward a completed Uniform Incident Report or Supplemental Report to the High Risk Victims Unit by utilizing the "Missing Persons" label in the reporting system.
- E. ECC Response and Procedures for Missing Persons
1. When the original call is taken, ECC personnel shall attempt to gather the required information for entry into the NCIC missing persons file utilizing the missing person's criteria worksheet.
 2. If that information is obtained, ECC personnel shall immediately contact the Records Unit and make the NCIC entry, no later than two (2) hours from the time the call was received.
 3. ECC personnel shall add remarks to the call when the missing person was entered into NCIC.
 - a. This will not alter the priority of the call and it will still be dispatched as normal.



4. FSB personnel shall be responsible for completing the missing person's report when an individual has been entered into NCIC.

F. FSB Response and Procedures for Missing Persons

1. FSB personnel shall conduct an initial investigation as outlined in the Missing Persons Information and Reporting Act and shall notify their supervisor to determine whether a Missing Persons Detective is needed.
2. Responding sworn personnel shall confirm that the person has been entered into the NCIC database within two (2) hours of the time the ECC received the call.
 - a. Upon the discovery the person has not been entered in NCIC, FSB personnel shall be responsible for entering the missing person into the NCIC database.
3. FSB personnel shall conduct the initial investigation and determine the following:
 - a. If the adult missing person meets the Missing Persons Information and Reporting Act criteria;
 - b. If the child is missing or abducted, and contact the Records Division to ensure the child is entered into the NCIC database within two (2) hours from the time the incident was created in the Computer-Aided Dispatch (CAD) system; and
 - c. Ensure that the law enforcement agency that is over the jurisdiction in which the missing person resides is responsible for the initial investigation and is responsible for entering the missing person into the NCIC database.
4. If FSB responding personnel determine that the adult or child is no longer missing or fails to meet the Missing Persons Information and Reporting Act, they shall notify the Records Division ~~report review~~ to have the person removed from NCIC.
5. The Missing Person's Detective shall assist the FSB in their investigation at the request of the Criminal Investigative Division Commander or their designee.

G. A Human Trafficking Detective shall:

1. Investigate allegations or suspicions of human trafficking reported to the Department; and
2. Employ a trauma-informed, victim-centered approach to criminal investigations;
 - a. The victim-centered approach, plays a critical role in supporting victims' rights, dignity, autonomy, and self-determination, regardless of whether they choose to report or cooperate with law enforcement.
 - i. When a victim chooses not to cooperate, take into consideration that trauma can disrupt the rational thought process and impair the ability to handle stress, perceive when a threat is in the past, and manage emotions.



- ii Victims often experience re-traumatization when they are “triggered” or have flashbacks or intrusive thoughts that replicate the experience of their initial trauma.
- iii A survivor who may appear to be uncooperative, combative, or difficult could be experiencing such overwhelming reactions related to trauma.
- iv A sense of stability and security must be attained before the individual can be expected to engage constructively with any systems or services.
It is important to recognize that maladaptive behaviors, including risky behaviors such as drug or alcohol abuse, can be part of an individual’s survival mechanisms.

H. Human Trafficking Call-Out Criteria and Procedures

N/A

1. FSB sworn personnel shall conduct a preliminary investigation in accordance with ~~(refer to SOP Preliminary and Follow-up investigations for sanction classifications and additional duties).~~
2. FSB sworn personnel shall interview the reporting person(s) to acquire all information necessary to include the following:
 - a. The relationship between the reporting person and potential human trafficker;
 - b. Name, age, date of birth, street address, telephone number;
 - c. Vehicle description, and license plate number (if applicable) of all parties;
 - d. The potential human trafficker’s identity or physical description to include (e.g., scars, marks, and/or tattoos);
 - e. The last time the reporting person had contact with the potential trafficker and if their current location is known; and
 - f. Social media accounts of all parties, if utilized in the alleged trafficking, to include platform, username, and last time accessed.
3. If one (1) or more of the following criteria are present after the preliminary investigation has been completed, FSB sworn personnel shall notify their FSB supervisor:
 - a. Any sex trafficking investigation involving a child that occurred within one hundred twenty (120) hours where DNA-type evidence may be present;
 - b. Any incident when a child or adult is identified as a sex trafficking victim, and the need for an immediate interview or collection of evidence is above normal FSB functions, such as the necessity for a forensic examination;
 - c. Any incident when a child or adult is identified as a labor trafficking victim and the need for an immediate interview or collection of evidence is required above normal FSB functions such as the necessity for a forensic examination; or
 - d. Any incident involving a victim that is present with responding sworn personnel and in immediate need of shelter and/or services from a current human trafficking situation.



4. If the FSB Supervisor determines that the call-out criteria has been met, they or their designee shall contact the on-call Human Trafficking Detective and advise them of the initial investigation.

—Before the end of their shift, Department personnel shall complete a Uniform Incident Report or Supplemental Report and include the label in the reporting system of “Human Trafficking” to forward the report for follow-up investigation by the High Risk Victims Unit.

5.

- ~~5-6.~~ The Human Trafficking Detective shall determine whether it is necessary to respond to the scene and notify the High Risk Victims Unit Sergeant.

- ~~6-7.~~ If the preliminary investigation does not meet the criteria to make immediate notification to an HRVU supervisor, a label, “Human Trafficking” must be created on the incident report. The report ~~may~~ can also be emailed to HRVU@cabq.gov before the end of shift.

6 1-26-11 Sex Crimes Unit

A. Sex Crimes Unit personnel shall:

1. Be responsible for investigating the following cases:

- a. Criminal sexual penetration cases, including attempted criminal sexual penetration, and criminal sexual contacts, as follows:
 - i. Criminal sexual penetration cases where the victim is between thirteen (13) to eighteen (18) years of age and the offender is not an immediate family member;
 - ii. All criminal sexual penetration cases where the victim is at least eighteen (18) years of age, regardless of victim/offender relationship;
 - iii. Criminal sexual contacts where the victim is between thirteen (13) to eighteen (18) years of age and the offender is NOT an immediate family, or sibling/stepsibling;
 - iv. Felony criminal sexual contact where the victim is at least eighteen (18) years of age, and all criminal sexual contact is perpetrated; and
 - 1. By the use of force or coercion that results in personal injury to the victim;
 - 2. By the use of force or coercion when the perpetrator is aided or abetted by one or more persons; or
 - 3. When the perpetrator is armed with a deadly weapon.
 - v. Criminal sexual assault investigations when individuals are identified through a DNA match in CODIS, or other investigative efforts in current and cold cases.
- b. All felony criminal sexual penetrations and criminal sexual contact cases, outlined above, where the perpetrator is a sworn personnel, in



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accordance consistent with SOP Criminal Investigation of Department Personnel.

- i The arresting officer shall call an FSB supervisor to assist with a preliminary investigation.
- ii An acting sergeant shall not conduct investigations of sworn personnel.
- iii The FSB supervisor shall conduct a thorough investigation of the allegations. If there is probable cause to support the allegation, the FSB supervisor shall contact the Sex Crimes Unit Sergeant, who will triage the case. Following triage, the Sex Crimes Unit Sergeant shall contact the CID Commander or their designee to assign the case to a CID supervisor for investigation of the alleged criminal conduct. ~~to assume case responsibility.~~

1. The FSB supervisor shall complete an Internal Affairs Request (IAR) through the IA database web application no later than twenty-four (24) hours after notification, in accordance consistent with SOP Complaints Involving Department Personnel.
2. Following a thorough investigation of the allegations, if the allegations are unfounded or the alleged physical contact was within policy or training, the FSB supervisor shall complete an IAR through the IA database web application no later than twenty-four (24) hours after notification, consistent in accordance with SOP Complaints Involving Department Personnel.
3. If during the review process, the Internal Affairs Professional Standards (IAPS) Division Detective/Investigator determines that there may have been criminal conduct by an officer, the IAPS Division Detective/Investigator shall immediately notify the IAPS Division Commander.
 - A. The IAPS Division Commander shall immediately notify the Chief of Police regarding a referral for a criminal investigation.
 - B. If it is determined that Sex Crimes Unit personnel shall investigate the criminal offense, the IAPS Division Detective/Investigator shall proceed with the administrative investigation, in accordance consistent with SOP Criminal Investigation of Department personnel.

B. The Sex Crimes Unit Sergeant or their designee shall review and assign cases to Sex Crimes Unit Detectives.

C. Sex Crimes Unit Call-Out Criteria and Procedures

1. The Sex Crimes Unit shall be on-call twenty-four (24) hours a day, seven (7) days per week.
 - a. The Sex Crimes Unit Sergeant shall organize the on-call schedule.
2. FSB sworn personnel shall conduct a preliminary investigation and determine the following facts before they notify their supervisor to determine if a Sex Crimes Unit Detective is needed:



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- a. The victim wants to prosecute the case;
 - b. The victim wants to be evaluated by a SANE;
 - c. The victim is injured;
 - d. The individual is in custody;
 - i. Is the offender law enforcement?
 - ii. Has the officer's lapel been reviewed for confirmation/elimination of the allegation?
 - e. Whether any weapons were used. If so, what kind;
 - f. Whether a crime scene has been identified;
 - g. Whether a search warrant is needed; and
 - h. Whether the victim or individual is intoxicated.
3. After FSB sworn personnel conduct a preliminary investigation, and before releasing any parties of the investigation, FSB supervisors or their designee shall contact the Sex Crimes Unit Sergeant or their designee and advise them of the facts collected.
4. The Sex Crimes Detective shall assist the FSB in their criminal investigation at the request of the Criminal Investigative Division Commander or designee.
5. The Sex Crimes Unit Sergeant or their designee shall then determine whether the call meets the call-out criteria based on:
 - a. The complexity of the case;
 - b. If a warrant is required; and
 - c. If an individual is in custody.
6. The Sex Crimes Unit Sergeant or their designee shall then request for the on-call Sex Crimes Unit Detective to respond to the call-out.
 - a. The secondary on-call Sex Crimes Unit Detective may also be activated if necessary.
7. The Sex Crimes Unit Detective who responded to the call-out shall have one (1) hour to respond to the location.
8. When necessary, the Sex Crimes Unit Detective shall complete the following:
 - a. Trauma-informed interview with the victim;
 - b. Identify and interview potential witnesses;
 - c. Obtain surveillance/recording videos (if available);
 - d. Prepare and execute search and/or arrest warrants;
 - e. Conduct interrogations of the offender(s);
 - f. Review and articulate in a Supplemental Report all evidence of the offense;
 - g. Obtain probable cause for any arrests; and
 - h. Complete felony supplemental cases to submit to the DA's Office.



9. When a prisoner reports they were raped, and the incident took place within twelve (12) hours of the officer's initial contact, then the prisoner shall be advised of the option of SANE. If the prisoner requests a SANE and is not intoxicated, a flight risk, or combative, the primary officer shall transport the prisoner to SANE at the Family Advocacy Center (FAC).
10. If the sexual assault took place more than twelve (12) hours before initial contact, then the prisoner shall be booked on their charges. The officer shall inform Bernalillo County Metropolitan Detention Center (BCMDC) of the case number, the allegation of the sexual assault, and BCMDC will request a SANE examination after the booking procedures.
11. It is the responsibility of the primary officer to contact SANE at 505 884-7263 on behalf of the victim wanting a SANE and transport the victim to the FAC.

6 1-26-12 Sex Offender Registration Detail (SORD)

- A. SORD personnel shall be responsible for the registration of sex offenders, consistent with SORNA and ASORNA, and applicable Memorandums of Understanding (MOU), including:
 1. Obtaining all pertinent information from those sex offenders who comply with SORNA and ASORNA by registering with the Department;
 2. Properly maintaining all registrant information, which includes the data entry and upkeep of the Bernalillo County Sheriff's Office Sex Offender Registration website;
 3. Conducting a background search on sex offenders who register under the provisions of ASORNA as deemed necessary by the SORD supervisor;
 4. Conduct address verifications by making contact with sex offenders in the field in order to determine their compliance with ASORNA laws;
 5. Verifying that registered sex offenders have not acquired, mortgaged, or newly occupied any real property, occupied or acquired any real property by lease or otherwise, or established a place of lodging within one thousand (1,000) feet of a school after the effective date of the SORNA;
 6. Forwarding registration information to the Bernalillo County Sheriff's Office and the New Mexico Department of Public Safety within ninety (90) consecutive days of the registration of an offender;
 7. Ensure that persons in violation of the ASORNA ordinance are processed through the judicial system;
 8. Answer questions from the community in reference to the ASORNA ordinance;



9. Work as a liaison between the Bernalillo County Sheriff's Office (BCSO) personnel and the Department; and
10. Assist BCSO with the tracking and monitoring of sex offenders that fall under SORNA laws pursuant to NMSA 1978, Section 29-11A-4.

N/A 1-26-13 Behavioral Sciences Section Semi-annual Psychological Wellness Checks

- A. Due to the potential for significant mental trauma resulting from investigations, all Special Victims Section personnel are responsible for scheduling and attending semi-annual behavioral health appointments, once on their birthday month and then six (6) months after. The Behavioral Sciences Section will conduct these psychological wellness checks.
- B. Additionally, CED Detectives may use the Internet Crimes Against Children Task Force (ICACTF) Behavioral Health Provider as needed.

1 1-26-14 Confidentiality of Records

- A. Department personnel, namely Special Victims Section personnel, shall be responsible for the confidentiality of records involving all juveniles aged seventeen (17) and below, consistent with NMSA 1978, § 32A-2-32.



1-53 HOMICIDE UNIT

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

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 3-05 and 5-8)
- 2-30 Emergency Command Post (Formerly 1-30)
- 2-60 Preliminary and Follow-up Criminal Investigations (Formerly 2-24)
- 2-72 Procedures for Serious Crimes Call-Outs (Formerly 2-28 and 2-91)
- 2-74 Submission of Cases to the District Attorney (Formerly 2-39)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

B. Form(s)

PD 1208 Homicide Worksheet for Primary Briefing
PD 4201 Request for Forensic Service

C. Other Resource(s)

N.M. R. Ann. LR2-400 Case Management Order

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

1-53-1 Purpose

The purpose of this policy is to outline the requirements for the investigation of cases involving homicides, unexplained deaths, questionable suicides, and cases of aggravated battery with great bodily harm for which another investigative unit has done the preliminary investigation and the victim passed away due to their injuries before sworn personnel arrest individual(s) based on warrants or probable cause to believe the individual committed a crime related to the investigation.

1-53-2 Policy

It is the policy of the Albuquerque Police Department (Department) to thoroughly investigate cases, to reasonably follow up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case. Furthermore, it is the policy of the Department for the Homicide Unit to conduct weekly meetings with supervising prosecutors at the District Attorney's (DA) Office to create and foster consistency and the highest excellence in homicide investigations.



N/A 1-53-3 Definitions

A. Homicide

The unlawful killing of one person by another.

B. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

C. Next of Kin

The nearest relative, spouse, child, parent, or sibling of the person who is part of an investigation.

7 1-53-4 Rules and Responsibilities

A. A Homicide Unit Detective shall investigate:

1. Homicides, except for:

- N/A**
- a. The unlawful death of a child in accordance with SOP Crimes Against Children Investigations;
 - b. When another investigative unit investigates a crime and has arrested the suspected individual before the victim passes away; or
 - c. If the initial investigative unit's sergeant and the Homicide Unit Sergeant deem it practical and efficient for the initial investigative unit to maintain case responsibility, even if the individual suspected of a crime has not been arrested.

2. Suspicious deaths as determined by the Office of the Medical Investigator (OMI) or a Crime Scene Specialist (CSS); and

3. Suspicious suicides as determined by the OMI or a CSS.

B. Homicide Unit Call-Out Procedures

1. Field Services Bureau (FSB) sworn personnel who are dispatched to a potential homicide, a suspicious death, or an unexplained death shall notify their on-duty supervisor.

- a. The notified FSB supervisor shall ensure that a CSS responds to the scene.



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- b. If the CSS determines that a Homicide Unit call-out is appropriate, the CSS supervisor shall notify the Emergency Communications Center (ECC).
- c. If a homicide investigation is initiated, the primary officer shall complete the Homicide Worksheet for Primary Briefing form and submit it to the on-scene investigative supervisor prior to leaving the scene.

2. ECC personnel shall notify the following on-call personnel:

- a. Primary and secondary Homicide Unit Detectives;
- b. Primary and secondary Major Crime Scene Team (MCST) Detectives and supervisor;
- c. The assisting Criminal Investigations Division (CID) Detectives and Investigative Services Division (ISD) Detectives;
- d. The on-call Assistant District Attorney;
- e. A Field Investigator for the OMI;
- f. The on-call CID supervisor;
- g. The on-call officer for the emergency command post, in accordance with SOP Emergency Command Post; and
- h. The Department's Public Information Officer (PIO).

N/A

3. The on-call CID supervisor shall ensure that the above personnel are notified and respond to the scene.

C. Homicide Unit On-Call Status Procedures

1. A Homicide Unit sergeant shall place Homicide Unit Detectives on the on-call rotation list as primary or secondary Homicide Unit Detectives.
2. The CID supervisor or their designee shall organize and maintain the on-call roster for Homicide Unit Detectives on Homicide Unit call-outs.
3. The on-call primary Homicide Unit Detective shall have one (1) hour to respond to the scene.

D. Homicide Unit Briefings

1. The on-scene CID supervisor shall ensure that Department personnel who are responsible for the Homicide Unit call-out conduct a briefing of the incident as soon as possible.
2. The Homicide Unit briefing shall include the following personnel:
 - a. Primary and secondary Homicide Unit Detectives;
 - b. On-scene investigative supervisors;
 - c. The MCST primary detective;
 - d. The primary dispatched officer; and
 - e. Additional sworn personnel or the CSS with pertinent information.



3. The Homicide Unit briefing may include representatives from the following outside agencies:

- a. The DA's Office;
- b. The OMI; and
- c. Any other relevant law enforcement agencies.

E. Major Case Protocol

1. The Violent Crime Lieutenant or above shall initiate the Major Case Protocol activation for the following:

- a. Homicide investigations involving multiple victims when a risk to public safety is evident;
- b. Acts of terrorism;
- c. Cases that garner significant or national media attention;
- d. Department personnel are shot or seriously injured as a result of an intentional criminal act; and
- e. Any other major case, the Chief of Police, or their designee, deems that activation of the Major Case Protocol is appropriate.

2. Procedures for Major Case Protocol

- a. The Violent Crime Lieutenant or above shall become the Incident Commander (IC).
- b. The following divisions shall have a representative of the rank of lieutenant or above assigned to the command post, and they shall be briefed and assigned duties with the intention of identifying and locating suspects:
 - i. ISD;
 - ii. MCST; and
 - iii. CID.
- c. The IC or their designee shall determine before the twelfth (12) hour the need to bring in a secondary team of detectives to relieve initial responding detectives at the sixteenth (16) hour of the call-out.
 - i. If it is determined that relief detectives are necessary, it is the IC or their designee's responsibility to coordinate getting new detectives to arrive at or before the sixteenth (16) hour of the call-out.
 - ii. The original team of detectives will brief the new team of detectives before being relieved from the scene.
 - iii. The IC or their designee shall coordinate with the original team of detectives to return to the call-out ten (10) hours after being relieved if deemed necessary.
 - 1. The rotation between the first team and second team with briefings between shifts shall continue until deemed unnecessary by the CID Incident Commander or their designee.



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3. The IC or their designee shall receive approval from the Investigations Bureau Deputy Chief or their designee to discontinue Major Case Protocol based on the totality of circumstances or continue Major Case Protocol at every team change.

F. Homicide Unit Meetings

1. The Violent Crimes Section Lieutenant or their designee shall coordinate meetings two (2) and sixty (60) days after the initial call-out investigation ends.
 - a. If either meeting falls on the primary Homicide Unit Detective's normal day off, the meetings shall take place on their next regularly scheduled shift.
 - b. The meetings shall not be postponed or canceled without the written authorization of the CID Commander or their designee.
2. Procedures for Meeting Two (2) Days After Initial Call-Out Investigation
 - a. A Homicide Unit supervisor shall ensure that the following Department personnel attend the meeting in person or virtually:
 - i. The primary Homicide Unit Detective;
 - ii. A Homicide Unit sergeant;
 - iii. An MCST Detective or representative;
 - iv. A Victim Liaison;
 - v. The Digital Intelligence Team (DIT) lead; and
 - vi. Sworn personnel who are assigned to apprehend the individual.
 - b. A Homicide Unit supervisor shall ensure that the meeting is conducted in the following order:
 - i. The victim is identified and verified (OMI, etc.);
 - ii. Next of kin contact information is confirmed, or difficulties in contacting the next of kin are communicated;
 - iii. Details of communication with next of kin who have already been briefed;
 - iv. New Mexico Crime Victims Reparation Commission (CVRC) qualification status;
 - v. The Department's PIO is contacted and updated on whether next of kin has been notified by the Homicide Unit supervisor for cases when the homicide victim's name may be released to the public;
 1. If the victim's name cannot be released at that time, the Homicide Unit supervisor shall update the PIO in writing every day until they can release the victim's name to the public.
 - vi. The Victim Liaison may leave the meeting at this point;
 - vii. The primary Homicide Unit Detective shall provide a brief summary of the investigation;
 - viii. The MCST Detective shall outline any physical evidence that was collected; and
 1. When necessary, the MCST Detective shall complete the Request for Forensic Service form during the meeting.
 - ix. The DIT lead shall review social media accounts, phone numbers, and physical mobile devices.



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1. The DIT lead shall make determinations on all mobile devices collected and the most appropriate forensic tool to use on the device, including which laboratory and methods used to try and extract data from the device.
2. The DIT lead shall identify all social media accounts and phone numbers requiring preservation.
- c. The meeting attendees shall assess any available surveillance video to determine:
 - i. If assistance from the Regional Computer Forensic Laboratory (RCFL) is needed to edit video surveillance or to review a large quantity of footage;
 - ii. Whether to release still images or video to persons outside of the Homicide Unit for assistance; and
 - iii. What information may be released to sworn personnel first, then to the public through the Crime Stoppers Program.
1. The Department's PIO shall share information with the public unless a lead exists that is currently being investigated or if a lead is likely to come in within the next forty-eight (48) hours.
- d. The Homicide Unit supervisor or their designee shall add the following information to the Homicide Unit's internal information management system:
 - i. Completed search warrants;
 - ii. Identified need for future search warrants;
 - iii. Completed interviews;
 - iv. Identified the need for future interviews and who the backup detective will be if the lead detective is unavailable; and
 - v. Persons of interest or witnesses with outstanding arrest warrants for any charge.
- e. The Homicide Unit supervisor shall update modifications to internal tracking data in the internal information management system, including:
 - i. The potential motive; and
 - ii. The victim's behavior.
3. Procedures for Meeting Sixty (60) Days After Initial Call-Out Investigation
 - a. Department personnel shall review any updates to the information as discussed during the two (2) day meeting.
 - b. The primary Homicide Unit Detective shall complete a Supplemental Report that will become part of the case file.
4. Procedures for Meeting Six (6) Months After Initial Call-Out Investigation
 - a. Department personnel shall review any updates to the information as discussed during the two (2) day meeting and sixty (60) day meeting.
 - b. The primary Homicide Unit Detective shall complete a Supplemental Report that will become part of the case file.

G. Contacting the Victim's Family (Next of Kin)



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1. In the event of a homicide, Homicide Unit personnel shall meet with the victim's family as soon as practicable to provide the death notification.
2. The primary Homicide Unit Detective shall keep the family informed of any arrests in the case.
 - a. Homicide Unit Detectives may rely on internal and external victim advocates to assist with the notification process and to help the victim's family.

N/A

H. Homicide Discovery Requirements

N/A

1. The Homicide Unit Sergeant shall ensure that homicide cases are submitted to the DA's Office, consistent with time limits prescribed by the DA's court discovery rules (Case Management Order N.M. R. Ann. LR2-400 of the Second Judicial District Court) and in accordance with SOP Submission of Cases to the District Attorney.
2. Once sworn personnel arrest the individual, the Homicide Unit Detective who has case responsibility shall provide all available electronic reports and documentation to the appropriate screener at the DA's Office.
3. Homicide Unit Detectives shall only use Department-approved technology to transmit electronic reports and documentation to the DA's Office.

I. Homicide Case Assignment and Closure

1. The Homicide Unit Sergeant shall:
 - a. Assign homicide cases to a Homicide Unit Detective;
 - i. Cases shall remain assigned to Homicide Unit Detectives until all leads are exhausted.
 - b. Hold weekly briefings on the status of active homicide cases; and
 - c. Assist with the two (2) day and sixty (60) day meetings, and the weekly meetings with the DA's Office.
2. If a Homicide Unit Detective expresses that they wish to transfer out of the Homicide Unit, the Homicide Unit supervisor shall remove them from the on-call rotation.
 - a. The Homicide Unit Detective shall be given up to sixty (60) days to complete their case files.
 - b. The Homicide Unit supervisor shall make recommendations to the CID Commander on whether the Homicide Unit Detective shall retain their cases, in accordance with SOP Preliminary and Follow-Up Investigations, if their cases will be reassigned, or if their cases were closed prior to the Homicide Unit Detective's departure from the Homicide Unit.

N/A



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3. When a Homicide Unit Detective submits an Interoffice Memorandum announcing their retirement, their Homicide Unit Sergeant shall remove them from the on-call rotation list no less than sixty (60) days before their proposed retirement date.
 - a. The Homicide Unit Detective shall provide the earliest possible notice before retirement to ensure that cases are managed.
4. Homicide Unit Detectives who transfer out of the Homicide Unit shall forward their case files to their Homicide Unit supervisor before departing.

REDLINED



1-53 HOMICIDE UNIT

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

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 3-05 and 5-8)
- 2-30 Emergency Command Post (Formerly 1-30)
- 2-60 Preliminary and Follow-up Criminal Investigations (Formerly 2-24)
- 2-72 Procedures for Serious Crimes Call-Outs (Formerly 2-28 and 2-91)
- 2-74 Submission of Cases to the District Attorney (Formerly 2-39)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

B. Form(s)

PD 1208 Homicide Worksheet for Primary Briefing
~~PD 1210 48hr Homicide Checklist~~
PD 4201 Request for Forensic Service

C. Other Resource(s)

N.M. R. Ann. LR2-400 Case Management Order

D. Active Special Orders

None

~~D.~~ E. Rescinded Special Order(s)

~~SO 23 105 Amendment to SOP 1-53 Homicide Unit~~ None

1-53-1 Purpose

The purpose of this policy is to outline the requirements for the investigation of cases involving homicides, unexplained deaths, questionable suicides, and cases of aggravated battery with great bodily harm for which another investigative unit has done the preliminary investigation and the victim passed away due to their injuries before sworn personnel arrest individual(s) based on warrants or probable cause to believe the individual committed a crime related to the investigation.

1-53-2 Policy

It is the policy of the Albuquerque Police Department (Department) to thoroughly investigate cases, to reasonably follow-up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case. Furthermore, it is the policy of the Department for the Homicide Unit to conduct weekly meetings with supervising



prosecutors at the District Attorney's (DA) Office to create and foster consistency and the highest excellence in homicide investigations.

N/A 1-53-3 Definitions

A. Homicide

The unlawful killing of one person by another.

B. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

C. Next of Kin

The nearest relative, spouse, child, parent, or sibling of the person who is part of an investigation.

~~**D. Serious Crime**~~

~~For the purpose of this policy, any criminal offense resulting in great bodily harm (GBH) with the potential of death or permanent disfigurement.~~

~~**E. Serious Crimes Call Out**~~

~~A call out is generated when a person sustains a life threatening injury due to the criminal activity of another.~~

7 1-53-4 Rules and Responsibilities

A. A Homicide Unit Detective shall investigate:

1. Homicides, except for:

N/A

- a. The unlawful death of a child as outlined in accordance with the SOP Crimes Against Children Investigations (refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties);
 - b. When another investigative unit investigates a crime and has arrested the suspected individual before the victim passes away; or
- If the initial investigative unit's sergeant and the Homicide Unit Sergeant deem it practical and efficient for the initial investigative unit to maintain case responsibility, even if the individual suspected of a crime has not been arrested.



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C.

2. Suspicious deaths as determined by the Office of the Medical Investigator (OMI) or a Crime Scene Specialist (CSS); and
3. Suspicious suicides as determined by the OMI or a CSS.

~~Criminal Investigations Division (CID) Supervisory Procedures for Serious Crimes Call Outs~~

N/A

- ~~0. After a CSS supervisor determines the crime is a serious crime, as outlined in SOP Crime Scene Specialists Unit and SOP Procedures for Serious Crimes Call Outs, the CID supervisor shall:~~

- ~~• Provide investigative support to the primary investigative detective who responds to the Serious Crimes Call Out; and~~
- ~~• Assign case responsibility if the victim passes away due to their injuries suffered during the incident, and no individual has been criminally charged with the associated crime.~~

B. Homicide Unit Call-Out Procedures

1. Field Services Bureau (FSB) sworn personnel who are dispatched to a potential homicide, a suspicious death, or an unexplained death shall notify their on-duty supervisor.
 - a. The notified FSB supervisor shall ensure that a CSS responds to the scene.
 - b. If the CSS determines that a Homicide Unit call-out is appropriate, the CSS supervisor shall notify the Emergency Communications Center (ECC).
 - c. If a homicide investigation is initiated, the primary officer shall complete the Homicide Worksheet for Primary Briefing form and submit it to the on-scene investigative supervisor prior to leaving the scene.

2. ECC personnel shall notify the following on-call personnel:

- a. Primary and secondary Homicide Unit Detectives;
- b. Primary and secondary Major Crime Scene Team (MCST) Detectives and supervisor;
- c. The assisting Criminal Investigations Division (CID) Detectives and Investigative Services Division (ISD) Detectives;
- d. The on-call Assistant District Attorney;
- e. A Field Investigator for the OMI;
- f. The on-call CID supervisor;
- g. The on-call officer for the emergency command post, in accordance consistent with SOP Emergency Command Post (refer to SOP Emergency Command Post for sanction classifications and additional duties); and
- h. The Department's Public Information Officer (PIO).

N/A



3. The on-call CID supervisor shall ensure that the above personnel are notified and respond to the scene.

C. Homicide Unit On-Call Status Procedures

1. A Homicide Unit sergeant shall place Homicide Unit Detectives on the on-call rotation list as primary or secondary Homicide Unit Detectives.
2. The CID supervisor or their designee shall organize and maintain the on-call roster for Homicide Unit Detectives on Homicide Unit call-outs.
3. The on-call primary Homicide Unit Detective shall have one (1) hour to respond to the scene.

D. Homicide Unit Briefings

1. The on-scene CID supervisor shall ensure that Department personnel who are responsible for the Homicide Unit call-out conduct a briefing of the incident as soon as possible.
2. The Homicide Unit briefing shall include the following personnel:
 - a. Primary and secondary Homicide Unit Detectives;
 - b. On-scene investigative supervisors;
 - c. The MCST primary detective;
 - d. The primary dispatched officer; and
 - e. Additional sworn personnel or the CSS with pertinent information.
3. The Homicide Unit briefing may include representatives from the following outside agencies:
 - a. The DA's Office;
 - b. The OMI; and
 - c. Any other relevant law enforcement agencies.

E. Major Case Protocol

1. The Violent Crime Lieutenant or above shall initiate the Major Case Protocol activation for the following:
 - a. Homicide investigations involving multiple victims when a risk to public safety is evident;
 - b. Acts of terrorism;
 - c. Cases that garner significant or national media attention;
 - d. Department personnel are shot or seriously injured as a result of an intentional criminal act; and



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- e. Any other major case, the Chief of Police, or their designee, deems that activation of the Major Case Protocol is appropriate.

2. Procedures for Major Case Protocol

- a. The Violent Crime Lieutenant or above shall become the Incident Commander (IC).
 - b. The following divisions shall have a representative of the rank of lieutenant or above assigned to the ~~C~~Command ~~P~~Post, and they shall be briefed and assigned duties with the intention of identifying and locating suspects:
 - i. ISD;
 - ii. MCST; and
 - iii. CID.
 - c. The IC or their designee shall determine before the twelfth (12) hour the need to bring in a secondary team of detectives to relieve initial responding detectives at the sixteenth (16) hour of the call-out.
 - i. If it is determined that relief detectives are necessary, it is the IC or their designee's responsibility to coordinate getting new detectives to arrive at or before the sixteenth (16) hour of the call-out.
 - ii. The original team of detectives will brief the new team of detectives before being relieved from the scene.
 - iii. The IC or their designee shall coordinate with the original team of detectives to return to the call-out ten (10) hours after being relieved if deemed necessary.
 - 1. The rotation between the first team and second team with briefings between shifts shall continue until deemed unnecessary by the CID Incident Commander or their designee.
3. The IC or their designee shall receive approval from the Investigations Bureau Deputy Chief or their designee to discontinue Major Case Protocol based on the totality of circumstances or continue Major Case Protocol at every team change.

F. Homicide Unit Meetings

- 1. The Violent Crimes Section Lieutenant or their designee shall coordinate meetings two (2) and sixty (60) days after the initial call-out investigation ends.
 - a. If either meeting falls on the primary Homicide Unit Detective's normal day off, the meetings shall take place on their next regularly scheduled shift.
 - b. The meetings shall not be postponed or canceled without the written authorization of the CID Commander or their designee.
- 2. Procedures for Meeting Two (2) Days After Initial Call-Out Investigation
 - a. A Homicide Unit supervisor shall ensure that the following Department personnel attend the meeting in person or virtually:
 - i. The primary Homicide Unit Detective;



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- ii. A Homicide Unit sergeant;
- iii. An MCST Detective or representative;
- iv. A Victim Liaison;
- v. The Digital Intelligence Team (DIT) lead; and
- vi. Sworn personnel who are assigned to apprehend the individual.
- b. A Homicide Unit supervisor shall ensure that the meeting is conducted in the following order:
 - i. The victim is identified and verified (OMI, etc.);
 - ii. Next of kin contact information is confirmed, or difficulties in contacting the next of kin are communicated;
 - iii. Details of communication with next of kin who have already been briefed;
 - iv. New Mexico Crime Victims Reparation Commission (CVRC) qualification status;
 - v. The Department's PIO is contacted and updated on whether next of kin has been notified by the Homicide Unit supervisor for cases when the homicide victim's name may be released to the public;
 - 1. If the victim's name cannot be released at that time, the Homicide Unit supervisor shall update the PIO in writing every day until they can release the victim's name to the public.
 - vi. The Victim Liaison may leave the meeting at this point;
 - vii. The primary Homicide Unit Detective shall provide a brief summary of the investigation;
 - viii. The MCST Detective shall outline any physical evidence that was collected; and
 - 1. When necessary, the MCST Detective shall complete the Request for Forensic Service form during the meeting.
 - ix. The DIT lead shall review social media accounts, phone numbers, and physical mobile devices.
 - 1. The DIT lead shall make determinations on all mobile devices collected and the most appropriate forensic tool to use on the device, including which laboratory and methods used to try and extract data from the device.
 - 2. The DIT lead shall identify all social media accounts and phone numbers requiring preservation.
- c. The meeting attendees shall assess any available surveillance video to determine:
 - i. If assistance from the Regional Computer Forensic Laboratory (RCFL) is needed to edit video surveillance or to review a large quantity of footage;
 - ii. Whether to release still images or video to persons outside of the Homicide Unit for assistance; and
 - iii. What information may be released to sworn personnel first, then to the public through the Crime Stoppers Program.
 - 1. The Department's PIO shall share information with the public unless a lead exists that is currently being investigated or if a lead is likely to come in within the next forty-eight (48) hours.
- d. The Homicide Unit supervisor or their designee shall add the following information to the Homicide Unit's internal information management system:



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- i. Completed search warrants;
 - ii. Identified need for future search warrants;
 - iii. Completed interviews;
 - iv. Identified the need for future interviews and who the backup detective will be if the lead detective is unavailable; and
 - ~~v. Persons of interest or witnesses with outstanding arrest warrants for any charge; and~~
 - ~~vi. v. A completed forty eight (48) hr Homicide Checklist form documenting the Homicide Unit meeting.~~
- e. The Homicide Unit supervisor shall update modifications to internal tracking data in the internal information management system, including:
 - i. The potential motive; and
 - ii. The victim's behavior.

3. Procedures for Meeting Sixty (60) Days After Initial Call-Out Investigation

- a. Department personnel shall review any updates to the information as discussed during the two (2) day meeting.
- b. The primary Homicide Unit Detective shall complete a Supplemental Report that will become part of the case file.

4. Procedures for Meeting Six (6) Months After Initial Call-Out Investigation

- a. Department personnel shall review any updates to the information as discussed during the two (2) day meeting and sixty (60) day meeting.
- b. The primary Homicide Unit Detective shall complete a Supplemental Report that will become part of the case file.

G. Contacting the Victim's Family (Next of Kin)

- 1. In the event of a homicide, Homicide Unit personnel shall meet with the victim's family as soon as practicable to provide the death notification.
- 2. The primary Homicide Unit Detective shall keep the family informed of any arrests in the case.

N/A

- a. Homicide Unit Detectives may rely on internal and external victim's advocates to assist with the notification process and to help the victim's family.

H. Homicide Discovery Requirements

N/A

- 1. The Homicide Unit Sergeant shall ensure that homicide cases are submitted to the DA's Office, consistent with time limits prescribed by the DA's court discovery rules (Case Management Order N.M. R. Ann. LR2-400 of the Second Judicial District Court) and in accordance consistent with SOP Submission of Cases to the District Attorney (refer to SOP Submission of Cases to the District Attorney for sanction classifications and additional duties).



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2. Once sworn personnel arrest the individual, the Homicide Unit Detective who has case responsibility shall provide all available electronic reports and documentation to the appropriate screener at the DA's Office.
3. Homicide Unit Detectives shall only use Department-approved technology to transmit electronic reports and documentation to the DA's Office.

I. Homicide Case Assignment and Closure

1. The Homicide Unit Sergeant shall:
 - a. Assign homicide cases to a Homicide Unit Detective;
 - i. Cases shall remain assigned to Homicide Unit Detectives until all leads are exhausted.
 - b. Hold weekly briefings on the status of active homicide cases; and
 - c. Assist with the two (2) day and sixty (60) day meetings, and the weekly meetings with the DA's Office.
2. If a Homicide Unit Detective expresses that they wish to transfer out of the Homicide Unit, the Homicide Unit supervisor shall remove them from the on-call rotation.
 - a. The Homicide Unit Detective shall be given up to sixty (60) days to complete their case files.
 - b. The Homicide Unit supervisor shall make recommendations to the CID Commander on whether the Homicide Unit Detective shall retain their cases, in accordance consistent with SOP Preliminary and Follow-Up Investigations (refer to ~~SOP Preliminary and Follow-Up Investigations for sanction classifications and additional duties~~), if their cases will be reassigned, or if their cases were closed prior to the Homicide Unit Detective's departure from the Homicide Unit.
3. When a Homicide Unit Detective submits an Interoffice Memorandum announcing their retirement, their Homicide Unit Sergeant shall remove them from the on-call rotation list no less than sixty (60) days before their proposed retirement date.
 - a. The Homicide Unit Detective shall provide the earliest possible notice before retirement to ensure that cases are managed.
4. Homicide Unit Detectives who transfer out of the Homicide Unit shall forward their case files to their Homicide Unit supervisor before departing.

N/A



1-59 IMPACT TASK FORCE

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

A. Related SOP(s)

- 1-19 Shield Unit
- 1-50 Gun Violence Reduction Unit (GVRU)
- 2-60 Preliminary and Follow-up Criminal Investigations (Formerly 2-24)
- 2-78 Domestic Abuse Investigations (Formerly 4-25)

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, § 30-3-11 Crimes Against Household Members Act; Definitions

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-59-1 Purpose

The purpose of the Impact Task Force is to conduct follow-up felony investigations for violent, property, and white-collar crimes under ten-thousand dollars (\$10,000), as needed.

The Impact Task Force helps alleviate follow-up felony case investigation responsibilities for Field Services Bureau (FSB) sworn personnel, allowing them to respond to calls for service and begin all preliminary investigations. The Impact Task Force also acts as advocates in the community for individuals who have been victims of violent crimes, larceny above a thousand dollars (\$1,000), criminal damage above a thousand dollars (\$1,000), and white-collar crimes under ten-thousand dollars (\$10,000).

1-59-2 Policy

It is the policy of the Albuquerque Police Department (Department) to triage follow-up felony investigations referred from the Field Services Bureau (FSB) and assign cases to detectives for completion.

N/A 1-59-3 Definitions



A. Continuing Personal Relationship

A dating or intimate relationship.

B. Household Member

A spouse, former spouse, parent, present or former stepparent, present or former parent-in-law, grandparent, grandparent-in-law, a co-parent of a child, or a person with whom a person has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member for the purposes of the Crimes Against Household Members Act.

C. Non-household Member

Anyone who does not meet the definition of a household member.

7 1-59-4 Rules and Responsibilities

A. The Impact Task Force shall have case responsibility on follow-up felony investigations that meet the following criteria:

1. Aggravated assault;
2. Aggravated battery that does not involve a firearm;
3. Felony-level domestic abuse when a search and/or arrest warrant is required in accordance with SOP Domestic Abuse Investigations;
4. Domestic abuse involving the use of a firearm;
 - a. Sworn personnel shall contact the on-call Impact Detective and/or refer cases of household member domestic abuse when it involves the charge of aggravated assault involving a firearm or aggravated battery involving a firearm where a bullet to skin contact is made.
 - b. Sworn personnel shall contact the on-call Gun Violence Reduction Unit (GVRU) Detective and/or refer cases of non-household member incidents involving charges of aggravated battery involving a firearm where a bullet to skin contact is made.
 - c. To determine if the victim/suspect relationship is a household member or non-household member, refer to the "Crimes Against Household Members Act" and NMSA 30-03-11.
5. Felony larceny above a thousand dollars (\$1,000) that requires a warrant or follow-up investigations;

N/A



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6. Felony criminal damage above a thousand dollars (\$1,000) that requires a warrant or follow-up investigation, excluding damage that occurred in the commission of a breaking and entering or burglary;
 7. White-collar investigations under ten-thousand dollars (\$10,000) that requires a warrant or follow-up investigations; and/or
 8. Any other case assigned by the Impact Task Force chain of command that meets the above felony case criteria.
- B. At the approval of an Impact Task Force supervisor, Impact Task Force personnel shall assist FSB sworn personnel with the following:
1. Obtaining arrest and search warrants that meet Impact's case criteria for the following crimes:
 - a. Aggravated assaults;
 - b. Aggravated batteries (not involving firearms); and
 - c. Felony domestic abuse.
 2. Case follow-up on investigations that meet Impact's felony case criteria; and
 - a. Aggravated assaults;
 - b. Aggravated batteries (excluding bullet to skin on non-household members);
 - c. Felony domestic abuse;
 - d. Felony larceny above a thousand dollars (\$1,000);
 - e. Felony criminal damage above a thousand dollars (\$1,000); and
 - f. White collar crimes under ten-thousand dollars (\$10,000).
 3. Case investigation guidance (excluding the determination of charges. In this instance, the on-call District Attorney (DA) shall be contacted).

N/A

C. Impact Task Force Case Assignment

1. The Impact Task Force Sergeant shall assign cases to Impact Task Force Detectives for follow-up when:
 - a. The case meets initial Impact Task Force case criteria as described in this Standard Operating Procedure (SOP); and
 - b. The case meets the solvability factors in accordance with SOP Preliminary and Follow-Up Criminal Investigations.

N/A

D. Call-Out Procedures/On-Call

1. For incidents that meet the criteria outlined in this SOP, primary Impact Task Force Detectives shall:



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- a. Determine whether a call-out meets case assignment criteria or if they shall forward the case for follow-up investigation;
 - i. The primary Impact Task Force Detective shall respond when an incident requires obtaining an arrest warrant and/or search warrant, an immediate case follow-up, or at the direction of an Impact Task Force supervisor.
 - b. Respond within one (1) hour upon notification if a call-out is determined; and
 - c. Notify the affected Impact Task Force supervisor if the incident does not meet case assignment criteria.
2. For incidents that do not meet case assignment criteria, the affected Impact Task Force supervisor or their designee shall notify the appropriate sworn personnel responsible for the case or the call-out and ensure the information is captured in the Computer-Aided Dispatch (CAD) system.

E. FSB Field Officer Case Responsibility

N/A

1. FSB sworn personnel shall complete the case and forward it to the DA through the Shield Unit when the case meets any of the following criteria in accordance with SOP Shield Unit:
 - a. When an individual is in custody and sworn personnel have probable cause for an arrest;
 - b. A case includes identification of the individual(s) suspected of committing the crime(s), and there is no further investigation needed; and/or
 - c. No search or arrest warrant is needed.



1-59 IMPACT TASK FORCE TEAMS

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

A. Related SOP(s)

- 1-19 Shield Unit
- 1-50 Gun Violence Reduction Unit (GVRU)
- 2-60 Preliminary and Follow-up Criminal Investigations (Formerly 2-24)
- 2-78 Domestic Abuse Investigations (Formerly 4-25)

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, § 30-3-11 Crimes Against Household Members Act; Definitions

~~None~~

D. Active Special Order(s)

None

~~D.~~ E. Rescinded Special Order(s)

None

1-59-1 Purpose

The purpose of the Impact Task Force Teams is to conduct follow-up felony investigations for violent, property, and white-collar crimes for under ten-thousand dollars (\$10,000), as needed.

The Impact Task Force Teams helps alleviate follow-up felony case investigation responsibilities for Field Services Bureau (FSB) sworn personnel, allowing them to respond to calls for service and begin all preliminary investigations. The Impact Task Force Teams also acts as advocates in the community for individuals who have been victims of violent crimes, larceny above a thousand dollars (\$1,000) property, criminal damage above a thousand dollars (\$1,000), and white-collar crimes for under ten-thousand dollars (\$10,000).

1-59-2 Policy

It is the policy of the Albuquerque Police Department (Department) to triage follow-up felony investigations referred from the Field Services Bureau (FSB) patrol and assign cases to detectives for completion.



1-59-3 Definitions

A. Continuing Personal Relationship

A dating or intimate relationship.

B. Household Member

A spouse, former spouse, parent, present or former stepparent, present or former parent-in-law, grandparent, grandparent-in-law, a co-parent of a child, or a person with whom a person has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member for the purposes of the Crimes Against Household Members Act.

C. Non-household Member

Anyone who does not meet the definition of a household member.

~~A. Serious Crime~~

~~For the purposes of this policy, any criminal offense resulting in great bodily harm with the potential of death or permanent disfigurement.~~

~~B. Serious Crimes Call Out~~

~~A call out that is generated when a person sustains a life threatening injury due to the criminal activity of another.~~

7 1-59-4 Rules and Responsibilities

A. The Impact Task Force teams shall have case responsibility on follow-up felony investigations that meet the following criteria:

1. Aggravated assault;

~~An aggravated battery that does not involve a firearm;~~

2.

~~2. Burglary investigations when:~~

~~a. A warrant is needed;~~

~~b. Department personnel identify multiple victims;~~

~~c. Multiple individuals are on scene; or~~

~~d. The complexity of the case is time intensive.~~

3. Felony larceny that requires a warrant or follow up investigations;

N/A



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~~4. Felony criminal damage incidents that requires a warrant or follow-up investigation;~~

3. Felony-level domestic abuse when a search and/or arrest warrant is required in accordance with (refer to SOP Domestic Abuse Investigations for sanction classifications and additional duties);

N/A

~~5.4.~~ Domestic abuse involving the use of a firearm;

a. Sworn personnel shall contact the on-call Impact Detective and/or refer view cases of household member domestic abuse when it refer involves the charge of a Aggravated a Assault involving a firearm or a Aggravated b Battery involving a firearm where a bullet to skin contact is made.

b. Sworn personnel shall contact the on-call Gun Violence Reduction Unit (GVRU) Detective and/or refer cases of non-household member incidents involving charges of a Aggravated battery involving a firearm where a bullet to skin contact is made.

~~a. To determine if the victim/suspect relationship is a household member or non-household member, refer to the "Crimes Against Household Members Act" and NMSA 30-03-11, cases of domestic abuse involving a non-household member as outlined in SOP Domestic Abuse Investigations (refer to SOP Domestic Abuse Investigations for sanction classifications and additional duties) to the Gun Violence Reduction Unit (GVRU).~~

N/A

~~b. Sworn personnel shall refer cases of domestic abuse involving a non-household member charged with aggravated battery involving bullet to skin contact to the GVRU (refer to SOP Gun Violence Reduction Unit for sanction classifications and additional duties).~~

~~6. Felony level domestic abuse when a search and/or arrest warrant is required;~~

c.

~~7. Serious crimes call-outs;~~

5. Felony larceny above a thousand dollars (\$1,000) that requires a warrant or follow-up investigations;

6. Felony criminal damage above a thousand dollars (\$1,000) incidents that requires a warrant or follow-up investigation, excluding damage that occurred in the commission of a breaking and entering or burglary;

~~8.~~

~~9.7.~~ White-collar investigations under ten-thousand dollars (\$10,000) that requires a warrant or follow-up investigations; and/or

~~10.8.~~ Any other case assigned by the Impact Task Force chain of command that meets the above felony case criteria The Impact chain of command assigns any investigation or activity.



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B. At the approval of an Impact ~~Task Force~~ Task Force ~~teams~~ supervisor, Impact ~~Task Force~~ Task Force ~~teams~~ personnel shall assist FSB sworn personnel with the following:

1. Obtaining arrest and search warrants that meet Impact's case criteria for the following crimes:
 - a. Aggravated assaults;
 - b. Aggravated batteries (not involving firearms); and
 - c. Felony domestic abuse.
2. ~~Felony Case~~ Case follow-up on investigations that meet Impact's felony case criteria; ~~and~~ ~~and~~
 - a. Aggravated assaults;
 - b. Aggravated batteries (excluding bullet to skin on non-household members);
 - c. Felony domestic abuse;
 - d. Felony larceny above a thousand dollars (\$1,000);
 - e. Felony criminal damage above a thousand dollars (\$1,000); and
 - f. White collar crimes under ten-thousand dollars (\$10,000); and
3. Case investigation guidance (excluding the determination of charges. In this instance, the on-call District Attorney (DA) shall be contacted).

N/A

C. Impact ~~Task Force~~ Task Force ~~teams~~ Case Assignment

1. The Impact ~~Task Force~~ Task Force ~~teams~~ Sergeant shall assign cases to Impact ~~Task Force~~ Task Force ~~teams~~ Detectives for follow-up when:
 - a. The case meets initial Impact ~~Task Force~~ Task Force ~~teams~~ case criteria as described in this Standard Operating Procedure (SOP); and
 - b. The case meets the solvability factors in accordance with ~~as outlined in~~ SOP Preliminary and Follow-Up Criminal Investigations ~~(refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties).~~

N/A

D. Call-Out Procedures/On-Call ~~(Non-Serious Crimes Call-outs)~~

1. For incidents that meet the criteria outlined in this SOP, primary Impact ~~Task Force~~ Task Force ~~teams~~ Detectives shall:
 - a. Determine whether a call-out meets case assignment criteria or if they shall forward the case for follow-up investigation;
 - i. The primary Impact ~~Task Force~~ Task Force ~~teams~~ Detective shall respond when an incident requires obtaining an arrest warrant and/or search warrant, an immediate case follow-up, or at the direction of an Impact ~~Task Force~~ Task Force ~~teams~~ supervisor.
 - b. Respond within one (1) hour upon notification if a call-out is determined; and



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- c. Notify the affected Impact Task Force team supervisor if the incident does not meet case assignment criteria.
2. For incidents that do not meet case assignment criteria, the affected Impact Task Force team supervisor or their designee shall notify the appropriate sworn personnel responsible for the case or the call-out and ensure the information is captured in the Computer-Aided Dispatch (CAD) system.

E. FSB Field Officer Case Responsibility

N/A

1. FSB sworn personnel shall complete the case and forward it to the ~~District Attorney (DA)~~ through the Shield Unit when the case meets any of the following criteria in accordance with ~~(refer to SOP Shield Unit for sanction classifications and additional duties)~~:
 - a. When an individual is in custody and sworn personnel have probable cause for an arrest;
 - b. A case includes identification of the individual(s) suspected of committing the crime(s), and there is no further investigation needed; and/or
 - c. No search or arrest warrant is needed.



2-10 USE OF EMERGENCY COMMUNICATIONS

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

A. Related SOP(s)

2-100 Emergency Communications Center (ECC) Division (Formerly 2-01 and 9-1)

B. Form(s)

PD 4347 Albuquerque Police Communications National Crime Information Center
Interstate Identification Index Request (Triple I)

C. Other Resource(s)

None

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

2-10-1 Purpose

The purpose of this policy is to make an effective difference in the City of Albuquerque to provide high-quality, professional, and effective communications, and to ensure responder safety, while striving to save lives and protect property. Furthermore, it is the purpose of this policy to recognize the Emergency Communications Center (ECC) as the vital link to emergency services through cooperation, continued education, and commitment to excellence.

2-10-2 Policy

It is the policy of the Albuquerque Police Department (Department) to coordinate the delivery of police services with requests from the community and Department personnel through the use of radio equipment.

N/A 2-10-3 Definitions

A. All Ops Dispatch Group



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A Talk Group that is used by ECC dispatchers to broadcast Priority 1 calls for service information on all channels simultaneously. To ensure that Priority 1 calls are dispatched and responded to in an expeditious manner, the 800 MHz radio system has the capability of simulcasting on all Talk Groups. This feature can be useful in disseminating vital information and Priority 1 calls to all Department personnel efficiently. When the All Ops Dispatch Group is used, it signifies to all Department personnel that the Talk Group has been restricted to only those personnel working the event/emergency.

B. Call Sign

Numbers or a combination of numbers and letters that identify Department personnel assigned to a sector, beat, unit, or by assignment, which need to be readily identified during radio contact.

C. Interstate Identification Index (Triple I Requests)

Requests that are used to gather information on a person's previous arrest record and can only be requested by Department sworn personnel.

D. National Crime Information Center (NCIC)

An electronic clearinghouse of crime data used by authorized Department personnel to identify stolen property, Motor Vehicle Department (MVD) information, missing or runaway persons, and wanted persons of a nationwide interest.

E. Priority 1

Any immediate life-threatening situation with a great possibility of death or life-threatening injury, or any confrontation between people that could threaten the life or safety of any person where weapons are involved. The All Ops Dispatch Group will be used for all Priority 1 calls that are in progress or just occurred, which is up to a five-minute time delay.

F. Talk Group

Dedicated frequency or control channel for the assigned area command. Each area command is assigned one primary dispatch Talk Group.

7 2-10-4 General Procedures

A. Use of Mobile Dispatch Terminal (MDT)

1. Department personnel shall:



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- a. When operating City-owned police vehicles equipped with an MDT, use the MDT for all non-emergency communication activities, including, but not limited to:
 - i. All non-emergency status changes;
 - ii. Self-initiated out-of-service activities;
 - iii. Routine car-to-car communications;
 - iv. NCIC and MVD inquiries;
 - v. When sworn personnel log themselves as back-up and en route after the initial officer has been voice dispatched;
 - vi. When clearing calls with lengthy remarks;
 - vii. Community policing events; and
 - viii. When Department personnel engage in a community policing function at a community-policing event, they shall log out 10-75-1.
 1. When logged out (75-1), the officer shall still be available for dispatch to high-priority calls.
 - b. Remain in their area commands and be available for calls until the end of their shift, unless authorized by their direct supervisor;
 - c. Log on to their MDTs in an out code status (10-75) before leaving their residence in a City-owned vehicle. Those without an MDT should do so by radio. Department personnel shall not log off until the end of their duty assignment;
 - d. Be responsible for logging themselves on by using their MDT at the start of their shift and logging off at the end of their shift;
 - i. ECC Dispatchers shall not log Department personnel on or off, unless the officer has no MDT or their MDT is out of service.
 - e. Log themselves out on meal breaks when cleared and log back in service when their break is complete; and
 - f. While on or off-duty and en route to a court appearance, log on with a court-out status (10-92) and identify the specific court in attendance.
 - i. If off-duty, Department personnel shall clear from court, and log off their MDT.
2. Supervisors may override ECC Dispatchers as to whom they dispatch on calls for service, but only on a case-by-case basis.
 3. Supervisors shall make themselves aware of calls for service that are holding before changing any dispatch orders.
 4. Acting supervisors of all ranks shall log on with the "A" designation after their call sign to clearly identify themselves as an acting supervisor.

B. Use of City-Issued Radio Equipment

1. When using City-issued radio equipment, Department personnel shall:



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- a. Use Ten-Codes when transmitting over Talk Groups;
- b. Make references to time in military time (24-hour);
- c. Use language that is short and relevant;
 - i. When feasible, Department personnel shall give lengthy messages to ECC personnel by telephone, or MDT;
- d. Be professional when using voice transmission and when using their MDT;
- e. Refrain from jokes, profanities, or voice inflections that reflect or indicate irritation, disrespect, or sarcasm;
- f. Refrain from acknowledging transmissions unless they are understood; and
- g. When off-duty and need to transmit over a Talk Group, state their call sign followed by "X-ray" on the Talk Group.
 - i. This will alert other Department personnel that they are off-duty.

2. Ten-Codes

- a. All Department personnel shall use the Department-approved Ten-Codes when transmitting over any Talk Group, unless extenuating circumstances necessitate plain language.
- b. When the Department creates a new Ten-Code or revises an existing Ten-Code, ECC management personnel shall publish a Special Order with an updated list of Ten-codes.

3. Phonetic Alphabet

- a. Department personnel shall use the following phonetic alphabet to spell out unusual names, persons, and locations, or when radio reception is poor.

A – Adam
B – Boy
C – Charles
D – David
E – Edward
F – Frank
G – George
H – Henry
I – Ida
J – John
K – King
L – Lincoln
M – Mary
N – Nora
O – Ocean
P – Paul
Q – Queen
R – Robert



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S – Sam
T – Tom
U – Union
V – Victor
W – William
X – X-ray
Y – Young
Z – Zebra

4. Talk Groups

- a. On-duty Department personnel shall remain on their assigned Talk Group unless they are actively using one of the non-dispatch Talk Groups.
 - i. Department personnel shall notify the ECC Dispatcher when switching to a non-dispatch Talk Group.
- b. Department personnel shall seek prior coordination with an ECC supervisor when there is a need to use a Talk Group for a tact plan or special event.
- c. Critical Incidents
 - i. Upon notifying the ECC supervisor, a Field Service Bureau (FSB) supervisor may have an area command switch to a different area command Talk Group to manage a critical incident, including, but not limited to:
 1. Area searches;
 2. Active homicide scenes;
 3. Setting up a perimeter;
 4. Bait car activations; or
 5. Automated License Plate Reader (ALPR) activations.
- d. The need for Department personnel to switch to a different area command's Talk Group shall be reviewed on an hourly basis by the incident commander.
- e. Once the need for a different Talk Group has dissipated, area command personnel shall resume using the area command's Talk Group.

5. All Ops Dispatch Group Transmissions (Simulcasting)

N/A

- a. The intent of an All Ops Dispatch Group transmission is to notify Department personnel using a City-issued radio of emergency radio traffic.
- b. If other Talk Groups are restricted for emergency traffic, ECC personnel shall not use the All Ops Dispatch Group transmission.
- c. Department personnel who are not involved in the event shall cease transmitting when an All Ops Dispatch Group or 10-3 is broadcasted.
- d. ECC personnel shall:
 - i. Use the All Ops Dispatch Group used for Priority 1 calls for service;
 - ii. Upon receiving a Priority 1 call, use the All Ops Dispatch Group and advise that this is an "All Ops" (area command) call for service;
 - iii. Use the All Ops Dispatch Group to designate a specific Talk Group as restricted for a specified situation(s);



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- iv. Give out the call type for the call for service and the location; and
- v. Switch back to their respective Dispatch Group.
- e. Responding sworn personnel shall:
 - i. Advise their respective Dispatcher that they are responding to an "All Ops" Priority 1 call for service outside of their area command;
 - ii. Switch to the All Ops Dispatch Group where the incident is occurring and advise the Dispatcher that they are responding to the call for service; and
 - iii. Remain on this Dispatch Group until the completion of the call for service.
- f. Sworn personnel shall not use the All Ops Dispatch Group if one of the dispatch groups has been secured for an operation such as a Special Weapons and Tactics (SWAT) activation.

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C. Dispatches Considered Official Orders

1. Department personnel shall consider all dispatches by ECC personnel as official orders subject to review by the affected supervisor after the call for service has been responded to and handled.
 - a. Affected supervisors may countermand a dispatch for justifiable cause.
2. When Department personnel are dispatched to a call for service, the primary officer shall be responsible for ensuring that the calling party is contacted before the call is cleared, and they return to service.
 - a. Department personnel are not required to contact the calling party for calls for service that indicate "negative contact" or calls for service where the calling party's identity is not given.

D. National Crime Information Center (NCIC) Inquiries

1. The ECC supervisor shall assign trained NCIC Telecommunications Operators to handle NCIC administration functions.
2. Department personnel shall use the NCIC Talk Group as a dedicated channel only for transmissions concerning checks on persons, property, and vehicles.
3. When an NCIC hit is obtained on an entry, the ECC NCIC Operator shall advise Department personnel of the possible hit, and all pertinent descriptors needed for verification.
 - a. The ECC NCIC Operator shall advise Department personnel of any additional information affecting the officer's safety while also safeguarding the transmission.



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4. The NCIC Operator may give civilian NCIC-certified personnel from outside agencies full NCIC information.
 - a. The NCIC Operator shall validate the requester utilizing the appropriate Computer-Aided Dispatch (CAD) file before they provide the information.
 - b. All messages handled on the system shall be of an official police nature.

4

5. Misuse of NCIC Information

- a. Department personnel shall not misuse information obtained from the NCIC systems. Doing so may result in the termination of NCIC privileges for the Department.
- b. Department personnel may face potential criminal charges for the misuse of NCIC information.
- c. Department personnel shall recognize that NCIC information is considered law enforcement sensitive information; therefore, they shall not disseminate NCIC information to unauthorized individuals.

3

E. Interstate Identification Index (Triple I Requests)

1. ECC personnel may fax or email the Triple I Request form to the requesting officer, with the appropriate information to be included on the form.
2. Authorized Department personnel may fax their completed and signed Triple I Request form to NCIC.
3. The completed Triple I Request form shall be faxed to the requester or can be picked up in person by the original requester.

F. Authorized Out-of-Service Activities

1. While performing Chief's Overtime (COT) duties, sworn personnel shall log on to the system with Code 10-62-1 and specify their location and duration of the assignment.

7

2-10-5 General Procedures for ECC Personnel

A. ECC Facility

1. The ECC is a restricted area.
 - a. The ECC supervisor shall provide access to the ECC only to authorized persons.

B. Assignment of Call Signs



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1. ECC personnel shall assign call signs to Department personnel.
2. Supervisory personnel shall be responsible for notifying ECC, in writing, of any deletions and/or additions of subordinate sworn personnel within their particular command. This ensures sworn personnel are assigned a call sign at all times.
3. Department personnel who have been assigned a call sign shall be called by, and answer to, their assigned call sign.

C. Department Phone Numbers

1. When requested, ECC personnel shall give Department personnel's follow-up contact information to community members. This contact information shall include the Department personnel's assigned substation's telephone number, duty hours, and days off.
2. The number, 505-242-COPS (505-242-2677), shall not be given as a contact number for Department personnel.
3. Department personnel shall not give restricted ECC telephone numbers to community members.

7 2-10-6 Other Agencies and Jurisdictions

A. Communication with other Public Safety Agencies

1. For Department personnel to communicate with other area public safety agencies using the Department's 800 MHz radio system, the following procedures shall be followed:
 - a. Sworn personnel who need to communicate with the Bernalillo County Sheriff's Office (BCSO) shall use the BCSO talk groups, which are programmed in all Department-issued radios;
 - b. The New Mexico State Law Enforcement network talk group is also programmed in all Department radios as Event 1; and
 - c. Sworn personnel who communicate with outside agencies who use an 800 MHz radio system shall use the ITAC/ITACTA call groups. These are nationwide 800 MHz public safety frequencies.

B. Requests by Other Agencies/Cross Dispatches

1. Requests for assistance from Department personnel from other agencies shall be handled as follows:



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- a. Life-threatening emergencies shall be handled immediately; and
 - b. Non-emergency service requests shall only be handled if approved by either the ECC shift supervisor or the FSB supervisor in the affected area command.
2. ECC Dispatchers shall dispatch sworn personnel within their assigned area command except for calls for service received from the following locations:
 - a. Hospital emergency rooms; and
 - b. The Family Advocacy Center (FAC).
3. When feasible, the ECC Dispatcher shall dispatch the officer whose beat the reported incident occurred in.
4. Sworn personnel who are approached by community members to investigate crimes that occurred in another beat/areas shall not advise the community member to return to the location where the crime occurred, but shall handle the call for service at that time.

C. Other Jurisdictions

1. ECC personnel shall not dispatch sworn personnel to the following locations/incidents without the permission of the appropriate on-duty supervisor unless life-threatening emergencies exist:
 - a. The University of New Mexico properties;
 - b. The New Mexico State Fairgrounds;
 - c. Kirtland Air Force Base;
 - d. Raymond G. Murphy Department of Veterans Affairs Medical Center; and
 - e. Locations outside the City limits.
 - i. Sworn personnel shall not be dispatched outside of Bernalillo County except for calls for service at Presbyterian Rust Medical Center.
2. The ECC Dispatcher shall immediately dispatch sworn personnel on those instances where a life-threatening emergency is believed to exist as soon as feasible and then provide a follow-up notification to the appropriate on-duty area supervisor.



2-10 USE OF EMERGENCY COMMUNICATIONS

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

A. Related SOP(s)

2-100 Emergency Communications Center (ECC) Division (Formerly 2-01 and 9-1)

B. Form(s)

PD 4347 Albuquerque Police Communications National Crime Information Center
Interstate Identification Index Request (Triple I)

C. Other Resource(s)

None

D. Active Special Orders

None

D.E. Rescinded Special Order(s)

None

2-10-1 Purpose

The purpose of this policy is to make an effective difference in the City of Albuquerque to provide high-quality, professional, and effective communications, and to ensure responder safety, while striving to save lives and protect property. Furthermore, it is the purpose of this policy to recognize the Emergency Communications Center (ECC) as the vital link to emergency services through cooperation, continued education, and commitment to excellence.

2-10-2 Policy

It is the policy of the Albuquerque Police Department (Department) to coordinate the delivery of police services with requests from the community and Department personnel through the use of radio equipment.

N/A 2-10-3 Definitions

A. All Ops Dispatch Group



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A Talk Group that is used by ECC dispatchers to broadcast Priority 1 calls for service information on all channels simultaneously. To ensure that Priority 1 calls are dispatched and responded to in an expeditious manner, the 800 MHz radio system has the capability of simulcasting on all Talk Groups. This feature can be useful in disseminating vital information and Priority 1 calls to all Department personnel efficiently. When the All Ops Dispatch Group is used, it signifies to all Department personnel that the Talk Group has been restricted to only those personnel working the event/emergency.

B. Call Sign

Numbers or a combination of numbers and letters that identify Department personnel assigned to a sector, beat, ~~or~~ unit, or by assignment, which need to be readily identified during radio contact.

C. Interstate Identification Index (Triple I Requests)

Requests that are used to gather information on a person's previous arrest record and can only be requested by Department sworn personnel.

D. National Crime Information Center (NCIC)

An electronic clearinghouse of crime data used by authorized Department personnel to identify stolen property, Motor Vehicle Department (MVD) information, missing or runaway persons, and wanted persons of a nationwide interest.

E. Priority 1

Any immediate life-threatening situation with a great possibility of death or life-threatening injury, or any confrontation between people that could threaten the life or safety of any person where weapons are involved. The All Ops Dispatch Group will be used for all Priority 1 calls that are in progress or just occurred, which is up to a five-minute time delay.

F. Talk Group

Dedicated frequency or control channel for the assigned area command. Each area command is assigned one primary dispatch Talk Group.

7

2-10-4

General Procedures

A. Use of Mobile Dispatch Terminal (MDT)

1. Department personnel shall:



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- a. When operating City-owned police vehicles equipped with an MDT, use the MDT for all non-emergency communication activities, including, but not limited to:
 - i. All non-emergency status changes;
 - ii. Self-initiated out-of-service activities;
 - iii. Routine car-to-car communications;
 - iv. NCIC and MVD inquiries;
 - v. When sworn personnel log themselves as back-up and en route after the initial officer has been voice dispatched;
 - vi. When clearing calls with lengthy remarks;
 - vii. Community policing events; and
 - viii. When Department personnel engage in a community policing function at a community-policing event, they shall log out 10-75-1.
 1. When logged out (75-1), the officer shall still be available for dispatch to high-priority calls.
- b. Remain in their area commands and be available for calls until the end of their shift, unless authorized by their direct supervisor; ~~and~~
~~Log on to their MDTs in an out code status (10-75) before leaving their residence in a City-owned vehicle. Those without an MDT should do so by radio. Department personnel shall not log off until the end of their duty assignment.~~

~~2. Department personnel shall:~~

- ~~c.~~
~~a.d.~~ c. Be responsible for logging themselves on by using their MDT at the start of their shift and logging off at the end of their shift;
 - i. ECC Dispatchers shall not log Department personnel on or off, unless the officer has no MDT or their MDT is out of service.
- ~~b.e.~~ e. Log themselves out on meal breaks when cleared and log back in service when their break is complete; and
- ~~e.f.~~ f. While on or off-duty and en route to a court appearance, log on with a court-out status (10-92) and identify the specific court in attendance.
 - i. If off-duty, Department personnel shall clear from court, and log off their MDT.

~~3.2.~~ 2. Supervisors may override ECC Dispatchers as to whom they dispatch on calls for service, but only on a case-by-case basis.

~~4.3.~~ 3. Supervisors shall make themselves aware of calls for service that are holding before changing any dispatch orders.

~~5.4.~~ 4. Acting supervisors of all ranks shall log on with the "A" designation after their call sign to clearly identify themselves as an acting supervisor.

B. Use of City-Issued Radio Equipment



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1. When using City-issued radio equipment, Department personnel shall:
 - a. Use Ten-Codes when transmitting over Talk Groups;
 - b. Make references to time in military time (24-hour);
 - c. Use language that is short and relevant;
 - i. When feasible, Department personnel shall give lengthy messages to ECC personnel by telephone, or MDT;
 - d. Be professional when using voice transmission and when using their MDT;
 - e. Refrain from jokes, profanities, or voice inflections that reflect or indicate irritation, disrespect, or sarcasm;
 - f. Refrain from acknowledging transmissions unless they are understood; and
 - g. When off-duty and need to transmit over a Talk Group, state their call sign followed by "X-ray" on the Talk Group.
 - i. This will alert other Department personnel that they are off-duty.
2. Ten-Codes
 - a. All Department personnel shall use the Department-approved Ten-Codes when transmitting over any Talk Group, unless extenuating circumstances necessitate plain language.
 - b. When the Department creates a new Ten-Code or revises an existing Ten-Code, ECC management personnel shall publish a Special Order with an updated list of Ten-codes.
3. Phonetic Alphabet
 - a. Department personnel shall use the following phonetic alphabet ~~for~~to spelling out unusual names, persons, and locations, or when radio reception is poor.
 - A – Adam
 - B – Boy
 - C – Charles
 - D – David
 - E – Edward
 - F – Frank
 - G – George
 - H – Henry
 - I – Ida
 - J – John
 - K – King
 - L – Lincoln
 - M – Mary
 - N – Nora
 - O – Ocean



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P – Paul
Q – Queen
R – Robert
S – Sam
T – Tom
U – Union
V – Victor
W – William
X – X-ray
Y – Young
Z – Zebra

4. Talk Groups

- a. On-duty Department personnel shall remain on their assigned Talk Group unless they are actively using one of the non-dispatch Talk Groups.
 - i. Department personnel shall notify the ECC Dispatcher when switching to a non-dispatch Talk Group.
- b. Department personnel shall seek prior coordination with an ECC supervisor when there is a need to use a Talk Group for a tact plan or special event.
- c. Critical Incidents
 - i. Upon notifying the ECC supervisor, a Field Service Bureau (FSB) supervisor may have an area command switch to a different area command Talk Group to manage a critical incident, ~~to include~~ including, but not limited to:
 1. Area searches;
 2. Active homicide scenes;
 3. Setting up a perimeter;
 4. Bait car activations; or
 5. Automated License Plate Reader (ALPR) activations.
- d. The need for Department personnel to switch to a different area command's Talk Group shall be reviewed on an hourly basis by the incident commander.
- e. Once the need for a different Talk Group has dissipated, area command personnel shall resume using the area command's Talk Group.

5. All Ops Dispatch Group Transmissions (Simulcasting)

N/A

- a. The intent of an All Ops Dispatch Group transmission is to notify Department personnel using a City-issued radio of emergency radio traffic.
- b. If other Talk Groups are restricted for emergency traffic, ECC personnel shall not use the All Ops Dispatch Group transmission.
- c. Department personnel who are not involved in the event shall cease transmitting when an All Ops Dispatch Group or 10-3 is broadcasted.
- d. ECC personnel shall:
 - i. Use the All Ops Dispatch Group used for Priority 1 calls for service;



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- ii. Upon receiving a Priority 1 call, use the All Ops Dispatch Group and advise that this is an "All Ops" (area command) call for service;
- iii. Use the All Ops Dispatch Group to designate a specific Talk Group as restricted for a specified situation(s);
- iv. Give out the call type for the call for service and the location; and
- v. Switch back to their respective Dispatch Group.
- e. Responding ~~s~~ Sworn personnel shall:
 - i. Advise their respective Dispatcher that they are responding to an "All Ops" Priority 1 call for service outside of their area command;
 - ii. Switch to the All Ops Dispatch Group where the incident is occurring and advise the Dispatcher that they are responding to the call for service; and
 - iii. Remain on this Dispatch Group until the completion of the call for service.
- f. Sworn personnel shall not use the All Ops Dispatch Group if one of the dispatch groups has been secured for an operation such as a Special Weapons and Tactics (SWAT) activation.

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C. Dispatches Considered Official Orders

- 1. Department personnel shall consider all dispatches by ECC personnel as official orders subject to review by the affected supervisor after the call for service has been responded to and handled.
 - a. Affected supervisors may countermand a dispatch for justifiable cause.
- 2. When Department personnel are dispatched to a call for service, the primary officer shall be responsible for ensuring that the calling party is contacted before the call is cleared, and they return to service.
 - a. Department personnel are not required to contact the calling party for calls for service that indicate "negative contact" or calls for service where the calling party's identity is not given.

D. National Crime Information Center (NCIC) Inquiries

- 1. The ECC supervisor shall assign trained NCIC Telecommunications Operators to handle NCIC administration functions.
- 2. Department personnel shall use the NCIC Talk Group as a dedicated channel only for transmissions concerning checks on persons, property, and vehicles.
- 3. When an NCIC hit is obtained on an entry, ~~t~~he ECC NCIC Operator shall advise Department personnel of the possible hit, and all pertinent descriptors needed for verification.



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- a. The ECC NCIC Operator shall advise Department personnel of any additional information affecting the officer's safety while also safeguarding the transmission.
4. The NCIC Operator may give civilian NCIC-certified personnel from outside agencies full NCIC information.
 - a. The NCIC Operator shall validate the requester utilizing the appropriate Computer-Aided Dispatch (CAD) file before they provide the information.
 - b. All messages handled on the system shall be of an official police nature.

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5. Misuse of NCIC Information

- a. Department personnel shall not misuse information obtained from the NCIC systems. Doing so may result in the termination of NCIC privileges for the Department.
- b. Department personnel may face potential criminal charges for the misuse of NCIC information.
- c. Department personnel shall recognize that NCIC information is considered law enforcement sensitive information; therefore, they shall not disseminate NCIC information to unauthorized individuals.

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E. Interstate Identification Index (Triple I Requests)

1. ECC personnel may fax or email the Triple I Request form to the requesting officer, with the appropriate information to be included on the form.
2. Authorized Department personnel may fax their completed and signed Triple I Request form to NCIC.
3. The Completed Triple I Request form shall be faxed to the requester or can be picked up in person by the original requester.

F. Authorized Out-of-Service Activities

1. While performing Chief's Overtime (COT) duties, sworn personnel shall log on to the system with Code 10-62-1 and specify their location and duration of the assignment.

7

2-10-5 General Procedures for ECC Personnel

A. ECC Facility

1. The ECC is a restricted area.



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- a. The ECC supervisor shall provide access to the ECC only to authorized persons.

B. Assignment of Call Signs

1. ECC personnel shall assign call signs to Department personnel.
2. Supervisory personnel shall be responsible for notifying ECC, in writing, of any deletions and/or additions of subordinate sworn personnel within their particular command. This ensures sworn personnel are assigned a call sign at all times.
3. Department personnel who have been assigned a call sign shall be called by, and answer to, their assigned call sign.

C. Department Phone Numbers

1. When requested, ECC personnel shall give Department personnel's follow-up contact information to community members. This contact information shall include the Department personnel's assigned substation's telephone number, duty hours, and days off.
2. The number, 505-242-COPS (505-242-2677), shall not be given as a contact number for Department personnel.
3. Department personnel shall not give restricted ECC telephone numbers to community members.

7 2-10-6 Other Agencies and Jurisdictions

A. Communication with other Public Safety Agencies

1. For Department personnel to communicate with other area public safety agencies using the Department's 800 MHz radio system, the following procedures shall be followed:
 - a. Sworn personnel who need to communicate with the Bernalillo County Sheriff's Office (BCSO) shall use the BCSO talk groups, which are programmed in all Department-issued radios;
 - b. The New Mexico State Law Enforcement network talk group is also programmed in all Department radios as Event 1; and
 - c. Sworn personnel who communicate with outside agencies who use an 800 MHz radio system shall use the ITAC/ITACTA call groups. These are nationwide 800 MHz public safety frequencies.

B. Requests by Other Agencies/Cross Dispatches



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1. Requests for assistance from Department personnel from other agencies shall be handled as follows:
 - a. Life-threatening emergencies shall be handled immediately; and
 - b. Non-emergency service requests shall only be handled if approved by either the ECC shift supervisor or the FSB supervisor in the affected area command.
2. ECC Dispatchers shall dispatch sworn personnel within their assigned area command except for calls for service received from the following locations:
 - a. Hospital emergency rooms; and
 - b. The Family Advocacy Center (FAC).
3. When feasible, the ECC Dispatcher shall dispatch the officer whose beat the reported incident occurred in.
4. Sworn personnel who are approached by community members to investigate crimes that occurred in another beats/areas shall not advise the community member to return to the location where the crime occurred, but shall handle the call for service at that time.

C. Other Jurisdictions

1. ECC personnel shall not dispatch sworn personnel to the following locations/incidents without the permission of the appropriate on-duty supervisor unless life-threatening emergencies exist:
 - a. The University of New Mexico properties;
 - b. The New Mexico State Fairgrounds;
 - c. Kirtland Air Force Base;
 - d. Raymond G. Murphy Department of Veteran's Affairs Medical Center; and
 - e. Locations outside the City limits.
 - i. Sworn personnel shall not be dispatched outside of Bernalillo County except for calls for service at Presbyterian Rust Medical Center.
2. The ECC Dispatcher shall immediately dispatch sworn personnel on those instances where a life-threatening emergency is believed to exist as soon as feasible and then provide a follow-up notification to the appropriate on-duty area supervisor.



2-64 VIOLENCE INTERVENTION PROGRAM (VIP) CUSTOM NOTIFICATION DELIVERIES

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

A. Related SOP(s)

2-16 Reports (Formerly 1-05)

B. Form(s)

None

C. Other Resource(s)

Violence Intervention Program (VIP) Demonstration Action – Call-In
Violence Intervention Program (VIP) Handbook

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-64-1 Purpose

The purpose of this policy is to outline the requirements when making contact with candidates identified by Violence Intervention Program (VIP) personnel, and to outline the requirements for the delivery of a personalized gun violence intervention message, which is intended to reduce the likelihood of the candidate becoming a victim or perpetrator of gun violence.

2-64-2 Policy

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with individuals who are impacted by gun violence through a partnership of law enforcement, social service providers, and community stakeholders.

N/A

2-64-3 Definitions

A. Custom Notification (CN)

1. Messaging that is primarily intended to be delivered to victims of gun violence, witnesses of gun violence, or individuals who have been associated with drivers of gun violence. A CN is comprised of the following three components:



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- a. The community's moral message explaining that the community wants them safe;
- b. The law enforcement message explaining the penalties; and
- c. The social services that extend resources.

B. Focused Deterrence

A process that identifies individuals most likely to commit violent gun-involved crimes, offers them the authentic opportunity to change their behavior before violence occurs, and intervenes with severe prosecution if there is further violence.

C. Group/Gun Violence Intervention (GVI)

An intervention that seeks to reduce violence quickly and dramatically by influencing the behavior of groups or individuals identified to be drivers of gun violence. The GVI framework establishes direct communication with identified groups or individuals by a partnership of law enforcement, service providers, and community members.

D. Gun Violence Information Sharing (GVIS)

A meeting that is held between Department personnel and multi-agency law enforcement public safety partners that focuses on shootings with injury reviews, identifying groups and individuals that drive gun crimes, and intervention and enforcement strategies.

E. Influencer

A person who has a strong, influential relationship with a victim or perpetrator of gun violence, including but not limited to a spouse, parent, grandparent, or guardian.

F. Top Twenty-Five (25) Auto Theft Offender

An individual who has been identified by the Auto Theft Unit that is contributing to the auto theft epidemic in Albuquerque.

G. Violence Intervention Program (VIP) Custom Notification (VIP CN) Delivery

An organized delivery of the gun violence intervention message to a high-risk individual who is the identified driver of violent crime and/or a gang/group member. These encounters/interactions are consensual and can be terminated by the individual at any time during the VIP CN delivery.

H. Violence Intervention Program (VIP) Law Enforcement Lead

The Deputy Chief of the Investigative Bureau and/or their designee who is responsible for the law enforcement delivery of the VIP CN.



7 2-64-4 Procedures for VIP CN Deliveries for Adults

- A. To be identified as a VIP CN candidate, Department personnel working with VIP personnel shall use the focused deterrence concept to determine if the candidate was:
1. A victim of a shooting;
 2. An associate or influencer of an individual involved in a shooting;
 3. An individual listed by the Department as a current Top Twenty-Five (25) Auto Theft Offender or an auto theft offender who is armed with a firearm or in which a firearm was recovered;
 4. An individual involved in a domestic violence incident while armed with a firearm;
 5. A group member or individual identified during GVIS or shooting link analysis as connected to gun violence or potential gun violence;
 6. Referred from:
 - a. Department personnel;
 - b. An outside law enforcement agency;
 - c. The District Attorney's Office; or
 - d. From outreach, faith-based, or community-based coalition team members.
- B. The VIP personnel may attend the Violent Crime Section's two (2) day meetings, coordinated by the Homicide Unit, Gun Violence Reduction Unit (GVRU), and Impact Unit, for potential leads on CN referrals.
- N/A** C. An individual who has pending charges for a crime involving a gun is ineligible for a VIP CN delivery.

7 D. Preparation for a VIP CN Delivery

1. When a VIP CN candidate is identified, the VIP Law Enforcement Lead shall:
 - a. Ensure that a threat assessment and background check is completed on the candidate;
 - b. When applicable or warranted, draft a personalized VIP letter advising of the penalties specific to that candidate if they choose to be involved in a violent crime;
 - c. Coordinate the law enforcement personnel who shall deliver the VIP CN; and
 - d. Ensure that the identified law enforcement personnel delivering the VIP CN shall coordinate with the social services component of VIP for a collaborative VIP CN delivery.



7

E. Delivery of the VIP CN

1. Sworn personnel who are responsible for delivering a VIP CN shall:
 - a. Advise the Emergency Communications Center (ECC) or create a call for service through the Computer-Aided Dispatch (CAD) system;
 - b. Notate the VIP CN candidate's location and identity in the CAD entry;
 - c. Contact the VIP CN candidate to establish that the contact is a consensual meeting;
 - i. If the VIP CN candidate refuses to communicate with Department personnel or asks Department personnel to leave the property/residence, regardless of whether the VIP CN successfully has been delivered or not, Department personnel shall immediately leave the property/residence, terminating the consensual encounter.
 - d. Present the VIP letter, and deliver the GVI message; and
 - e. Remain on-scene to ensure that the social services component of the VIP successfully delivers their message and resources, if feasible.
2. Department personnel may present the VIP letter, and deliver the GVI message to a family member, influencer, or associate of the VIP candidate.

N/A

7

F. After-Action for a VIP CN Delivery

1. Department personnel shall advise the ECC of the outcome of the VIP CN delivery, and the results shall be noted in the Computer-Aided Dispatch (CAD) report.
2. The VIP Law Enforcement Lead shall ensure the VIP CN delivery is recorded in the VIP record management database.
3. Department personnel shall document the outcome of the VIP CN in a Uniform Incident Report in accordance with SOP Reports.

2-64-5 Procedures for VIP CN Deliveries for Juveniles

N/A

- A. A juvenile who is seventeen (17) years of age or younger may be identified as a VIP CN candidate. Department personnel working with VIP personnel shall determine that the candidate was:
 1. A victim of a shooting;
 2. Is an associate of an individual involved in a shooting;
 3. A driver of gun violence;
 4. A group member or individual identified during GVIS or shooting link analysis as connected to gun violence or potential gun violence; and



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5. Referred from Department personnel; an outside law enforcement agency; the District Attorney's Office; or from outreach, or faith-based, or community-based coalition team members.

7

B. Preparation for a VIP CN Delivery

1. When a VIP CN candidate who is a juvenile is identified, the VIP Law Enforcement Lead shall:
 - a. Ensure a threat assessment and background check is completed on the candidate;
 - b. Contact the Juvenile Probation Office (JPO) to determine whether the juvenile is on probation and consider whether a VIP CN shall be delivered. This is determined by Juvenile Probation and/or Community Custody. Determination is made based on the consent of the parent/guardian and other factors, Juvenile Probation has identified that may contribute to the success of the VIP CN;
 - c. If it is determined that a VIP CN shall be delivered, draft a personalized VIP letter advising the future legal penalties specific to that candidate, if they choose to be involved in a violent crime;
 - d. Coordinate the law enforcement personnel who shall deliver the VIP CN;
 - e. Ensure that the identified law enforcement personnel delivering the VIP CN shall coordinate with the social services component of VIP for a collaborative VIP CN delivery; and
 - f. Ensure the juvenile's parent or guardian is present during the VIP CN delivery.

7

C. Delivery of the VIP CN

1. Department personnel assigned to the VIP CN delivery shall:
 - a. Advise the ECC of the location of the VIP CN, the members of the VIP team delivering the VIP CN, and the identity of the VIP candidate;
 - b. Contact the VIP candidate and confirm that the VIP Department personnel, sworn personnel, and social services have their permission to talk with the candidate;
 - c. Present the VIP letter, and deliver the GVI message, if the candidate consents to speak with VIP; and
 - d. Remain on-scene to ensure the social services component of VIP successfully delivers their message and resources, if feasible.
2. Department personnel may present the VIP letter, and deliver the GVI message to a family member, influencer, or associate of the VIP candidate.

7

D. After-Action for a VIP CN Delivery

1. Department personnel shall advise the ECC of the outcome of the VIP CN delivery, and the results shall be noted in the CAD report.



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2. The VIP Law Enforcement Lead shall ensure that the VIP CN delivery is recorded in the VIP records management database.
3. Department personnel shall document the outcome of the VIP CN in a Uniform Incident Report.

2-64-6 Procedures for Identifying Sworn Personnel to Deliver VIP Custom Notifications

- N/A** A. Command-level personnel are encouraged to deliver VIP CNs; however, any sworn personnel may deliver a VIP CN as long as the following requirements have been met:
1. The officer has attended a Department-recognized training or workshop on Custom Notifications; or
 2. The officer has accompanied the VIP Law Enforcement Lead on a VIP CN delivery.



2-64 VIOLENCE INTERVENTION PROGRAM (VIP) CUSTOM NOTIFICATION DELIVERIES

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

A. Related SOP(s)

~~2-16~~ 2-16 Reports (Formerly 1-05) ~~None~~

B. Form(s)

None

C. Other Resource(s)

Violence Intervention Program (VIP) Demonstration Action – Call-In
Violence Intervention Program (VIP) Handbook

D. Active Special Order(s)

None

~~D.~~ E. Rescinded Special Order(s)

None

2-64-1 Purpose

The purpose of this policy is to outline the requirements when making contact with candidates identified by Violence Intervention Program (VIP) personnel, and to outline the requirements for the delivery of a personalized gun violence intervention message, which is intended to reduce the likelihood of the candidate becoming a victim or perpetrator of gun violence.

2-64-2 Policy

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with individuals who are impacted by gun violence through a partnership of law enforcement, social service providers, and community stakeholders.

N/A

2-64-3 Definitions

A. Custom Notification (CN)

1. Messaging that is primarily intended to be delivered to victims of gun violence, witnesses of gun violence, or individuals who have been associated with drivers of gun violence. A CN is comprised of the following three components:



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- a. The community's moral message explaining that the community wants them safe;
- b. The law enforcement message explaining the penalties; and
- c. The social services that extend resources.

B. Focused Deterrence

A process that identifies individuals most likely to commit violent gun-involved crimes, offers them the authentic opportunity to change their behavior before violence occurs, and intervenes with severe prosecution if there is further violence.

C. Group/Gun Violence Intervention (GVI)

An intervention that seeks to reduce violence quickly and dramatically by influencing the behavior of groups or individuals identified to be drivers of gun violence. The GVI framework establishes direct communication with identified groups or individuals by a partnership of law enforcement, service providers, and community members.

D. Gun Violence Information Sharing (GVIS)

A meeting that is held between Department personnel and multi-agency law enforcement public safety partners that focuses on shootings with injury reviews, identifying groups and individuals that drive gun crimes, and intervention and enforcement strategies.

E. Influencer

A person who has a strong, influential relationship with a victim or perpetrator of gun violence, including but not limited to a spouse, parent, grandparent, or guardian.

F. Top Twenty-Five (25) Auto Theft Offender

An individual who has been identified by the Auto Theft Unit that is contributing to the auto theft epidemic in Albuquerque.

G. Violence Intervention Program (VIP) Custom Notification (VIP CN) Delivery

An organized delivery of the gun violence intervention message to a high-risk individual who is the identified driver of violent crime and/or a gang/group member. These encounters/interactions are consensual and can be terminated by the individual at any time during the VIP CN delivery.

H. Violence Intervention Program (VIP) Law Enforcement Lead

The Deputy Chief of the Investigative Bureau and/or their designee who is responsible for the law enforcement delivery of the VIP CN.



7 2-64-4 Procedures for VIP CN Deliveries for Adults

A. To be identified as a VIP CN candidate, Department personnel working with VIP personnel shall use the focused deterrence concept to determine if the candidate was:

1. A victim of a shooting;
2. An associate or influencer of an individual involved in a shooting;
3. An individual listed by the Department as a current Top Twenty-Five (25) Auto Theft Offender or an auto theft offender who is armed with a firearm or in which a firearm was recovered;
4. An individual involved in a domestic violence incident while armed with a firearm;
5. A group member or individual identified during GVIS or shooting link analysis as connected to gun violence or potential gun violence;

~~5. and~~

6. Referred from:

- a. Department personnel;
- b. An outside law enforcement agency;
- c. The District Attorney's Office; or
- d. From outreach, faith-based, or community-based coalition team members.

~~B.~~ The VIP personnel may attend the Violent Crime Section's two (2) day meetings, coordinated by the Homicide Unit, Gun Violence Reduction Unit (GVRU), and Impact Unit, for the potential leads on CN referrals.

N/A ~~B.C.~~ An individual who has pending charges for a crime involving a gun is ineligible for a VIP CN delivery.

7 ~~C.D.~~ Preparation for a VIP CN Delivery

1. When a VIP CN candidate is identified, the VIP Law Enforcement Lead shall:

- a. Ensure that a threat assessment and background check is completed on the candidate;
- b. When applicable or warranted, draft a personalized VIP letter advising of the penalties specific to that candidate if they choose to be involved in a violent crime;



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- c. Coordinate the law enforcement personnel who shall deliver the VIP CN; and
- d. Ensure that the identified law enforcement personnel delivering the VIP CN shall coordinate with the social services component of VIP for a collaborative VIP CN delivery.

7 ~~D~~E. Delivery of the VIP CN

1. Sworn personnel who are responsible for delivering a VIP CN shall:

- a. Advise the Emergency Communications Center (ECC) or create a call for service through the Computer-Aided Dispatch (CAD) system;
- b. Notate the VIP CN candidate's location and identity in the CAD entry;
- c. Contact the VIP CN candidate to establish that the contact is a consensual meeting;
 - i. If the VIP CN candidate refuses to communicate with Department personnel or asks Department personnel to leave the property/residence, regardless of whether the VIP CN successfully has been delivered or not, Department personnel shall immediately leave the property/residence, terminating the consensual encounter.
- d. Present the VIP letter, and deliver the GVI message; and
- e. Remain on-scene to ensure that the social services component of the VIP successfully delivers their message and resources, if feasible.

- N/A**
2. Department personnel may present the VIP letter, and deliver the GVI message to a family member, influencer, or associate of the VIP candidate.

7 ~~E~~F. After-Action for a VIP CN Delivery

1. Department personnel shall advise the ECC of the outcome of the VIP CN delivery, and the results shall be noted in the Computer-Aided Dispatch (CAD) report.
 2. The VIP Law Enforcement Lead shall ensure the VIP CN delivery is recorded in the VIP record management database.
 3. Department personnel shall document the outcome of the VIP CN in a Uniform Incident Report in accordance with SOP Reports.
- ~~2.~~

2-64-5 Procedures for VIP CN Deliveries for Juveniles

- N/A**
- A. A juvenile who is seventeen (17) years of age or younger may be identified as a VIP CN candidate. Department personnel working with VIP personnel shall determine that the candidate was:

1. A victim of a shooting;
2. Is an associate of an individual involved in a shooting;



3. A driver of gun violence;
4. A group member or individual identified during GVIS or shooting link analysis as connected to gun violence or potential gun violence; and
5. Referred from Department personnel; an outside law enforcement agency; the District Attorney's Office; or from outreach, or faith-based, or community-based coalition team members.

7

B. Preparation for a VIP CN Delivery

1. When a VIP CN candidate who is a juvenile is identified, the VIP Law Enforcement Lead shall:
 - a. Ensure a threat assessment and background check is completed on the candidate;
 - b. Contact the Juvenile Probation Office (JPO) to determine whether the juvenile is on probation and consider whether a VIP CN shall be delivered. This is determined by Juvenile Probation and/or Community Custody. Determination is made based on the consent of the parent/guardian and other factors. Juvenile Probation has identified that may contribute to the success of the VIP CN;
 - c. If it is determined that a VIP CN shall be delivered, draft a personalized VIP letter advising the future legal penalties specific to that candidate, if they choose to be involved in a violent crime;
 - d. Coordinate the law enforcement personnel who shall deliver the VIP CN;
 - e. Ensure that the identified law enforcement personnel delivering the VIP CN shall coordinate with the social services component of VIP for a collaborative VIP CN delivery; and
 - f. Ensure the juvenile's parent or guardian is present during the VIP CN delivery.

7

C. Delivery of the VIP CN

1. Department personnel assigned to the VIP CN delivery shall:
 - a. Advise the ECC of the location of the VIP CN, the members of the VIP team delivering the VIP CN, and the identity of the VIP candidate;
 - b. Contact the VIP candidate and confirm that the VIP Department personnel, sworn personnel, and social services have their permission to talk with the candidate;
 - c. Present the VIP letter, and deliver the GVI message, if the candidate consents to speak with VIP; and
 - d. Remain on-scene to ensure the social services component of VIP successfully delivers their message and resources, if feasible.
2. Department personnel may present the VIP letter, and deliver the GVI message to a family member, influencer, or associate of the VIP candidate.



7

D. After-Action for a VIP CN Delivery

1. Department personnel shall advise the ECC of the outcome of the VIP CN delivery, and the results shall be noted in the ~~Computer-Aided Dispatch (CAD)~~ report.
2. The VIP Law Enforcement Lead shall ensure that the VIP CN delivery is recorded in the VIP records management database.
- ~~2.~~3. Department personnel shall document the outcome of the VIP CN in a Uniform Incident Report.

2-64-6 Procedures for Identifying Sworn Personnel to Deliver VIP Custom Notifications

N/A

- A. Command-level personnel are encouraged to deliver VIP CNs; however, any sworn personnel may deliver a VIP CN as long as the following requirements have been met:
1. The officer has attended a Department-recognized training or workshop on Custom Notifications; or
 2. The officer has accompanied the VIP Law Enforcement Lead on a VIP CN delivery.



2-66 VICTIM AND WITNESS ASSISTANCE

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

A. Related SOP(s)

2-78 Domestic Abuse Investigations (Formerly 4-25)

B. Form(s)

PD 1390 Resources and Information for Victims of Crime

PD 1391 Information for a Victim of a Misdemeanor Crime

PD 3011 Domestic Violence and Sexual Assault Resource (DVSA) Packet

C. Other Resource(s)

NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information;
Law Enforcement Agencies

D. Active Special Orders(s)

None

E. Rescinded Special Order(s)

None

2-66-1 Purpose

The purpose of this policy is to provide requirements for Albuquerque Police Department (Department) personnel when assisting victims or witnesses of any criminal offense by providing resources and information.

2-66-2 Policy

It is the policy of the Department to recognize and address the needs and rights of crime victims during each contact and to provide assistance to victims and witnesses of crime in cooperation with other state and local agencies, as outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies, and for Department personnel to update the victims of crimes with significant developments in their case.

Additionally, it is the policy of the Department to promote the community's trust by ensuring that Department personnel provide support and respect to victims and witnesses of any criminal offense by understanding and striving to meet the seven (7) critical needs of victims.



N/A 2-66-3 Definitions

A. Crime Victim

A person who has been physically, financially, and/or emotionally injured due to the occurrence of a crime. Victims include persons who have been direct targets of violence or property loss or damage, their family members, and people who experience emotional trauma as a result of witnessing such an incident.

7 2-66-4 Procedures

A. Seven (7) Critical Needs of Victims

1. Victims of crime experience a variety of physical, psychological, and social needs that can be classified under seven (7) categories:
 - a. Department personnel shall strive to meet the seven (7) critical needs of victims by providing the following:
 - i. Safety: Protecting victims from perpetrators and assisting with avoiding re-victimization;
 - ii. Support: Assist victims to participate in the criminal justice system process and repair of harm by offering support and showing respect for the victim;
 - iii. Information: Keeping victims informed with concise and helpful information about victims' rights, the criminal justice process, the available victim services, and letting them know that knowledge is power;
 - iv. Access: Providing victims with the ability to participate in the justice system process and provide them access to services to make their interactions with law enforcement easier;
 - v. Continuity: Ensuring that there is continuous provision of support and services from law enforcement;
 - vi. Voice: Giving victims opportunities to speak out and communicate with law enforcement about their cases; and
 - vii. Justice: Doing their job for the sake of justice for the victims.
2. Department personnel shall support and respect the victim and consider their needs when requesting additional involvement, such as attending line-ups, interviews, and other required appearances, and arranging those at the convenience of the victim/witness.

B. Investigation of or Support for Criminal Investigations

1. Department personnel who investigate or support criminal investigations shall:
 - a. Inform the victim of medical services and crisis intervention services that are available to them;



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- b. Provide the victim with the Uniform Incident Report number and a copy of the Resources and Information for Victims of Crime form, consistent with NMSA 1978, § 31-26-8; and
 - i. The victim may refuse to accept the Resources and Information for Victims of Crime form.
- c. Provide the victim with the phone number for the Bernalillo County District Attorney's Office: 505-222-1099.

C. Information to Be Provided to Victims and Witnesses

1. Preliminary Investigation

- a. At the time the preliminary investigation is conducted, the primary officer shall provide the following information to the victim(s) and witness(s):
 - i. The officer's information with the case and Computer-Aided Dispatch (CAD) number in writing;
 - ii. A DVSA Packet at domestic violence scenes, in accordance with SOP Domestic Abuse Investigations; and
 - iii. Information for a Victim of a Misdemeanor Crime form when a victim needs to file a private complaint or needs further guidance on misdemeanor crimes.

N/A

2. Follow-up Investigations within the Investigative Bureau

- a. Department personnel who are the primary investigator for a criminal investigation of a person's death shall ensure that the following information is provided to the victim(s) and next of kin on felony criminal investigations and misdemeanor criminal investigations, either verbally or in writing, as quickly as possible but no later than seventy-two (72) hours when:
 - i. An arrest is made on the investigation that directly relates to the allegations;
 - ii. A judge issues an arrest warrant;
 - iii. The case is considered solved and closed, but forwarded to a prosecutor for review;
 - iv. A case is closed without an arrest;
 - v. The case agent changes; or
 - vi. When another agency takes over primary investigative duties.



2-66 VICTIM AND WITNESS ASSISTANCE

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

A. Related SOP(s)

2-78 Domestic Abuse Investigations (Formerly 4-25)

B. Form(s)

PD 1390 Resources and Information for Victims of Crime

PD 1391 Information for a Victim of a Misdemeanor Crime

PD 3011 Domestic Abuse Packet [Violence and Sexual Assault Resource \(DVSA\) Packet](#)

C. Other Resource(s)

NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information;
Law Enforcement Agencies

D. Active Special Orders(s)

None

D.E. Rescinded Special Order(s)

None

2-66-1 Purpose

The purpose of this policy is to provide requirements for Albuquerque Police Department (Department) personnel when assisting victims or witnesses of any criminal offense by providing resources and information.

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It is the policy of the Department to recognize and address the needs and rights of crime victims during each contact and to provide assistance to victims and witnesses of crime in cooperation with other state and local agencies, as outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies, and for Department personnel to update the victims of crimes with significant developments in their case.

Additionally, it is the policy of the Department to promote the community's trust by ensuring that Department personnel provide support and respect to victims and witnesses of any criminal offense by understanding and striving to meet the seven (7) critical needs of victims.



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 - iii. Information: Keeping victims informed with concise and helpful information about victims' rights, the criminal justice process, the available victim services, and letting them know that knowledge is power;
 - iv. Access: Providing victims with the ability to participate in the justice system process and provide them access to services to make their interactions with law enforcement easier;
 - v. Continuity: Ensuring that there is continuous provision of support and services from law enforcement;
 - vi. Voice: Giving victims opportunities to speak out and communicate with law enforcement about their cases; and
 - vii. Justice: Doing their job for the sake of justice for the victims.
2. Department personnel shall support and respect the victim and consider their needs when requesting additional involvement, such as attending line-ups, interviews, and other required appearances, and arranging those at the convenience of the victim/witness.

B. Investigation of or Support for Criminal Investigations



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 - i. The victim may refuse to accept the Resources and Information for Victims of Crime form.
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C. Information to Be Provided to Victims and Witnesses

1. Preliminary Investigation

- a. At the time the preliminary investigation is conducted, the primary officer shall provide the following information to the victim(s) and witness(s):
 - i. The officer's information with the case and Computer-Aided Dispatch (CAD) number in writing;
 - ii. A DVSA Domestic Abuse Packet at domestic violence scenes, in accordance with SOP Domestic Abuse Investigations (refer to SOP Domestic Abuse Investigations for sanction classifications and additional duties); and
 - iii. Information for a Victim of a Misdemeanor Crime form when a victim needs to file a private complaint or needs further guidance on misdemeanor crimes.

N/A

2. Follow-up Investigations within the Investigative Bureau

- a. Department personnel who are the primary investigator for a criminal investigation of a person's death shall ensure that the following information is provided to the victim(s) and next of kin on felony criminal investigations and misdemeanor criminal investigations, either verbally or in writing, as quickly as possible but no later than seventy-two (72) hours when:
 - i. An arrest is made on the investigation that directly relates to the allegations;
 - ii. A judge issues an arrest warrant;
 - iii. The case is considered solved and closed, but forwarded to a prosecutor for review;
 - iv. A case is closed without an arrest;
 - v. The case agent changes; or
 - vi. When another agency takes over primary investigative duties.



2-94 Drone as a First Responder (DFR) Program

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

A. Related SOP(s)

- 1-15 Air Support Unit (Formerly 5-2)
- 2-8 Use of On-Body Recording Devices (OBRD) (Formerly 1-39)
- 2-15 Small Unmanned Aircraft Systems (SUAS) Operations
- 2-71 Search and Seizure Without a Warrant (Formerly 2-17)

B. Form(s)

Federal Aviation Administration (FAA) Certificate of Authorization (COA)
Federal Aviation Administration (FAA) Notice to Airmen (NOTAM)
SUAS Maintenance Log
UAS Mission Checklist(s)
Flight Tracker Log

C. Other Resource(s)

14 C.F.R. Part 107 Small Unmanned Aircraft Systems
14 C.F.R. Part 91 Small Unmanned Aircraft Systems
Federal Aviation Administration (FAA) Pilot Training Standards (PTS)
NMSA 1978, § 30-20-3 Making or Permitting False Public Voucher
ROA 1994, § 2-9-1 Civil Emergencies
SUAS Annual Report
First Responder Beyond Visual Line of Sight Concept of Operation
UAS Facility Map
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-94-1 Purpose

The purpose of this policy is to establish the requirements for the operation, maintenance, and handling of Small Unmanned Aircraft Systems (SUAS)/Drones by Albuquerque Police Department (Department) personnel when flying a SUAS as a first responder. This policy



provides guidelines for the safe, efficient, and effective use of Drones as a First Responder (DFR) in emergency situations.

2-94-2 Policy

It is the policy of the Department to use SUAS as a first responder with the help of DFR Crewmembers to enhance public safety in a manner that takes into consideration the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws. Additionally, it is the policy of the Department to operate with the policy set forth in SOP Search and Seizure Without a Warrant.

It is also the policy of the Department to operate any SUAS only under the circumstances set forth in this Standard Operating Procedure (SOP) and SOP Small Unmanned Aircraft Systems (SUAS) Operations. Furthermore, the SUAS shall only be operated by trained and qualified Department personnel and consistent with Federal Aviation Administration (FAA) regulations.

N/A 2-94-3 Definitions

A. Aircraft

Any category of flying apparatus, such as a "fixed-wing" (Airplane) or "rotorcraft" helicopter, categorized by the FAA.

B. Aircraft Operator (AO)

The trained Department personnel who physically operate the SUAS flight controls of the SUAS. The AO operates the flight controls under the direct supervision of the Remote Pilot-In-Command (RPIC) and shall have completed the required training for the involved SUAS flight system.

C. Critical Incident

A situation requiring decisive action involving substantial resources in response to significant loss of life, significant injuries, or significant damage to property.

D. DFR Crew-Based Operations

In this framework, a DFR Crewmember will physically place the SUAS at the takeoff location. The SUAS will be operated through the controller or Remote Flight Deck in the Skydio Cloud.

E. DFR Dock-Based Operations

In this framework, the SUAS is placed in the Skydio Dock and operated through the Remote Flight Deck in the Skydio Cloud. The RPIC may not be physically located at



the dock location, in which case the RPIC will conduct an electronic preflight inspection.

F. DFR Patrol-Led Operations

In this framework, the SUAS is prepared for operations by a ground unit that has been trained and qualified to assist the RPIC during all phases of flight operations. The SUAS will be operated through the controller or Remote Flight Deck in the Skydio Cloud.

G. Drone as a First Responder (DFR) Crewmember

A trained and qualified Department employee who provides assistance to the RPIC before, during, and after flights. DFR Crewmembers are responsible for communications, flight safety, equipment management or other duties that will enhance the safety of the mission.

H. Drone Program Coordinator (DPC)

A designated Department employee who is responsible for monitoring Department SUAS activity and certifications. The DPC is also responsible for managing the Department's training program for SUAS operations.

I. Ground Unit

Any sworn personnel or Police Service Aide (PSA) who works on the ground and is not in flight or onboard the aircraft.

J. Remote Pilot-In-Command (RPIC)

A trained Department employee who is ultimately responsible for the operation of the SUAS and the public's safety during all stages of flight operations, whether physically piloting the SUAS or overseeing another AO. A RPIC must have completed the Department's SUAS certification program as well as possess a valid FAA Part 107 certification.

K. Real Time Crime Center (RTCC) Bridge

The dedicated area where RTCC personnel provide real-time information to sworn personnel.

L. Sensor Operator (SO)

A trained Department employee with the sole responsibility of attaching and operating any designated apparatuses used on the SUAS during a flight; apparatuses can include cameras, forward-looking infrared (FLIR) devices, and thermal devices.



M. Skydio Remote Flight Deck

A web-based application that allows a RPIC to control and manage Skydio drones. This application allows users to monitor SUAS feed, access telemetry, and configure settings.

N. Small Unmanned Aircraft System (SUAS)

An unmanned aircraft of any type that is capable of sustaining flight, whether remotely controlled or pre-programmed, with a weight of less than fifty-five (55) pounds. The SUAS is designed for gathering information through photographs or video recordings.

O. Talk Group

A dedicated frequency or control channel for the assigned area command.

P. Visual Observer (VO)

A Department employee who is continuously responsible for notifying the RPIC of any ground-based or airborne hazards to the flight. The VO shall be trained on their duties and responsibilities before acting in this role.

6 2-94-4 Rules and Responsibilities

A. General

1. A SUAS shall only be deployed by a trained and qualified RPIC.
2. Department personnel shall only utilize or deploy a SUAS as a first responder in response to emergency situations, criminal investigations, and or training.
 - a. SUASs may be deployed in the following scenarios, which includes but are not limited to:
 - i. Calls for service;
 - ii. Search and Rescue operations;
 - iii. Critical incidents;
 - iv. Crime scenes;
 - v. Vehicle accident investigations;
 - vi. Trainings; and
 - vii. Official requests from sworn personnel.

B. DFR Program Personnel Responsibilities

1. DFR Program personnel includes the DPC, RPIC(s), Ground Unit personnel, VO, and DFR Crewmembers.



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2. The DPC shall:

- a. Oversee the activities and operations of the DFR Program;
- b. Be responsible for overseeing and managing the integration of SUAS technology into emergency response operations;
- c. Organize and facilitate training regarding SUAS operations;
- d. Coordinate the deployment and utilization of SUAS operations to assist first responders;
- e. Track and monitor all SUAS flights and associated statistics;
- f. Be responsible for completing the SUAS Annual Report;
- g. Submit the SUAS Annual Report to the Chief of Police annually. The SUAS Annual Report shall include:
 - i. Number of times a SUAS was used;
 - ii. Type of incidents during which the SUAS was used; and
 - iii. Results of using the SUAS during an incident, including, but not limited to, any operation, service call, or investigation.
- h. Ensure that SUAS operations meet legal regulations and safety standards set forth by the FAA, state law, local law and Departmental policies; and
- i. Ensure that all checklists are up-to-date and current for each SUAS make and model.

3. The RPIC(s) shall:

- a. Be responsible for maintaining a valid FAA Part 107 certification;
- b. Be responsible for operating the SUAS, ensuring it adheres to flight protocols, all regulations set forth by the FAA, state law, local law, Department policies and monitoring its performance;
- c. Be responsible for overseeing the SUAS flight, which includes, but not limited to:
 - i. Coordinating with Ground Units; and
 - ii. Ensuring that SUAS are used safely, efficiently, and effectively when responding to calls for service.
- d. Maintain proficiency and currency of all SUAS.

4. The Ground Unit personnel shall communicate with the RPIC to relay pertinent information regarding all response efforts.

5. The Visual Observer (VO) shall:

- a. Assist the RPIC when needed;
- b. Assist with determining hazards or obstacles in the launch area;
- c. Maintain consistent two-way communication contact with the RPIC throughout the flight; and
- d. Immediately notify the RPIC when the flight becomes a hazard to Ground Unit personnel, aircraft or community members.

6. The DFR Crewmembers shall:



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- a. Assist the VO and RPIC when needed;
- b. Ensure that SUAS equipment are operational;
- c. Report any SUAS equipment malfunctions; and
- d. Maintain communication contact with the VO and RPIC.

C. Use and Assignment

1. The deployment of a DFR shall be operated by a Department employee who is a trained and an FAA-licensed RPIC who has successfully completed all Department training and adheres to FAA regulations.
2. The RPIC shall assume sole responsibility for the maintenance and safekeeping of the SUAS once it has been assigned to a Drone Operator and completes its flight.
- N/A** 3. Department personnel shall follow the Use and Assignment guidelines in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations.

D. Prohibited Use

- N/A** 1. Department personnel shall obey the Prohibited Use guidelines in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations.

E. Safety

1. DFR operations shall be operated within the parameters of the FAA regulations (14 C.F.R Part 107 and 14 C.F.R Part 91), and Certificate of Authorization issued to the Department, and shall follow all applicable FAA rules governing the use of SUAS in the national airspace.
2. The SUAS shall be operated according to the manufacturer's recommendations for safe operations. The RPIC shall adhere to each aircraft's specific manufacturer's guidelines regarding pre-/post-flight operations, all in-flight operations, and emergency procedures during flight.
3. The RPIC shall make the final determination on whether to fly a mission.

F. Airspace De-Confliction for DFR Operations

1. The RPIC shall maintain constant communication with the VO and DFR Crewmembers for airspace de-confliction within the DFR area of operation.
2. The RPIC shall additionally monitor web-based applications and/or Department-installed programs to detect and monitor air traffic around the DFR area of operation.
3. The RPIC shall maintain two-way communication via a Department-radio on the area command frequency where the flight is being conducted.



- a. The RPIC shall coordinate with a member of the Air Traffic Control (ATC) to ensure that flights are safely conducted if aircrafts are detected in the airspace.
- 4. The RPIC shall also take the following steps for airspace de-confliction with the Department's Air Support Unit:
 - a. Maintain and coordinate with the Air Support Unit before and during flights in order to determine which aircraft will respond;
 - b. Ensure that when a SUAS and the Air Support Unit are sharing an airspace, both will confirm their flight path, distance above ground, altitude and maintain a safe distance outlined in the COA; and
 - c. Immediately broadcast on the operating radio frequency any unsafe condition observed.
 - i. The RPIC, DFR Crew Members, or any Ground Unit personnel can terminate a flight if unsafe conditions are observed.

6 2-94-5 Pre-Flight, Launch and Return, In-Flight and Post-Flight Procedures

A. Pre-Flight Safety Inspection

- 1. The RPIC shall:
 - a. Be responsible for ensuring the SUAS flight can be conducted in a safe manner at all times during the entirety of the flight;
 - b. Assess the status of SUAS equipment to determine operational capabilities, which includes but not limited to:
 - i. The propellers;
 - ii. The batteries;
 - iii. The gimbal;
 - iv. The motors; and
 - v. The lenses.
 - c. Assess weather conditions by using an unmanned aerial vehicle forecast application;
 - d. Review relevant and recent Notice to Airmen (NOTAM);
 - e. Maintain communication with Ground Unit personnel on their flight status and provide necessary updates;
 - f. Review the in-flight emergency plan;
 - g. Ensure that a Department-radio is accessible before the SUAS is launched from the landing area;
 - h. When a SUAS is launched, inform Ground Unit personnel and the Emergency Communication Center (ECC) that the SUAS is proceeding to the location of the emergency;
 - i. In emergency situations an electronic (visual camera inspection and propeller test) pre-flight inspections may be conducted through the remote flight deck; and



- j. If a flight is deemed unsafe, or a SUAS is unable to launch from the landing area, inform the DPC and Ground Unit personnel.

2. RPIC Pre-Flight Procedures

- a. When operating a SUAS as a first responder, the RPIC shall:
 - i. Follow all Pre-Flight Procedures in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations.
 - ii. Before flight and while the SUAS is in flight, authorize and be responsible for making all decisions regarding the use of SUAS, including ensuring the light sensors are activated for night operations;
 - iii. Be responsible for the safe operation of all flights, including, but not limited to:
 - 1. Flight planning and preparation, including a pre-flight inspection of the SUAS and equipment;
 - 2. Weather briefing, to include minimum visibility allowable (three (3) statute miles), wind gust speeds (Sustained or Peak wind) are not greater than the SUAS is allowed according to manufacture specifications, and sustained or peak wind;
 - 3. Flight operations including course, airspeed, altitude, and duration;
 - 4. Landing zone selection;
 - 5. Go/no-go and landing judgments concerning weather minimums or other criteria;
 - 6. Confirming all very high frequency (VHF) air-to-air, air-to-ground, and air traffic control communications, and any other radio communications;
 - 7. Confirming the SUAS strobe lights are activated; and
 - 8. Timely reporting of new or previously unknown hazards, which pose a safety to flight.
 - iv. Receive information from RTCC Bridge personnel regarding the nature of the emergency;
 - v. Ensure that the SUAS, dock, and SUAS controller are powered and connected;
 - vi. Confirm and maintain communication with the DFR Crew Members throughout the duration of a SUAS launch; and
 - vii. Upon completion of all previously associated assessments, inform Ground Unit personnel and the ECC that the SUAS is proceeding to the location of the emergency once the SUAS is launched.

B. Launch and Return Procedures: DFR Dock-Based Operations

- 1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS is safe to fly, the RPIC shall contact the VO, if used, and inform DFR Crew Members that the SUAS is ready for launch.
- 2. The RPIC and VO, if used, shall coordinate and confirm that the SUAS, dock and controller are powered and connected.

N/A



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3. The VO shall confirm and inform the RPIC that the area for takeoff is safe.
 - a. If a VO is not used, the RPIC shall utilize the camera system on the dock combined with an unmanned aerial vehicle forecast application to assess weather conditions in order to determine safe flying conditions.
4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not to fly unless it is in accordance with the manufacturer's recommendations.
5. The RPIC shall be responsible for launching the SUAS, although the VO, if used, may do so as needed.
 - a. Once the RPIC and VO, if used, confirm the settings are correct, they shall announce they have control of the SUAS and launch the SUAS.
 - b. In high-priority calls, the RPIC may launch the SUAS themselves and confirm with the VO, if used, that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO, if used, shall inform the RPIC, and the RPIC shall assume control of the SUAS.
 - a. The RPIC shall then initiate the autonomous flight mode if deemed necessary.
7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.
8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.
 - a. The VO, DFR Crew Members, and Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.



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10. The RPIC shall provide updates on the scene as needed.
11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, if used, Ground Unit personnel and the ECC.
12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, then the RPIC shall "land in place."
 - a. This may be the original launch location, nearest to the VO, if used, nearest to the dock, or whichever location is safer.
13. The VO, if used, shall confirm that the SUAS has safely landed and begin post flight inspections.

C. Launch and Return Procedures: DFR Patrol Led Operations

1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS safe to fly, the RPIC shall contact sworn personnel acting as the VO and Ground Unit personnel and inform DFR Crew Members that the SUAS is ready for launch.
2. The RPIC and VO shall coordinate and confirm that the SUAS and controller are powered and connected.
3. If sworn personnel are the VO, they shall confirm and inform the RPIC that the area for takeoff is safe.
4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not to fly unless it is in accordance with manufacturer recommendations.
5. The RPIC shall be responsible for launching the SUAS, although the VO may do so as needed.
 - a. Once the RPIC and VO confirm the settings are correct, the RPIC or VO shall announce they have control of the SUAS and launch the SUAS.
 - b. In high priority calls, the RPIC may launch the SUAS themselves and confirm with the VO that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO shall inform the RPIC, and the RPIC shall assume control of the SUAS.



- a. The RPIC shall then initiate the autonomous flight mode if deemed necessary.
 7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.
 8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.
 - a. The VO, DFR crewmembers, or Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
 9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.
 10. The RPIC and VO shall provide updates on the scene as needed.
 11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, Ground Unit personnel, and the ECC.
 12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, then the RPIC shall "land in place."
 - a. This may be the original launch location, nearest to the VO, nearest dock, or whichever is safer.
 13. The VO shall confirm the SUAS has safely landed and begin post flight inspections.
- D. Launch and Return Procedures: DFR Crew-Based Operations
1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS safe to fly, the RPIC shall contact the DFR Crew Members acting as the VO and inform other DFR Crew Members the SUAS is ready for launch.
 2. The RPIC and VO shall coordinate and confirm that the SUAS and controller are powered and connected.
 3. If CFR Crew Members are the VO, they shall choose and confirm a safe launch location, and inform the RPIC that the area for takeoff is safe.



4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not fly unless it is in accordance with manufacturer recommendations.
5. RPIC shall be responsible for launching the SUAS, although the VO may do so as needed.
 - a. Once RPIC and VO confirm the settings are correct, the RPIC or VO shall announce they have control of the SUAS and launch the SUAS.
 - b. In high-priority calls, the RPIC may launch the SUAS themselves and confirm with the VO that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO shall inform the RPIC, and the RPIC shall assume control of the SUAS.
 - a. RPIC shall then initiate the autonomous flight mode if deemed necessary.
7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight, including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.
8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.
 - a. The VO, DFR Crew Members, and Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.
10. The RPIC and VO shall provide updates on the scene as needed
11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, Ground Unit personnel, and the ECC.



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12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, and then the RPIC shall "land in place."

- a. This may be the original launch location, nearest to the VO, nearest dock, or whichever is safer.

13. The VO shall confirm the SUAS has safely landed and begin post flight inspections.

E. RPIC/VO Post-Flight Procedures

1. The RPIC and/or any DFR Crew Member shall:

- a. Ensure that the batteries are replaced with charged batteries and the SUAS is ready for the next mission;
- b. Ensure new batteries are placed in the SUAS, if crew-based or patrol-led;
- c. Ensure propellers and motors are checked;
- d. Ensure the lenses are cleaned;
- e. Plug in the USB-C (Ethernet) to the SUAS to begin syncing media and data, if crew-based or patrol-led;
 - i. The RPIC and VO shall ensure that photos and or video footage that was captured is tagged into evidence.com; and
 - ii. The RPIC and VO shall notify the DPC if media fails to upload.
- f. Begin preparing next SUAS for the next flight;
- g. Document and report any mishaps or anomalies during the flight;
- h. Make appropriate entries in the aircraft logbooks; and
- i. Complete the flight log.
 - i. All flight logs shall be submitted to the DPC within twenty-four (24) hours of the flight.

F. In-Flight Emergency Procedures/Contingencies

- 1. All Department personnel involved in the DFR operations shall be familiar with all emergency procedures and their specific duty assignments.
- 2. In an inflight emergency involving a threat to the safety of persons or property, the RPIC may deviate from any directive relating to aircraft, equipment, and weather minimums to the extent required to meet the emergency.
- 3. In an inflight emergency, the RPIC shall ensure that all required information is reported to the appropriate authority (FAA, National Traffic Safety Bureau), Albuquerque Flight Standards District Office, consistent with FAA regulations on reporting requirements.
 - a. All In-flight Emergencies are required to be documented in the flight log.
- 4. If the RPIC has loss of radio communication between the VO and/or DFR Crew Members, the RPIC shall:



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- a. Pause the flight and attempt to regain positive radio communication or switch to backup communication method; and
- b. If radio communications or backup communication methods cannot be regained within two (2) minutes, prompt the SUAS to execute the auto Return to Home (RTH) function.

5. Lost Links:

- a. If a lost link is six (6) seconds or longer, the RPIC shall immediately notify the ECC, Ground Unit personnel, the VO, and DFR Crew Members through the Talk Group that the SUAS has lost its link.
- b. The VO and DFR Crew Members shall observe and monitor the airspace and, if feasible, inform the RPIC of the SUAS status.
- c. The aircraft shall execute the flight controller fail-safe mode and climb to an altitude not exceeding the upper limits of the approved COA to attempt to re-establish Link.
- d. If the link is re-established within six (6) seconds, the RPIC shall:
 - i. Ensure the lost link is documented;
 - ii. Document the duration of the lost link, distance, and direction from the launch location to the relation of where the lost link occurred; and
 - iii. Notify all involved personnel that the link was reacquired and resume the flight.
- e. If the link is not re-established within six (6) seconds:
 - i. The RPIC shall notify the ECC, Ground Unit personnel, the VO, and DFR Crew Members through the Talk Group that the SUAS has lost its link and is RTH;
 - ii. The RPIC shall document the distance and direction from the launch location to the relation of where the lost link occurred;
 - iii. The RPIC shall ensure the SUAS onboard system executes the RTH function;
 - iv. The VO and DFR Crew Members shall observe the airspace until the SUAS is in sight and communicate with the RPIC that the SUAS is visible;
 - v. The SUAS shall be brought back to the launch pad and hover for ninety (90) seconds before landing; and
 - vi. If the SUAS onboard system cannot execute the RTH function, the RPIC shall notify all involved personnel and document the SUAS's last known location before it lands.

6. Airspace de-confliction if other aircraft becomes a factor:

- a. The RPIC shall check the Automatic Dependent Surveillance-Broadcast (ADS-B) on the Radio Frequency Device (RFD) and determine if other aircraft in the airspace will impede on the SUAS flight path;
- b. The RPIC shall ensure that the flight of the SUAS is consistent with the COA Guidelines;
- c. The RPIC shall begin to de-conflict while communicating what appropriate actions are to be taken; and



- d. If an aircraft does not broadcast on the ADS-B and the VO or DFR Crew Members observe an aircraft in the airspace, they shall alert the RPIC. The RPIC shall:
 - i. Take evasive actions if needed;
 - ii. Document the location and time of an aircraft not broadcasting on the ADS-B; and
 - iii. When the conflicting aircraft has left the operating area, ensure the SUAS will resume its flight path.

7. Detect and Avoid Strategy

- a. When SUAS operations are being conducted with the use of a VO, the RPIC or dedicated VO shall be positioned to observe two (2) miles around the SUAS during all phases of the flight in order to assist the RPIC in remaining well clear of other air traffic.
- b. The RPIC and VO shall use radio communication during flight operations if they are not physically co-located.
 - i. The RPIC and VO shall maintain radio communications during all phases of flight operations.
- c. Flight operations will occur at or below four hundred feet (400') above ground level in class G airspace and at or below the UAS Facility Map altitude in controlled airspace.
 - i. The RPIC shall request a Special Governmental Interest COA/Waiver from the FAA's Systems Operations Support Center before operating in controlled airspace.

8. Emergency Landing

- a. If the RPIC has to land the SUAS in an area other than original launch area, the RPIC shall:
 - i. Communicate the situation, distance, and direction to the ECC, Ground Unit personnel, VO, and DFR Crew Members through the Talk Group; and
 - ii. Identify a safe landing area.
 - 1. The RPIC shall select an area not congested with limited access to individuals and vehicles.
 - 2. The RPIC shall notate the address of where the SUAS has performed the emergency landing and notify Ground Unit personnel and a sworn supervisor to assist in the recovery of the SUAS.

9. Flyaway Procedures

- a. The RPIC shall immediately contact Air Traffic Control and advise them of the aircraft description, altitude, last known location, direction of travel, and remaining flight time.
- b. The RPIC shall immediately contact the Aviation Unit and request assistance in locating and recovering the aircraft.



- c. The RPIC shall inform the ECC and Ground Unit personnel that the current SUAS mission is suspended.
- d. The RPIC shall follow procedures outlined in the COA.
- e. The VO and DFR Crew Members shall continue to scan the airspace and continuously update the RPIC if a visual is made.
- f. The RPIC shall inform the DPC and provide a documented flight log of the situation.

10. Fire Procedures

- a. If possible, the RPIC shall ensure the SUAS is flown away from individuals and property until a safe landing location can be found.
- b. The RPIC shall notify the ECC, Ground Unit personnel, VO, and DFR Crew Members.
- c. The RPIC shall ensure that SUAS recovery measures begin.
- d. Responding DFR program personnel shall bring a fire extinguisher to the landing site.
- e. The RPIC and available DFR Crew Members Consult with Albuquerque Fire and Rescue (AFR).
- f. The RPIC shall inform the DPC and provide a documented flight log of the situation.
- g. If the SUAS dock catches on fire:
 - i. The VO and DFR Crew Members shall provide a first-aid kit and fire extinguisher;
 - ii. The VO and DFR Crew Members shall discharge the fire extinguisher at the base of the fire and spray side to side, when it is safe to do so; and
 - iii. Department personnel who observed the fire shall notify the RPIC and ECC immediately.

11. In the unlikely event of an emergency involving the aircraft and community members on the ground, the DFR program personnel shall maintain a list of applicable numbers for emergency contact.

6

2-94-6

Retention and Record Keeping

A. Retention of SUAS Data

1. The RPIC shall:

- a. Upon a SUAS launch, ensure the SUAS is recording and orient the camera to the horizon to enhance airspace awareness and safeguard community member's expectation of privacy;
- b. Begin controlling the SUAS camera system in order to ensure the flight path is safe and/or to locate individuals or witnesses, and scenes;
- c. Begin scanning the area once a SUAS approaches a designated area of interest or scene;



N/A

- d. Ensure the SUAS camera angle is pointed to the horizon once the SUAS returns to its home location;
- e. Upload footage collected by the SUAS during the flight into evidence.com within forty-eight (48) hours of the flight;
- f. Coordinate with the DPC to retain evidence that is not required, such as recorded images or videos, for a minimum of thirty (30) days on the original media card; and
 - i. After 30 days, the media card may be formatted to be reused.
- g. Follow the digital media evidence guidelines if recorded media contains possible evidence of a crime in accordance with SOP Use of On-Body Recording Devices (OBRD).

2. Reporting and Record Keeping

- a. After each flight, the RPIC shall complete the Unmanned Aircraft System (UAS) Mission Checklist.
- b. The DPC shall:
 - i. Follow the SUAS tracking, monitoring, and reporting responsibilities outlined in 2-94-4 B. 2. (e-h); and
 - ii. Submit monthly reports to the FAA based on the information retrieved from the UAS Mission Pre-Flight Checklist and consistent with the COA requirements.

3. Maintenance

- a. The DPC or their designee shall ensure:
 - i. SUAS equipment is maintained in accordance with the manufacturer's recommendations and guidelines;
 - ii. The RPIC or their designee conducts a Post-Flight Inspection after every flight, which may be done virtually;
 - iii. As determined by the RTCC Director or their designee, that the DFR Crew Members conduct a physical Pre-Flight Inspection and examine the SUAS, including the batteries, docks, and all supporting equipment;
 - iv. Any issues with the SUAS are addressed that would prevent it from being safely operated and then taken out of service;
 - v. Maintenance of the SUAS such as replacing damaged propellers, tightening loose screws, cleaning sensors, resetting the SUAS or docks are performed by manufacturer qualified and trained DFR Crew Members;
 - vi. Major repairs and maintenance are coordinated and performed by the manufacturer's technicians;
 - vii. A Visual Line of Sight (VLOS) test flight is conducted at a safe location, away from community members, when maintenance is performed on the SUAS, prior to being returned to service;
 - viii. A maintenance entry is entered into the Department's Fleet Management Software when a SUAS and associated dock undergo maintenance;
 - ix. Only approved SUAS parts are used during maintenance requiring the replacement of existing components;



- x. RTCC personnel maintain records of maintenance logs in accordance with City Records Retention Policy;
- xi. The docked SUASs are physically inspected every thirty (30) days or fifty (50) flight hours; and
- xii. The SUASs that are not docked are inspected once a week, which includes functional check flights (thirty to sixty (30-60) seconds).

6 2-94-7 Training and Authority

A. Training and Standardization Requirement

1. To be a qualified RPIC, Department personnel shall be trained on the involved aircraft and possess a current FAA certificate that is consistent with FAA regulations (14 C.F.R. Part 107) for a remote pilot with the SUAS rating, as well as be certified by the DPC or their designee.
2. The DPC shall evaluate proficiency and annual check performances consistent with the maneuvers and procedures in the FAA Pilot Training Standards (PTS) and the Department's training documentation for SUAS operations.
 - a. Recurrence training is not limited to actual RPIC or VO skills but includes knowledge of all pertinent SUAS/aviation matters
3. All RPICs and VOs shall maintain proficiency in their abilities. RPICs and VOs who do not have any documented training flight time within a span of ninety (90) days shall demonstrate proficiency to the DPC before being involved in a mission as an RPIC or VO.
 - a. RPICs must perform a minimum of three (3) flights with a duration of at least fifteen (15) minutes for each flight every ninety (90) days.
4. The RPIC shall keep their FAA regulations (14 C.F.R. Part 107) certification current in order to participate in the DFR program.

N/A B. Authority

1. The Chief of Police or their designee shall have the sole authority to deviate from these directives when such variance is consistent with federal, state, and local laws.



2-94 Drone as a First Responder (DFR) Program

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

A. Related SOP(s)

- 1-15 Air Support Unit (Formerly 5-2)
- 2-8 Use of On-Body Recording Devices (OBRD) (Formerly 1-39)
- 2-15 Small Unmanned Aircraft Systems (SUAS) Operations
- 2-71 Search and Seizure Without a Warrant (Formerly 2-17)

B. Form(s)

Federal Aviation Administration (FAA) Certificate of Authorization (COA)
Federal Aviation Administration (FAA) Notice to Airmen Airmen (NOTAM)
SUAS Maintenance Log
UAS Mission Checklist(s)
Flight Tracker Log

C. Other Resource(s)

14 C.F.R. Part 107 Small Unmanned Aircraft Systems
14 C.F.R. Part 91 Small Unmanned Aircraft Systems
Federal Aviation Administration (FAA) Pilot Training Standards (PTS)
NMSA 1978, § 30-20-3 Making or Permitting False Public Voucher
ROA 1994, § 2-9-1 Civil Emergencies
SUAS Annual Report
First Responder Beyond Visual Line of Sight Concept of Operation
UAS Facility Map
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
~~AFSCME Bargaining Unit~~

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-94-1 Purpose

The purpose of this policy is to establish the requirements for the operation, maintenance, and handling of Small Unmanned Aircraft Systems (SUAS)/Drones by Albuquerque Police Department (Department) personnel when flying a SUAS as a first responder. This policy



provides guidelines for the safe, efficient, and effective use of Drones as a First Responder (DFR) in emergency situations.

2-94-2 Policy

It is the policy of the Department to use SUAS as a first responder with the help of DFR Crewmembers to enhance public safety in a manner that takes into consideration the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws.

Additionally, it is the policy of the Department to operate with the policy set forth in SOP Search and Seizure Without a Warrant. ~~Additionally, it is the policy of the Department to operate with the policy set forth in SOP Search and Seizure Without a Warrant.~~

It is also the policy of the Department to operate any SUAS only under the circumstances set forth in this Standard Operating Procedure (SOP) and SOP Small Unmanned Aircraft Systems (SUAS) Operations. Furthermore, the SUAS shall only be operated by trained and qualified Department personnel and consistent with Federal Aviation Administration (FAA) regulations.

N/A 2-94-3 Definitions

A. Aircraft

Any category of flying apparatus, such as a “fixed-wing” (Airplane) or “rotorcraft” helicopter, categorized by the FAA.

B. Aircraft Operator (AO)

The trained Department personnel who physically operate the SUAS flight controls of the SUAS. The AO operates the flight controls under the direct supervision of the Remote Pilot-In-Command (RPIC) and shall have completed the required training for the involved SUAS flight system.

C. Critical Incident

A situation requiring decisive action involving substantial resources in response to significant loss of life, significant injuries, or significant damage to property.

D. DFR Crew-Based Operations

In this framework, a DFR Crewmember will physically place the SUAS at the takeoff location. The SUAS will be operated through the controller or Remote Flight Deck in the Skydio Cloud.

E. DFR Dock-Based Operations



In this framework, the SUAS is placed in the Skydio Dock and operated through the Remote Flight Deck in the Skydio Cloud. The RPIC may not be physically located at the dock location, in which case the RPIC will conduct an electronic preflight inspection.

F. DFR Patrol-Led Operations

In this framework, the SUAS is prepared for operations by a ground unit ~~that~~^{who} has been trained and qualified to assist the RPIC during all phases of flight operations. The SUAS will be operated through the controller or Remote Flight Deck in the Skydio Cloud.

G. Drone as a First Responder (DFR) Crewmember

A trained and qualified Department employee who provides assistance to the RPIC before, during, and after flights. DFR Crewmembers are responsible for communications, flight safety, equipment management or other duties that will enhance the safety of the mission.

H. Drone Program Coordinator (DPC)

A designated Department employee who is responsible for monitoring Department SUAS activity and certifications. The DPC is also responsible for managing the Department's training program for SUAS operations.

I. Ground Unit

Any sworn personnel or Police Service Aide (PSA) who works on the ground and is not in flight or onboard the aircraft.

J. Remote Pilot-In-Command (RPIC)

A trained Department ~~personnel~~^{employee} who is ultimately responsible for the operation of the SUAS and the public's safety during all stages of flight operations, whether physically piloting the SUAS or overseeing another AO. A RPIC must have completed the Department's SUAS certification program as well as possess a valid FAA Part 107 certification.

K. Real Time Crime Center (RTCC) Bridge

The dedicated area where RTCC personnel provide real-time information to sworn personnel.

L. Sensor Operator (SO)



A trained Department employee with the sole responsibility of attaching and operating any designated apparatuses used on the SUAS during a flight; apparatuses can include cameras, forward-looking infrared (FLIR) devices, and thermal devices.

M. Skydio Remote Flight Deck

A web-based application that allows a RPIC to control and manage Skydio drones. This application allows users to monitor SUAS feed, access telemetry, and configure settings.

N. Small Unmanned Aircraft System (SUAS)

An unmanned aircraft of any type that is capable of sustaining flight, whether remotely controlled or pre-programmed, with a weight of less than fifty-five (55) pounds. The SUAS is designed for gathering information through photographs or video recordings.

O. Talk Group

A dedicated frequency or control channel for the assigned area command.

P. Visual Observer (VO)

A Department employee who is continuously responsible for notifying the RPIC of any ground-based or airborne hazards to the flight. The VO shall be trained on their duties and responsibilities before acting in this role.

6 2-94-4 Rules and Responsibilities

A. General

1. A SUAS shall only be deployed by a trained and qualified RPIC.
2. Department personnel shall only utilize or deploy a SUAS as a first responder in response to emergency situations, criminal investigations, and or training.
 - a. SUASs may be deployed in the following scenarios, which includes but are not limited to:
 - i. Calls for service;
 - ii. Search and Rescue operations;
 - iii. Critical incidents;
 - iv. Crime scenes;
 - v. Vehicle accident investigations;
 - vi. Trainings; and
 - vii. Official requests from sworn personnel.

B. DFR Program Personnel Responsibilities



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1. DFR Program personnel includes the ~~Drone Program Coordinator (DPC)~~, RPIC(s), Ground Unit personnel, Visual Observer, and DFR Crewmembers.
2. The DPC shall:
 - a. Oversee the activities and operations of the DFR Program;
 - b. Be responsible for overseeing and managing the integration of SUAS technology into emergency response operations;
 - c. Organize and facilitate training regarding SUAS operations;
 - d. Coordinate the deployment and utilization of SUAS operations to assist first responders;
 - e. Track and monitor all SUAS flights and associated statistics;
 - f. Be responsible for completing the SUAS Annual Report;
 - g. Submit the SUAS Annual Report to the Chief of Police annually. The SUAS Annual Report shall include:
 - i. Number of times a SUAS was used;
 - ii. Type of incidents during which the SUAS was used; and
 - iii. Results of using the SUAS during an incident, including, but not limited to, any operation, service call, or investigation ~~in which the SUAS was used.~~
 - h. Ensure that SUAS operations meet legal regulations and safety standards set forth by the FAA, state law, local law and Departmental policies; and
 - i. Ensure that all checklists are up-to-date and current for each SUAS make and model.
3. The RPIC(s) shall:
 - a. Be responsible for maintaining a valid FAA Part 107 certification;
 - b. Be responsible for operating the SUAS, ensuring it adheres to flight protocols, all regulations set forth by the FAA, state law, local law, Departmental policies and monitoring its performance;
 - c. Be responsible for overseeing the SUAS flight, which includes, but not limited to:
 - i. Coordinating with Ground Units; and
 - ii. Ensuring that SUAS are used safely, efficiently, and effectively when responding to calls for service.
 - d. Maintain proficiency and currency of all SUAS.
4. The Ground Unit personnel shall communicate with the RPIC to relay pertinent information regarding all response efforts.
5. The Visual Observer (VO) shall:
 - a. Assist the RPIC when needed;
 - b. Assist with determining hazards or obstacles in the launch area;
 - c. Maintain consistent two-way communication contact with the RPIC throughout the flight; and



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- d. Immediately notify the RPIC when the flight becomes a hazard to Ground Unit personnel, aircraft or community members.

~~6.~~ The DFR Crewmembers shall:

6.

- a. Assist the VO and RPIC when needed;
- b. Ensure that SUAS equipment are operational;
- c. Report any SUAS equipment malfunctions; and
- d. Maintain communication contact with the VO and RPIC.

C. Use and Assignment

1. The deployment of a DFR shall be operated by a Department employee who is a trained and an FAA-licensed RPIC who has successfully completed all Department training and adheres to FAA regulations.
2. The RPIC shall assume sole responsibility for the maintenance and safekeeping of the SUAS once it has been assigned to a Drone Operator and completes its flight.
3. Department personnel shall follow the Use and Assignment guidelines in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations ~~(refer to SOP Small Unmanned Aircraft Systems (SUAS) Operations for sanction classifications and additional duties).~~

N/A

D. Prohibited Use

N/A

1. Department personnel shall obey the Prohibited Use guidelines in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations ~~(refer to SOP Small Unmanned Aircraft Systems (SUAS) Operations for sanction classifications and additional duties).~~

E. Safety

1. DFR operations shall be operated within the parameters of the FAA regulations (14 C.F.R Part 107 and 14 C.F.R Part 91), and Certificate of Authorization issued to the Department, and shall follow all applicable FAA rules governing the use of SUAS in the national airspace.
2. The SUAS shall be operated according to the manufacturer's recommendations for safe operations. The RPIC shall adhere to each aircraft's specific manufacturer's guidelines regarding pre-/post-flight operations, all in-flight operations, and emergency procedures during flight.
3. The RPIC shall make the final determination on whether to fly a mission.

F. Airspace De-Confliction for DFR Operations



1. The RPIC shall maintain constant communication with the VO and DFR Crewmembers for airspace de-confliction within the DFR area of operation.
2. The RPIC shall additionally monitor web-based applications and/or Department-installed programs ~~to for detection~~ and monitor ~~of~~ air traffic around the DFR area of operation.
3. The RPIC shall maintain two-way communication via a Department-radio on the area command frequency where the flight is being conducted.
 - a. The RPIC shall coordinate with a member of the Air Traffic Control (ATC) to ensure that flights are safely conducted if aircrafts are detected in the airspace.
4. The RPIC shall also take the following steps for airspace de-confliction with the Department's Air Support ~~violation~~ Unit:
 - a. Maintain and coordinate with the Air Support ~~violation~~ Unit before and during flights in order to determine which aircraft will respond;
 - b. Ensure that when a SUAS and the ~~Aviation~~ Air Support Unit are sharing an airspace, both will confirm their flight path, distance above ground, altitude and maintain a safe distance outlined in the COA; and
 - c. Immediately broadcast on the operating radio frequency any unsafe condition observed.
 - i. The RPIC, DFR Crew Members, or any Ground Unit personnel can terminate a flight if unsafe conditions are observed.

6 2-94-5 Pre-Flight, Launch and Return, In-Flight and Post-Flight Procedures

A. Pre-Flight Safety Inspection

1. The RPIC shall:
 - a. Be responsible for ensuring the SUAS flight can be conducted in a safe manner at all times during the entirety of the flight;
 - b. Assess the status of SUAS equipment to determine operational capabilities, which includes but not limited to:
 - i. The propellers;
 - ii. The batteries;
 - iii. The gimbal;
 - iv. The motors; and
 - v. The lenses.
 - c. Assess weather conditions by using an unmanned aerial vehicle forecast application;
 - d. Review relevant and recent Notice to Airmen (NOTAM);
 - e. Maintain communication with Ground Unit personnel on their flight status and provide necessary updates;
 - f. Review the in-flight emergency plan;



- g. Ensure that a Department-radio is accessible before the SUAS is launched from the landing area;
- h. When a SUAS is launched, inform Ground Unit personnel and the Emergency Communication Center (ECC) that the SUAS is proceeding to the location of the emergency;
- i. In emergency situations an electronic (visual camera inspection and propeller test) pre-flight inspections may be conducted through the remote flight deck; and
- j. If a flight is deemed unsafe, or a SUAS is unable to launch from the landing area, inform the DPC and Ground Unit personnel.

2. RPIC Pre-Flight Procedures

N/A

- a. When operating a SUAS as a first responder, the RPIC shall:
 - i. Follow all Pre-Flight Procedures in accordance with SOP Small Unmanned Aircraft Systems (SUAS) Operations.
 - ii. Before flight and while the SUAS is in flight, authorize and be responsible for making all decisions regarding the use of SUAS, including ensuring the light sensors are activated for night operations;
 - iii. Be responsible for the safe operation of all flights, including, but not limited to:
 - 1. Flight planning and preparation, including a pre-flight inspection of the SUAS and equipment;
 - 2. Weather briefing, to include minimum visibility allowable (three (3) statute miles), wind gust speeds (Sustained or Peak wind) are not greater than the SUAS is allowed according to manufacture specifications, and sustained or peak wind;
 - 3. Flight operations including course, airspeed, altitude, and duration;
 - 4. Landing zone selection;
 - 5. Go/no-go and landing judgments concerning weather minimums or other criteria;
 - 6. Confirming all very high frequency (VHF) air-to-air, air-to-ground, and air traffic control communications, and any other radio communications;
 - 7. Confirming the SUAS strobe lights are activated; and
 - 8. Timely reporting of new or previously unknown ~~hazards which~~ hazards, which pose a safety to flight.
 - iv. Receive information from the RTCC Bridge personnel regarding the nature of the emergency;
 - v. Ensure that the SUAS, dock, and SUAS controller are powered and connected;
 - vi. Confirm and maintain communication with the DFR Crew Members throughout the duration of a SUAS launch; and
 - vii. Upon completion of all previously associated assessments, inform Ground Unit personnel and the ECC that the SUAS is proceeding to the location of the emergency once the SUAS is launched.

B. Launch and Return Procedures: DFR Dock-Based Operations



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1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS is safe to fly, the RPIC shall contact the VO, if used, and inform DFR Crew Members that the SUAS is ready for launch.
2. The RPIC and VO, if used, shall coordinate and confirm that the SUAS, dock and controller are powered and connected.
3. The VO, ~~if used,~~ shall confirm and inform the RPIC that the area for takeoff is safe.
 - a. If a VO is not used, the RPIC shall utilize the camera system on the dock combined with an unmanned aerial vehicle forecast application to assess weather conditions in order to determine safe flying conditions.
4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not to fly unless it is in accordance with the manufacturer's ~~manufacturer~~ recommendations.
5. The RPIC shall be responsible for launching the SUAS, although the VO, if used, may do so as needed.
 - a. Once the RPIC and VO, ~~if used,~~ confirm the settings are correct, they shall announce they have control of the SUAS and launch the SUAS.
 - b. In high-priority calls, the RPIC may launch the SUAS themselves and confirm with the VO, ~~high-priority calls, the RPIC may launch the SUAS themselves and confirm with the VO~~ if used, that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO, if used, shall inform the RPIC, and the RPIC shall assume control of the SUAS.
 - a. The RPIC shall then initiate the autonomous flight mode if deemed necessary.
7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.



8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.
 - a. The VO, DFR Crew Members, and Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.
10. The RPIC shall provide updates on the scene as needed.
11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, if used, Ground Unit personnel and the ECC.
12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, then the RPIC shall "land in place."
 - a. This may be the original launch location, nearest to the VO, if used, nearest to the dock, or whichever location is safer.
13. The VO, if used, shall confirm that the SUAS has safely landed and begin post flight inspections.

C. Launch and Return Procedures: DFR Patrol Led Operations

1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS safe to fly, the RPIC shall contact sworn personnel acting as the VO and Ground Unit personnel and inform DFR Crew Members that the SUAS is ready for launch.
2. The RPIC and VO shall coordinate and confirm that the SUAS and controller are powered and connected.
3. If sworn personnel are the VO, they shall confirm and inform the RPIC that the area for takeoff is safe.
4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not to fly unless it is in accordance with manufacturer recommendations.



5. The RPIC shall be responsible for launching the SUAS, although the VO may do so as needed.
 - a. Once the RPIC and VO confirm the settings are correct, the RPIC or VO shall announce they have control of the SUAS and launch the SUAS.
 - b. In high priority calls, the RPIC may launch the SUAS themselves and confirm with the VO that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO shall inform the RPIC, and the RPIC shall assume control of the SUAS.
 - a. The RPIC shall then initiate the autonomous flight mode if deemed necessary.
7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.
8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.
 - a. The VO, DFR crewmembers, or Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.
10. The RPIC and VO shall provide updates on the scene as needed.
11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, Ground Unit personnel, and the ECC.
12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, then the RPIC shall "land in place."
 - a. This may be the original launch location, nearest to the VO, nearest dock, or whichever is safer.
13. The VO shall confirm the SUAS has safely landed and begin post flight inspections.

D. Launch and Return Procedures: DFR Crew-Based Operations



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1. Once pre-flight safety inspections are complete and the RPIC has deemed the environment and SUAS safe to fly, the RPIC shall contact the DFR Crew Members acting as the VO and inform other DFR Crew Members the SUAS is ready for launch.
2. The RPIC and VO shall coordinate and confirm that the SUAS and controller are powered and connected.
3. If CFR Crew Members are the VO, they shall choose and confirm a safe launch location, and inform the RPIC that the area for takeoff is safe.
4. The RPIC shall check and confirm all flight control settings are correct with the VO, if used, this process includes the following but may change dependent on the situation:
 - a. Flight control settings heights;
 - b. If light is low, toggle "Low Light Mode" and confirm Night Sense is on;
 - c. Activate strobe lights; and
 - d. If raining, ensure not fly unless it is in accordance with manufacturer recommendations.
5. RPIC shall be responsible for launching the SUAS, although the VO may do so as needed.
 - a. Once RPIC and VO confirm the settings are correct, the RPIC or VO shall announce they have control of the SUAS and launch the SUAS.
 - b. In high-priority calls, the RPIC may launch the SUAS themselves and confirm with the VO that the launch area is safe.
6. Once the SUAS reaches the designated mission altitude, the VO shall inform the RPIC, and the RPIC shall assume control of the SUAS.
 - a. RPIC shall then initiate the autonomous flight mode if deemed necessary.
7. The RPIC shall monitor the SUAS as it flies to the location. The following shall be monitored throughout the flight, including but not limited to:
 - a. Battery power;
 - b. Altitude;
 - c. Distance;
 - d. Environmental conditions; and
 - e. Airspace.
8. The RPIC has the authority to terminate a flight if the conditions of the flight adversely changes.



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- a. The VO, DFR Crew Members, and Ground Unit personnel may also terminate a flight if safety hazards are present or forecasted.
9. The RPIC shall notify Ground Unit personnel and the ECC when the SUAS arrives at its intended location.
10. The RPIC and VO shall provide updates on the scene as needed
11. Regardless of the reason, when the SUAS is returning to the launch point, the RPIC shall alert the VO, Ground Unit personnel, and the ECC.
12. When the SUAS returns to the dock, it shall be flown safely to ten to fifteen feet (10-15ft) above the landing pad, ~~then~~ and then the RPIC shall "land in place."
 - a. This may be the original launch location, nearest to the VO, nearest dock, or whichever is safer.
13. The VO shall confirm the SUAS has safely landed and begin post flight inspections.

E. RPIC/VO Post-Flight Procedures

1. The RPIC and/or any DFR Crew Member shall:
 - a. Ensure that the batteries are replaced with charged batteries and the SUAS is ready for the next mission;
 - b. Ensure new batteries are placed in the SUAS, if crew-based or patrol-led;
 - c. Ensure propellers and motors are checked;
 - d. Ensure the lenses are cleaned;
 - e. Plug in the USB-C (Ethernet) to the SUAS to begin syncing media and data, if crew-based or patrol-led;
 - i. The RPIC and VO shall ensure that photos and or video footage that was captured is tagged into evidence.com; and
 - ii. The RPIC and VO shall notify the DPC if media fails to upload.
 - f. Begin preparing next SUAS for the next flight;
 - g. Document and report any mishaps or anomalies during the flight;
 - h. Make appropriate entries in the aircraft logbooks; and
 - i. Complete the flight log.
 - i. All flight logs shall be submitted to the DPC within twenty-four (24) hours of the flight.

F. In-Flight Emergency Procedures/Contingencies

1. All Department personnel involved in the DFR operations shall be familiar with all emergency procedures and their specific duty assignments.



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2. In an inflight emergency involving a threat to the safety of persons or property, the RPIC may deviate from any directive relating to aircraft, equipment, and weather minimums to the extent required to meet the emergency.
3. In an inflight emergency, the RPIC shall ensure that all required information is reported to the appropriate authority (FAA, National Traffic Safety Bureau), Albuquerque Flight Standards District Office, consistent with FAA regulations on reporting requirements.
 - a. All In-flight Emergencies are required to be documented in the flight log.
- ~~4.~~ If the RPIC has loss of radio communication between the VO and/or DFR Crew Members, the RPIC shall:
 4.
 - a. Pause the flight and attempt to regain positive radio communication or switch to backup communication method; and
 - b. If radio communications or backup communication methods cannot be regained within two (2) minutes, prompt the SUAS to execute the auto Return to Home (RTH) function.
5. Lost Links:
 - a. If a lost link is six (6) seconds or longer, the RPIC shall immediately notify the ECC, Ground Unit personnel, the VO, and DFR Crew Members through the Talk Group that the SUAS has lost its link.
 - b. The VO and DFR Crew Members shall observe and monitor the airspace and, if feasible, inform the RPIC of the SUAS status.
 - c. The aircraft shall execute the flight controller fail-safe mode and climb to an altitude not exceeding the upper limits of the approved COA to attempt to re-establish Link.
 - d. If the link is re-established within six (6) seconds, the RPIC shall:
 - i. Ensure the lost link is documented;
 - ii. Document the duration of the lost link, distance, and direction from the launch location to the relation of where the lost link occurred; and
 - iii. Notify all involved personnel that the link was reacquired and resume the flight.
 - e. If the link is not re-established within six (6) seconds:
 - i. The RPIC shall notify the ECC, Ground Unit personnel, the VO, and DFR Crew Members through the Talk Group that the SUAS has lost its link and is RTH;
 - ii. The RPIC shall document the distance and direction from the launch location to the relation of where the lost link occurred;
 - iii. The RPIC shall ensure the SUAS onboard system executes the RTH function;
 - iv. The VO and DFR Crew Members shall observe the airspace until the SUAS is in sight and communicate with the RPIC that the SUAS is visible;



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- v. The SUAS shall be brought back to the launch pad and hover for ninety (90) seconds before landing; and
 - vi. If the SUAS onboard system cannot execute the RTH function, the RPIC shall notify all involved personnel and document the SUAS's last known location before it lands.
- 6. Airspace de-confliction if other aircraft becomes a factor:
 - a. The RPIC shall check the Automatic Dependent Surveillance-Broadcast (ADS-B) on the Radio Frequency Device (RFD) and determine if other aircraft in the airspace will impede on the SUAS flight path;
 - b. The RPIC shall ensure that the flight of the SUAS is consistent with the COA Guidelines;
 - c. The RPIC shall begin to de-conflict while communicating what appropriate actions are to be taken; and
 - d. If an aircraft does not broadcast on the ADS-B and the VO or DFR Crew Members observe an aircraft in the airspace, they shall alert the RPIC. The RPIC shall:
 - i. Take evasive actions if needed;
 - ii. Document the location and time of an aircraft not broadcasting on the ADS-B; and
 - iii. When the conflicting aircraft has left the operating area, ensure the SUAS will resume its flight path.
- 7. Detect and Avoid Strategy
 - a. When SUAS operations are being conducted with the use of a VO, the RPIC or dedicated VO shall be positioned to observe two (2) miles around the SUAS during all phases of the flight in order to assist the RPIC in remaining well clear of other air traffic.
 - b. The RPIC and VO shall use radio communication during flight operations if they are not physically co-located.
 - i. The RPIC and VO shall maintain radio communications during all phases of flight operations.
 - c. Flight operations will occur at or below four hundred feet (400') above ground level in class G airspace and at or below the UAS Facility Map altitude in controlled airspace.
 - i. The RPIC shall request a Special Governmental Interest COA/Waiver from the FAA's Systems Operations Support Center before operating in controlled airspace.
- 8. Emergency Landing
 - a. If the RPIC has to land the SUAS in an area other than original launch area, the RPIC shall:
 - i. Communicate the situation, distance, and direction to the ECC, Ground Unit personnel, VO, and DFR Crew Members through the Talk Group; and



- ii. Identify a safe landing area.
 1. The RPIC shall select an area not congested with limited access to individuals and vehicles.
 2. The RPIC shall notate the address of where the SUAS has performed the emergency landing and notify Ground Unit personnel and a sworn supervisor to assist in the recovery of the SUAS.

9. Flyaway Procedures

- a. The RPIC shall immediately contact Air Traffic Control and advise them of the aircraft description, altitude, last known location, direction of travel, and remaining flight time.
- b. The RPIC shall immediately contact the Aviation Unit and request assistance in locating and recovering the aircraft.
- c. The RPIC shall inform the ECC and Ground Unit personnel that the current SUAS mission is suspended.
- d. The RPIC shall follow procedures outlined in the COA.
- e. The VO and DFR Crew Members shall continue to scan the airspace and continuously update the RPIC if a visual is made.
- f. The RPIC shall inform the DPC and provide a documented flight log of the situation.

10. Fire Procedures

- a. If possible, the RPIC shall ensure the SUAS is flown away from individuals and property until a safe landing location can be found.
- b. The RPIC shall notify the ECC, Ground Unit personnel, VO, and DFR Crew Members.
- c. The RPIC shall ensure that SUAS recovery measures begin.
- d. Responding DFR program personnel shall bring a fire extinguisher to the landing site.
- e. The RPIC and available DFR Crew Members Consult with Albuquerque Fire and Rescue (AFR).
- f. The RPIC shall inform the DPC and provide a documented flight log of the situation.
- g. If the SUAS dock catches on fire:
 - i. The VO and DFR Crew Members shall provide a first-aid kit and fire extinguisher;
 - ii. The VO and DFR Crew Members shall discharge the fire extinguisher at the base of the fire and spray side to side, when it is safe to do so; and
 - iii. Department personnel who observed the fire shall notify the RPIC and ECC immediately.

11. In the unlikely event of an emergency involving the aircraft and community members on the ground, the DFR program personnel shall maintain a list of applicable numbers for emergency contact.



2-94-6 Retention and Record Keeping

A. Retention of SUAS Data

1. The RPIC shall:

- a. Upon a SUAS launch, ensure the SUAS is recording and orient the camera to the horizon to enhance airspace awareness and safeguard community member's expectation of privacy;
- b. Begin controlling the SUAS camera system in order to ensure the flight path is safe and/or to locate individuals or witnesses, and scenes;
- c. Begin scanning the area once a SUAS approaches a designated area of interest or scene;
- d. Ensure the SUAS camera angle is pointed to the horizon once the SUAS returns to its home location;
- e. Upload footage collected by the SUAS during the flight into evidence.com within forty-eight (48) hours of the flight;
- f. Coordinate with the DPC to retain evidence that is not required, such as recorded images or videos, for a minimum of thirty (30) days on the original media card; and
 - i. After 30 days, the media card may be formatted to be re-used.
- g. Follow the digital media evidence guidelines if recorded media contains possible evidence of a crime in accordance with SOP Use of On-Body Recording Devices (OBRD).

N/A

2. Reporting and Record Keeping

- a. After each flight, the RPIC shall complete the Unmanned Aircraft System (UAS) Mission Checklist.
- b. The DPC shall:
 - i. Follow the SUAS tracking, monitoring, and reporting responsibilities outlined in 2-94-4 B. 2. (e-h); and
 - ii. Submit monthly reports to the FAA based on the information retrieved from the UAS Mission Pre-Flight Checklist and consistent with the COA requirements.

3. Maintenance

- a. The DPC or their designee shall ensure:
 - i. SUAS equipment is maintained in accordance with the manufacturer's recommendations and guidelines;
 - ii. The RPIC or their designee conducts a Post-Flight Inspection after every flight, which may be done virtually;
 - iii. As determined by the RTCC Director or their designee, that the DFR Crew Members conduct a physical Pre-Flight Inspection and examine the SUAS, including the batteries, docks, and all supporting equipment;



- iv. Any issues with the SUAS are addressed that would prevent it from being safely operated and then taken out of service;
- v. Maintenance of the SUAS such as replacing damaged propellers, tightening loose screws, cleaning sensors, resetting the SUAS or docks are performed by manufacturer qualified and trained DFR Crew Members;
- vi. Major repairs and maintenance are coordinated and performed by the manufacturer's technicians;
- vii. A Visual Line of Sight (VLOS) test flight is conducted at a safe location, away from community members, when maintenance is performed on the SUAS, prior to being returned to service;
- viii. A maintenance entry is entered into the Department's Fleet Management Software when a SUAS and associated dock undergo maintenance;
- ix. Only approved SUAS parts are used during maintenance requiring the replacement of existing components;
- x. RTCC personnel maintain records of maintenance logs in accordance with City Records Retention Policy;
- xi. The docked SUASs are physically inspected every thirty (30) days or fifty (50) flight hours; and
- xii. The SUAS's that are not docked are inspected once a week, which includes functional check flights (thirty to sixty (30-60) seconds).

6 2-94-7 Training and Authority

A. Training and Standardization Requirement

- 1. To be a qualified RPIC, Department personnel shall be trained on the involved aircraft and possess a current FAA certificate that is consistent with FAA regulations (14 C.F.R. Part 107) for a remote pilot with the SUAS rating, as well as be certified by the DPC or their designee.
- 2. The DPC shall evaluate proficiency and annual check performances consistent with the maneuvers and procedures in the FAA Pilot Training Standards (PTS) and the Department's training documentation for SUAS operations.
 - a. Recurrence training is not limited to actual RPIC or VO skills but includes knowledge of all pertinent SUAS/aviation matters
- 3. All RPIC's and VO's shall maintain proficiency in their abilities. RPIC's and VO's who do not have any documented training flight time within a span of ninety (90) days shall demonstrate proficiency to the DPC before being involved in a mission as an RPIC or VO.
 - a. RPIC's must perform a minimum of three (3) flights with a duration of at least fifteen (15) minutes for each flight every ninety (90) days.
- 4. The RPIC shall keep their FAA regulations (14 C.F.R. Part 107) certification current in order to participate in the DFR program.



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N/A

B. Authority

1. The Chief of Police or their designee shall have the sole authority to deviate from these directives when such variance is consistent with federal, state, and local laws.

REDLINED



3-21 SCHEDULED AND UNSCHEDULED LEAVE

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

A. Related SOP(s)

- 2-2 Department Property (Formerly 3-75)
- 2-5 Department Vehicles (Formerly 1-19)
- 2-76 Court (Formerly 2-01)
- 3-20 Overtime, Compensatory Time, and Work Shift Designation (Formerly 1-11)

B. Form(s)

Activity Status Report
City of Albuquerque Supervisor's Injury Investigation Report
Family Medical Leave Act (FMLA) Packet

C. Other Resource(s)

Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO
Agreement Between the City of Albuquerque and Prisoner Transport Officers
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
City of Albuquerque Personnel Rules and Regulations, § 401.4 A. Certification of Sick Leave
Family Medical Leave Act (FMLA) of 1993
Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 25-32 Amendment to SOP 3-21 Scheduled and Unscheduled Leave

3-21-1 Purpose

The purpose of this policy is to outline the procedures for scheduled and unscheduled leave.

3-21-2 Policy



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ADMINISTRATIVE ORDERS

SOP 3-21 (Formerly 3-15 and 3-72)

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It is the policy of the Albuquerque Police Department (Department) to ensure that eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.

N/A 3-21-3 Definitions

A. Family Medical Leave Act (FMLA) Qualifying Event

The birth or placement of a child, an employee's serious health condition, a family member's serious health condition, a family member's military service leave, and/or a family member's military service leave due to an injury.

N/A 3-21-4 Union Contracts

A. Department personnel who oversee the Department's procedures on leave shall adhere to the provisions outlined in the following union contracts:

1. The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA);
2. The City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees;
3. The agreement between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO; and
4. The agreement between the City of Albuquerque and Prisoner Transport Officers.

7 3-21-5 Procedures

A. FMLA Leave

1. For any qualifying event, Department personnel may:
 - a. Pick up an FMLA packet from the City of Albuquerque Employee Relations in City Hall for any non-duty disability leave;
 - b. Submit the FMLA packet to City of Albuquerque Human Resources (HR) Department personnel for any qualifying event; and
 - c. Notify their direct supervisor of their expected leave dates prior to being placed on FMLA status.
2. A Department supervisor shall direct Department personnel who are under their supervision to pick up and submit an FMLA packet to City of Albuquerque HR Department personnel for any qualifying event.



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SOP 3-21 (Formerly 3-15 and 3-72)

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- a. Upon approval from Central HR, the Fiscal Payroll Unit shall enter approved FMLA and expected leave dates in the information sharing database approved by the Department. The electronic system will send the notification to the Operations Review Section. If FMLA dates are changed, personnel shall notify their supervisor of the dates they will be out.
 - i. Department supervisors shall notify the Fiscal Payroll Unit of the changes.
3. Department personnel shall be prohibited from working overtime when they are taking FMLA leave.

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B. Injured Light Duty (ILD) Leave

1. Department personnel who sustained an injury while on duty or acquired a job-related illness shall promptly notify:
 - a. Their immediate supervisor;
 - b. The Operations Review Section;
 - i. Upon receiving notification, Operations Review personnel shall enter ILD restricted duty status of the Department employee in the information-sharing database approved by the Department. The electronic system will notify the Fiscal Payroll Unit.
 - c. Department HR Division personnel; and
 - d. City of Albuquerque Risk Management personnel through Medcor.
2. Department personnel who sustained an injury while on duty or acquired a job-related illness and require medical care on a weekday between 0800 and 1700 hours shall report to the City of Albuquerque Employee Health Center.
3. Department personnel who sustained a serious injury while on duty or acquired a job-related illness on the weekend or before 0800 and after 1700 hours shall:
 - a. If it is an emergency, call Albuquerque Fire Rescue (AFR) paramedics;
 - b. If it is a non-emergency, call Medcor, who will recommend any appropriate additional medical care including, but not limited to, treatment at an approved local emergency medical facility; and
 - c. Report to or have someone call City of Albuquerque Employee Health Center medical personnel on the next working day.
4. Department personnel who are admitted to a medical facility for treatment of a work-related injury shall notify the City of Albuquerque Employee Health Center medical personnel at the time of admission or within a reasonable time.
 - a. The City of Albuquerque Employee Health Center Medical Director must pre-authorize treatment for work-related injuries by the Department employee's primary care physician or any other physician who does not work for the City of Albuquerque Employee Health Center.



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- i. The City of Albuquerque Employee Health Center Medical Director shall authorize and select a certified specialist for any necessary specialty care.
5. When Department personnel are under the care of an outside consulting physician, following each visit, they shall also be seen by the City of Albuquerque Employee Health Center medical personnel to keep them informed of their progress.
 - a. After each City of Albuquerque Employee Health Center visit, Department personnel shall take their updated Activity Status Report form to the Operations Review Section and the Department HR Division personnel.
6. Prior to returning to work, Department personnel who are on ILD shall provide to the Department HR Division and Operations Review Section personnel:
 - a. Written approval by City of Albuquerque Employee Health Center medical personnel that authorizes them to return to work, which should state whether any limitations exist; and
 - b. If the Department employee's attending physician authorizes them to return to full-time status, they must be seen by the City of Albuquerque Employee Health Center.
7. A supervisor shall:
 - a. Ensure that their employee receives the appropriate medical treatment;
 - b. Investigate the injury or job-related illness; and
 - c. Contact Medcor.
- C. Military Leave
 1. Department personnel who are on active military duty shall:
 - a. Email the Operations Review Section Staffing Detective when they receive military orders, when they expect to return to military duty, and their expected leave dates;
 - b. Use military leave in accordance with the provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and their union contract;
 - i. Paid military leave shall be the preferred method of compensation.
 - c. Be authorized to use their compensatory time or vacation leave after their military leave has been exhausted;
 - i. Department personnel may also use hazard pay as long as they have accrued more than eight-hundred (800) hours of sick leave.
 - d. Be allowed to attend regularly scheduled drills;
 - e. Notify their immediate supervisor and Fiscal Payroll Unit personnel of their anticipated absences, including regularly scheduled drills at the beginning of the federal fiscal year (October 1st).



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- i. The employee's immediate supervisor and Fiscal Payroll Unit personnel may request that their commander or professional staff member list the planned training activities in a memorandum.
 - ii. When scheduled drill dates change on short notice, Department personnel shall provide documentation of the change in drill dates to Fiscal Payroll Unit personnel from their military supervisor.
 2. When Department personnel receive active military orders, the following procedures shall be completed in this order:
 - a. If the active military orders last longer than fourteen (14) days but less than thirty (30) days, Department personnel shall park their Department-issued vehicle at the City of Albuquerque Pino Yards by placing the keys in the appropriate drop box, and shall notify the Operations Review Section Fleet Manager, in accordance with SOP Department Vehicles;
 - b. Department personnel shall provide or email a copy of the military orders to Fiscal Payroll Unit personnel;
 - i. Upon notification of military orders, Fiscal Payroll Unit personnel shall enter the information into the information-sharing database approved by the Department.
 - ii. Fiscal Payroll Unit personnel shall notify the City of Albuquerque Risk Management Division personnel to remove the employee's name from the random drug test pool if orders exceed five (5) days.
 - iii. Fiscal Payroll Unit personnel shall notify the Military Liaison Officer of the military orders.
 - c. Department personnel shall turn in Department-issued equipment to Property Unit personnel if the military orders last longer than thirty (30) days, in accordance with SOP Department Property;
 - d. If active military orders are extended, Department personnel shall inform Fiscal Payroll Unit personnel and the Military Liaison Officer; and
 - e. Department personnel shall send a copy of the extended military orders to Fiscal Payroll Unit personnel.
 - i. City of Albuquerque health insurance benefits cease unless the Department employee continues to pay their portion of the benefit.
 3. When Department personnel return from active military duty and/or re-acclimation time, the following procedures shall be completed in this order:
 - a. Department personnel shall report to Fiscal Payroll Unit personnel to obtain a check-in procedure list;
 - b. Department personnel shall provide a copy of any amended orders to Fiscal Payroll Unit personnel, specifically orders ending earlier than previously scheduled; and
 - c. Fiscal Payroll Unit personnel shall inform Internal Affairs Professional Standards Division (IAPS) personnel, City of Albuquerque Risk Management Division personnel, and the Advanced Training Unit sworn personnel of the employee's return from active military duty.

N/A

N/A



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- ii. Department personnel shall contact the Military Liaison Officer for questions or concerns;
 - iii. Consistent with the City of Albuquerque's Substance Abuse Policy, Department personnel who have been on an active military status for a period of ninety (90) days or more shall complete a drug test at the earliest opportunity;
 - iv. Upon completion of the drug test, Department personnel shall report to Advanced Training Unit personnel if they are an officer, or shall report to their supervisor if they are professional staff;
 - v. When the results of the drug test are received, for sworn personnel, Operations Review Section personnel shall notify the employee, the Military Liaison Officer, and Property Unit personnel; and
 - vi. Pursuant to USERRA, Department personnel shall be authorized to use re-acclimation time based on length of deployment.
 - 1. If Department personnel choose to take re-acclimation time, it shall be used prior to returning from active military duty.
 - 2. Department personnel may also use vacation leave and/or compensatory time when taking re-acclimation time.
4. Department personnel shall be authorized to use military leave with pay in accordance with the City of Albuquerque Merit System Ordinance and their union contract.
- N/A
- a. Department personnel who request to use military leave with pay shall notify Court Services Unit personnel of the anticipated absence, in accordance with SOP Court.
 - i. This includes using military leave to cover monthly drills and deployment.
 - b. If orders are received in less than forty-eight (48) hours' notice, the Department employee's supervisor may provide notice to Court Services Unit personnel on their behalf.
 - i. Department personnel shall notify their supervisors and Fiscal Payroll Unit personnel of expected active-duty military requirements as soon as possible.
 - 1. Time coded as military leave shall not count towards completion of the Department employee's twelve (12) month probation.
 - 2. Department seniority shall not be affected due to military leave.
 - c. The Department employee's military orders must include travel time in order to claim it as military leave.

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5. The Military Liaison Officer shall:

- a. Be appointed by the Chief of Police;
- b. Be both sworn personnel and a commissioned officer in the guard/reserve;
- c. Ensure participation and be familiar with employee support that is provided by the guard and reserve programs; and



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- d. Be available to coordinate and resolve problems between a Department supervisor or military supervisor and their employee at the lowest, most informal level possible, in addition to their normal duties.
 - i. If the Military Liaison Officer is unable to resolve the problem, they shall refer the issue to the Operations Review Division Commander.

6. A Department supervisor shall:

- a. In accordance with federal and state laws, make every effort to support Department personnel who need to be absent from work for reserve training by ensuring that they are allowed the required time off;
- b. Allow Department personnel who receive military orders for reserve training to use their military leave for any activity or training in order to cover training time; and
- c. Not prohibit their employee from using their military leave when their military orders for reserve training are unavailable at the time of departure.

D. Sick Leave

- 1. Department personnel shall be authorized to use accumulated sick leave for a non-work related disability or illness, or they may request leave in accordance with the provisions in their union contract.
 - a. Department personnel who are absent for forty (40) hours or more consecutively using use sick leave or non-duty disability leave to cover the absence shall report to the City of Albuquerque Employee Health Center and may be required to undergo an examination by medical personnel prior to returning to work.
 - b. If required, Department personnel shall complete an FMLA packet prior to returning to work.
 - c. The Department employee's supervisor shall ensure that the employee's time card is accurate for each pay period.

E. Vacation Leave and Compensatory Time

N/A

- 1. A supervisor shall ensure that minimum staffing levels are maintained when approving or denying vacation leave and compensatory time requests, in accordance with SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designation.
- 2. Department personnel are prohibited from donating or transferring compensatory time to another employee.
- 3. Department personnel shall set up automatic replies with their email when taking leave exceeding fourteen (14) days. Supervisors shall ensure that employees have configured the automatic reply before commencing their leave. In the event that an



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employee fails to set up automatic replies, the supervisor shall coordinate with the Tech Services Unit to have automatic replies configured.

F. Other Circumstances Involving Leave

1. Leave without Pay

- a. Department personnel may be granted leave without pay due to sickness or disability when certified by a physician, to attend school when it is clearly demonstrated the subject matter is directly job related, for additional vacation time, or for good and sufficient reason, which the Chief Administration Officer (CAO) considers to be in the best interest of the City. Department personnel shall first obtain permission from their immediate supervisor when requesting leave without pay.
 - i. Department personnel and/or their immediate supervisor shall request approval from the Chief of Police through the Department's HR Division.
 - ii. The Department employee shall refer to their union contract because it may provide variances for leave without pay.

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3-21-6

Training

- A. Department personnel who return to a full-time status after taking leave for thirty (30) days or more shall immediately notify the Operations Review Section Staffing Detective, Fiscal Payroll Unit personnel, and Department HR Division personnel.
 1. The Operations Review Section Staffing Detective shall direct the employee to contact Advanced Training Unit personnel about their return to work.
 2. The Advanced Training Unit Sergeant shall ensure that the Department employee is current in all required advanced training.
 - a. If the Department employee missed any required advanced training during their absence, the Advanced Training Unit Sergeant shall schedule the Department employee to make up the training as soon as practicable.



3-21 SCHEDULED AND UNSCHEDULED LEAVE

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

A. Related SOP(s)

- 2-2 Department Property (Formerly 3-75)
- 2-5 Department Vehicles (Formerly 1-19)
- 2-76 Court (Formerly 2-01)
- 3-20 Overtime, Compensatory Time, and Work Shift Designation (Formerly 1-11)

B. Form(s)

Activity Status Report
City of Albuquerque Supervisor's Injury Investigation Report
Family Medical Leave Act (FMLA) Packet

C. Other Resource(s)

Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO
Agreement Between the City of Albuquerque and Prisoner Transport Officers
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
City of Albuquerque Personnel Rules and Regulations, § 401.4 A. Certification of Sick Leave
Family Medical Leave Act ([FMLA](#)) of 1993
Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 25-32 Amendment to SOP 3-21 Scheduled and Unscheduled Leave ~~None~~

3-21-1 Purpose

The purpose of this policy is to outline the procedures for scheduled and unscheduled leave.

3-21-2 Policy



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It is the policy of the Albuquerque Police Department (Department) to ensure that eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.

N/A 3-21-3 Definitions

A. Family Medical Leave Act (FMLA) Qualifying Event

The birth or placement of a child, an employee's serious health condition, a family member's serious health condition, a family member's military service leave, and/or a family member's military service leave due to an injury.

N/A 3-21-4 Union Contracts

A. Department personnel who oversee the Department's procedures on leave shall adhere to the provisions outlined in the following union contracts:

1. The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA);
2. The City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees;
3. The agreement between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO; and
4. The agreement between the City of Albuquerque and Prisoner Transport Officers.

7 3-21-5 Procedures

A. FMLA Leave

1. For any qualifying event, Department personnel may:
 - a. Pick up an FMLA packet from the City of Albuquerque Employee Relations in City Hall for any non-duty disability leave;
 - b. Submit the FMLA packet to City of Albuquerque Human Resources (HR) Department personnel for any qualifying event; and
 - c. Notify their direct supervisor of their expected leave dates prior to being placed on FMLA status.
2. A Department supervisor shall direct Department personnel who are under their supervision to pick up and submit an FMLA packet to City of Albuquerque HR ~~Human Resources~~ Department personnel for any qualifying event.



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- a. Upon approval from Central ~~HR Human Resources~~, the Fiscal Payroll Unit ~~shall~~will enter approved FMLA and expected leave dates in the information sharing database approved by the Department ~~(Monday)~~. The electronic system will send the notification to the Operations Review Section. If FMLA dates are changed, personnel~~employees~~ shall notify their supervisor of the dates they will be out.
 - i. Department supervisors shall notify the Fiscal Payroll Unit of the changes.

3. Department personnel shall be prohibited from working overtime when they are taking FMLA leave.

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B. Injured Light Duty (ILD) Leave

1. Department personnel who sustained an injury while on -duty or acquired a job-related illness shall promptly notify:
 - a. Their immediate supervisor;
 - b. The Operations Review Section;
 - i. Upon receiving notification, Operations Review personnel shall enter ILD restricted duty status of the Department employee in the ~~information sharing~~information-sharing database approved by the Department. The electronic system will notify the Fiscal Payroll ~~Section~~Unit.
 - c. Department ~~HR Human Resources~~ Division personnel; and
 - d. City of Albuquerque Risk Management personnel through Medcor.
2. Department personnel who sustained an injury while on -duty or acquired a job-related illness and require medical care on a weekday between 0800 and 1700 hours shall report to the City of Albuquerque Employee Health Center.
3. Department personnel who sustained a serious injury while on -duty or acquired a job-related illness on the weekend or before 0800 and after 1700 hours shall:
 - a. If it is an emergency, call Albuquerque Fire Rescue (AFR) paramedics;
 - b. If it is a non-emergency, call Medcor, who will recommend any appropriate additional medical care including, but not limited to, treatment at an approved local emergency medical facility; and
 - c. Report to or have someone call City of Albuquerque Employee Health Center medical personnel on the next working day.
4. Department personnel who are admitted to a medical facility for treatment of a work-related injury shall notify the City of Albuquerque Employee Health Center medical personnel at the time of admission or within a reasonable time.
 - a. The City of Albuquerque Employee Health Center Medical Director must pre-authorize treatment for work-related injuries by the Department employee's primary care physician or any other physician who does not work for the City of Albuquerque Employee Health Center.



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- i. The City of Albuquerque Employee Health Center Medical Director shall authorize and select a certified specialist for any necessary specialty care.
5. When Department personnel are under the care of an outside consulting physician, following each visit, they shall also be seen by the City of Albuquerque Employee Health Center medical personnel to keep them informed of their progress.
 - a. After each City of Albuquerque Employee Health Center visit, Department personnel shall take their updated Activity Status Report form to the Operations Review Section and the Department ~~HRuman Resources~~ Division personnel.
6. Prior to returning to work, Department personnel who are on ILD ~~shall~~ must provide to the Department ~~HRuman Resources~~ Division and Operations Review Section personnel:
 - ~~6.~~
 - a. Written approval by City of Albuquerque Employee Health Center medical personnel that authorizes them to return to work, which should state whether any limitations exist; and
 - b. If the Department employee's attending physician authorizes them to return to full-time status, they must be seen by the City of Albuquerque Employee Health Center.
7. A supervisor shall:
 - a. Ensure that their employee receives the appropriate medical treatment;
 - b. Investigate the injury or job-related illness; and
 - c. Contact Medcor.
- C. Military Leave
 1. Department personnel who are on active military duty shall:
 - a. Email the Operations Review Section Staffing Detective when they receive military orders, when they expect to return to military duty, and their expected leave dates;
 - b. Use military leave in accordance with the provisions outlined in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and their union contract;
 - i. Paid military leave shall be the preferred method of compensation.
 - c. Be authorized to use their compensatory time or vacation leave after their military leave has been exhausted;
 - i. Department personnel may also use hazard pay as long as they have accrued more than eight-hundred (800) hours of sick leave.
 - d. Be allowed to attend regularly scheduled drills;
 - e. Notify their immediate supervisor and ~~Payroll~~ Fiscal Payroll Section ~~Unit~~ personnel of their anticipated absences, including regularly scheduled drills at the beginning of the federal fiscal year (October 1st).



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- i. The employee's immediate supervisor and ~~Payroll~~ Fiscal Payroll Unit ~~Section~~ personnel may request ~~that~~ for their commander or professional staff member ~~or non-commissioned officer in charge (NCOIC)~~ to list the planned training activities in a memorandum.
 - ii. When scheduled drill dates change on short notice, Department personnel ~~shall~~ must provide documentation of the change in drill dates to ~~Pa~~ Fiscal Payroll Section Unit personnel from their military supervisor.
2. When Department personnel receive active military orders, the following procedures shall be completed in this order:
 - a. If the active military orders last longer than fourteen (14) days but less than thirty (30) days, Department personnel shall park their Department-issued vehicle at the City of Albuquerque Pino Yards by placing the keys in the appropriate drop box, and shall notify the Operations Review Section Fleet Manager, in accordance ~~consistent~~ with SOP Department Vehicles;
 - b. Department personnel shall provide or email a copy of the military orders to Fiscal Payroll Section Unit personnel;
 - i. Upon notification of military orders, Fiscal Payroll Section Unit personnel shall enter the information into the information-sharing database approved by the Department.
 - ii. Fiscal Payroll Section Unit personnel shall notify the City of Albuquerque Risk Management Division personnel to remove the employee's name from the random drug test pool if orders exceed five (5) days.
 - iii. Fiscal Payroll Section Unit personnel shall notify the Military Liaison Officer of the military orders.
 - c. Department personnel shall turn in Department-issued equipment to Property Unit personnel; if the military orders last longer than thirty (30) days, in accordance ~~consistent~~ with SOP Department Property;
 - d. If active military orders are extended, Department personnel shall inform Fiscal Payroll Section Unit personnel and the Military Liaison Officer; and
 - e. Department personnel shall send a copy of the extended military orders to Fiscal Payroll Unit ~~Section~~ personnel.
 - i. City of Albuquerque health insurance benefits cease unless the Department employee continues to pay their portion of the benefit.
3. When Department personnel return from active military duty and/or re-acclimation time, the following procedures shall be completed in this order:
 - a. Department personnel shall report to Fiscal Payroll Section Unit personnel to obtain a check-in procedure list;
 - b. Department personnel shall provide a copy of any amended orders to Fiscal Payroll Section Unit personnel, specifically orders ending earlier than previously scheduled; and
 - c. Fiscal Payroll Section Unit personnel shall inform Internal Affairs Professional Standards Division (IAPS) personnel, City of Albuquerque Risk Management

N/A

N/A



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Division personnel, and the Advanced Training Unit sworn personnel of the employee's return from active military duty.

- ii. Department personnel shall contact the Military Liaison Officer for questions or concerns;
- iii. Consistent with the City of Albuquerque's Substance Abuse Policy, Department personnel who have been on an active military status for a period of ninety (90) days or more shall complete a drug test at the earliest opportunity;
- iv. Upon completion of the drug test, Department personnel shall report to Advanced Training Unit personnel if they are an officer, or shall report to their supervisor if they are a ~~professional staff~~ civilian employee;
- v. When the results of the drug test are received, for sworn personnel, Operations Review Section personnel shall notify the employee, the Military Liaison Officer, and Property Unit personnel; and
- vi. Pursuant to USERRA, Department personnel shall be authorized to use re-acclimation time based on length of deployment.
 1. If Department personnel choose to take re-acclimation time, it shall be used prior to returning from active military duty.
 2. ~~When taking re-acclimation time,~~ Department personnel may also use vacation leave and/or compensatory time when taking re-acclimation time.

4. Department personnel shall be authorized to use military leave with pay in accordance with the City of Albuquerque Merit System Ordinance and their union contract.

N/A

- a. Department personnel who request to use military leave with pay shall notify Court Services Unit personnel of the anticipated absence, in accordance ~~consistent~~ with SOP Court.
 - i. This includes using military leave to cover monthly drills and deployment.
- b. If orders are received in less than forty-eight (48) hours' notice, the Department employee's supervisor may provide notice to Court Services Unit personnel on their behalf.
 - i. Department personnel shall notify their supervisors and Fiscal Payroll Unit ~~Section~~ personnel of expected active-duty military requirements as soon as possible.
 1. Time coded as military leave shall not count towards completion of the Department employee's twelve (12) month probation.
 2. Department seniority shall not be affected due to military leave.
- c. The Department employee's military orders must include travel time in order to claim it as military leave.

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5. The Military Liaison Officer shall:

- a. Be appointed by the Chief of Police;
- b. Be both sworn personnel and a commissioned officer in the guard/reserve;



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- c. Ensure participation and be familiar with employee support that is provided by the guard and reserve programs; and
- d. Be available to coordinate and resolve problems between a Department supervisor or military supervisor and their employee at the lowest, most informal level possible, in addition to their normal duties.
 - i. If the Military Liaison Officer is unable to resolve the problem, they shall refer the issue to the Operations Review Division Commander.

6. A Department supervisor shall:

- a. In accordance with federal and state laws, make every effort to support Department personnel who need to be absent from work for reserve training by ensuring that they are allowed the required time ~~off~~;
- b. Allow Department personnel who receive military orders for reserve training to use their military leave for any activity or training in order to cover training time; and
- c. Not prohibit their employee from using their military leave when their military orders for reserve training are unavailable at the time of departure.

D. Sick Leave

1. Department personnel shall be authorized to use accumulated sick leave for a non-work related ~~duty disability or illness, or they may request leave for a non-dutywork related disability or illness~~ in accordance with the provisions in their union contract.
 - a. Department personnel who are absent for forty (40) hours or more consecutively using use sick leave or non-duty disability leave to cover the absence shall report to the City of Albuquerque Employee Health Center and may be required to undergo an examination by medical personnel prior to returning to work.
 - b. If required, Department personnel shall complete an FMLA packet prior to returning to work.
 - c. The Department employee's supervisor shall ensure that the employee's time card is accurate for each pay period.

E. Vacation Leave and Compensatory Time

N/A

1. A supervisor shall ensure that minimum staffing levels are maintained when approving or denying vacation leave and compensatory time requests, in accordance ~~consistent with SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designation (refer to SOP Overtime, Compensatory Time, and Work Shift Designation for sanction classifications and additional duties).~~
2. Department personnel are prohibited from donating or transferring compensatory time to another employee.



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- 2-3. Department personnel shall set up automatic replies with their email when taking leave exceeding fourteen (14) days. Supervisors shall ensure that employees have configured the automatic reply before commencing their leave. In the event that an employee fails to set up automatic replies, the supervisor shall coordinate with the Tech Services Unit to have automatic replies configured.

F. Other Circumstances Involving Leave

1. Leave without Pay

- a. Department ~~personnel~~ employees may be granted leave without pay due to sickness or disability when certified by a physician, to attend school when it is clearly demonstrated the subject matter is directly job related, for additional vacation time, or for good and sufficient ~~reason which~~ reason, which the Chief Administration Officer (CAO) considers to be in the best interest of the City. Department personnel shall first obtain permission from their immediate supervisor when requesting leave without pay.
 - i. Department personnel and/or their immediate supervisor shall request approval from the Chief of Police through the Department's HR ~~Human Resources~~ Division.
 - ii. The Department employee shall refer to their union contract because it may provide variances for leave without pay.

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3-21-6

Training

- A. Department personnel who return to a full-time status after taking leave for thirty (30) days or more shall immediately notify the Operations Review Section Staffing Detective, Fiscal Payroll ~~Section~~ Unit personnel, and Department HR ~~Human Resources~~ Division personnel.
 1. The Operations Review Section Staffing Detective shall direct the employee to contact Advanced Training Unit personnel about their return to work.
 2. The Advanced Training Unit Sergeant shall ensure that the Department employee is current in all required advanced training.
 - a. If the Department employee missed any required advanced training during their absence, the Advanced Training Unit Sergeant shall schedule ~~for the~~ the Department employee to make up the training as soon as practicable.



3-23 RETIREMENT OBSERVANCE

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

A. Related SOP(s)

2-2 Department Property (Formerly 3-75)

B. Form(s)

Department Firearms Qualification

PD 2401 Law Enforcement Officers Safety Act Request for Albuquerque Police

PD 4418 Badge/Weapon Purchase Request

C. Other Resource(s)

18 U.S.C. § 926C Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)

City of Albuquerque Personnel Rules and Regulations, § 800 Termination of Employment

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

3-23-1 Purpose

It is the purpose of this policy to provide Albuquerque Police Department (Department) personnel with requirements to honor the formal retirement of sworn and professional staff personnel.

3-23-2 Policy

It is the policy of the Department to formally recognize the retirement of Department personnel.

N/A 3-23-3 Definitions

None

N/A 3-23-4 Procedures



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A. City of Albuquerque Employment Guidelines

1. Department personnel may refer to City of Albuquerque Personnel Rules and Regulations, Section 800, for further guidelines on termination of employment.

B. Retirement Notification

1. Eligible Department personnel who plan to retire shall:
 - a. Submit a letter of notification at least two (2) weeks in advance of their retirement date through their chain of command; and
 - i. The letter of notification shall consist of a letter on Department letterhead addressed to the Chief of Police indicating their anticipated retirement date.
 - b. Send a copy of the letter of notification to the Personnel and Payroll Section, the Property Unit, the Fiscal Division, and the Office of the Chief of Police.
 - i. Department personnel may request an honorary upgrade to the next rank with the letter of notification.
2. If sworn personnel wish to purchase their current badge and or duty pistol/shotgun, a Badge/Weapon Purchase Request Form shall be submitted to the Chief of Police through their chain of command for approval and forwarded to the Property Unit Manager for review and processing. The purchase price for the weapon(s) will be in accordance with SOP Department Property.

C. Coordination of Retirement Observance

1. Operations Review Section personnel and the Office of the Chief of Police will coordinate retirement observances.
2. Operations Review Section personnel shall maintain a list of retirees that may be provided to the Office of the Chief of Police at their request.
3. The Office of the Chief of Police personnel will provide a list of eligible sworn personnel to the Property Unit.

D. Sworn Personnel Retirees

1. Upon retirement, the Office of the Chief shall be responsible for purchasing the following items that the sworn retirees will receive:
 - a. A retirement badge and a plaque commemorating the number of years of their service;
 - b. An honorary upgrade to the next rank, at the discretion of the Chief of Police; and
 - c. A certificate of continuous service.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23 (Formerly 3-61)

CPOAB Draft 06/27/2025

- i. The certificate shows continuous time with the Department with no break in service.

F. Retired Officers' Concealed Carry Weapon

6

1. The Department Firearms Range personnel shall:

- a. Conduct firearms qualifications for retired Department personnel who wish to carry a concealed weapon under the Law Enforcement Officers Safety Act (LEOSA) of 2004;
 - i. Qualifications shall be conducted at the Department Firearms Range.
 - ii. Before shooting, the qualification standards outlined in the LEOSA, discuss the below points with Department Firearms Range personnel:
 1. LEOSA, including compliance with all sections;
 2. A firearms safety review;
 3. Fundamentals of marksmanship; and
 4. Concealed Carry Qualification.
- b. Ensure that all documentation has been given to the retired officer upon completion of the qualification; and
- c. Document the qualification date and the type of weapon(s) on which they qualified.

2. The retired officer will:

- a. Pass a qualification course designated by the State of New Mexico Law Enforcement Academy (NMLEA);
- b. Supply all ammunition and firearm(s);
- c. Be responsible for maintaining proficiency with the firearm(s). The Department Firearms Range personnel are not required to give remedial training; and
- d. Be held responsible for scheduling training and the qualification shoot.

3. The Chief of Police will have the opportunity to review the Internal Affairs (IA) personnel file of the applicant making the request, and will have the authority and discretion to deny an applicant the opportunity to qualify.



3-23 RETIREMENT OBSERVANCE

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

A. Related SOP(s)

2-2 Department Property (Formerly 3-75)

B. Form(s)

Department Firearms Qualification

PD 2401 Law Enforcement Officers Safety Act Request for Albuquerque Police

PD 4418 Badge/Weapon Purchase Request

C. Other Resource(s)

18 U.S.C. § 926C Carrying of Concealed Firearms by Qualified Retired Law Enforcement Officers

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)

City of Albuquerque Personnel Rules and Regulations, § 800 Termination of Employment

D. Active Special Orders

None

D.E. Rescinded Special Order(s)

None

3-23-1 Purpose

It is the purpose of this policy to provide Albuquerque Police Department (Department) personnel with requirements to honor the formal retirement of sworn and professional staff personnel.

3-23-2 Policy

It is the policy of the Department to formally recognize the retirement of Department personnel.

N/A 3-23-3 Definitions

None

N/A 3-23-4 Procedures



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23 (Formerly 3-61)

CPOAB Draft 06/27/2025

A. City of Albuquerque Employment Guidelines

1. Department personnel may refer to City of Albuquerque Personnel Rules and Regulations, Section 800, for further guidelines on termination of employment.

B. Retirement Notification

1. Eligible Department personnel who plan to retire shall:
 - a. Submit a letter of notification at least two (2) weeks in advance of their retirement date through their chain of command; and
 - i. The letter of notification shall consist of a letter on Department letterhead addressed to the Chief of Police indicating their anticipated retirement date.
 - b. Send a copy of the letter of notification to the Personnel and Payroll Section, the Property Unit, the Fiscal Division, and the Office of the Chief of Police.
 - i. Department personnel may request an honorary upgrade to the next rank with the letter of notification.
2. If sworn personnel wish to purchase their current badge and or duty pistol/shotgun, a Badge/Weapon Purchase Request Form shall be submitted to the Chief of Police through their chain of command for approval and forwarded to the Property Unit Manager for review and processing. The purchase price for the weapon(s) will be in accordance with ~~is outlined in~~ SOP Department Property.

C. Coordination of Retirement Observance

1. Operations Review Section personnel and the Office of the Chief of Police will coordinate retirement observances.
2. Operations Review Section personnel shall maintain a list of retirees that may be provided to the Office of the Chief of Police at their request.
3. The Office of the Chief of Police personnel will provide a list of eligible sworn personnel to the Property Unit.

D. Sworn Personnel Retirees

1. Upon retirement, the Office of the Chief shall be responsible for purchasing the following items that the sworn retirees will receive:
 - a. A retirement badge and a plaque commemorating the number of years of their service;
 - b. An honorary upgrade to the next rank, at the discretion of the Chief of Police; and
 - c. A certificate of continuous service.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-23 (Formerly 3-61)

CPOAB Draft 06/27/2025

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F. Retired Officers' Concealed Carry Weapon

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1. The Department Firearms Range personnel shall:

- a. Conduct firearms qualifications for retired Department personnel who wish to carry a concealed weapon under the Law Enforcement Officers Safety Act (LEOSA) of 2004;
 - i. Qualifications ~~shall~~ will be conducted at the Department Firearms Range.
 - ii. Before shooting, the qualification standards outlined in the LEOSA, discuss the below points with Department Firearms Range personnel:
 1. LEOSA, including compliance with all sections;
 2. A firearms safety review;
 3. Fundamentals of marksmanship; and
 4. Concealed Carry Qualification.
- b. Ensure that all documentation has been given to the retired officer upon completion of the qualification; and
- c. Document the qualification date and the type of weapon(s) on which they qualified.

2. The retired officer will:

- a. Pass a qualification course designated by the State of New Mexico Law Enforcement Academy (NMLEA);
- b. Supply all ammunition and firearm(s);
- c. Be responsible for maintaining proficiency with the firearm(s). The Department Firearms Range personnel are not required to give remedial training; and
- d. Be held responsible for scheduling training and the qualification shoot.

3. The Chief of Police ~~has~~ will have the ~~authority to deny an applicant the~~ opportunity to review the Internal Affairs (IA) personnel file of the applicant making the request, and will have the authority and discretion to deny an applicant the opportunity to qualify. ~~at the Chief's discretion and will include the opportunity to review the Internal Affairs (IA) personnel file of the person making the request.~~



City of Albuquerque

Civilian Police Oversight Agency



Policy and Procedure Review Subcommittee Report Board Meeting

07/03/2025

07/10/2025

Policy Recommendations

No Policy Recommendations

SOP 1-26 (Formerly 5-4) Special Victims Section: It is the policy of the Department to investigate allegations of felony child abuse and child neglect, felony sexual assaults, human trafficking, and missing persons; to develop and participate in programs designed to prevent or reduce crimes involving special victims; and to enhance the overall safety and welfare of our community.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 1-53 (Formerly 5-3) Homicide Unit:

It is the policy of the Albuquerque Police Department (Department) to thoroughly investigate cases, to reasonably follow up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case. Furthermore, it is the policy of the Department for the Homicide Unit to conduct weekly meetings with supervising prosecutors at the District Attorney's (DA) Office to create and foster consistency and the highest excellence in homicide investigations.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 1-59 (Formerly 4-1 and 4-4) Impact Teams:

It is the policy of the Albuquerque Police Department (Department) to triage follow-up felony investigations referred from the Field Services Bureau (FSB) and assign cases to detectives for completion.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 2-10 (Formerly 1-07 and 1-7) Use of Emergency Communications:

It is the policy of the Albuquerque Police Department (Department) to coordinate the delivery of police services with requests from the community and Department personnel through the use of radio equipment.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 2-64 Violence Intervention Program (VIP) Custom Notification Deliveries:

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with individuals who are impacted by gun violence through a partnership of law enforcement, social service providers, and community stakeholders.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 2-66 (Formerly 2-25) Victim and Witness Assistance:

It is the policy of the Department to recognize and address the needs and rights of crime victims during each contact and to provide assistance to victims and witnesses of crime in cooperation with other state and local agencies, as outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies, and for Department personnel to update the victims of crimes with significant developments in their case.

Additionally, it is the policy of the Department to promote the community's trust by ensuring that Department personnel provide support and respect to victims and witnesses of any criminal offense by understanding and striving to meet the seven (7) critical needs of victims.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 2-94 Drone as a First Responder (DFR) Program:

It is the policy of the Department to use SUAS as a first responder with the help of DFR Crewmembers to enhance public safety in a manner that takes into consideration the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws. Additionally, it is the policy of the Department to operate with the policy set forth in SOP Search and Seizure Without a Warrant. It is also the policy of the Department to operate any SUAS only under the circumstances set forth in this Standard Operating Procedure (SOP) and SOP Small Unmanned Aircraft Systems (SUAS) Operations. Furthermore, the SUAS shall only be operated by trained and qualified Department personnel and consistent with Federal Aviation Administration (FAA) regulations.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 3-21 (Formerly 3-15 and 3-72) Scheduled and Unscheduled Leave:

It is the policy of the Albuquerque Police Department (Department) to ensure that eligible Department personnel may use their leave in accordance with established City guidelines and requirements and, when applicable, in accordance with the employee's union contract.

- **PnP Subcommittee Discussion:** No recommendations.

SOP 3-23 (Formerly 3-61) Retirement Observance:

It is the policy of the Department to formally recognize the retirement of Department personnel.

- **PnP Subcommittee Discussion:** No recommendations.

APD Responses to Policy Recommendations

SOP 1-1 Personnel Code of Conduct

- **Recommendations:** Two recommendations aimed at reducing sustained violations by APD employees.
 1. 1-1-3-C - The CPOAB recommends refining the definition of insubordination to limit unnecessary IARs for them. This could be done by revising the entire definition into something more comprehensive: - "Intentional refusal to obey a lawful and objectively reasonable order from a supervisor, or disrespectful conduct that undermines supervisory authority. This excludes good faith clarification requests, refusal of unlawful orders, reasonable differences of opinion, and proper use of complaint procedures." Or, the current definition could include a new sentence at the end to prevent the most common reason for the unnecessary IARs, like: "Reasonable differences of opinion do not rise to insubordination."
 2. 1-1-5-A-5 - To clearly convey the message that APD employees can still be held accountable for violations of this SOP when outside the presence or hearing of any person, the CPOAB recommends adding language that explicitly states it. The CPOAB recommends adding one of

the following phrases to the existing language: - "... , including when outside the presence or hearing of any person." - "... , regardless of whether a person is present or can hear the remark."

- **Responses:** Does not concur with either.
 1. "No changes were made to the definition of insubordination. The current definition aligns with the formal legal understanding of the term, and IAPS retains the authority and discretion to determine the appropriate SOP violation when evaluating specific incidents. Refinement is not necessary at this time."
 2. "This recommendation is not concurred with, and no changes have been made to the policy. The purpose of policy is to provide a clear overview of expected conduct, versus a list of exceptions or caveats that may preemptively address specific defenses raised during investigations. The policy is intended to establish and uphold behavioral standards toward any person."
- **PnP Discussion:** The CPOA should continue to track trends of allegations and SOP violations. In situations considering discipline, the CPOA/CPOAB could try to coordinate with IAPS directly.

SOP 1-52 Homeland Security Unit

- This recommendation was submitted on 03/17/25, responded to by APD 03/24/25, but not received by CPOA until 06/25/25.
- **Recommendation:**
 - Ensure these five provisions [1-52-4-A, 1-52-4-E-4, 1-52-4-E-7, 1-52-4-E-9 and 1-52-4-G-1-b] do not encroach on Office of Emergency Management (OEM) responsibilities.
 - In section 1-52-4-H-1-a, coordination should be with the Office of Emergency Management.
 - 1-52-4-J-1-a and 1-52-4-J-1-c-iii should be the Office of Emergency Management.
- **Response:** Does not concur
 - "This policy is for the Albuquerque Police Department, as such, it refers to sworn response. The Office of Emergency Management's primary function is to provide planning, support, and resources. This policy does not encroach on their mission or responsibilities."
- **PnP Discussion:** OEM may be in the best position to review and provide insight into this policy.

SOP 2-6 Use of Emergency Warning Equipment

- This recommendation was submitted on 09/30/2024, but not responded to and received until 7/02/2025.
 - "The recommendation was received after the 35th day and when we were informed the recommendation could be reviewed "off-cycle". We misinterpreted this as the recommendation could be reviewed at next revision."
- **Recommendation:** In 2-6-3-A, authorized emergency warning equipment may include a siren, flashing or rotating red and blue lights, or amber lights, but it is not clear what combination of these constitutes "full emergency equipment."
 - "Full emergency equipment" is used in defining Code 3 Response (Code 3 = life-threatening in nature) within the SOP.
 - Specific recommendation: 2-3-6-D – Define full emergency equipment (to specify or differentiate it from what constitutes "authorized emergency equipment").
- **Response:** Does not concur.
 - "No definition would be need to be added for this SOP. Only sworn personnel operate full emergency equipment and understand the meaning of full emergency equipment."
- **PnP Discussion:** The response appears to be an assertion of the issue the recommendation was trying to clarify. Next annual review date is 08/03/2025 and this recommendation will be readdressed in PPRB.

SOP 2-47 Crashes involving Department Issued Vehicles

- This response was received after the PnP meeting, on 07/09/2025.

- **Recommendation:** 2-47-4-1-e: The CPOA and CPOAB recommend removing PSAs and TROs from the primary role of conducting investigations of crashes involving department-issued vehicles and recommend following the same investigative procedure as other city-owned vehicle accidents (SOP 2-46), where MTD or supervisory personnel are primarily responsible for conducting the investigation.
- **Response:** Does not concur.
 - “The concern regarding PSAs and TSOs investigating crashes has been considered and reviewed by the legal department. No issues regarding liability or conflict of interest were identified by the legal department. They approve of PSA's and TSO's conducting these crash investigations. PSA and TSO training is not limited compared to basic training for sworn officers and they are required to complete the crash investigation and report according to the same DOT standards. A supervisor does respond to these crashes and is involved with the investigation to include ensuring that it is completed thoroughly and correctly. The supervisor also reviews the crash report for approval (2-47-4A2).”
 - “2-47 & 2-46 contradiction: 2-46-4F states: A MTD officer shall investigate if available, otherwise a FSB shall respond to the scene and ensure a proper investigation is conducted. In order to clear that up, I recommend revising 2-46 during the next review process to clarify that a TSO or PSA or sworn officer can conduct the investigation and the FSB will still respond to ensure a proper investigation is conducted. Crashes involving city vehicles, assigned to departments other than Police, also involve a response from the supervisor from that department.”
- **Consideration:** The Risk Management Division agrees with the recommendation of the CPOAB.

SOP 2-71 Search and Seizure Without a Warrant

- **Recommendation:**
 - (1) Include a new policy section that states: "License Plate Confiscation PSAs and TSOs shall not confiscate, seize, or remove license plates from vehicles. PSAs and TSOs who encounter registration violations or problematic license plates shall document the issue and immediately notify a sworn officer for appropriate action."
 - (2) 2-71-4-G-1-d - Edit "can" into "shall" -- "d. The officer *shall* articulate exigent circumstances requiring action to prevent immediate loss or destruction of evidence."
 - (3) Consideration regarding the new language of inventory and safekeeping searches.
- **Response:** (1) Does not concur, (2) Concur, and (3) Partially concur (the consideration was not a recommendation but APD added a definition of "safekeeping" in response)
 - (1) "Recommendation 1 reviewed and no change made to SOP because the removal of a plate is because the plate does not belong to the driver/vehicle, this would occur when the plate is stolen or a "skip plate" not belonging to the driver/vehicle and would be considered owned by MVD and not owned by the driver/vehicle. The Department would not be able to give the plate back to the owner/vehicle because it does not belong the driver or vehicle."
 - (2) "Recommendation 2 reviewed and the word "can" was changed to "shall".
 - (3) "Consideration reviewed, and a definition of "Safekeeping" was added to clarify the difference between a vehicle Inventory search of closed containers and closed containers held for safekeeping which reads: The act of securely holding, preserving, or protecting property, or items of value by the Department to ensure their integrity, prevent loss, and maintain a clear chain of custody until they can be properly returned."
- **PnP Discussion:**
 - (1) The response does not address the authority and safety concerns of having PSAs confiscate license plates from vehicles. However, this recommendation may be better suited for other SOPs (1-78 PSA Program, 1-95 MTD, 2-40 Traffic Enforcement).

- (3) The added definition of “Safekeeping” is an improvement to clarity. A related and similar consideration was sent to the APD considering SOP 2-73 (Collection, Submission, and Disposition of Evidence and Property), so a complete response to the consideration regarding safekeeping searches may still be pending.

SOP 2-113 Custom Notification Gun Buy-Back (CNGBB) Program

- This response was received after the PnP meeting, on 07/10/2025.
- **Recommendation:** The CPOA/CPOAB did not have a specific recommendation for 2-113. However, we were curious to why there is no policy about the general procedures APD employs when participating in gun buyback programs. For instance, it could be useful to have an SOP that would outlined the procedures and responsibilities of APD in events like this:
<https://www.krqe.com/news/albuquerque-metro/albuquerque-police-new-mexicans-to-pre>.
2-113 is a well-written policy, but it is specific to victims of self-inflicted gunshot wounds. If APD is participating in gun buy-backs outside of this context, it should have a policy that defines the procedures and requirements for the personnel involved.
- **Response:** Partially concur
 - “We will take this into consideration. I think the recommendation is good and it’s something we can look at. However, in reference 2-113 there are no changes going to be made at this time. Also, the new story that is referenced was actually an outside organization that put on the event. We have many organizations reach out to have APD present at their events, but we just can’t create a policy every time this happens.”

SOP 3-20 Timesheets, Overtime, Compensatory Time, and Work-shift Designation

- **Recommendation:** For transparency and additional oversight, the CPOAB recommends that Section 3-20-4-E-2 "Payroll Oversight" include a requirement for the Payroll Officer to provide the CPOA/CPOAB with a redacted report listing all Department personnel who earned more than twenty-five hours of overtime in a single week. Alternatively, a redacted version of the report could be made publicly available.
- **Response:** Partially Concur
 - “This recommendation will require review by appropriate staff including the Fiscal Department as well as Legal Department. After review of the recommendation, it will not be incorporated at this time. It will be re-evaluated at the next revision.”
- **PnP Discussion:** The CPOA/CPOAB should monitor the review schedule to ensure time and proper coordination is made to consider this recommendation for the next revision.

ALBUQUERQUE CIVILIAN POLICE OVERSIGHT ADVISORY BOARD RESOLUTION
NO. 2025-01

WHEREAS, the Albuquerque Civilian Police Oversight Advisory Board met in regular session in the City Council Chambers on July 10, 2025 at 5:00 p.m., as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Civilian Police Oversight Advisory Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Civilian Police Oversight Advisory Board that:

1. All regular meetings shall be held in the City Council Chambers for the City of Albuquerque on the second Thursday of every month at 5:00 p.m., or as indicated in the meeting notice.
2. The agenda for regular meetings will be posted at least seventy-two hours prior to the meeting at the offices of the Civilian Police Oversight Agency, whose office is located at 501 Tijeras Ave. NW and on the Civilian Police Oversight Agency's website at www.cabq.gov/cpoa.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the Civilian Police Oversight Agency's website at www.cabq.gov/cpoa.
4. Special meetings may be called by the Chairman or a majority of the members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted on the Civilian Police Oversight Agency's website at www.cabq.gov/cpoa.

5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Civilian Police Oversight Advisory Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Civilian Police Oversight Advisory Board will notify the Attorney General's Office.
6. Committee Meetings may be called by the Chair of a committee upon reasonable notice. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least 72 hours before any committee meeting.
7. For the purposes of regular meetings, notice requirements are met if notice of the date, time, place and agenda is posted at the offices of the Civilian Police Oversight Agency and on the Civilian Police Oversight Agency's website at www.cabq.gov/cpoa.
8. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
9. For the purposes of special meetings, emergency meetings, and committee meetings, notice requirements are met if notice of the date, time, place, and agenda is posted at the offices of the Civilian Police Oversight Agency and on the Civilian Police Oversight Agency's website at www.cabq.gov/cpoa. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
10. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact

Civilian Police Oversight Agency at (505) 924-3770

at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact

Civilian Police Oversight Agency at (505) 924-3770

if a summary or other type of accessible format is needed.

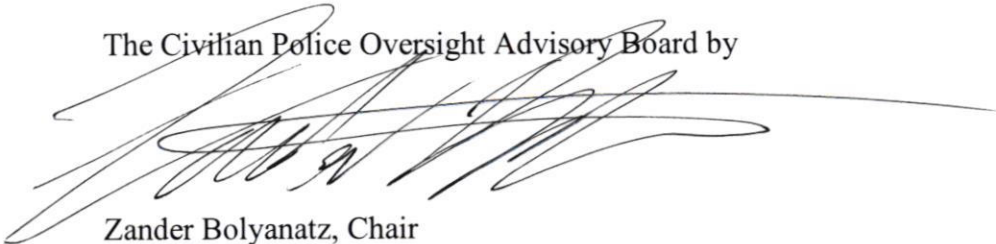
11. The Civilian Police Oversight Advisory Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

- (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Civilian Police Oversight Advisory Board taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
- (b) If a closed meeting is conducted when the Civilian Police Oversight Advisory Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
- (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
- (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Civilian Police Oversight Advisory Board in an open public meeting.

Passed by the Civilian Police Oversight Advisory Board

this 10th day of July, 2025.

The Civilian Police Oversight Advisory Board by

A large, stylized handwritten signature in black ink, likely belonging to Zander Bolyanatz, is written over the text of the signature line.

Zander Bolyanatz, Chair
(505) 924-3770