

CIVILIAN POLICE OVERSIGHT ADVISORY BOARD (CPOAB)

Thursday, October 9, 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, CPC
Robert Kidd, Independent Counsel
Lindsey Rosebrough, City Attorney
Chris Sylvan, City Council
Cmdr. Ryan Nelson APD, IAPS
Cmdr. Scott Norris, APD, IAFD
Cmdr. Sean Waite, APD Police Reform
Lt. Sean Higdon, APD Academy
Jeffery Bustamante, ACS
Paul Thain, Appellee
AnaCaren Guzman, Appellee

Others Present via Zoom:

Dr. Omotayo (Ty) Olubiyi, CCO
Douglas Feerman, 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 5:00 p.m., and a roll call of members present was taken. Zander Bolyanatz, Eduardo Budanauro, Aaron Calderon, and Rowan 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 approve the agenda as written. Vice Chair Calderon 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. September 11, 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 September 11, 2025.
2. **Motion.** A motion was made by Chair Bolyanatz to approve the minutes as written. Member Budanauro seconded the motion. The motion was carried by a unanimous vote.

For: Bolyanatz, Budanauro, Calderon, Wymark

V. Reports from City Departments:

a. APD

1. Internal Affairs Professional Standards (IAPS)– Commander Ryan Nelson

- i. A document titled Albuquerque Police Department Internal Affairs Professional Standards (IAPS) Division Monthly Report, September 2025, was distributed to CPOA Board members electronically. (See attached IAPS Report)
- ii. Commander Ryan Nelson reported on the status of open and closed cases, highlighting the most common SOP violations with sustained findings. He also indicated that On-Body Recording Devices (ORBD) will be retained indefinitely.

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

- i. A document titled *Albuquerque Police Department Monthly Use of Force Report September 2025* was distributed to CPOA Board members electronically. (See attached IAFD Report)
- ii. Commander Scott Norris noted that the Shows of Force will not be reported as Use of Force, and next month's report will see a dramatic change in Uses of Force. He also verbally reported the number of use-of-force cases categorized by area command, the highest area commands for use-of-force, and the demographics of individuals involved in force incidents. He also reported the average number of days to complete

force investigations, stating that 1 use-of-force investigation was found to be out of policy.

- iii. Member Wymark inquired about the reporting concerning the University Area Command. Commander Norris will contact the APD Data Analytics Unit to extract data specific to the University Area Command.

b. ACS- *Jefferey Bustamante, Deputy Director*

- 1. ACS Deputy Director for Policy and Administration Jeffrey Bustamante reported that calls for service have decreased, noting that new ACS reports are being generated and that the highest priority calls are suicidal ideations. He also noted that the ACS season of non-violence had begun.

c. City Attorney- *Lindsey Rosebrough, Managing Attorney*

- 1. Managing Attorney Lindsey Rosebrough verbally updated the Board on the City lawsuits that the City of Albuquerque has joined related to sanctuary cities and grant housing. She also stated that the City of Albuquerque sent a letter to the US Department of Education Public Service Loan Forgiveness (“PSLF”) program.

d. City Council- *Chris Sylvan, Council Services*

- 1. Chris Sylvan verbally reported that the CPOA submitted for OC-25-49 the FY25 1-year objectives, and the applicants for the CPOAB will be meeting with the City Councilors.

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

- 1. Community Engagement Manager Kelly Mensah verbally reported on CPC meetings, youth CPC meetings, CPC advertising, and the annual CPC dinner.

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

- 1. No one from the Mayor’s Office was present.

g. CPOA- *Ali Abbasi, Deputy Director*

- 1. Deputy Director Ali Abbasi verbally reported on complaint intakes, case assignments, and commendations received by the Civilian Police Oversight Agency (CPOA) during September 2025. CPOA staffing updates, Standard Operating Procedure (SOP) changes to the Use of Force policy suite, SOP 3-52, and SOP 3-46. Mr. Abbasi noted that the Agency will monitor the

sanction level changes for SOP 3-46 and reminded the Board of the SWAT training on November 3, 2025, at 10 am.

- VI. Public Comment** [Public comment is limited to three minutes unless extended by the Chairperson]
a. None. (*See attached Public Comment Sign-in Sheet*)

VII. Appeal

a. **CPC 335-24**

i. Hearing on CPC #335-24

1. Independent Counsel Robert Kidd reviewed the rules and procedures that the Board and the appellee will follow during the hearing process.
2. Appellants Paul Thain and AnaCaren Guzman were provided 15 minutes to present their case.
3. CPOA Deputy Director Ali Abbasi was provided 10 minutes to speak.
4. APD Police Reform Commander Sean Waite was provided 10 minutes to speak.
5. No APD officer was present.
6. Appellants Paul Thain and AnaCaren Guzman were provided an additional 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 #335-24. 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 #338-24 began at approximately 6:23 p.m. and the meeting reconvened at approximately 6:40 p.m.******

1. **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

2. Vice Chair Calderon stated that during the Board's deliberations they upheld the findings of the CPOA.
3. **Motion.** Chair Bolyanatz made a motion to uphold the findings of the Civilian Police Oversight Agency regarding CPC 338-24. Member Budanauro seconded the motion. The motion was passed unanimously.

For: Bolyanatz, Budanauro, Calderon, Wymark

VIII. Serious Use of Force Case(s): The CPOA's findings in each Serious Use of Force case listed are located at: <https://www.cabq.gov/cpoa/case-outcomes/serious-use-of-force>

a. APD Case #24-0080817 – Rowan Wymark

1. Member Wymark gave a verbal overview and summary of Serious Use of Force (SUOF) APD Case #24-0080817.
2. Deputy Director Ali Abbasi verbally reported on his review and findings of SUOF APD Case #24-0080817.
3. Commander Norris had nothing additional to report.
4. Chair Bolyanatz facilitated Board member feedback on the SUOF Case #24-0080817.
5. **Motion.** A motion was made by Chair Bolyanatz that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Affairs Force Division Investigation for APD Case #24-0080817. The motion was seconded by Member Wymark. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

b. APD Case #24-0085377 – Eduardo Budanauro

1. Member Budanauro gave a verbal overview of Serious Use of Force (SUOF) Case #24-0085377.
2. Deputy Director Ali Abbasi verbally reported his review and findings of OIS Case #24-0085377.
3. Commander Norris shared the APD training changes related to handling a person while in handcuffs.

4. Chair Bolyanatz facilitated feedback from Board members, and the Board had no policy recommendations for OIS Case 24-0085377.
5. **Motion.** Chair Bolyanatz made a motion that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Affairs Force Division Investigation for APD Case #24-0085377. The motion was seconded by Member Budanauro. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

c. APD Case #24-0087110 – Aaron Calderon

1. Vice Chair Calderon gave a verbal overview and summary of Serious Use of Force (SUOF) APD Case #24-0087110.
2. Deputy Director Ali Abbasi verbally reported his review and findings of SUOF APD Case #24-0087110.
3. Commander Norris had nothing additional to report.
4. Chair Bolyanatz facilitated Board member feedback on the SUOF Case #24-0087110.
5. **Motion.** A motion was made by Chair Bolyanatz that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Affairs Force Division Investigation for APD Case #24-0087110. The motion was seconded by Member Wymark. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

6. Vice Chair Calderon made a formal request that the CPOA research the possibility of the Board receiving uncut video OBRD footage from involved officers to review the totality of the circumstances, similar to what they receive for Officer OIS cases. Deputy Director Ali Abbasi will reach out to APD to share the Board's request.

IX. Officer-Involved Shooting Case(s): [Standing Item]

- a. None.

X. In Custody Death Case: The CPOA's findings in each Serious Use of Force case listed are located at: <https://www.cabq.gov/cpoa/case-outcomes/in-custody-death-finding-letters>

a. APD Case #24-0094307 – Zander Bolyanatz

1. Chair Bolyanatz gave a verbal overview and summary of In Custody Death Case #24-0094307.
2. Deputy Director Ali Abbasi had nothing additional to report.
3. Commander Nelson had nothing additional to report.
4. Chair Bolyanatz facilitated Board member feedback on In Custody Death APD Case #24-0094307.
5. **Motion.** A motion was made by Chair Bolyanatz that the Civilian Police Oversight Advisory Board affirms and upholds the findings of APD Internal Affairs Professional Standard Division Investigation for APD Case #24-0097307. The motion was seconded by Member Wymark. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

*****A dinner break began at approximately 7:18 p.m.,
and the meeting resumed at approximately 7:54 p.m.*****

XI. Report from CPOAB Subcommittee(s):

a. Policy and Procedure Review Subcommittee – Aaron Calderon

1. Meeting was held on October 2, 2025, at 3 p.m.
2. Report from Subcommittee
 - a. Request for APD Representative to attend a Policy and Procedure Subcommittee Meeting to discuss ShotSpotter Notifications Near and Around Schools
 - i. Chair of the Policy and Procedure Review Subcommittee, Aaron Calderon, reported that the Subcommittee met with a concerned citizen and discussed ShotSpotter Activations near and around schools, noting that he is working with Deputy Director Ali Abbasi and Policy Analyst Gabe Remer to get more information from APD and made a formal request to have APD attend the next Policy and Procedures Review Subcommittee.
 - ii. City Managing Attorney Lindsey Rosebrough provided information that APD shares encrypted radios with APS police.
 - iii. Deputy Director Ali Abbasi will coordinate with APD to have a representative attend the next Policy and Procedure Review Subcommittee.
3. Next meeting November 6, 2025, at 3 p.m.

XII. Discussion and Possible Action:

a. APD Policy

1. Recommendations

A. SOP 2-8 Use of On-Body Recording Devices (OBRD)

- i. Policy Analyst Gabe Remer advised the Board that he had made an informal recommendation to APD related to SOP 2-8, and elaborated on the proposed changes to SOP 2-8-4-B-1-a and shared his research and concerns with the proposed changes. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
 1. The Board had discussions related to the placement of the OBRD proposed changes.
 2. City Managing Attorney Lindsey Rosebrough weighed in on the statutory requirement related to OBRD.
- ii. Policy Analyst Gabe Remer presented the proposed changes to SOP 2-8-5-C-10-a and shared his informal recommendation. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
 1. Lt. Chandler Huston weighed in on the Training aspect of inventory searches of vehicles.
 2. Ms. Rosebrough also weighed in on the discussions, stating she believes the definition is included in the investigative encounter.
 3. Mr. Remer noted that the CPOA had a complaint related to the topic and was going to put forth a sustained finding; however, IAPS advised there was no mandate to record.
- iii. **Motion.** A motion by Vice Chair Calderon for 2-8-4-B-1-a that the Board advise the CPOA to submit on their behalf that the current policy for OBRD placement remains the same, and add that the optimal placement for OBRD is the chest area. Chair Bolyanatz seconded the motion. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

- iv. **Motion.** A motion by Vice Chair Calderon for 2-8-5-C-10-a to push forward on a formal recommendation that APD add in the with or with a warrant shall be recorded. Chair Bolyanatz seconded the motion. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

B. SOP 2-33 Rights and Safety of OnLookers

- i. Policy Analyst Gabe Remer advised the Board that he had made an informal recommendation to APD related to SOP 2-33 and shared his policy recommendations. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
- ii. The Board had discussions surrounding the reasoning for the establishment of the immediate vicinity of OnLookers and safety concerns.
- iii. **Motion.** A motion was made by Vice Chair Calderon to direct the CPOA to submit a recommendation for SOP 2-33-4-A-1 stating that sworn personnel may only direct or require individuals to move under the following circumstances and shall be able to articulate the reason for doing so. Chair Bolyanatz seconded the motion. The motion was carried by a unanimous vote.
- iv. Mr. Remer shared his recommendations for SOP 2-33-E-1 through 2-33-4-E-3.
- v. The Board had discussions related to sUAS/drone confiscation.
- vi. **Motion.** A motion by Vice Chair Calderon that the Board approve the recommendations from Mr. Remer for 2-33-4-E-3 and 2-33-4-E-1. The motion was seconded by Chair Bolyanatz. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

- C. SOP 2-34 Notification of Significant Incidents
 - i. Policy Analyst Gabe Remer advised the Board that this policy is related to external stakeholder concerns related to ShotSpotter activations near and around schools, and the policy will be discussed at a later time. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*

2. No Recommendation(s):

- A. SOP 1-5 Harassment or Sexual Harassment in the Workplace
 - i. There were no policy recommendations for SOP 1-5.
- B. SOP 1-12 Volunteer and Internship Programs
 - i. There were no policy recommendations for SOP 1-12.
- C. SOP 1-21 Bicycle Patrol
 - i. There were no policy recommendations for SOP 1-21.
- D. SOP 1-27 Cold Case Unit
 - i. There were no policy recommendations for SOP 1-27.
- E. SOP 1-34 Crime Prevention Unit
 - i. There were no policy recommendations for SOP 1-34.
- F. SOP 1-35 Crime Scene Specialists Unit
 - i. There were no policy recommendations for SOP 1-35.
- G. SOP 1-39 DWI Unit
 - i. There were no policy recommendations for SOP 1-39.
- H. SOP 1-42 Bomb Squad
 - i. There were no policy recommendations for SOP 1-42.
- I. SOP 1-57 Identification Disposition
 - i. There were no policy recommendations for SOP 1-57.
- J. SOP 1-58 Crime Gun Intelligence Center (CGIC)
 - i. There were no policy recommendations for SOP 1-58.
- K. SOP 1-81 Proactive Response Unit (PRU)
 - i. There were no policy recommendations for SOP 1-81.
- L. SOP 2-40 Misdemeanor, Traffic, and Parking Enforcement
 - i. There were no policy recommendations for SOP 2-40.
- M. SOP 2-50 Crash Review Board
 - i. There were no policy recommendations for SOP 2-50.
- N. SOP 2-81 Off-Duty Conduct Power of Arrest

- i. There were no policy recommendations for SOP 2-81.
- O. SOP 2-112 Violence Intervention Program
 - i. There were no policy recommendations for SOP 2-112.
- P. SOP 3-8 Data Governance Program
 - i. There were no policy recommendations for SOP 3-8.
- Q. SOP 3-29 Issuance and Usage of Area Command Equipment
 - i. There were no policy recommendations for SOP 3-29.
- R. SOP 3-42 Criminal Investigation of Department Personnel
 - i. There were no policy recommendations for SOP 3-42.

3. APD Response to Policy Recommendation(s):

- A. SOP 2-47 Crashes Involving Department-Issued Vehicles and SOP 2-46 Response to Traffic Crashes
 - i. Policy Analyst Gabe Remer advised the Board that the CPOA received a response from the Chief and that they agreed with most of the recommendations. He also noted that he was seeking clarification. *(See attached Policy and Procedure Review Subcommittee Report Board meeting and the response memo from the Chief)*

XIII. Other Business

- a. Chair Bolyanatz formally requested that APD Chief Medina attend the December Board meeting to provide a summary of 2025 activities and his outlook for the calendar year 2026. Deputy Director Ali Abbasi indicated he would confirm Chief Medina's availability.
- b. Member Wymark requested that, following the Mayoral election, the CPOA invite the Mayor of Albuquerque to attend a Board meeting in January or February 2026. Deputy Director Ali Abbasi indicated he would extend the invitation to the Mayor.

XIV. Adjournment.

- a. **Motion.** A motion was made by Chair Bolyanatz to adjourn the meeting. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

For: 4 – Bolyanatz, Budanauro, Calderon, Wymark

- b. The meeting was adjourned at approximately 8:54 p.m.

APPROVED:

Zander Bolyanatz, Chair
Civilian Police Oversight Advisory Board

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 Sr. Administrative Assistant

DRAFT

ATTACHMENTS



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
PUBLIC COMMENT
SIGN-IN SHEET

Thursday, October 9, 2025

NAME (PLEASE PRINT)

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



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

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

66

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

Total Cases Completed

70

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

Cases Opened

[By Area Commands]

38

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

Cases Completed

[By Area Commands]

44

Investigations completed by
the Area Commands

Pending Cases

104

Investigations pending completion

Average Days to Completion

56

Average days to completion for
investigations completed during
the month

Completed Cases with Sustained Findings

Total Sustained Cases: 51
73% 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
I2025...	2.56. Use of Force: Reporting by Department Personnel	Letter of Reprimand
	2.56. Use of Force: Reporting by Department Personnel	Letter of Reprimand
	2.56. Use of Force: Reporting by Department Personnel	Suspension
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Suspension
I2025...	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Suspension
	2.38. Daily Staffing and Briefings	Letter of Reprimand
	2.5. Department Vehicle	Verbal Reprimand
I2025...	2.76. Court	Suspension
I2025...	2.76. Court	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Termination-Resigned
	1.1. Personnel Code of Conduct	Terminated
	1.1. Personnel Code of Conduct	Suspension
	3.41. Complaints Involving Department Personnel	Suspension
	1.1. Personnel Code of Conduct	Suspension
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Suspension
I2025...	3.41. Complaints Involving Department Personnel	Suspension
	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
	2.71. Search and Seizure Without a Warrant	Letter of Reprimand
I2025...	1.19. Shield Unit	NDCA
I2025...	3.32. Performance Evaluations	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	NDCA
I2025...	2.46. Response to Traffic Crashes	Letter of Reprimand
I2025...	1.41. Evidence Unit	Letter of Reprimand
I2025...	2.9. Use of Computer Systems	Suspension
	3.41. Complaints Involving Department Personnel	Dismissal
		Terminated
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	NDCA
I2025...	2.57. Use of Force: Review and Investigation by Department Personnel	NDCA
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.54. Use of Force: Intermediate Weapon Systems	Letter of Reprimand
I2025...	3.30. Line Inspection Process	NDCA
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Verbal Reprimand
I2025...	2.54. Use of Force: Intermediate Weapon Systems	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	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...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
I2025...	2.76. Court	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	NDCA
I2025...	3.25. Bid Process	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.76. Court	NDCA
I2025...	2.76. Court	NDCA
I2025...	2.76. Court	Letter of Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	NDCA
I2025...	2.76. Court	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.76. Court	NDCA
I2025...	2.76. Court	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	1.61. Internal Affairs Force Division	Letter of Reprimand



Standard Operating Procedures Reviewed in Completed Investigations

Directives and SOPs	Count
1.1. Personnel Code of Conduct	27
2.76. Court	14
2.8. Use of on-Body Recording Devices	28
2.5. Department Vehicle	1
3.25. Bid Process	1
3.32. Performance Evaluations	1
1.62. Internal Affairs Professional Standards (IAPS Division)	7
2.54. Use of Force: Intermediate Weapon Systems	3
2.56. Use of Force: Reporting by Department Personnel	5
3.21. Scheduled and Unscheduled Leave	5
2.45. Pursuit by Motor Vehicle	3
2.57. Use of Force: Review and Investigation by Department Personnel	1
3.30. Line Inspection Process	1
3.41. Complaints Involving Department Personnel	4
1.19. Shield Unit	2
1.41. Evidence Unit	1
1.61. Internal Affairs Force Division	1
2.9. Use of Computer Systems	2
2.38. Daily Staffing and Briefings	2
2.46. Response to Traffic Crashes	1
2.71. Search and Seizure Without a Warrant	1

TOP 5 Standard Operating Procedures with Sustained Findings

Directives and SOPs	Count
2.8. Use of on-Body Recording Devices	16
1.1. Personnel Code of Conduct	14
2.76. Court	10
3.21. Scheduled and Unscheduled Leave	5
3.41. Complaints Involving Department P..	3

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

Directive	Count
1.1.4.A.2.a	2
1.1.4.A.2.d	1
1.1.5.A.1	1
1.1.5.A.5	1
1.1.5.D.1	3
1.1.6.A.1	2
1.1.6.A.1.a	1
1.1.6.A.1.c	2
1.1.6.C.1	1
Total	14

Albuquerque Police Department Monthly Use of Force Report September 2025



Prepared by:

**Data Analytics Unit
October 6, 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 - September 2025

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, and minimal, 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.

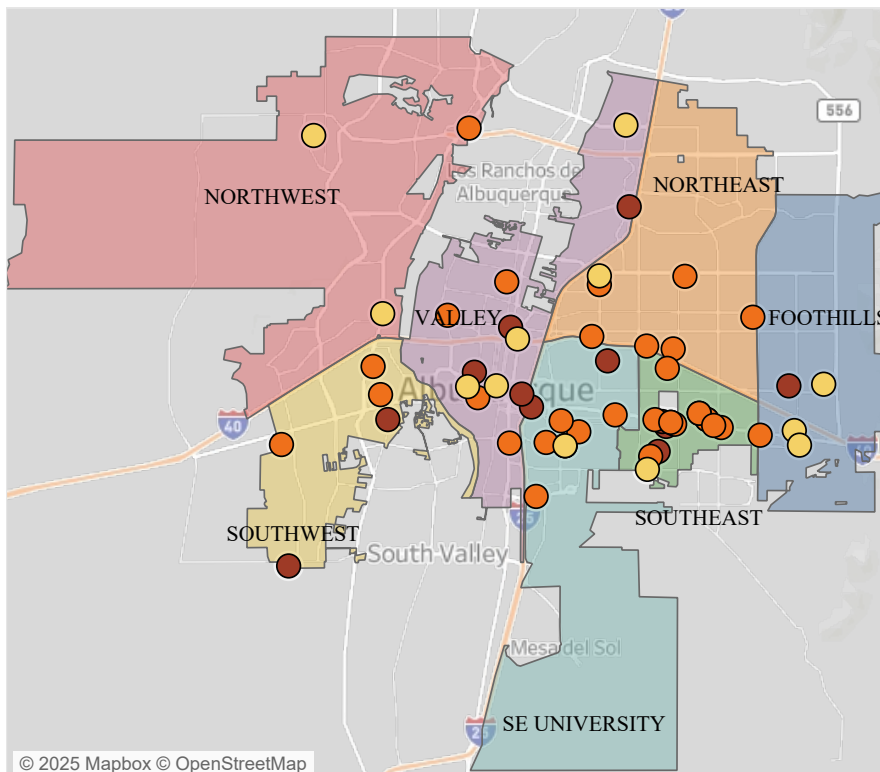
APD's jurisdiction includes the City of Albuquerque which is divided into six Area Commands. In the map below, Southeast Area Command is split into "SE University" and "Southeast". University Area Command is combined with Southeast Area Command in this report until updates to department databases are 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>. As of September 20, 2025, APD amended its use of force SOPs to specify that a show of force is not considered a use of force. Shows of force will be tracked as part of uniform incident reports and supervisors will review the incidents to ensure it was reasonable, necessary, and minimal in the circumstances. Shows of force after this date will be reported separate from uses of force.

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

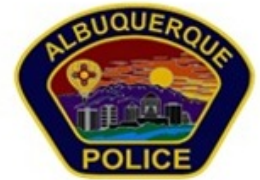
	Force Level			Grand Total
	Level 1	Level 2	Level 3	
Foothills	3	1	1	5
Northeast	1	6	0	7
Northwest	2	1	0	3
Southeast	2	15	5	22
Southwest	0	3	2	5
Valley	4	4	3	11
Grand Total	12	30	11	53

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.

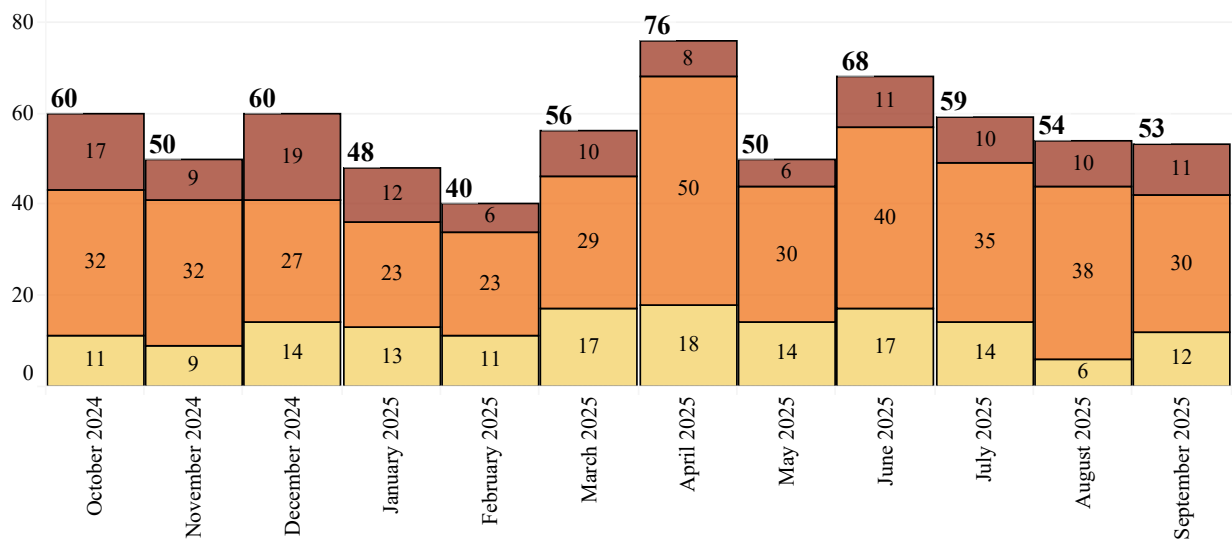
Force Level

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

		October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	Grand Total
Foothills	Level 1	0	0	0	3	1	4	2	3	0	4	0	3	20
	Level 2	1	3	1	0	5	4	3	2	6	5	3	1	34
	Level 3	1	2	3	1	2	1	1	0	1	0	3	1	16
Northeast	Level 1	0	0	4	4	3	2	2	3	1	1	2	1	23
	Level 2	4	6	2	4	6	8	10	6	4	10	7	6	73
	Level 3	4	1	7	1	3	1	2	0	2	2	2	0	25
Northwest	Level 1	0	2	2	0	0	1	1	0	2	0	0	2	10
	Level 2	6	2	3	0	4	3	1	2	0	1	2	1	25
	Level 3	0	0	1	0	0	1	1	0	1	1	0	0	5
Southeast	Level 1	1	3	3	1	2	7	6	4	8	6	1	2	44
	Level 2	10	8	11	12	3	7	20	8	20	11	17	15	142
	Level 3	10	0	4	3	0	3	2	3	2	2	1	5	35
Southwest	Level 1	2	2	1	1	2	0	1	2	2	2	1	0	16
	Level 2	3	6	4	3	2	3	5	4	4	5	3	3	45
	Level 3	0	2	3	1	1	2	0	0	1	4	1	2	17
Valley	Level 1	7	2	4	4	2	2	6	2	4	1	2	4	40
	Level 2	7	7	6	4	3	4	9	7	6	3	5	4	65
	Level 3	2	4	1	5	0	2	2	3	4	1	3	3	30
Out of Area	Level 1	1	0	0	0	1	1	0	0	0	0	0	0	3
	Level 2	1	0	0	0	0	0	2	1	0	0	1	0	5
	Level 3	0	0	0	1	0	0	0	0	0	0	0	0	1
Grand Total		60	50	60	48	40	56	76	50	68	59	54	53	674



Use of Force Benchmarked Against Calls For Service and Arrests - September 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

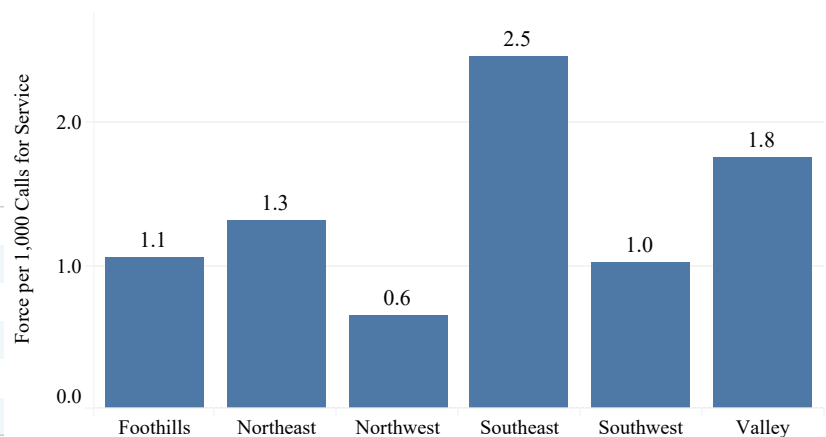
Total Calls for Service for Area Commands

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, September 2025

Area Command	Total Force Cases	Total CAD Calls	Force per 1,000 Calls
Foothills	5	4,727	1.1
Northeast	7	5,311	1.3
Northwest	3	4,632	0.6
Southeast	22	8,947	2.5
Southwest	5	4,937	1.0
Valley	12	6,826	1.8

Force Rate per 1,000 Calls For Service



Arrests

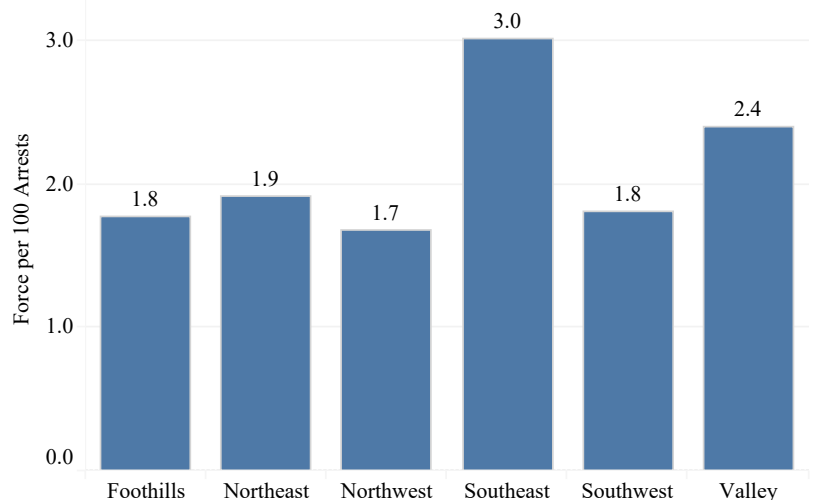
Total Arrests for Area Commands

Arrests include custodial arrests and summonses.

Force per Arrest by Area Command, September 2025

Area Command	Total Force Cases	Total Arrests	Force Per 100 Arrests
Foothills	5	282	1.8
Northeast	7	367	1.9
Northwest	3	179	1.7
Southeast	22	730	3.0
Southwest	5	277	1.8
Valley	12	501	2.4
Unknown	0	57	0.0
Out of Area	0	31	0.0

Force Rate per 100 Arrests

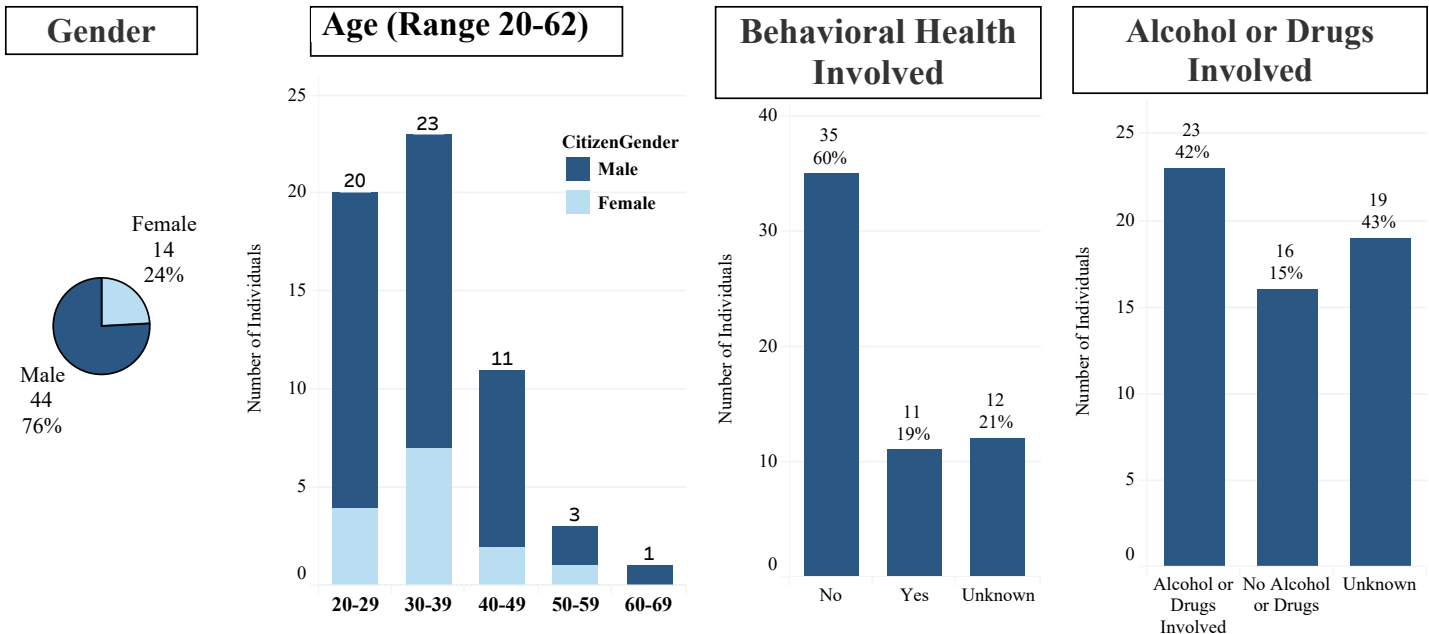




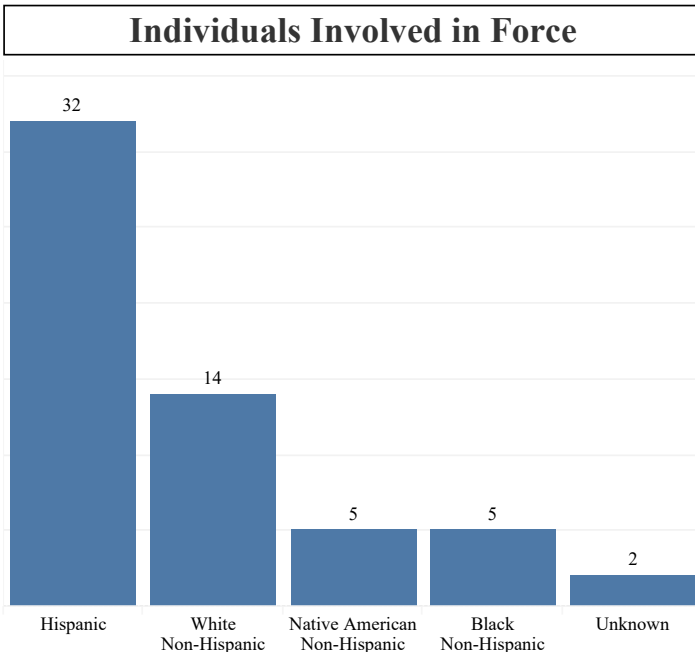
Demographics of Individuals Involved in Force - September 2025

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

**Force Rate per 100 Arrests, September 2025**

Race/Ethnicity	Total Force	Total Arrests	Force Rate per 100 Arrests
Hispanic	32	923	3.5
White Non-Hispanic	14	828	1.7
Native American Non-Hispanic	5	254	2.0
Black Non-Hispanic	5	215	2.3
Asian Pacific Islander Non-Hispanic	0	17	0.0
Unknown	2	189	1.1

Note: Table shows the number of people involved in force interactions. One person may be counted more than once if they are involved in multiple uses of force.



Final Call Types and Types of Force Used - September 2025

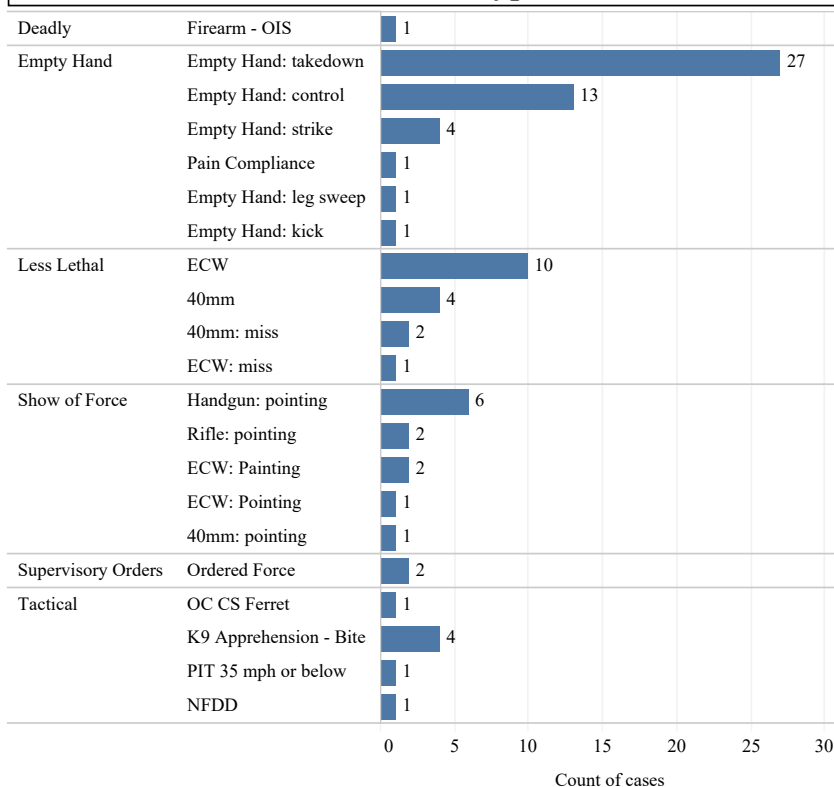
Officers are dispatched to calls for service and the original and final type of call for service are tracked. The table on the right shows the final call types for all calls involving force during the month.

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
Automated License Plate Reader	1
Burglary Commercial	1
Burglary Residence	1
Cover Assistance	1
Disturbance	6
Family Dispute	10
Fight In Progress	1
Narcotics	1
Suspicious Person(s)/Vehicle(s)	18
SWAT	1
Traffic Stop	1
Vandalism	1
Wanted Person	7
Grand Total	53

Total Force Cases Where Each Type of Force Was Used





Completed Force Investigations - September 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. **IAFD had one Level 2 investigation with an approved 120-day extension that was completed in more than 90-days.**

Level 1 Unit		IAFD (Level 2 and Level 3)	
Total Completed Investigations		Total Completed Investigations	
9		51	
Average Days to Completion		Average Days to Completion	
12.2		82.8	
Minimum Days to Completion	Maximum Days to Completion	Minimum Days to Completion	Maximum Days to Completion
9	17	71	115

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.

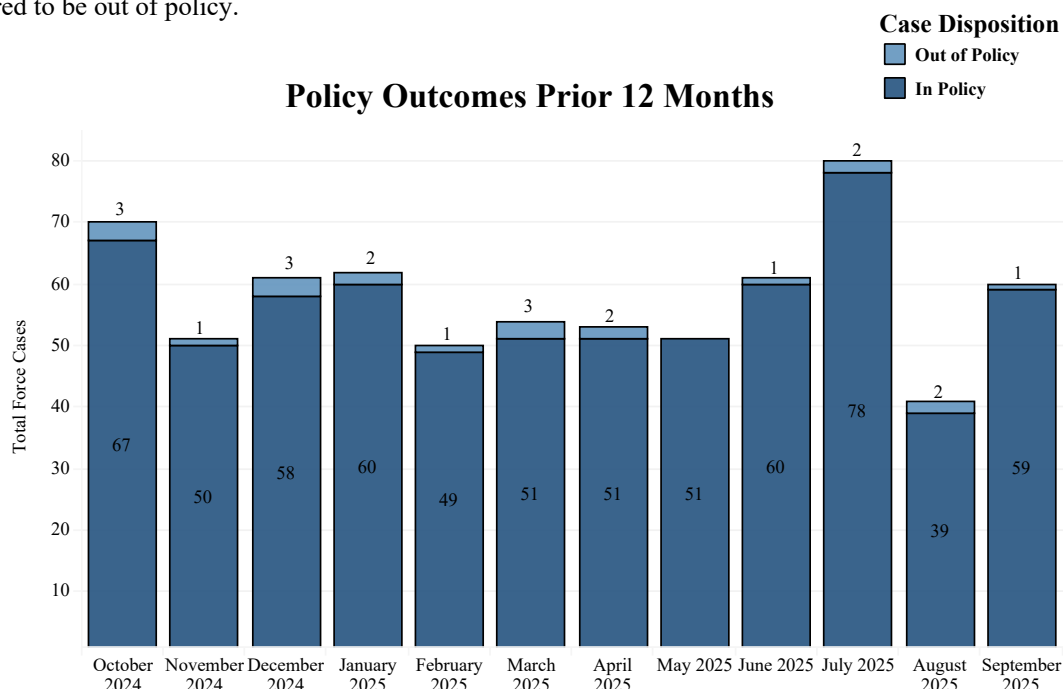
Dispositions of Force Investigations Completed in September 2025

	Total Force Cases
In Policy	59
Out of Policy	1
Grand Total	60

Out of Policy Force Cases by Area Command

Northeast	1
Grand Total	1

Policy Outcomes Prior 12 Months

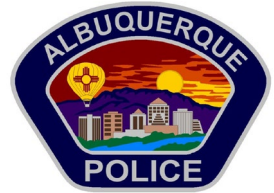




Timothy M. Keller
Mayor

City of Albuquerque

Albuquerque Police Department



Harold J. Medina
Chief of Police

September 11, 2025

Interoffice Memorandum

To: Diane McDermott, Executive Director, Civilian Police Oversight Agency
Zander Bolyanatz, Chair, Civilian Police Oversight Advisory Board

From: Harold Medina, Chief of Police, APD

Subject: APD Response to the CPOA Recommendation to Remove PSAs and TSOs to Investigate Crashes involving Department and City-owned Vehicles

Dear Executive Director Diane McDermott and Civilian Police Oversight Advisory Board,

The Albuquerque Police Department (APD) acknowledges receipt of the Civilian Police Oversight Advisory Board's memorandum regarding the assignment of Police Service Aides (PSAs) and Transit Safety Officers (TSOs) to investigate crashes involving city-owned and department-issued vehicles.

We appreciate the Board's careful review, the input provided by Risk Management, and the thoughtful recommendations offered to strengthen departmental practices and reduce liability exposure. APD is currently evaluating the recommendations outlined by the Board. While APD is not accepting the policy recommendation at this time to remove PSAs from responding to traffic crashes, APD is taking it under advisement and looking at implementing some of these changes after a thorough review of what would be the most effective utilization of personnel. This review process will take some time to complete.

As part of our ongoing efforts to improve training and operational consistency, several measures have already been implemented. Earlier this year, APD incorporated additional enhanced training in the Basic Academy which is additional crash investigation training for PSAs and TSOs into the Basic Academy curriculum. Current PSAs and TSOs now receive the same crash investigation instruction provided to police cadets, including scenario-based exercises and crash report completion. APD is actively developing a mandatory annual in-service training program for all PSAs and TSOs. This training will include legal updates, refreshers on investigative best practices, and updated techniques to ensure continued proficiency. APD is currently reviewing Standard Operating Procedures (SOPs) related to PSA and TSO duties and responsibilities, particularly as they relate to investigating traffic crashes involving city-owned and department-issued vehicles. This review includes assessing alignment with SOP 2-46 and SOP 2-47 to ensure consistency and eliminate potential conflicts.

We recognize the importance of ensuring high-quality investigations, mitigating liability, and maintaining public confidence in APD's practices. The department will provide an update in the near future once the SOP review is complete and any changes, if necessary, are finalized.

We appreciate the Board's collaboration and commitment to improving public safety and accountability. APD remains dedicated to enhancing training, maintaining professionalism, and ensuring that all crash investigations are conducted with accuracy, fairness, and integrity.

We look forward to continued collaboration with the Board as we work to strengthen our policies, improve training, and ensure the highest standards of professionalism in serving the community.



2-8 USE OF ON-BODY RECORDING DEVICES

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

A. Related SOP(s)

- 1-87 Scientific Evidence Division (Formerly 5-5)
- 2-1 Uniforms (Formerly 2-06)
- 2-19 Response to Behavioral Health Issues
- 2-46 Response to Traffic Crashes
- 2-52 Use of Force: General
- 2-57 Use of Force: Review and Investigation of Department Personnel
- 2-69 Informants (Formerly 2-04)
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)
- 2-84 Body Cavity and Strip Searches (Formerly 2-20)
- 3-30 Line Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

B. Form(s)

Lieutenant's Inspection Form
PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

N.M. Const. art. II, § 24 Victim's Rights
NMSA 1978, §§ 14-2-1 to 14-2-12 Inspection of Public Records Act
NMSA 1978, §§ 31-26-1 to 31-26-16 Victims of Crime Act
NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care
NMSA 1978, § 29-18 Requiring Certain Law Enforcement Agencies to Use Body-Worn Cameras While on Duty

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 24-75 Amendment to SOP 2-8 Use of On-Body Recording Devices
SO 24-102 Amendment to SOP 2-8 Use of On-Body Recording Devices
SO 24-154 Amendment to SOP 2-8 Use of On-Body Recording Devices

2-8-1 Purpose



The purpose of this policy is to enhance transparent policing, to promote trust between the public and the police and to promote constitutional policing and professionalism through consistent use of on-body recording devices (OBRD). Public trust is enhanced when the use of OBRD is consistent with requirements of applicable law and respects the privacy of members of the community.

2-8-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish and communicate clear guidelines regarding the appropriate use of OBRDs that are consistent with constitutional policing, complies with applicable law, and provides an understanding of what encounters will be subject to OBRD recording.

N/A 2-8-3 Definitions

A. Administrative Capacity

Duties that involve the management and support of Department functions but that do not require interaction with members of the public. These duties do not include direct involvement in investigative, or law enforcement encounters. Duties performed in an Administrative Capacity are not mandatory recording events.

B. Buffer Mode

A pre-recording mode in which the OBRD is powered on and has not been activated to record. When the OBRD is in Buffer Mode, the operation LED (light) will blink green. The OBRD captures video but not audio while in Buffer Mode.

C. Certificate for Evaluation (CforE)

A document, completed by a qualified, licensed mental health professional which certifies that an individual person, as a result of a mental disorder, presents a likelihood of harming themselves or others, and that immediate detention is necessary to prevent such harm, which may include grave passive neglect. All Certificates for Evaluation expire seventy-two (72) hours after they are issued, unless explicitly stated otherwise.

D. Confidential Informant (CI)

A paid or unpaid individual who is providing information to the Department and who, for reasons of personal safety or other valid considerations, requests that their identity be kept confidential. For the purposes of this policy, Confidential Informants are not considered members of the public. Communications with CIs are prohibited from recording events.

E. Constitutional Policing



At its most fundamental definition, constitutional policing is legal policing. Law enforcement agencies and sworn personnel are obligated to uphold the U.S. Constitution, the New Mexico Constitution, court decisions, and the law. Constitutional policing promotes a keen awareness of the civil liberties of society. It is the responsibility of the police to actively protect people's constitutional rights in every interaction and maintain the consent of the people. True constitutional policing goes above and beyond the letter of the law. By seeking to protect people's rights during every encounter, police can improve community relations, build public trust, and promote police legitimacy and procedural justice.

F. Contact

Any direct interaction with the public during a law enforcement encounter, including phone calls and direct personal interaction. Contact begins with the initial encounter and does not conclude until all intended interactions with the individual terminate. Contact continues through transports until custody is transferred to another entity.

G. Covert Capacity

An officer dressed in plain clothes or in a manner in which they are not identified as a police officer.

H. Investigative Encounter

A function of policing in which an officer gathers information or evidence to develop reasonable suspicion or probable cause for the violation of any municipal ordinance, or state or federal law. Gathering such information or evidence includes, but is not limited to, interactions with community members, suspects, victims or witnesses, and can include consensual or court-ordered searches or seizures of persons or of property. This function often precedes a Law Enforcement encounter. Investigative encounters are mandatory recording events.

I. Event Mode

A mode where the OBRD records audio and video.

J. Evidence.com

A cloud-based storage repository for OBRD recordings accessible by authorized personnel.

K. Exigent Circumstances

An emergency situation(s) requiring swift action to prevent imminent danger to prevent death, injury, serious damage to property, escape of an individual, or the destruction of evidence.



L. Guard Duty

Department personnel assigned to monitor an individual at a medical facility.

M. Law Enforcement Encounter

When department personnel conduct direct interactions with community members across a spectrum of encounters. These interactions may involve establishing reasonable suspicion or probable cause for law enforcement actions, such as gathering information from subjects of stops, detentions, pat-downs, in-custody or consensual interrogations, reading Miranda warnings, arrests, administering breath tests, collecting physical evidence, and suspect transport. Additionally, interactions may focus on ensuring community safety and welfare by providing aid or assistance, conducting welfare checks, responding to behavioral health incidents or emergencies, or documenting incidents like property damage, often under the emergency aid, impoundment and inventory, or public servant doctrines. Law enforcement encounters are mandatory recording events.

N. On-Body Recording Device (OBRD)

A video and audio recording device issued by the Department.

O. Plainclothes Officer

Any on-duty sworn personnel who are not wearing their duty uniform but are carrying their Department badge and firearm. For the purpose of this policy, shall include any clothing in which personnel are not required to wear body armor in accordance with SOP Uniforms.

P. Prisoner Transport Duty

Department personnel assigned to the Prisoner Transport Unit (PTU) and who have the sole responsibility of transporting individuals, including Department personnel who work overtime with the assigned duties of transporting individuals at the direction of a PTU supervisor.

Q. Scheduled Shift

The pre-determined shift which personnel are assigned. This will most often coincide with the hours assigned on personnel's time sheet as normal work hours.

R. Sync Cable

A cable that allows data transfer and charging of an OBRD.

S. Undercover Operation



1. An operation that:

- a. Is conducted by one or more law enforcement agencies that is focused on a suspect or suspects who are the target of an ongoing criminal investigation;
- b. Involves one or more covert operatives whose identities are concealed and kept confidential; and
- c. Is designed to either obtain information about criminal activity of individuals or organizations through the development of ongoing relationships with individuals or organizations or to effect an arrest.

T. Uniformed Personnel

Sworn personnel who wear a Department-authorized uniform. For the purpose of this policy, shall include any clothing in which personnel are required to wear body armor in accordance with SOP Uniforms.

6 2-8-4 Rules

5 A. All Department personnel who are issued an OBRD shall wear a Department-issued OBRD while on-duty. Exceptions to wearing the OBRD include:

1. Written approval by the Chief of Police, which will be limited to Department personnel who do not routinely interact with the public and only when those personnel are not engaging in law enforcement or investigative encounters with the public, including any mandatory recording events. Notwithstanding this exception, all Department personnel shall record mandatory recording events;
2. During training, unless required to wear the OBRD for training purposes;
3. Bomb Squad personnel, while actively working a scene with suspicious or hazardous items; and
4. Any duty assignment where sworn personnel do not carry a Department-issued badge and firearm, including restricted duty, administrative assignment, or administrative leave.

7 B. Location of OBRD

1. Uniformed personnel, Police Service Aides (PSA), Transit Safety Section (TSS), Crime Scene Specialists (CSS), and Prisoner Transport Unit (PTU) personnel shall wear a Department-issued OBRD while on duty.
 - a. The OBRD shall be worn forward-facing at the beltline or above, or at chest level, in a position intended to maximize the OBRD's ability to record.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-8 (Formerly 1-39)

CPOAB Draft 09/18/2025

2. Plainclothes Officer
 - a. The OBRD shall be worn forward-facing at the beltline or above, or at chest level, in a position intended to maximize the OBRD's ability to record.
3. Class A Uniform Dress Uniform and Honor Guard
 - a. The OBRD may be worn at the beltline when wearing Class A Dress Uniform/Command Staff Dress Uniform in accordance with SOP Uniforms or when wearing the Honor Guard uniform.
4. OBRDs shall not be removed from Department personnel's uniform during a mandatory recording event.
5. In the event the OBRD inadvertently detaches when required to be worn, the inadvertent detachment shall be documented in a Uniform Incident Report or Computer Aided Dispatch (CAD).
- C. While on duty, the OBRD shall be in buffer mode unless Department personnel are working in an administrative capacity. Department personnel working in a strictly administrative capacity are still required to activate their OBRD for mandatory recording events as soon as feasible if it involves an Investigative, or Law Enforcement encounter.
- D. Department personnel shall ensure their OBRD is functioning properly at the beginning and end of each shift.
 1. Any malfunctions to include lens damage of the OBRD shall be immediately reported to a supervisor.
- E. Department personnel shall only use their Department-issued OBRDs.
- F. Timelines for Uploading OBRD Footage
 1. Incidents Involving a Use of Force
 - a. By the end of the employee's shift during which the use of force incident occurred, Department personnel shall upload OBRD footage capturing all use of force incidents in which they witnessed force, ordered force, used force, or were otherwise involved as directed by a supervisor.
 - i. If Department personnel are not physically capable of uploading their OBRD footage by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor or their designee shall ensure that the OBRD footage from the affected employee's OBRD is uploaded by the end of the employee's shift during which the use of force incident occurred.



2. Incidents That Do Not Involve a Use of Force

- a. Department personnel shall upload OBRD footage by the end of their second scheduled shift as long as there are no incidents involving a use of force as described in paragraph 1 above.
 - i. Department personnel who have scheduled days off exceeding four (4) days shall upload their OBRD prior to starting their time off from work.
 - ii. Department personnel who do not report to work for their next scheduled shift due to an unanticipated need to take leave shall upload their OBRD footage upon returning to work.
 - 1. This includes, but is not limited to, calling in less than twenty-four (24) hours before the start of a normally scheduled shift, including calling in sick or calling in due to an emergency.
 - iii. When department personnel work an overtime shift or are working in a capacity outside of their normally scheduled shift, they shall upload their OBRD prior to the end of their first normally scheduled shift unless it involves a use of force as described in paragraph 1 above.
- b. If Department personnel are unable to physically upload their OBRD video due to injury, illness, or similar incapacitation, their immediate supervisor or their designee shall ensure access to the incapacitated officer's OBRD so that the OBRD footage can be uploaded.

- 3. Department personnel who do not have daily-recorded footage shall dock their OBRDs at least once per month to charge the batteries and complete firmware updates by using Department-approved equipment. Department personnel may do this by using a docking station or a Department-issued sync cable and computer.

6

2-8-5 Mandatory Recording

- A. Department personnel are required to activate their OBRD when responding to a call for service, or at the initiation of any law enforcement encounter, or investigative encounter.
 - 1. Deactivation of the OBRD is only permitted at the conclusion of the law enforcement or investigative encounter.
 - a. The conclusion of a mandatory recording event is when contact is no longer being made with community members, and there is no active investigation occurring. The OBRD shall be reactivated if further community member contact, or investigation is made.
- B. For all mandatory recording events, Department personnel shall activate their OBRD prior to contact with individuals, except if unable during exigent circumstances. At the first available opportunity, Department personnel shall activate their OBRD immediately.



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2

1. Deactivation or failure to activate an OBRD for a mandatory recording event with the intent to conceal misconduct is prohibited.

C. Examples of mandatory recording events include, but are not limited to:

1. Investigative Encounters;
2. Law Enforcement Encounters;
3. Motor Vehicle Crashes;
 - a. Supervisor shall activate their OBRD upon arrival when responding to Motor vehicle accidents of Department vehicles.
4. Pursuit by motor vehicle and pursuit prevention techniques;
 - a. Pursuit by motor vehicle is a mandatory recording event.
 - b. The use of pursuit prevention techniques to include the deployment of StarChase Pursuit Management Systems, the Grappler, and the deployment of Tire Deflation devices shall require the activation of the OBRD prior to their deployment.
 - i. Except when an officer is using a tire deflation device in a covert capacity.
5. Tactical Activations;
 - a. Department personnel assigned to the Special Operations Division (SOD), or serving in a collateral capacity under the direction of SOD are authorized to mute their OBRD except:
 - i. When executing any elements of a tactical plan;
 - ii. During direct contact with community members; or
 - iii. Any other mandatory recording event.
 - b. If a circumstance arises in which immediate action is required and involved personnel are unable to unmute their OBRD prior to engagement, they shall activate their audio recording as soon as it is safe and feasible to do so. Personnel shall document the justifiable reason for any delayed activation in a Uniform Incident Report.
6. Use of force encounters and any encounter with an individual who is known to be combative or who becomes adversarial after the initial contact;
7. Arrests;
 - a. If an individual who has been arrested is taken to a medical facility, Department personnel should seek to record their interaction with the individual who has been arrested only when feasible.



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8. Detention and transport of individuals based on a CforE for emergency evaluation and care in response to behavioral health issues;
9. Incidents involving individuals known to have a behavioral health disorder or who are in a behavioral health crisis;
10. Searches;

N/A

- a. Vehicle searches performed without a warrant from the time the vehicle is entered until the search is concluded. Service of search warrants of vehicles will be consistent with SOP Scientific Evidence Division and SOP Execution of Search Warrants (refer to SOP Scientific Evidence Division and SOP Execution of Search Warrants for sanction classifications and additional duties);
- b. Service of search warrants of structures from the time of entry until the location is cleared and secured to allow the warrant to be executed. During the execution of the search warrant, the search will be consistent with SOP Scientific Evidence Division and SOP Execution of Search Warrants (refer to SOP Scientific Evidence Division and SOP Execution of Search Warrants for sanction classifications and additional duties);
- c. All searches of personal belongings, whether warrantless or pursuant to a search warrant; and
- d. When a search of a person is conducted, the OBRD shall be used through the entirety of the search.

N/A

11. Prisoner transport duty; and

- a. Department personnel assigned to prisoner transport duty shall activate their OBRD prior to any direct contact with an individual, including any contact with and movement of individuals, transfer of custody, searches, and transports.
 - i. Within the Prisoner Transport Center (PTC), once an individual is secured in a cell and direct contact has terminated, Department personnel may stop their OBRD since the PTC is monitored by surveillance cameras.
 - ii. Department personnel shall keep their OBRD in buffer mode while on duty and assigned to prisoner transport duty.
 - iii. Transports made in a PTU transport van equipped with a solid partition preventing direct view or interaction with prisoners shall not require Department personnel to record the event.

12. Guard duty.

- a. Department personnel shall record their contact with the individual whom they are assigned to monitor. If there is no direct interaction with the individual, Department personnel shall not be required to activate their OBRD; however, Department personnel shall keep their OBRD in buffer mode.

- D. For mandatory recording events consistent with 2-8-5-A, once an OBRD is activated, it shall not be deactivated until all intended contact with the individual(s) is terminated



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unless it meets the stipulations listed in the prohibited recordings and/or discretionary recordings.

1. Any time a mandatory recording event is not captured in its entirety, Department personnel shall document the justifiable reason why it was not recorded in a Uniform Incident Report when one is required. When no Uniform Incident Report is required, Department personnel shall document the justifiable reason in the CAD system. Personnel may also orally document the justifiable reason on their OBRD prior to ending the recording.
- E. When a mandatory recording event involves a telephone call only, Department personnel shall activate their OBRD. Department personnel may use a digital audio recorder to attain higher audio quality. Department personnel shall upload digital audio recordings consistent with 2-8-4 F.
- F. Department personnel assigned to Internal Affairs Force Division (IAFD) and Internal Affairs Professional Standards (IAPS) Division shall activate their OBRD when conducting an on-scene of an investigation.

6 2-8-6 Prohibited Recording

- A. Department personnel shall not activate their OBRD:
 1. During any investigative interactions involving a CI;
 2. During encounters with known undercover personnel and/or undercover operations;
 3. During personal activities and private conversations between Department personnel that do not involve calls for service or do not involve a Law Enforcement, Investigative Encounter;
 4. At locations where recordings are prohibited by law unless permission is obtained to activate their OBRD;
 5. In sensitive areas, such as restrooms or locker rooms, unless the encounter is a mandatory recording event;
 - a. Prior to stopping a recording for a restroom break, Personnel shall make a statement in their OBRD, or document in a Uniform Incident Report, or CAD that they are stopping the recording for a restroom break. Recording shall recommence after the restroom break.
 6. If they are a Task Force Officer (TFO) participating in a Federal Agency undercover operation, unless directed differently by the Federal Agency. TFOs must otherwise comply with Section 29-1-18 at all times;



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7. When acting in a purely administrative capacity ancillary to a Law Enforcement, Investigative Encounter where there is no interaction with the public; or
8. During privileged conversations with legal counsel, and conversations with judges, and attorneys while acting in their capacity as a judge or attorney, related to call for service or investigations.
 - a. Department personnel may deactivate their OBRD while obtaining legal advice.
 - b. Department personnel shall activate their OBRD once legal advice has been provided.

7

- B. In the event personnel inadvertently record a prohibited recording incident, Department personnel shall categorize the video as "Restricted".
 1. Department personnel shall immediately notify their direct supervisor or their designee when this occurs.

N/A

2-8-7 Discretionary Recording

- A. For non-mandatory recording events, unless prohibited from recording, Department personnel shall have the discretion to activate their OBRD when they reasonably believe it is necessary to further a law enforcement goal not stated in this SOP. In exercising this discretion, Department personnel shall balance the need to record with legitimate privacy concerns of third parties.
- B. Discretionary recording is allowed when a scene is being processed by investigative units or the Scientific Evidence Division (SED) in which the scene is secured and absent of public contact.
- C. Department personnel may deactivate their OBRD when coordinating with another law enforcement agencies.
- D. Department personnel may deactivate their OBRD while contacting their supervisor or other Department personnel when in a secured scene, when there is no contact with the public including witnesses, suspects, and victims.
- E. Department personnel on outer perimeter posts may deactivate their OBRD when they are not making contact with the public, include witnesses, suspects, or victims.
- F. If Department personnel receive a phone call from or make a phone call to anyone from the public, they are not required to record if it is not a mandatory recording event.
- G. Any contact with the public which is not a law enforcement encounter or investigative encounter as defined herein is a discretionary recording.

6

2-8-8 Supervisor Responsibilities



A. A supervisor shall:

1. Verify the OBRD of Department personnel under their command is functioning properly by observing the OBRD in buffer mode during monthly line inspections. The operation LED (light) will blink green;
2. Ensure any reported malfunctioning OBRDs are exchanged for a working OBRD upon discovery of the malfunction or that the OBRD is returned to proper working order by the SED. SED is available twenty-four seven (24/7) to ensure personnel are equipped with a functioning OBRD;
- N/A** 3. Review the OBRD recordings involving a use of force, in accordance with SOP Use of Force: Review and Investigation by Department Personnel;
4. Review relevant OBRD recording(s) of any duty-related injuries to sworn personnel listed in a report not resulting in a use of force;
 - a. Any injury that occurs during a non-recorded event shall be documented on an injury report.
5. Review sufficient OBRD recording(s) for sworn personnel involved in a foot pursuit not resulting in a use of force;
6. Review all related OBRD recording(s) for complaints involving Department personnel reported directly to the supervisor; and
- N/A** 7. Complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application in accordance with SOP Complaints Involving Department Personnel.

7 2-8-9 Video Review

- A. The Performance Metrics Unit (PMU) shall be responsible for conducting a monthly review of a random sample of OBRD videos, with the sampling criteria determined by the unit.

N/A 2-8-10 Retention and Release

- A. All non-evidentiary OBRD videos will be retained for three (3) years and then automatically deleted by the system.

7 2-8-11 Training Requirements

- A. All Department personnel shall complete mandatory training before using a Department-issued OBRD.
- B. Department personnel shall receive additional training following a system upgrade.



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- C. Newly promoted supervisors shall receive additional training related to supervisor responsibilities regarding OBRDs.
- D. The OBRDs and OBRD footage belong to the Department and may be used for training purposes. Any OBRD footage used for training purposes shall be pulled from adjudicated cases. The Department shall not use OBRD footage that would otherwise be protected by N.M. Const. art. II, § 24. Victim's Rights, and the Victims of Crime Act, NMSA 1978, §§ 31-26-4(A) to 31-26-16, unless the victim provides written consent.

REDLINED



2-8 USE OF ON-BODY RECORDING DEVICES

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

A. Related SOP(s)

- 1-87 Scientific Evidence Division (Formerly 5-5)
- 2-1 Uniforms (Formerly 2-06)
- 2-19 Response to Behavioral Health Issues
- 2-46 Response to Traffic Crashes
- 2-52 Use of Force: General
- 2-57 Use of Force: Review and Investigation of Department Personnel
- 2-69 Informants (Formerly 2-04)
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)
- 2-84 Body Cavity and Strip Searches (Formerly 2-20)
- 3-30 Line Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

B. Form(s)

Lieutenant's Inspection Form
PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

N.M. Const. art. II, § 24 Victim's Rights
NMSA 1978, §§ 14-2-1 to 14-2-12 Inspection of Public Records Act
NMSA 1978, §§ 31-26-1 to 31-26-16 Victims of Crime Act
NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care
NMSA 1978, § 29-1-8 Requiring Certain Law Enforcement Agencies to Use Body-Worn Cameras While on Duty

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

SO 24-54 OBRD During the Use of Intoxilyzer 8000

SO 24-75 Amendment to SOP 2-8 Use of On-Body Recording Devices

SO 22-62 Amendment to SOP 2-8 Use of On-Body Recording Devices; Audio Recordings



~~SO 23-42 Amendment to SOP 2-8 Use of On-Body Recording Devices; TFO
Mandatory Recording Events~~ SO 24-102 Amendment to SOP 2-8 Use of On-Body
Recording Devices
SO 24-154 Amendment to SOP 2-8 Use of On-Body Recording Devices

2-8-1 Purpose

The purpose of this policy is to enhance transparent policing, to promote trust between the public and the police ~~public trust~~ and to promote constitutional policing and professionalism through ~~the~~ consistent use of on-body recording devices (OBRD). Public trust is enhanced when the use of OBRD is consistent with requirements of applicable law and respects the privacy of members of the community.

2-8-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish and communicate clear guidelines regarding the appropriate use of OBRDs that are consistent with constitutional policing, complies with applicable law, and provides an understanding of what encounters will be subject to OBRD recording.

N/A 2-8-3 Definitions

A. Administrative Capacity

Duties that involve the management and support of Department functions but that do not require interaction with members of the public. These duties do not include direct involvement in investigative, or law enforcement, or community liaison encounters.
Duties performed in an Administrative Capacity are not mandatory recording events.

A. B. Buffer Mode

A pre-recording mode in which the OBRD is powered on and has not been activated to record. When the OBRD is in Buffer Mode, the ~~The~~ operation LED (light) will blink green. The OBRD captures video but not audio while in Buffer Mode.

C. Certificate for Evaluation (CforE)

A document, completed by a qualified, licensed mental health professional which certifies that an individual person, as a result of a mental disorder, presents a likelihood of harming themselves or others, and that immediate detention is necessary to prevent such harm, which may include grave passive neglect. All Certificates for Evaluation expire seventy-two (72) hours after they are issued, unless explicitly stated otherwise.

E. Community Liaison Encounter ~~Caretaking Function~~



~~The community caretaking function encompasses police duties that do not involve conduct related to crime solving or the enforcement of law, but instead focus on ensuring the safety and which are motivated by the intention welfare of members of the community, including of providing aid or assistance, welfare checks, responding to behavioral health incidents, responding to emergencies, or documenting incident such as property damage. These functions include acting under the emergency aid doctrine, the impoundment and inventory doctrine, and the public servant doctrine. Community Liaison Encounters are mandatory recording events.~~

H.D. Confidential Informant (CI)

A paid or unpaid individual who is providing information to the Department and who, for reasons of personal safety or other valid considerations, requests that their identity be kept confidential. For the purposes of this policy, Confidential Informants are not considered members of the public. Communications with CIs are prohibited from recording events.

I.E. Constitutional Policing

At its most fundamental definition, constitutional policing is legal policing. Law enforcement agencies and sworn personnel are obligated to uphold the U.S. Constitution, the New Mexico State constitution, court decisions, and the law. Constitutional policing promotes a keen awareness of the civil liberties of society. It is the responsibility of the police to actively protect people's constitutional rights in every interaction and maintain the consent of the people. True constitutional policing goes above and beyond the letter of the law. By seeking to protect people's rights during every encounter, police can improve community relations, build public trust, and promote police legitimacy and procedural justice.

J.F. Contact

Any direct interaction with the public during a law enforcement encounter, including phone calls and direct personal interaction. Contact begins with the initial encounter and does not conclude until all intended interactions with the individual terminate. Contact continues through transports until custody is transferred to another entity.

G. Covert Capacity

An officer dressed in plain clothes or in a manner in which they are not identified as a police officer.

K.H. Investigative Encounter

~~Engagement with community members, individuals, or entities in order to gather information, evidence, or intelligence, which often involves interviews, questioning, searches, and surveillance, to determine if further enforcement actions, such as arrests or citations, are necessary based on the gathered information.~~



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A function of policing in which an officer gathers information or evidence to develop reasonable suspicion or probable cause for the violation of any municipal ordinance, or state or federal law. Gathering such information or evidence includes, but is not limited to, interactions with community members, suspects, victims or witnesses, and can include consensual or court-ordered searches or seizures of persons or of property. This function often precedes a Law Enforcement encounter. Investigative encounters are mandatory recording events.

L.I. Event Mode

A mode where the OBRD records audio and video.

M.J. Evidence.com

A cloud-based storage repository for OBRD recordings accessible by authorized personnel.

K. Exigent Circumstances

An emergency situation(s) requiring swift action to prevent imminent danger to prevent death, injury, serious damage to property, escape of an individual, or the destruction of evidence.

N.L. Guard Duty

Department personnel assigned to monitor an individual at a medical facility.

Q.M. Law Enforcement Encounter

When department personnel conduct direct interactions with community members across a spectrum of encounters, all of which are mandatory recording events. These interactions may involve establishing reasonable suspicion or probable cause for law enforcement actions, such as gathering information from subjects of stops, detentions, pat-downs, in-custody or consensual interrogations, reading Miranda warnings, arrests, administering breath tests, collecting physical evidence, and suspect transport. Alternatively, interactions may focus on ensuring community safety and welfare by providing aid or assistance, conducting welfare checks, responding to behavioral health incidents or emergencies, or documenting incidents like property damage, often under the emergency aid, impoundment and inventory, or public servant doctrines. Law enforcement encounters are mandatory recording events.

Any interaction by Department personnel with individuals who are the subject of stops, detentions, and/or pat-downs based on reasonable suspicion or probable cause; any action by Department personnel for the purposes of enforcing laws and/or maintaining order; and any time Department personnel are acting pursuant to the community caretaker doctrine. A function of policing following an Investigative Encounter after reasonable suspicion or probable cause has been established. Such encounters



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include, but are not limited to, gathering information from the subjects of stops, detentions, pat-downs, in-custody or consensual interrogations, reading Miranda warnings, arrests, administering breath tests, collecting physical evidence, and any transport of suspects. Law enforcement encounters are mandatory recording events.

P.N. On-Body Recording Device (OBRD)

A video and audio recording device issued by the Department.

Q.O. Plainclothes Officer

Any on-duty sworn personnel who are not wearing their duty uniform but are carrying their Department badge and firearm. For the purpose of this policy, shall include any clothing in which personnel are not required to wear body armor in accordance with SOP Uniforms.

R.P. Prisoner Transport Duty

Department personnel assigned to the Prisoner Transport Unit (PTU) and who have the sole responsibility of transporting individuals, including Department personnel who work overtime with the assigned duties of transporting individuals at the direction of a PTU supervisor.

S.Q. Scheduled Shift

The pre-determined shift which personnel are assigned. This will most often coincide with the hours assigned on personnel's time sheet as normal work hours.

T.R. Sync Cable

A cable that allows data transfer and charging of an OBRD.

S. Undercover Operation

1. An operation that:

- a. Is conducted by one or more law enforcement agencies that is focused on a suspect or suspects who are the target of an ongoing criminal investigation;
- b. Involves one or more covert operatives whose identities are concealed and kept confidential; and
- c. Is designed to either obtain information about criminal activity of individuals or organizations through the development of ongoing relationships with individuals or organizations or to effect an arrest.

U.T. Uniformed Personnel



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Sworn personnel who wear a Department-authorized uniform. For the purpose of this policy, shall include any clothing in which personnel are required to wear body armor in accordance with SOP Uniforms.

6 2-8-4 Rules

5 A. ~~All Department personnel who are issued [A1] an OBRD shall wear a Department-issued OBRD while on-duty. Exceptions to wearing the OBRD include~~ All uniformed and plainclothes sworn personnel, Police Service Aides (PSA), Transit Safety Section (TSS), Crime Scene Specialists (CSS), PTU personnel, Transit Safety Officers (TSO), and all uniformed personnel shall wear a Department-issued OBRD while on duty. Exceptions to wearing the OBRD include:

1. Written approval by the Chief of Police, which will be limited to Department personnel who do not routinely interact with the public and only when those personnel are not engaging in law enforcement or investigative encounters with the public, ~~including any mandatory recording events. Including~~ including any mandatory recording events. Notwithstanding this exception, all Department personnel shall record mandatory recording events.
2. During training, unless required to wear the OBRD for training purposes;
3. Bomb Squad personnel, while actively working a scene with suspicious or hazardous items; and
4. Any duty assignment where sworn personnel do not carry a Department-issued badge and firearm, including restricted duty, administrative assignment, or administrative leave.

7 B. Location of OBRD

1. Uniformed ~~p~~Personnel, Police Service Aides (PSA), Transit Safety Section (TSS), Crime Scene Specialists (CSS), and Prisoner Transport Unit (PTU) pPersonnel shall wear a Department-issued OBRD while on duty.
 - a. The OBRD shall be worn forward ~~-facing at~~ on the beltline or above, or ~~outermost garment at chest level, in a position intended to maximize the OBRD's ability to record.~~
2. Plainclothes Officer
 - a. The OBRD shall be worn ~~forward-facing~~ forward-facing at the beltline or above, or at chest level, in a position intended to maximize the OBRD's ability to record.
3. Class A Uniform Dress Uniform and Honor Guard



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- a. The OBRD may be worn at the beltline when wearing Class A Dress Uniform/Command Staff Dress Uniform in accordance with SOP Uniforms or when wearing the Honor Guard uniform.

~~In the event the OBRD inadvertently detaches when required to be worn, the inadvertent detachment shall be documented in a Uniform Incident Report.~~

4. OBRDs shall not be removed from Department personnel's uniform during a mandatory recording event.

- ~~a.5.~~ In the event the OBRD inadvertently detaches when required to be worn, the inadvertent detachment shall be documented in a Uniform Incident Report or Computer Aided Dispatch (CAD).

- C. While on -duty, the OBRD shall be in buffer mode, unless Department personnel are working in an administrative capacity. Department personnel working in a strictly administrative capacity are not required to activate their OBRD. However, Department personnel working in an administrative capacity are still required to activate their OBRD for mandatory recording events as soon as feasible if it involves an Investigative, or Law Enforcement, or a Community Liaison encounter.

- D. Department personnel shall ensure their OBRD ~~is functioning~~ is functioning properly at the beginning and end of each shift.

1. Any malfunctions to include lens damage ~~which can cause an obstruction or poor video quality~~ of the OBRD shall be immediately reported to a supervisor.

- E. Department personnel shall only use their Department-issued OBRDs.

- F. Timelines for Uploading OBRD Footage

1. Incidents Involving a Use of Force

- a. By the end of the employee's shift during which the use of force incident occurred, Department personnel shall upload OBRD footage capturing all use of force incidents in which they witnessed force, ordered force, used force, or were otherwise involved as directed by a supervisor.

- i. If Department personnel are not physically capable of uploading their OBRD footage by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor or ~~their~~ their designee shall ensure that the OBRD footage from the affected employee's OBRD is uploaded by the end of the employee's shift during which the use of force incident occurred.

2. Incidents That Do Not Involve a Use of Force



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a. Department personnel shall upload OBRD footage by the end of their second ~~next~~ scheduled shift as long as there are no incidents involving a use of force as described in p ~~Paragraph~~ 1 above.

i. Department personnel who have scheduled days off exceeding four ~~three~~ (43) days beyond their scheduled shift weekends shall upload their OBRD footage prior to starting their time off from work.

ii. Department personnel who do not report to work for their next scheduled shift due to an unanticipated need to take leave shall upload their OBRD footage upon returning to work.

1. This includes, but is not limited to, calling in less than twenty-four (24) hours before the start of a normally scheduled shift, including calling in sick or calling in due to an emergency.

i. When department personnel work an overtime shift or are working in a capacity outside of their normally scheduled shift, they shall upload their OBRD prior to the end of their first normally scheduled shift unless it involves a use of force as described in p ~~Paragraph~~ 1 above.

iii.

b. If Department personnel are unable to physically upload their OBRD video due to injury, illness, or similar incapacitation, shall ensure ~~shall ensure~~ their immediate supervisor or their designee has ~~shall ensure~~ access to the incapacitated officer's ~~their~~ OBRD in order for the so that the OBRD footage can ~~be~~ uploaded.

3. Department personnel who do not have daily-recorded footage shall dock their OBRDs at least once per month ~~workweek~~ to charge the batteries and complete firmware updates by ~~by using~~ Department-approved equipment. Department personnel may do this by using a ~~do this by using use a~~ docking station or a Department-issued sync cable and computer.

4. ~~Department personnel shall upload their OBRD forage using a Department-approved upload method.~~

5. ~~Department personnel who have scheduled training shall upload their OBRD footage by the end of their next regularly scheduled work shift.~~

a. ~~If the training is beyond one (1) week, it shall be uploaded before the end of the training week.~~

~~Department personnel shall verify the OBRD videos that they have uploaded have been properly categorized in Evidence.com at least once per month.~~

~~Proper categorization includes but not limited to:~~

~~Property category — including: evidence, retain (non-offense), and non-evidence.~~

G. ~~Ensuring the proper Computer Aided Dispatch (CAD), and when applicable, case number isare applied, when applicable.~~



H. While Department equipment prevents the manipulation or deletion of an original OBRD video, Department personnel are nonetheless prohibited from intentionally manipulating or deleting an original OBRD video.

6 2-8-5 Mandatory Recording

A. Department personnel are required to activate their OBRD when responding to a call for service, or at the initiation of any law enforcement encounter, or investigative encounter, or when acting as a community encounter liaison.

1. Deactivation of the OBRD is only permitted at the conclusion of the law enforcement or investigative encounter.

A.a. The conclusion of a mandatory recording event is when contact is no longer being made with community members, and there is no active investigation occurring. The OBRD shall be reactivated if further community member contact, or investigation is made. while on duty shall activate their OBRD for any on-duty interaction with the public, including any call for service that involves a law enforcement encounter, for any other law enforcement encounters that involve contact with community liaison members, and for any investigative encounters involving community members.

B. For all mandatory recording events, Department personnel shall activate their OBRD prior to contact with individuals, except if unable during exigent emergency situations circumstances that require immediate action to preserve life or safety. At the first available opportunity, Department personnel shall activate their OBRD immediately.

2 1. If Failure to capture an entire encounter will not be a violation of this policy if the failure to do so was inadvertent, was not willful, and another Department personnel has fellow officer captured the entire event. Failure to capture is inadvertent when the OBRD is not activated, falls off, the OBRD turns off or malfunctions, or other malfunction which was not purposely caused by Department personnel. Department personnel fail to record an entire event, and if another Department personnel's officers OBRD or video captures the totality of circumstances and there is no loss of objective evidence there is no violation of this policy. Deactivation or failure to activate an OBRD for a mandatory recording event with the intent to conceal misconduct is prohibited.

c. A supervisor shall verify all objective evidence was captured., if there is missing information, or a lack of coverage from another Department personnel's OBRD, the supervisor shall start an IAR in accordance with SOP Complaints Involving Department Personnel.

D. C. Examples of mandatory recording events include, but are not limited to:



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1. Investigative Encounters;

1.2. ~~Law Enforcement~~ Encounters;

2. ~~Community Liaison Encounters~~ Traffic crashes;

3. Motor Vehicle Crashes Accidents involving one (1) or more members of the public;

a. Supervisor shall activate their OBRD upon arrival when responding to Motor vehicle accidents of Department vehicles which do not involve members of the public.

— Department personnel involved in a Motor Vehicle Crash where no community members or the flow of traffic is not impacted are not required to activate their OBRD.

— Criminal investigations of motor vehicle accidents involving Department vehicles, including gathering evidence, are mandatory recording events regardless of whether the accident involves a member of the public.

4. Pursuit by motor vehicle and pursuit prevention techniques;

a. Pursuit by motor vehicle includes the deployment of StarChase Pursuit Management Systems, and the deployment use of Tire Deflation devices is a mandatory recording event.

b. The use of pursuit prevention techniques techniques to include the deployment of StarChase Pursuit Management Systems, the Grappler, and the deployment of Tire Deflation devices shall require the activation of the OBRD prior to their deployment.

i. Except when an officer is using a tire deflation device in a covert capacity. Covert capacity would be indicated by an officer dressed in plain clothes or in a manner they are not identified as a police officer. covert tire deflations by undercover officers in an undercover capacity using tire deflation techniques when assigned to the following units within the Investigative Services Division (ISD), the Investigative Support Unit (ISU), the Gang Unit, and the Auto Theft Unit. These units must still activate OBRD for all StarChase and Grappler deployments. Refer to ISD policy regarding covert tire deflation.

3. Personnel assigned to ISD while in a undercover capacity shall be exempt however, they will be required to document the use of any such technique used while in such capacity.

5. During Tactical Activations;

— Department personnel assigned to the Special Operations Division (SOD), or those serving in a collateral capacity under the direction of SOD are authorized to mute their OBRD except during:

a. Direct contact with individuals;

i. -WO or when executing any elements of a tactical plan;



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- ii. During direct contact with community members; or
- iii. Any other mandatory recording event.

b. If a ~~an exigent~~ circumstance arises in which immediate action is required in which immediate action is required and the involved personnel are unable to unmute their OBRD prior to engagement, they shall activate their audio recording as soon as it is safe and feasible practical to do so. Personnel shall document the justifiable reason for any delayed activation in an Uniform Incident Report.

4.6. Use of force encounters and any encounter with an individual who is known to be combative; or who becomes adversarial after the initial contact;

5.7. Arrests;

- a. ~~Department personnel shall inform individuals who have been arrested that they are being recorded unless doing so would be unsafe, impractical, or impossible.~~
- b. a. If an individual who has been arrested is taken to a medical facility, Department personnel should seek to record their interaction with the individual who has been arrested only when feasible.

6.8. Detention and transport of individuals based on a CforE for emergency evaluation and care in response to behavioral health issues;

7.9. Incidents involving individuals known to have a behavioral health disorder or who are in a behavioral health crisis;

8. Community caretaking encounters;

9.10. Searches;

N/A

- a. Vehicle searches performed without a warrant from the time the vehicle is entered until the search is concluded. Service of search warrants of vehicles will be consistent with SOP Scientific Evidence Division and SOP Execution of Search Warrants (refer to SOP Scientific Evidence Division and SOP Execution of Search Warrants for sanction classifications and additional duties);

N/A

- b. Service of search warrants of structures from the time of entry until the location is cleared and secured to allow the warrant to be executed. During the execution of the search warrant, the search will be consistent with SOP Scientific Evidence Division and SOP Execution of Search Warrants (refer to SOP Scientific Evidence Division and SOP Execution of Search Warrants for sanction classifications and additional duties); and

c. All searches of personal belongings, whether warrantless or pursuant to a search warrant; and

- b. When a search of a person is conducted, the OBRD shall be used through the entirety of the search.

ii. d. When sworn personnel are present for a body cavity search being conducted by qualified medical personnel pursuant to a search warrant, sworn personnel shall



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~~position their camera to collect audio data only. Sworn personnel shall verbally record the reason for not capturing visual data. Once the body cavity search is over and the individual is clothed, sworn personnel shall resume recording audio and visual.~~

40.11.Prisoner transport duty; and

- a. Department personnel assigned to prisoner transport duty shall activate their OBRD prior to any direct contact with an individual, including any contact with and movement of individuals, transfer of custody, searches, and transports.
 - i. Within the Prisoner Transport Center (PTC), once an individual is secured in a cell and direct contact has terminated, Department personnel may stop their OBRD since the PTC is monitored by surveillance cameras.~~monitor the PTC is monitored by surveillance cameras.~~
 - ii. Department personnel shall keep their OBRD in buffer mode while on _duty and assigned to prisoner transport duty.
 - iii. Transports made in a PTU transport van equipped with a solid partition preventing direct view or interaction with prisoners shall not require Department personnel to record the event.

44.12.Guard duty.

- a. Department personnel shall record their contact with the individual whom they are assigned to monitor. If there is no direct interaction with the individual, Department personnel shall not be required to activate their OBRD; however, Department personnel shall keep their OBRD in buffer mode.

~~E.~~D.For mandatory recording events consistent with 2-8-5-A, once an OBRD is activated, it shall not be deactivated until all intended contact with the individual(s) is terminated unless it meets the stipulations listed in the prohibited recordings and/or discretionary recordings.

1. Any time a mandatory recording event is not captured in its entirety, Department personnel shall document the justifiable reason why it was not recorded in a Uniform Incident Report when one is required. When no Uniform Incident Report is required, Department personnel shall document the justifiable reason in the (CAD) system. Personnel may also orally document the justifiable reason on their OBRD prior to ending the recording.

E. When a mandatory recording event involves a telephone call only, Department personnel shall activate their OBRD when they become aware that the call is with a member of the public or is otherwise a mandatory recording event. ~~D~~Department personnel may use a digital audio recorder to attain higher audio quality. Department personnel shall upload digital audio recordings consistent with 2-8-4 F.

F. Department personnel assigned to Internal Affairs Force Division (IAFD) and Internal Affairs Professional Standards (IAPS) Division shall activate their OBRD when



conducting an on-scene of an investigation. ~~All on scene administrative investigations shall be recorded, prior to contact with Department personnel and community members.~~

6 2-8-6 Prohibited Recording

A. Department personnel shall not activate their OBRD:

1. During any investigative interactions involving a CI;

2. During encounters with known undercover personnel and/or undercover operations;

~~2.3.~~ During personal activities and private conversations between Department personnel that do not involve calls for service or do not involve any other law enforcement or investigative encounters with a community member; a Law Enforcement, Investigative, or a Community Liaison Encounter;

~~3.4.~~ At locations where recordings are prohibited by law, unless permission is obtained to activate their OBRD;

5. In sensitive areas, such as restrooms or locker rooms, unless the encounter is a mandatory recording event;

4.a. Prior to stopping a recording for a restroom break, Personnel shall announce make a statement in their OBRD, or -document in a Uniform Incident Report, or CAD that they are stopping the recording for a restroom break. Recording shall recommence after the restroom break. and

~~— Using the restroom, contacting a supervisor in a secured location, speaking to a judge or district attorney to obtain advice or approval of a document, coordinating with another law enforcement agency are all allowable exceptions to a continuous recording;~~

~~5. If they are a~~ When Task Force Officer (TFO) participating in a Federal Agency undercover operation shall not record, unless directed differently by the Federal Agency. TFOs must otherwise comply with Section 29-1-18 at all times; serving as a Task Force Officer (TFO) and participating in a Federal Agency undercover operation investigation, except as required by the MOU with the federal partner agency and as required by state statute during the following circumstances mandatory recording events:

~~—~~ a. When participating in a pre-planned attempt to serve an arrest warrant;

a. When participating in a pre-planned arrest; or

~~—~~ During the execution of a search or seizure warrant or court order;

a. Any contact with members of the public, unless otherwise prohibited in this subsection; and



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~~— In these circumstances, Department personnel shall ensure the recording does not intentionally capture:~~

~~viii. Undercover personnel;~~

~~ix. Confidential informants;~~

~~x. Confidential sources;~~

~~xi. On scene witness interviews; or~~

~~6. On scene civilian personnel assisting law enforcement, pursuant to the current MOU.~~

7. When acting in a purely administrative capacity ancillary to a Law Enforcement, Investigative, or a Community Liaison Encounter where there is no interaction with the public; or

8. During privileged conversations with legal counsel, and conversations with judges, and attorneys while acting in their capacity as a judge or attorney, related to call for service or investigations.;

— Department personnel may deactivate their OBRD while obtaining legal advice.

a.

b. Department personnel shall activate their OBRD once legal advice has been provided.

~~xii.~~

7 B. In the event personnel inadvertently record a prohibited recording incident, Department personnel shall categorize the video as “Restricted”.

B.1. Department personnel shall immediately notify their direct supervisor or their designee when this occurs.

N/A 2-8-7 Discretionary Recording

A. For non-mandatory recording events, unless prohibited from recording, Department personnel shall have the discretion to activate their OBRD when they reasonably believe it is necessary ~~would be appropriate or valuable to document circumstances further a law enforcement goal not stated in this SOP.~~ In exercising this discretion, Department personnel ~~should~~ shall balance the need to record with legitimate privacy concerns of third parties.

~~B. During privileged conversations with legal counsel, judges, and attorneys related to call for service or investigations; while seeking legal advice;~~

~~4. Department personnel may deactivate their OBRD while obtaining legal advice.~~



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—Department personnel shall activate their OBRD once legal advice has been provided.

B. Discretionary recording is allowed when a scene is being processed by investigative units or the Scientific Evidence Division (SED) in which the scene is secured and absent of public contact.

C. Department personnel may deactivate their OBRD when ~~when using the restroom, and/or contacting a supervisor in a secured location, speaking to a judge or district attorney to obtain advice or approval of a document, coordinating with another law enforcement agencies.~~ are all allowable exceptions to a continuous recording;

D. Department personnel may deactivate their OBRD while contacting their supervisor or other Department personnel when in a secured scene, when there is no contact with the public ~~to include including witnesses, suspects, and victims.~~ THIS IS WHERE I WANT TO PUT IN TALKING TO A JUDGE/DA/Supervisor/or Other officer when they are not in contact with the public on a call to get advice.

6.E. Department personnel on outer perimeter posts may deactivate their OBRD when they are not making contact with the public ~~to include witnesses, suspects, or victims.~~

B.F. If Department personnel ~~an officer receives and a phone call from or makes a phone call to by anyone from the public~~ receive a phone call from or make a phone call to anyone from the public, they are not required to record if it is not a mandatory recording event. ~~that is not a mandatory recording event, they may record~~

7.G. If ~~Any contact with the public which is not a law enforcement encounter or investigative encounter as defined herein is a discretionary recording~~ Department personnel are contacted by anyone from the public they are not required to record if it is not a mandatory recording event. ~~I want to have a section for officers on permitted posts that are not making contact with the public, but then have to turn it back on before making contact with the public.~~

C. Discretionary recording is allowed when a scene is being processed by investigative units or the Scientific Evidence Division (SED) in which the scene is secured and ~~public contact is absent of public contact.~~

6 2-8-8 Supervisor Responsibilities

A. A supervisor shall:

1. Verify the OBRD of Department personnel under their command is functioning properly by observing the OBRD in buffer mode during monthly line inspections. The operation LED (light) will blink green;



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2. Ensure any reported malfunctioning OBRDs are exchanged for a working OBRD upon discovery of the malfunction or that the OBRD is returned to proper working order by the SED. SED is available twenty-four seven (24/7) to ensure personnel are equipped with a functioning OBRD;

N/A

3. Review the OBRD recordings involving a ~~Level 4~~ use of force, ~~consistent in~~ accordance with SOP Use of Force: Review and Investigation by Department Personnel (~~refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties~~);

3-

4. Review relevant OBRD recording(s) of any duty-related injuries to sworn personnel listed in a report not resulting in a use of force;
- a. Any injury that occurs during a non-mandatory ~~recording~~ event shall be documented ~~in a memorandum to the Department Director or Division Commander~~ on an injury report.
5. Review ~~relevant~~ sufficient OBRD recording(s) for sworn personnel involved in a foot pursuit not resulting in a use of force;
6. Review all related OBRD recording(s) for complaints involving Department personnel reported directly to the supervisor; and

N/A

7. Complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application in accordance with SOP Complaints Involving Department Personnel ~~no later than seventy-two (72) hours after obtaining knowledge unless the allegation is criminal in nature, which must be entered in the IAR database within no later than twenty-four (24) hours after identifying a potential policy violation, in accordance~~ consistent with SOP Complaints Involving Department Personnel (~~refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties~~); and

7

8. ~~Perform a monthly video inspection, which shall~~ will be completed on or before the last day of each month.

~~a. To complete the video inspection, the supervisor shall review two (2) randomly selected mandatory recording event videos in their entirety for each assigned employee to:~~

~~Ensure personnel are using their OBRD as outlined in this Standard Operating Procedure (SOP);~~

~~i. Identify any concerns or deficiencies in training, equipment, tactics, and/or policy;~~

~~i. Identify and report policy violations, consistent with SOP Complaints Involving Department Personnel;~~

~~i. Identify other areas in which additional training or guidance is needed; and,~~

~~ii. Identify commendable work performance.~~

N/A

~~When concerns or deficiencies in training, equipment, tactics, and/or policy are identified, the appropriate documentation shall be made to address the issue.~~

~~b. When a potential policy violation is identified, the supervisor shall complete an IAR through the IA database web application no later than twenty-four (24) hours after identifying the potential policy violation, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~



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c. When commendable work performance, which merits recognition for award nomination is identified, the supervisor shall initiate a request through the IA database web application.

Each video reviewed shall be documented on the Department Monthly Line Inspection form.

7

d. Personnel who are assigned to serve as a supervisor during any given month shall ensure that the video inspection is completed or shall complete the inspection themselves prior to the end of the month.

B. A lieutenant shall:

By the last day of the month, complete an OBRD video review and complete the web-based Lieutenant's Inspection Form for videos reviewed by a subordinate sergeant;

2. Each month, for for two (2) sworn personnel who work under their supervision, conduct an OBRD video review of the same videos that were reviewed by ~~were reviewed by~~ a subordinate sergeant reviewed during the same month;

~~The lieutenant shall select different sworn personnel each month.~~

~~If a lieutenant does not have any sergeants assigned or does not have sergeants who had videos to review, the lieutenant shall not be obligated to complete this review.~~

2. Ensure the sergeant conducted a proper review and identified any items listed in 2-8-8 of this SOP; and

N/A

When a potential policy violation is identified during their review, initiate an IAR through the IA database web application no later than twenty-four (24) hours after identifying the potential policy violation, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).

2-8-9 Video Review

A. The Performance Metrics Unit (PMU) shall be responsible for conducting a monthly review of a random sample of OBRD videos, with the sampling criteria determined by the unit.

N/A

2-8-109 Retention and Release

~~B. Any OBRD users should be aware that any content stemming from mandatory recording events, and discretionary recording events, are considered matters of public record. Until determination that a legal exception applies, any public release of an OBRD and OBRD footage shall comply with the New Mexico Inspection of Public Records Act (IPRA).~~

~~OBRD users must be aware that any content stemming from mandatory recording events, as well as discretionary recording events, can be used in an adversarial proceeding against the OBRD user, as well as other Department personnel captured on a recording. In the performance of their duty, no Department personnel possess an expectation of privacy that would be implicated in Section 2-8-7 (Discretionary Recording).~~

~~D. A. All non-evidentiary OBRD videos will be retained for one hundred and twenty (120) days~~ three (3) years ~~thirteen (13) months~~ and will then be deleted by the system automatically then automatically deleted by the system.

7

2-8-110 Training Requirements

A. All Department personnel shall ~~must~~ complete mandatory training before using a Department-issued OBRD.



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- B. Department personnel shall receive additional training following a system upgrade ~~or policy change~~.
- C. Newly promoted supervisors shall receive additional training related to supervisor responsibilities ~~about~~ regarding OBRDs.
- D. The OBRDs and OBRD footage belong to the Department and may be used for training purposes. Any OBRD footage used for training purposes shall be pulled from adjudicated cases. The Department shall not use OBRD footage that would otherwise be protected by N.M. Const. art. II, § 24. Victim's Rights, and the Victims of Crime Act, NMSA 1978, §§ 31-26-4(A) to 31-26-16, unless the victim provides written consent.



2-33 RIGHTS AND SAFETY OF ONLOOKERS

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

A. Related SOP(s)

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-15 Small Unmanned Aircraft Systems (SUAS)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, §§ 10-16F-1 – 10-16F-6 Electronic Communications Privacy Act

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-33-1 Purpose

The purpose of this policy is to protect the rights and safety of onlookers while maintaining the integrity of a scene and/or investigation.

2-33-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish rules for Department personnel to protect the rights and safety of onlookers during witness stops, detentions, arrests, and officer-suspect contacts.

N/A 2-33-3 Definitions

A. Onlookers

A person who is not a witness and is a non-participating observer or spectator.

B. Witness



For this policy, the term “witness” shall be defined as any person who sees, hears, or otherwise has information relevant to the investigation, such as audio or visual recordings, of a criminal act or major event. Further, this term will only apply to community members for whom there is no reasonable suspicion or probable cause to believe they are committing a crime.

6 2-33-4 Rules

A. Community Members Witnessing Any Community Member-Officer Contacts, Detentions, or Arrests

1. Sworn personnel shall allow people who are not involved in an incident to remain in the immediate vicinity to witness stops, detentions, and arrests of suspects occurring in public areas and shall allow them to overhear and record the encounter between the individual and the officer, except under the following circumstances:
 - a. When the safety of sworn personnel, victims, individuals, or others could be jeopardized;
 - b. When persons interfere with sworn personnel who are lawfully exercising their duties, or violate the law; and
 - c. When persons threaten violence or illegal activity by words or actions, or attempt to incite others to violate the law.
2. It is entirely reasonable for sworn personnel to want to protect the privacy of victims or witnesses, but this may be accomplished only by such means as shielding victims or interviewing witnesses in private areas whenever possible.
 - a. If interviews are conducted in a place that is legally accessible to the public, conversations are open to recording by the public and the media. Persons who are audio and/or video recording shall be provided the same allowances and restrictions as others who are not recording.

N/A

3. Sworn personnel shall comply with the Department Standard Operating Procedures (SOP) regarding the use of on-body recording devices (OBRD) and mandatory recording incidents in accordance with SOP Use of On-Body Recording Devices.

B. Inquiries

If a community member is a witness to the activity for which the individual was detained or arrested, the officer may request their identifying information; however, the community member is not required to disclose such information.



C. Onlooker Filming of Officer-Suspect Contacts

1. Onlookers have the right to record sworn personnel enforcement activities by camera, cell phone, video recorder, or other means. Sworn personnel shall allow onlookers to record officer/public encounters, except under the exceptions set forth in this SOP.
2. An officer may view or obtain an onlooker's recording if consent is provided.
 - a. If consent is not granted, an officer shall not compel or otherwise coerce the production of the onlooker's recordings by any means without first obtaining a warrant, pursuant to the Electronic Communications Privacy Act, or unless exigent circumstances exist.
 - b. If an onlooker refuses to voluntarily provide the recording, an officer may request the person's identity in order to secure a warrant.
 - i. Exigent circumstances to seize a recording or warrants to seize a recording must be based on probable cause to believe that a recording has captured evidence of a crime.
 - c. The officer shall treat any collected recording/equipment as evidence and shall tag the evidence in accordance with SOP Collection, Submission, and Disposition of Evidence and Property.

5

N/A

D. Violation of Laws

1. If reasonably possible, sworn personnel should refrain from taking enforcement actions, such as arrest, issuing of citations, or other actions to restrict incidents from being recorded.
2. Any enforcement action taken against an onlooker shall be based on objective, articulable violations of the law that are unrelated to the act of recording alone.
3. Recording the police does not, in itself, establish legal grounds for enforcement actions.
4. If feasible, the officer shall:
 - a. Provide a warning that the person is violating an ordinance or statute and direct them to "move on" prior to taking enforcement action; and
 - i. The officer shall not order the person to move any farther distance than is necessary to prevent them from further violating the law.
 - b. Direct the person to stop obstructing or interfering with the officer's lawful discharge of their duties prior to taking enforcement action.
 - i. The officer shall give the person the opportunity to comply with their direction.



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N/A

5. If enforcement action is necessary, the officer should take appropriate action in accordance with SOP Arrests, Arrest Warrants, and Booking Procedures, and existing law.

a. If the onlooker is combative or uncooperative, the officer shall notify a supervisor as soon as it is safe to do so.

N/A

6. Persons who believe an officer has not complied with this section shall be referred to a supervisor, in accordance with SOP Complaints Involving Department Personnel.

E. Law Enforcement Action Upon Observing Illegal Activity involving Small Unmanned Aircraft Systems (sUAS) or Drones

1. Department personnel shall not take enforcement action regarding drone usage, regardless of whether the operation is nefarious or not. Currently, there are no Albuquerque City Ordinances or New Mexico State Statutes governing drone usage.

2. If the flight is illegal or interferes with law enforcement, Department personnel shall:

- a. Utilize either an OBRD or a Department-issued cell phone to record the illegal flight;
- b. Document the incident in a Uniform Incident Report; and
- c. Forward the report, recordings, and any other evidence to the local/regional Federal Aviation Administration (FAA) partners for review and possible prosecution in accordance with SOP Small Unmanned Aircraft Systems (sUAS).

N/A

3. Department personnel do not have the jurisdiction to confiscate an sUAS unless the flight poses a danger to the general public, personnel on scene, bystanders, etc. If the drone is operated in a manner that endangers the public, in a manner similar to any other weapon, the drone shall be confiscated or grounded as an exigent safety measure to protect the general public.

N/A

a. If confiscated, the drone shall be tagged into evidence in accordance with SOP Collection, Submission, And Disposition of Evidence and Property Department procedures.



2-33 RIGHTS AND SAFETY OF ONLOOKERS

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

A. Related SOP(s)

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-15 Small Unmanned Aircraft Systems (SUAS)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, §§ 10-16F-1 – 10-16F-6 Electronic Communications Privacy Act

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-33-1 Purpose

The purpose of this policy is to protect the rights and safety of onlookers while maintaining the integrity of a scene and/or investigation.

2-33-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish rules for Department personnel to protect the rights and safety of onlookers during witness stops, detentions, arrests, and officer-suspect contacts.

N/A

2-33-3 Definitions

A. Onlookers

A person who is not a witness and is a non-participating observer or spectator.

B. Witness



For this policy, the term “witness” shall be defined as any person who sees, hears, or otherwise has information relevant to the investigation, such as audio or visual recordings, of a criminal act or major event. Further, this term will only apply to community members individuals for whom there is no reasonable suspicion or probable cause to believe they are individuals are committing a crime.

6 2-33-4 Rules

A. Community Members Witnessing Any Community Member-Officer Contacts, Detentions, or Arrests

1. Sworn personnel shall allow people who are not involved in an incident to remain in the immediate vicinity to witness stops, detentions, and arrests of suspects occurring in public areas and shall allow them to overhear and record the encounter between the individual and the officer, except under the following circumstances:

- a. When the safety of sworn personnel, victims, individuals, or others could be jeopardized;
- b. When persons interfere with sworn personnel who are lawfully exercising their duties, or violate the law; and
- c. When persons threaten violence or illegal activity by words or actions, or attempt to incite others to violate the law.

~~2. The immediate vicinity should be approximately six (6) to ten (10) feet from the officer based on the onlookers and/or arrestee's demeanor, for safety purposes, unless the officer could articulate a reason needed for a greater distance.~~

~~3.~~ 2. It is entirely reasonable for sworn personnel to want to protect the privacy of victims or witnesses, but this may be accomplished only by such means as shielding victims or interviewing witnesses in private areas whenever possible.

- a. If interviews are conducted in a place that is legally accessible to the public, conversations are open to recording by the public and the media. Persons who are audio and/or video recording shall be provided the same allowances and restrictions as others who are not recording.

N/A

~~4.~~ 3. Sworn personnel shall comply with the Department Standard Operating Procedures (SOP) regarding the use of on-body recording devices (OBRD) and mandatory recording incidents in accordance with (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).

B. Inquiries



If a community member is a witness to the activity for which the individual was detained or arrested, the officer may request their identifying information name; however, the community member is not required to disclose such information.

C. Onlooker Filming of Officer-Suspect Contacts

1. Onlookers have the right to record sworn personnel enforcement activities by camera, cell phone, video recorder, or other means. Sworn personnel shall allow onlookers to record officer/public encounters, except under the exceptions set forth in this SOP.

2. An officer may view or obtain an onlooker's recording if consent is provided.

5

a. If consent is not granted, an officer shall not compel or otherwise coerce the production of the onlooker's recordings by any means without first obtaining a warrant, pursuant to the Electronic Communications Privacy Act, or unless exigent circumstances exist.

b. If an onlooker refuses to voluntarily provide the recording, an officer may request the person's identity in order to secure a warrant.

i. Exigent circumstances to seize a recording or warrants to seize a recording must be based on probable cause to believe that a recording has captured evidence of a crime.

N/A

c. The officer shall treat any collected recording/equipment as evidence and shall tag the evidence in accordance with as outlined in SOP Collection, Submission, and Disposition of Evidence and Property. ~~(refer to SOP Collection, Submission, and Disposition of Evidence and Property for sanction classifications and additional duties).~~

D. Violation of Laws

1. If reasonably possible, sworn personnel should refrain from taking enforcement actions, such as arrest, issuing ingance of citations, or taking other actions to restrict incidents from being recorded.

2. Any enforcement action taken against an onlooker shall be based on objective, articulable violations of the law that are unrelated to the act of recording alone.

3. Recording the police does not, in itself, establish legal grounds for enforcement actions.

4. If feasible, the officer shall:

a. Provide a warning that the person is violating an ordinance or statute and direct them to "move on" prior to taking enforcement action; and

i. The officer shall not order the person to move any farther distance than is necessary to prevent them from further violating the law.



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- b. Prior to taking enforcement action, sworn personnel shall ~~d~~Direct the person to stop obstructing or interfering with the officer's lawful discharge of their duties prior to taking enforcement action.
 - i. The officer shall give the person the opportunity to comply with their direction.

N/A

- 5. If enforcement action is necessary, the officer should take appropriate action in accordance consistent with SOP Arrests, Arrest Warrants, and Booking Procedures, and existing law. ~~(refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties).~~

- a. If the onlooker is combative or uncooperative, the officer shall notify a supervisor as soon as it is safe to do so possible.

N/A

- 6. Persons who believe an officer has not complied with this section shall be referred to a ~~n appropriate~~ supervisor, in accordance consistent with SOP Complaints Involving Department Personnel.

E. Law Enforcement Action Upon Observing Illegal Activity involving Small Unmanned Aircraft Systems (sSUAS) or Drones

- 1. Department personnel shall not take enforcement action regarding drone usage, regardless of whether the operation is nefarious or not. Currently, there are no Albuquerque City Ordinances or New Mexico State Statutes governing drone usage.

- 2. If the flight is illegal or interferes with law enforcement, Department personnel shall:

- a. Utilize either an OBRD or a Department-issued cell phone to record the illegal flight;
- b. Document the incident in a Uniform Incident Report; and
- c. Forward the report, recordings, and any other evidence to the local/regional Federal Aviation Administration (FAA) partners for review and possible prosecution in accordance with ~~(refer to SOP Small Unmanned Aircraft Systems (sSUAS))~~ for sanction classifications and other duties).

N/A

- 3. Department personnel do not have the jurisdiction to confiscate ~~an~~ sSUAS unless the flight poses a danger to the general public, personnel on scene, bystanders, etc. If the drone is operated in a manner that endangers the public, ~~leading to or causing injury~~ in a manner similar to any other weapon, the drone shall be confiscated or grounded as an exigent safety measure to protect the general public.

N/A

- a. If confiscated, the drone shall be tagged into evidence in accordance consistent with SOP Collection, Submission, And Disposition of Evidence and Property Department procedures.



2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS

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

A. Related SOP(s)

None

B. Form(s)

Significant Alert Form

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-34-1 Purpose

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) has an efficient and reliable system to classify, disseminate, report, and record significant incidents. The goal is to ensure that Department personnel at all levels of the notification system are adequately informed about significant incidents in a timely manner.

2-34-2 Policy

It is the policy of the Department to provide clear direction for Department personnel to notify internal and external stakeholders of significant incidents in a timely manner. It is also the intent of this policy to identify a significant incident, identify whether an immediate notification is warranted, and whether the timely notification is to be sent prior to the end of the affected employee's shift.

N/A 2-34-3 Definitions

A. Significant Incident

For the purposes of this policy, a natural, technological, or human-caused occurrence that may cause harm, requiring a law enforcement response, with a potential outcome of possible loss of life, and/or misconduct of a known government official.



B. Timely

For the purposes of this policy, Immediate or near-immediate Notification typically does not wait until the end of shift. Notifications should happen while the incident is unfolding or immediately after stabilization, especially for events with media or political sensitivity. For urgent, life-safety, or operational-impact events (e.g., officer-involved shootings, large-scale crimes, critical incidents, hazardous materials, major accidents), notifications should be made when the incident is no longer active or a threat to officers or the public and/or as soon as feasible when there is a break in actively supervising the scene.

7 2-34-4 Rules

A. Significant Incidents that Require Immediate Notification

1. Significant Incidents that require immediate notification include, but are not limited to:
 - a. Any incident where a person involved is seriously injured, to include:
 - i. Injuries sustained during a mass causality event.
 - b. A barricaded gunman, hostage, active shooter, and/or sniper situation;
 - c. A confirmed explosion resulting in death, significant property damage, or disruption of essential services; and
 - d. Railway or airplane crashes that occur within the Department's jurisdiction.
2. Procedures for significant incidents that require immediate notification:
 - a. The affected supervisor who is responsible for the call for service shall notify the on-duty Emergency Communications Center (ECC) shift supervisor, who shall then notify the affected area commander and Duty Chief;
 - b. The affected area commander or designee shall be responsible for notifying their Deputy Chief;
 - c. All Significant Incident notifications shall be drafted and sent in a professional manner and shall update all information known at the time; and
 - d. Department personnel shall not use sensational language, language that would indicate they are making light of the incident, or diminishing the work being performed by law enforcement professionals.

C. Significant Incidents Requiring Timely Notification

1. Significant Incidents that require timely notification include, but are not limited to:
 - a. Any incident where a community member is injured as a result of a firearm discharge, excluding homicide or suspicious deaths;
 - b. A major traffic accident, or incident that requires closure of any major roadway, or highway;



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- c. Armed robberies, to include banks and businesses;
 - d. Missing or abducted juveniles, or when an AMBER Alert has been initiated;
 - e. The arrest of an individual or individuals who pose a significant danger to the community due to large quantities of, but are not limited to: narcotics, stolen property, or recovered items;
 - f. Arrest of individuals who are known repeat offenders;
 - g. The arrest of an individual who is a fugitive from justice from another jurisdiction or state; and
 - h. Any other unexpected event, or disaster deemed by a Sergeant or above that would capture significant attention from the news media or the public.
2. For Significant Incidents that require timely notification, the affected supervisor who is responsible for the call of service shall ensure that the information concerning the Significant Incident is disseminated through email to Department personnel.
 - a. The affected supervisor shall only report the type of incident and the location at which it occurred on the Significant Alert Form prior to the end of their shift.
 - b. The form is located on Share Hub at sharepoint.cabq.gov/police, located by clicking the supervisory staff link.
3. Significant Incident alerts and emails sometimes contain private information regarding victims.
 - a. Department personnel shall treat the information in Significant Incident alerts and emails as confidential.
 - b. If the affected supervisor would like to publicize the Significant Incident, they shall notify the Department's Public Information Officer (PIO) unless authorization to publicize the Significant Incident is granted by the Chief of Police or their designee.

C. Current or Ongoing Significant Incidents

1. The on-duty specialized unit shift supervisor shall be responsible for initiating a Significant Alert Form for the following incidents:
 - a. SWAT activations, including the location of the incident; and
 - b. Fatal call-outs that provide the location and no other information.
2. The affected supervisor shall be responsible for completing in its entirety a Significant Alert Form with the final information upon the completion of the Significant Incident.



2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS

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

A. Related SOP(s)

None

B. Form(s)

Significant Alert Form

C. Other Resource(s)

None

D. Active Special Order(s) Active

None

E. Rescinded Special Order(s)

None

2-34-1 Purpose

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) has an efficient and reliable system to classify, disseminate, report, and record significant incidents. The goal is to ensure that Department personnel at all levels of the notification system are adequately informed about significant incidents in a timely manner.

2-34-2 Policy

It is the policy of the Department to provide clear direction for Department personnel to notify internal and external stakeholders of significant incidents in a timely manner. It is also the intent of this policy to identify a significant incident, identify whether an immediate notification is warranted, and whether the timely notification is to be sent prior to the end of the affected employee's shift.

N/A 2-34-3 Definitions

A. Significant Incident

For the purposes of this policy, a natural, technological, or human-caused occurrence that may cause harm, requiring a law enforcement response, with a potential outcome of ~~and/or~~ possible loss of life, and/or misconduct of a known government official.



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B. Timely

For the purposes of this policy, Immediate or near-immediate~~Near-Immediate~~
Notification typically does not wait~~ing~~ until the end of shift. Notifications should happen
while the incident is unfolding or immediately after stabilization, especially for events
with media or political sensitivity. For urgent, life-safety, or operational-impact events
(e.g., officer-involved shootings, large-scale crimes, critical incidents, hazardous
materials, major accidents), notifications should be made when the incident is no
longer active or a threat to officers or the public and/or as soon as feasible when there
is a break in actively supervising the scene.

7 2-34-4 Rules

A. Significant Incidents that Require Immediate Notification

1. Significant Incidents that require immediate notification include, but are not limited to:
 - a. Any incident where a person involved is seriously injured, to include:
 - i. Injuries sustained during a mass causality event.
 - b. A barricaded gunman, hostage, active shooter, and/or sniper situation;
 - c. A confirmed explosion resulting in death, significant property damage, or disruption of essential services; and
 - d. Railway or airplane crashes that occur within the Department's jurisdiction.
2. Procedures for significant incidents that require immediate notification:
 - a. The affected supervisor who is responsible for the call for service shall notify the on-duty Emergency Communications Center (ECC) shift supervisor, who shall then notify the affected area commander and Duty Chief;
 - b. The affected area commander or designee shall be responsible for notifying their Deputy Chief;
 - c. All Significant Incident notifications shall be drafted and sent in a professional manner and shall update all information known at the time; and
 - d. Department personnel shall not use sensational language, ~~or~~ language that would indicate they are making light of the incident, or ~~and~~ diminishing the work being performed by law enforcement professionals.

~~B.~~C. Significant Incidents Requiring Timely Notification

1. Significant Incidents that require timely notification include, but are not limited to:
 - a. Any incident where a community member is injured as a result of a firearm discharge, excluding homicide or suspicious deaths;
 - b. A major traffic accident, or incident that requires closure of any major roadway, or highway;



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- c. Armed robberies, to include banks and businesses;
 - d. Missing or abducted juveniles, or when an AMBER Alert has been initiated;
 - e. The arrest of an individual or individuals who pose a significant danger to the community due to large quantities of, but are not limited to: narcotics, stolen property, or recovered items;
 - f. Arrest of individuals ~~that~~ who are known repeat offenders;
 - g. The arrest of an individual who is a fugitive from justice from an other jurisdiction or state; and
 - h. Any other unexpected event, or disaster deemed by a Sergeant or above that would capture significant attention from the news media or the public.
 2. For Significant Incidents that require timely notification, the affected supervisor who is responsible for the call of service shall ensure that the information concerning the Significant Incident is disseminated through email to Department personnel.
 - a. The affected supervisor shall only report the type of incident and the location at which it occurred on the Significant Alert Form prior to the end of their shift.
 - b. The form is located on Share Hub ~~Point~~ at sharepoint.cabq.gov/police, located by clicking the supervisory staff link.
 3. Significant Incident alerts and emails sometimes contain private information regarding victims.
 - a. Department personnel shall treat the information in Significant Incident alerts and emails as confidential.
 - b. If the affected supervisor would like to publicize the Significant Incident, they shall notify the Department's Public Information Officer (PIO) unless authorization to publicize the Significant Incident is granted by the Chief of Police or their designee.
- C. ~~Current or On-Going~~ Ongoing Significant Incidents
1. The on-duty specialized unit shift supervisor shall be responsible for initiating a Significant Alert Form for the following incidents:
 - a. SWAT activations, including the location of the incident; and
 - b. Fatal call-outs that provide the location and no other information.
 2. The affected supervisor shall be responsible for completing in its entirety a Significant Alert Form with the final information upon the completion of the Significant Incident.



1-5 HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

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

A. Related SOP(s)

- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

None

C. Other Resource(s)

City Administrative Instruction (AI) Number 7-18 Harassment/Sexual Harassment Policy
City of Albuquerque Personnel Rules and Regulations Section 903 Grievance Resolution

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-5-1 Purpose

The purpose of this policy is to provide the foundation and guidelines for identifying harassment in the workplace and information on how harassment complaints will be identified and investigated.

1-5-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide a work environment free from all forms of harassment. Harassment is a prohibited form of discrimination under federal, state, and City laws and is misconduct subject to disciplinary action by the Department. This policy applies to all forms of harassment, including sexual harassment and supplements, but does not replace, the City of Albuquerque Administrative Instruction (AI) Number 7-18.

N/A 1-5-3 Definitions

A. Harassment



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1. Enduring the offensive conduct becomes a condition of continued employment or a condition of obtaining employment or public services; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

B. Sexual Harassment

Any unwelcome sexual advances, requests for sexually motivated physical contact, or other verbal expressions, physical conduct, or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or obtaining public services;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or obtaining public services; or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment, obtaining public services, or creating an intimidating, hostile, or offensive environment in which to work or obtain public services.

6 1-5-4 Rules and Responsibilities

A. All Department personnel shall be responsible for maintaining a work environment free of any form of harassment.

N/A B. In accordance with SOP Complaints Involving Department Personnel and SOP Discipline System, the Department shall hold Department personnel fully accountable for complying with this Standard Operating Procedure (SOP) and shall take appropriate measures to ensure that such conduct does not occur. Any Department personnel found to have engaged in prohibited harassment shall be subject to disciplinary action up to and including termination.

4 C. Prohibited Activity

1. Harassment of any kind by Department personnel shall not be tolerated.
 - a. Department personnel shall not either explicitly or implicitly ridicule, mock, or belittle any person because of their race, color, religion, gender, sex, national origin, ancestry, age, disability, medical condition, sexual orientation, gender identity, or veteran status.
 - b. Department personnel shall not make offensive or derogatory comments based on race, color, religion, gender, sex, national origin, ancestry, age, disability,



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medical condition, sexual orientation, gender identity, or veteran status, either directly or indirectly, to another person.

c. Department personnel shall not sexually harass any person.

2. Unwelcome verbal or physical conduct that does not rise to the level of sexual harassment may violate other City policies and, therefore, is prohibited.

N/A

D. Reporting Harassment

1. Department personnel who believe they are a victim of harassment or sexual harassment are encouraged to tell the person responsible for the behavior that their actions are offensive and unwelcome, if feasible. Department personnel should report the matter promptly to their immediate supervisor, any supervisor, the Department Human Resource (HR) Administrator, or the City of Albuquerque Human Resources Department within one hundred and eighty (180) days of the perceived harassment or sexual harassment.

2. Department personnel may also pursue action through the court system or any regulatory agency that is responsible for the enforcement of anti-discrimination laws, such as the City of Albuquerque Office of Civil Rights, the New Mexico Human Rights Commission, or the Equal Employment Opportunity Commission.

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3. Any Department supervisor who observes or has knowledge of harassment shall immediately bring the matter to the attention of their direct supervisor and Department HR Administrator or City Human Resources Department. Failure to do so may result in disciplinary action, up to and including termination.

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4. Retaliation is prohibited against any employee for filing a harassment complaint or assisting, testifying, or participating in the investigation of such complaint.

N/A

5. Department personnel accused of harassment may file a grievance/appeal, consistent with City Personnel Rules and Regulations on grievance procedures, when they disagree with the investigation or disposition of a harassment claim.

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E. Department HR Administrator

1. The Department HR Administrator shall:

- a. Review all complaints and arrange for an investigation;
- b. Inform the parties involved of the result of the investigation;
- c. Inform the Internal Affairs Professional Standards (IAPS) Division as soon as possible if a SOP violation exists;
- d. Immediately notify the Chief of Police and the District Attorney's (DA) Office if the complaint contains evidence of criminal activity;
- e. Include or request a determination about whether the person is harassing other Department personnel and whether other Department personnel participated in, or encouraged the harassment;



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- f. Maintain a file of harassment complaints in a secure area; and
- g. Provide the Chief of Police with an annual summary of these complaints.

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F. Department Supervisors

1. All Department supervisors shall be responsible for responding to and preventing acts of harassment. These responsibilities include, but are not limited to:

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- a. Monitoring their employees' work environment for evidence that harassment may be occurring;

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- b. Counseling all personnel on the types of behavior prohibited and the Department procedures for reporting and resolving complaints of harassment;
- c. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved personnel are within their line of supervision;
- d. Taking immediate and appropriate action to limit the work contact between all involved parties when there has been a complaint of harassment;
- e. Assisting any employee who has a complaint of harassment in documenting and filing a complaint with the Department HR Administrator;
 - i. The supervisor to whom a complaint is given shall meet with the employee and document the incidents to include the following:
 1. The person(s) doing or participating in the harassment;
 2. The dates on which the harassment occurred;
 3. Frequency of the conduct;
 4. The severity of the conduct; and
 5. Whether the conduct unreasonably interferes with work performance.
 - ii. The supervisor taking the complaint shall immediately deliver the complaint to the Department HR Administrator.
 - iii. Failure to take action to stop known harassment shall be grounds for discipline up to and including termination.
 - iv. Failure to notify the Department HR Administrator of a harassment complaint shall be grounds for discipline.
- f. Cooperate in the investigation of the complaint; and
- g. Be familiar with City AI Number 7-18 in its entirety.
 - i. Examples of harassment/sexual harassment are outlined in City AI Number 7-18, which are not to be construed as an all-inclusive list of prohibited acts under this policy or City AI Number 7-18.

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G. Department Personnel

1. Department personnel shall be responsible for assisting in the prevention of harassment through the following acts:
 - a. Refraining from participation in, or encouragement of, actions that are or could be perceived as harassment;
 - b. Reporting acts of harassment to a supervisor;



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- c. Assisting any employee who confides that they are being harassed by encouraging them to report it to a supervisor; and
- d. Cooperating with any investigation in response to any allegation of harassment.
 - i. Refusal to cooperate in an investigation may result in disciplinary action, up to and including termination.

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H. Confidentiality

The complaint filed, including the name of the complainant and the names of all Department personnel who provided statements, shall be kept confidential to the greatest extent possible, consistent with the Department's obligation to investigate allegations of harassment promptly and thoroughly.

N/A

1-5-5 Categories of Leave or Assignment

- A. Department personnel who have been accused of harassment as outlined in section 1-5-4 D. of this SOP and pursuant to supervisory discretion, may be classified in one of the following leave or assignment categories:
 - 1. Administrative Leave;
 - a. Subject to written approval by the Chief of Police or their designee, sworn personnel may be required to surrender their Department-issued vehicle, badge of office, firearm(s), and refrain from conducting any work on behalf of the Department until they are permitted to return to work.
 - 2. Administrative Assignment; or
 - a. Subject to written approval by the Chief of Police or their designee, Department personnel may be temporarily transferred to a non-enforcement role or as otherwise directed.
 - b. Sworn personnel may be required to surrender their Department-issued vehicle, badge of office, and firearm(s).
 - 3. Investigative Assignment.
 - a. Subject to written approval by the Chief of Police or their designee, Department personnel may be temporarily moved to a different division within the Department until transferred to their original duty post or as otherwise directed.
- B. Department personnel will be required to be available and responsive to the requirements listed within their leave/assignment memorandum.



1-5 HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

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

A. Related SOP(s)

- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

None

C. Other Resource(s)

City Administrative Instruction (AI) Number 7-18 Harassment/Sexual Harassment Policy
City of Albuquerque Personnel Rules and Regulations Section 903 Grievance Resolution

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

~~SO 23-120 Amendment to SOP 1-5 Harassment/Sexual Harassment in the Workplace~~
None

1-5-1 Purpose

The purpose of this policy is to provide the foundation and guidelines for identifying harassment in the workplace and information on how harassment complaints will be identified and investigated.

1-5-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide a work environment free from all forms of harassment. Harassment is a prohibited form of discrimination under federal, state, and City laws and is misconduct subject to disciplinary action by the Department. This policy applies to all forms of harassment, including sexual harassment and supplements, but does not replace, the City of Albuquerque Administrative Instruction (AI) Number 7-18.

N/A 1-5-3 Definitions

A. Harassment



1. Enduring the offensive conduct becomes a condition of continued employment or a condition of obtaining employment or public services^{1,7} or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

B. Sexual Harassment

Any unwelcome sexual advances, requests for sexually motivated physical contact, or other verbal expressions, physical conduct, or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or obtaining public services;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or obtaining public services; or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment, obtaining public services, or creating an intimidating, hostile, or offensive environment in which to work or obtain public services⁵.

6 1-5-4 Rules and Responsibilities

- A. All Department personnel shall be responsible for maintaining a work environment free of any form of harassment.

- N/A** B. ~~Consistent~~ In accordance with SOP Complaints Involving Department Personnel and SOP Discipline System, the Department shall hold Department personnel fully accountable for complying with this Standard Operating Procedure (SOP) and shall take appropriate measures to ensure that such conduct does not occur. Any Department personnel found to have engaged in prohibited harassment shall be subject to disciplinary action up to and including termination. ~~(refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).~~

4 C. Prohibited Activity

1. Harassment of any kind by Department personnel shall not be tolerated.
 - a. Department personnel shall not either explicitly or implicitly ridicule, mock, or belittle any person because of their race, color, religion, gender, sex, national origin, ancestry, age, disability, medical condition, sexual orientation, gender identity, or veteran status.



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- b. Department personnel shall not make offensive or derogatory comments based on race, color, religion, gender, sex, national origin, ancestry, age, disability, medical condition, sexual orientation, gender identity, or veteran status, either directly or indirectly, to another person.
 - c. Department personnel shall not sexually harass any person.
2. Unwelcome verbal or physical conduct that does not rise to the level of sexual harassment may violate other City policies and, therefore, is prohibited.

N/A

D. Reporting Harassment

1. Department personnel who believe they are a victim of harassment or sexual harassment are encouraged to tell the person responsible for the behavior that their actions are offensive and unwelcome, if feasible. Department personnel should report the matter promptly to their immediate supervisor, any supervisor, the Department Human Resource (HR) Administrator, or the City of Albuquerque Human Resources Department within one hundred and eighty (180) days of the perceived harassment or sexual harassment.
2. Department personnel may also pursue action through the court system or any regulatory agency that is responsible for the enforcement of anti-discrimination laws, such as the City of Albuquerque Office of Civil Rights, the New Mexico Human Rights Commission, or the Equal Employment Opportunity Commission.
3. Any Department supervisor who observes or has knowledge of harassment shall immediately bring the matter to the attention of their direct supervisor and Department HR Administrator or City Human Resources Department. Failure to do so may result in disciplinary action, up to and including termination.
4. Retaliation is prohibited against any employee for filing a harassment complaint or assisting, testifying, or participating in the investigation of such complaint.
5. Department personnel accused of harassment may file a grievance/appeal, consistent with City Personnel Rules and Regulations on grievance procedures, when they disagree with the investigation or disposition of a harassment claim.

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N/A

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E. Department HR Administrator

1. The Department HR Administrator shall:
 - a. Review all complaints and arrange for an investigation;
 - b. Inform the parties involved of the result of the investigation;
 - c. Inform the Internal Affairs Professional Standards (IAPS) Division as soon as possible if a ~~Standard Operating Procedure (SOP)~~ violation exists;
 - d. Immediately notify the Chief of Police and the District Attorney's (DA) Office if the complaint contains evidence of criminal activity;



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- e. Include or request a determination about whether the person is harassing other Department personnel and whether other Department personnel participated in, or encouraged the harassment;
- f. Maintain a file of harassment complaints in a secured area; and
- g. Provide the Chief of Police with an annual summary of these complaints.

5 F. Department Supervisors

1. All Department supervisors shall be responsible for responding to and preventing acts of harassment. These responsibilities include, but are not limited to:

7

- a. Monitoring their employees' work environment for evidence that harassment may be occurring;

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- b. Counseling all personnel on the types of behavior prohibited and the Department procedures for reporting and resolving complaints of harassment;
- c. Stopping any observed acts that may be considered harassment and taking appropriate steps to intervene, whether or not the involved personnel are within their line of supervision;
- d. Taking immediate and appropriate action to limit the work contact between all involved parties when there has been a complaint of harassment;
- e. Assisting any employee who has a complaint of harassment in documenting and filing a complaint with the Department HR Administrator;
 - i. The supervisor to whom a complaint is given shall meet with the employee and document the incidents to include the following:
 1. The person(s) doing or participating in the harassment;
 2. The dates on which the harassment occurred;
 3. Frequency of the conduct;
 4. The severity of the conduct; and
 5. Whether the conduct unreasonably interferes with work performance.
 - ii. The supervisor taking the complaint shall immediately deliver the complaint to the Department HR Administrator.
 - iii. Failure to take action to stop known harassment shall be grounds for discipline up to and including termination.
 - iv. Failure to notify the Department HR Administrator of a harassment complaint shall be grounds for discipline.
- f. Cooperate in the investigation of the complaint; and
- g. Be familiar with City AI Number 7-18 in its entirety.
 - i. Examples of harassment/sexual harassment are outlined in City AI Number 7-18, which are not to be construed as an all-inclusive list of prohibited acts under this policy or City AI Number 7-18.

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G. Department Personnel

1. Department personnel shall be responsible for assisting in the prevention of harassment through the following acts:



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- a. Refraining from participation in, or encouragement of, actions that are or could be perceived as harassment;
- b. Reporting acts of harassment to a supervisor;
- c. Assisting any employee who confides that they are being harassed by encouraging them to report it to a supervisor; and
- d. Cooperating with any investigation in response to any allegation of harassment.
 - i. Refusal to cooperate in an investigation may result in disciplinary action, up to and including termination.

3

H. Confidentiality

The complaint filed, including the name of the complainant and the names of all Department personnel who provided statements, shall be kept confidential to the greatest extent possible, consistent with the Department's obligation to investigate allegations of harassment promptly and thoroughly.

N/A

1-5-5 Categories of Leave or Assignment

- A. Department personnel who have been accused of harassment as outlined in section 1-5-4 D. of this SOP and pursuant to supervisory discretion, may be classified in one of the following leave or assignment categories:
 1. Administrative Leave;
 - a. Subject to written approval by the Chief of Police or their designee, sworn personnel may be required to surrender their Department-issued vehicle, badge of office, firearm(s), and refrain from conducting any work on behalf of the Department until they are permitted to return to work.
 2. Administrative Assignment; or
 - a. Subject to written approval by the Chief of Police or their designee, Department personnel may be temporarily transferred to a non-enforcement role or as otherwise directed.
 - b. Sworn personnel may be required to surrender their Department-issued vehicle, badge of office, and firearm(s).
 3. Investigative Assignment.
 - a. Subject to written approval by the Chief of Police or their designee, Department personnel may be temporarily moved to a different division within the Department until transferred to their original duty post or as otherwise directed.
- B. Department personnel will be required to be available and responsive to the requirements listed within their leave/assignment memorandum.



1-12 VOLUNTEER AND INTERNSHIP PROGRAMS

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

A. Related SOP(s)

- 1-6 Patrol Ride-Along Program (Formerly 2-12 and 4-15)
- 1-25 Chaplain Unit
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

City of Albuquerque Confidentiality Agreement
City of Albuquerque Injury/Liability Waiver
City of Albuquerque Photo Release Waiver
PD 1002 Ride-Along Request Form

C. Other Resource(s)

[City of Albuquerque One Albuquerque Volunteers Program](#)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-12-1 Purpose

The purpose of this policy is to establish requirements for the selection, placement, and function of volunteers and interns in the Albuquerque Police Department (Department).

1-12-2 Policy

It is the policy of the Department to supplement the Department with community involvement and resources through volunteers and to recruit future Department personnel through educational internships.

N/A 1-12-3 Definitions

None

N/A 1-12-4 Rules and Responsibilities



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A. Chain of Command

1. The Volunteer Program and Internship Program fall under the executive guidance of the Department's most current organizational chart as follows:
 - a. The Chief of Police or their designee;
 - b. The Operations Review Section (OPS) Commander;
 - c. The OPS Lieutenant; and
 - d. The Volunteer Coordinator.

B. Volunteer Program

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1. The Volunteer Coordinator shall:

- a. Review applications for participation in the Volunteer Program;
- b. Accept or deny applicants for the Volunteer Program;
- c. Consult with the appropriate Department supervisor in need of a volunteer;
 - i. The Department Supervisor may request an additional interview of the applicant to determine the applicant's qualifications or suitability for a specific assignment.
- d. If a conflict arises during a volunteer's participation, promptly engage in finding a resolution;
 - i. This may include a change of supervisor, reassignment, or termination from the Volunteer Program.
- e. Investigate all concerns about potential policy violations;
- f. Terminate any volunteer found in violation of a Department Standard Operating Procedure (SOP) that would result in a Class 4 or above as based on the Chart of Sanctions, in accordance with SOP Discipline System;
 - i. Removal from the program will be at the Volunteer Coordinator's discretion.
- g. Manage the Volunteer Program to include collaboration with the Head Chaplain; and
- h. Coordinate the Patrol Ride-Along Program through oneabqvolunteers.com.

N/A

N/A

2. A volunteer will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of sixteen (16) years and if under eighteen (18) years be accompanied by a parent or guardian, or part of a school community service requirement;
 - i. If a volunteer is younger than sixteen (16) years old or eighteen (18) years old they shall obtain an approval signature from a parent or guardian.
- c. Complete and submit an online application through the One Albuquerque Volunteers Program (oneabqvolunteers.com);
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Submit the City of Albuquerque Photo Release Waiver and the Ride-Along Request form;



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N/A

- f. Attend a training or an informational meeting with the Volunteer Coordinator or their designee, if needed;
- g. Complete the City Operator's Permit training prior to operating a City-issued vehicle, if needed;
- h. Be eligible to participate in the Department Patrol Ride-Along Program consistent with SOP Patrol Ride-Along Program;
- i. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Volunteer Program and criminal and/or civil prosecution.
- j. Be required to follow the schedule set for them; and
 - i. If an unexpected absence is required, the volunteer will contact their designated supervisor immediately.
- k. Be required to track and submit their worked hours to the Volunteer Coordinator through the One Albuquerque Volunteers Program (oneabqvolunteers.com).

3. A volunteer will not:

- a. Have been convicted of a felony, or domestic violence crime;
- b. Volunteer for more than forty (40) hours per week, unless approved by the Volunteer Coordinator; or
- c. Be authorized to receive compensation unless a grant or City-sponsored program has allowed for financial compensation.

6

4. Department personnel shall not permit volunteers to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.

- a. The Volunteer Coordinator shall be made aware of all City or Department functions if volunteers are needed.

N/A

5. Department personnel shall immediately refer any witnessed policy violations concerning volunteer(s) to the Volunteer Coordinator in accordance with SOP Complaints Involving Department Personnel.

C. Internship Program

7

1. The Volunteer Coordinator shall:

- a. Manage the Internship Program;
- b. Review applications for participation in the Internship Program;
- c. Accept or deny applicants for the Internship Program;
- d. With the assistance of the Unit Command, assign interns;
- e. If a conflict develops during the term of an intern's participation, immediately assist in resolving the conflict;
 - i. This may include a change of supervisor, reassignment, or termination from the Internship Program.



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N/A

- f. Facilitate and assist with visits from representatives from sponsoring academic institutions, as required;
 - i. Representatives are permitted and encouraged to perform periodic site visits to intern assignments.
- g. Investigate all other concerns about potential policy violation(s); and
- h. Terminate any intern found in violation of a Department SOP that would result in a Class 4 or above, as based on the Chart of Sanctions, in accordance with SOP Discipline System;
 - i. Removal from the Internship Program will be at the Volunteer Coordinator's discretion.

N/A

2. An intern will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of sixteen (16) years and have completed the eleventh (11th) grade of high school;
 - i. If an intern is between the ages of sixteen (16) years old and eighteen (18) years old, they shall obtain an approval signature from a parent or guardian.
- c. Complete and submit an online application through the One Albuquerque Volunteers Program (oneabqvolunteers.com);
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Submit the City of Albuquerque Photo Release Waiver and the Ride-Along Request form;
- f. Have a grade point average of 3.0 or higher;
- g. If attending college, provide documentation that they are enrolled in or have completed an applicable academic degree or trade program;
- h. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
- i. Be eligible to participate in the Department Patrol Ride-Along Program, in accordance with SOP Patrol Ride-Along;
- j. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Internship Program or criminal and/or civil prosecution.
- k. Follow the schedule set for them;
 - i. The intern will contact their designated supervisor immediately if an unexpected absence is required.
- l. Understand that academic credit earned for participation is the sole responsibility of the intern's academic institution;
- m. Track and submit their hours worked to the Volunteer Coordinator through the One Albuquerque Volunteers Program (oneabqvolunteers.com); and
- n. At the close of the intern assignment, attend an evaluation meeting with the Volunteer Coordinator and describe their experience while working with the Department.

N/A

3. An intern will not:



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- a. Have been convicted of a felony or domestic violence crime;
 - b. Participate in more than forty (40) hours per week unless approved by the Volunteer Coordinator;
 - c. Receive compensation unless a grant or City-sponsored program has allowed for financial compensation; or
 - d. Be permitted to operate any City-issued vehicle.
4. When requested by an academic institution, the intern's assigned supervisor will complete and submit any progress reports, or internship completion forms.
- N/A** 5. Department personnel shall immediately refer any witnessed policy violation(s) concerning intern(s) to the Volunteer Coordinator in accordance with SOP Complaints Involving Department Personnel.
- 6** 6. Department personnel shall not permit interns to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.



1-12 VOLUNTEER AND INTERNSHIP PROGRAMS

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

A. Related SOP(s)

- 1-6 Patrol Ride-Along Program (Formerly 2-12 and 4-15)
- 1-25 Chaplain Unit
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

City of Albuquerque Confidentiality Agreement
City of Albuquerque Injury/Liability Waiver
City of Albuquerque Photo Release Waiver
PD 1002 Ride-Along Request Form

C. Other Resource(s)

[City of Albuquerque One Albuquerque Volunteers Program](#)

D. Active Special Order(s)

None

D-E. Rescinded Special Order(s)

None

1-12-1 Purpose

The purpose of this policy is to establish requirements for the selection, placement, and function of volunteers and interns in the Albuquerque Police Department (Department).

1-12-2 Policy

It is the policy of the Department to supplement the Department with community involvement and resources through volunteers and to recruit future Department personnel employees through educational internships.

N/A 1-12-3 Definitions

None

N/A 1-12-4 Rules and Responsibilities



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A. Chain of Command

1. The Volunteer Program and Internship Program fall under the executive guidance of the Department's most current organizational chart as follows:

4-

- a. The Chief of Police or their designee;
- b. The Operations Review Section (OPS) Commander;
- c. The OPS Lieutenant; and
- d. The Volunteer Coordinator.

B. Volunteer Program

7

1. The Volunteer Coordinator shall:

- a. Review applications for participation in the Volunteer Program;
- b. Accept or deny applicants for the Volunteer Program;
- c. Consult with the appropriate Department supervisor in need of a volunteer;
 - i. The Department Supervisor may request an additional interview of the applicant to determine the applicant's qualifications or suitability for a specific assignment.
- d. If a conflict arises during a volunteer's participation, promptly engage in finding a resolution;
 - i. This may include a change of supervisor, reassignment, or termination from the Volunteer Program.
- e. Investigate all concerns about potential policy violations;
- f. Terminate any volunteer found in violation of a Department Standard Operating Procedure (SOP) that would result in a Class 4 or above as based on the Chart of Sanctions, in accordance consistent with SOP Discipline System;
 - i. Removal from the program will be at the Volunteer Coordinator's discretion.
- g. Manage the Volunteer Program to include collaboration with the Head Chaplain; and
- h. Coordinate the Patrol Ride-Along Program through oneabqvolunteers.com.

N/A

N/A

2. A volunteer will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of ~~eighteen~~ sixteen (16) years and if under eighteen (18) years and be accompanied by a parent or guardian, or part of a school community service requirement;
 - b.i. If a volunteer is younger than sixteen (16) years old or eighteen (18) years old, they shall obtain an approval signature from a parent or guardian.
- c. Complete and submit an online application through the One Albuquerque Volunteers Program (oneabqvolunteers.com);
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;



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N/A

- e. Submit the City of Albuquerque Photo Release Waiver and the Ride-Along Request form;
- f. Attend a training or an informational meeting with the Volunteer Coordinator or their designee, if needed;
- g. Complete the City Operator's Permit training prior to operating a City-issued vehicle, if needed;
- h. Be eligible to participate in the Department Patrol Ride-Along Program consistent with SOP Patrol Ride-Along Program;
- i. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Volunteer Program and criminal and/or civil prosecution.
- j. Be required to follow the schedule set for them; and
 - i. If an unexpected absence is required, the volunteer will contact their designated supervisor immediately.
- k. Be required to track and submit their worked hours to the Volunteer Coordinator through the One Albuquerque Volunteers Program (oneabqvolunteers.com).

3. A volunteer will not:

- a. Have been convicted of a felony, or domestic violence crime;
- b. Volunteer for more than forty (40) hours per week, unless approved by the Volunteer Coordinator; or
- c. Be authorized to receive compensation unless a grant or City-sponsored program has allowed for financial compensation.

6

4. Department personnel shall not permit volunteers to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.

- a. The Volunteer Coordinator shall be made aware of all City or Department functions if volunteers are needed.

N/A

5. Department personnel shall immediately refer any witnessed policy violations concerning volunteer(s) to the Volunteer Coordinator consistent in accordance with SOP Complaints Involving Department Personnel ~~(refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~

C. Internship Program

7

1. The Volunteer Coordinator shall:

- a. Manage the Internship Program;
- b. Review applications for participation in the Internship Program;
- c. Accept or deny applicants for the Internship Program;
- d. With the assistance of the Unit Command, assign interns;



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- e. If a conflict develops during the term of an intern's participation, immediately assist in resolving the conflict;
 - i. This may include a change of supervisor, reassignment, or termination from the Internship Program.
- ~~f. Make exceptions for the minimum grade point average;~~
- ~~g.f.~~ Facilitate and assist with visits from representatives from sponsoring academic institutions, as required;
 - i. Representatives are permitted and encouraged to perform periodic site visits to intern assignments.
- ~~h.g.~~ Investigate all other concerns about potential policy violation(s); and
- ~~i.h.~~ Terminate any intern found in violation of a Department SOP that would result in a Class 4 or above, as based on the Chart of Sanctions, consistent in accordance with SOP Discipline System;
 - i. Removal from the Internship Program will be at the Volunteer Coordinator's discretion.

N/A

N/A

2. An intern will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of sixteen (16) years and have completed the eleventh (11th) grade of high school;
 - ~~b.i. If an intern under the age is sixteen (16) years old is between the ages of sixteen (16) years old and eighteen (18) years old, they shall obtain an approval signature from a parent or guardian.~~
- c. Complete and submit an online application through the One Albuquerque Volunteers Program (oneabqvolunteers.com);
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Submit the City of Albuquerque Photo Release Waiver and the Ride-Along Request form;
- f. Have a grade point average of 3.0 or higher;
- g. If attending college, provide documentation that they are enrolled in or have completed an applicable academic degree or trade program;
- h. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
- ~~i.~~ Be eligible to participate in the Department Patrol Ride-Along Program;i. consistent in accordance with SOP Patrol Ride-Along;
- j. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Internship Program or criminal and/or civil prosecution.
- k. Follow the schedule set for them;
 - i. The intern will contact their designated supervisor immediately if an unexpected absence is required.
- l. Understand that academic credit earned for participation is the sole responsibility of the intern's academic institution;

N/A



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- m. Track and submit their hours worked to the Volunteer Coordinator through the One Albuquerque Volunteers Program (oneabqvolunteers.com); and
- n. At the close of the intern assignment, attend an evaluation meeting with the Volunteer Coordinator and describing their experience while working with the Department.

3. An intern will not:

- a. Have been convicted of a felony or domestic violence crime;
- b. Participate in more than forty (40) hours per week unless approved by the Volunteer Coordinator;
- c. Receive compensation unless a grant or City-sponsored program has allowed for financial compensation; or
- d. Be permitted to operate any City-issued vehicle.

4. When requested by an academic institution, the intern's assigned supervisor will complete and submit any progress reports, or internship completion forms.

N/A

5. Department personnel shall immediately refer any witnessed policy violation(s) concerning intern(s) to the Volunteer Coordinator consistent in accordance with SOP Complaints Involving Department Personnel (refer to ~~SOP Complaints Involving Department Personnel for sanction classifications and additional duties~~).

6

6. Department personnel shall not permit interns to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.



1-21 BICYCLE PATROL

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 25-66 Amendment to SOP 1-21 Bicycle Patrol

1-21-1 Purpose

The purpose of this policy is to describe the roles and responsibilities of Bicycle Patrol certified personnel while they patrol on bicycles, respond to calls for service, assist with the reduction of property crimes, and create positive contacts with community members.

1-21-2 Policy

It is the policy of the Albuquerque Police Department (Department) to use Bicycle Patrol certified personnel to assist their area commands when possible. The Bicycle Patrol certified personnel will assist with the reduction of property crimes, creation of positive community member contacts, and to reduce street crimes.

N/A 1-21-3 Definitions

None

7 1-21-4 Rules and Responsibilities

A. A Bicycle Patrol certified officer, Police Service Aide (PSA), or Transit Safety Officer (TSO) shall:

1. Successfully complete a Department-approved police cyclist course;



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SOP 1-21 (Formerly 4-14)

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2. Be responsible for responding to calls for service in their assigned areas of patrol;
3. Be responsible for patrolling areas with high levels of pedestrian traffic and congestion;
4. Be responsible for making positive community member contacts in their assigned areas of patrol and attend community events within their assigned area command;
5. Notify the Emergency Communications Center (ECC) when they change their area of patrol; and
6. Sworn personnel, when making an arrest, shall be responsible for completing all paperwork necessary for the arrest, including but not limited to:
 - a. The Uniform Incident Report;
 - b. A Pre-Booking Worksheet; and
 - c. A Criminal Complaint.

B. Supervisors

1. Day shift lieutenants shall conduct monthly inspections of Department-issued bicycles.

C. Bicycle Repairs and Maintenance

1. A Bicycle Patrol certified officer, PSA, or TSO shall ensure their bicycle is maintained and in good working order.
 - a. It is the responsibility of the Bicycle Patrol certified officer, PSA, or TSO to report any maintenance issues through their chain of command immediately.
2. A Bicycle Patrol certified officer, PSA, or TSO may perform basic repairs of their bicycle in accordance with their training, including, but not limited to, changing out tires, and oiling the bicycle chain.
 - a. Any repairs and maintenance outside the officer's training shall be done by a City of Albuquerque-approved vendor/contractor or bicycle maintenance contract holder.



1-21 BICYCLE PATROL

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

-SO 25-66 Amendment to SOP 1-21 Bicycle Patrol None

1-21-1 Purpose

The purpose of this policy is to describe the roles and responsibilities of Bicycle Patrol certified ~~sworn~~ personnel while they patrol on bicycle bicycles, respond to calls for service, assist with the reduction of property crimes, and create positive contacts with community members.

1-21-2 Policy

It is the policy of the Albuquerque Police Department (Department) to use Bicycle Patrol certified ~~sworn~~ personnel to assist their area commands when possible. The Bicycle Patrol certified ~~sworn~~ personnel will assist with the reduction of property crimes, creation of positive community member contacts, and to reduce street crimes.

N/A 1-21-3 Definitions

None

7 1-21-4 Rules and Responsibilities

A. A Bicycle Patrol certified officer, Police Service Aide (PSA), or Transit Safety Officer (TSO) shall:

1. Successfully complete a Department-approved police cyclist course;



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—Be responsible for responding to calls for service in their assigned areas of patrol;

2.

3. Be responsible for patrolling areas with high levels of pedestrian traffic and congestion;
4. Be responsible for making positive community member contacts in their assigned areas of patrol and attend community events within their assigned area command;
5. Notify the Emergency Communications Center (ECC) when they change their area of patrol; and
6. Sworn personnel officers, wWhen making an arrest, shall be responsible for completing all paperwork necessary for the arrest, including but not limited to:
 - a. The Uniform Incident Report;
 - b. A Pre-Booking Worksheet; and
 - c. A Criminal Complaint.

B. Supervisors

1. Day shift lieutenants shall conduct monthly inspections of Department-issued bicycles.

C. Bicycle Repairs and Maintenance

1. A Bicycle Patrol certified officer, PSA, or TSO shall ensure that their bicycle is maintained and in good working order.
 - a. It is the responsibility of the Bicycle Patrol certified officer, PSA, or TSO to report any maintenance issues through their chain of command immediately.
2. A Bicycle Patrol certified officer, PSA, or TSO may perform basic repairs of their bicycle in accordance with their training, including, but not limited to, changing out tires, and oiling the bicycle chain.
 - a. Any repairs and maintenance outside the officer's training shall be done by a City of Albuquerque-approved vendor/contractor or bicycle maintenance contract holder.



1-27 COLD CASE UNIT

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

A. Related SOP(s)

2-74 Submission of Felony Cases to the District Attorney (Formerly 2-39)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-27-1 Purpose

The purpose of this policy is to outline the requirements for all Cold Cases in which the primary investigator has exhausted all leads.

1-27-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish a unit dedicated to reviewing cold cases using the skill of specialized investigators who will carefully and thoroughly review cold cases and evaluate to see if recent technological advancements or other forensic techniques could lead to the identification of the person responsible.

N/A 1-27-3 Definitions

A. Clearance

The closing of a case where an individual has been arrested and the case turned over to a prosecutor's office, or the individual cannot be arrested or prosecuted due to their death or lack of extradition to our jurisdiction for prosecution.

B. Cold Case



An unsolved homicide investigation in which the primary investigator has exhausted all leads.

7 1-27-4 Rules and Responsibilities

A. Cold Case Unit personnel shall:

1. Maintain all files of Cold Cases in a secure environment;
2. Update the Cold Case Checklist with any new information pertinent to the Cold Case;
3. Maintain Cold Cases in the case management system for information tracking and crime analysis;
4. Assume case responsibility for reopened Cold Cases and conduct a follow-up investigation, including, but not limited to, interviewing or re-interviewing witnesses, informants, or suspects;
5. Notify the primary detective, if the detective is still employed by the Department, when a Cold Case is investigated, and give the detective periodic progress updates;
 - a. Under circumstances as determined by the Cold Case Unit Sergeant, a case may be returned to the original detective for investigation or completion.
6. Prepare and submit a monthly activity report as designed by the division commander;
7. Assist sworn personnel, the District Attorney, or other agencies in documenting and directing information concerning Cold Cases;
8. Analyze Cold Cases with any new and available forensic technologies, where appropriate;
9. Correspond with other agencies within New Mexico and throughout the nation, regarding Cold Cases;
10. Collaborate with support organizations;
11. Assist other homicide or violent crime-investigating units (e.g., Armed Robbery Unit, Crimes Against Children Unit, etc.) within the Criminal Investigations Division (CID), when necessary;
12. Collaborate with the National Missing and Unidentified Persons System (NamUs) on all unsolved missing persons cases, which are maintained in the Cold Case Unit; and



13. For Cold Case Unit Detectives, be in an on-call status.

B. The Cold Case Unit Sergeant shall:

1. Conduct a case review of incoming Cold Cases, including the Cold Case Checklist, to ensure that all leads have been exhausted before accepting the case;
2. Send the case to the Violent Crimes Section Lieutenant for clearance; and
3. Confirm clearance by the Violent Crimes Section Lieutenant before accepting the file.

C. Leads and Investigative Tips

1. As leads develop and investigative tips are received, the Cold Case Unit shall report the information to the Cold Case Unit Sergeant, when necessary, and conduct follow-up investigations.
2. The Cold Case Unit Detective shall:
 - a. Update the Cold Case Checklist and notify the Cold Case Unit Sergeant of a lead and an investigative tip within seventy-two (72) hours;
 - b. Complete a Supplemental Report, which shall be included with the Cold Case file, documenting the outcome of the lead and investigative tip; and
 - c. Complete the Cold Case Checklist, consistent with SOP Submission of Felony Cases to the District Attorney, if the lead or tip results in a cleared Cold Case or arrest.



1-27 COLD CASE UNIT

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

A. Related SOP(s)

2-74 Submission of Felony Cases to the District Attorney (Formerly 2-39)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

1-27-1 Purpose

The purpose of this policy is to outline the requirements for all Cold Cases in which the primary investigator has exhausted all leads.

1-27-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish a unit dedicated to reviewing cold cases using the skill of specialized investigators who will carefully and thoroughly review cold cases and evaluate to see if recent technological advancements or other forensic techniques could lead to the identification of the person responsible.

N/A 1-27-3 Definitions

A. Clearance

The closing of a case where an individual has been arrested and the case turned over to a prosecutor's office, or the individual cannot be arrested or prosecuted due to their death or lack of extradition to our jurisdiction for prosecution.



B. Cold Case

An unsolved homicide investigation in which the primary investigator has exhausted all leads.

7 1-27-4 Rules and Responsibilities

A. Cold Case Unit personnel shall:

1. Maintain all files of Cold Cases in a secure environment;
2. Update the Cold Case Checklist with any new information pertinent to the Cold Case;
3. Maintain Cold Cases in the case management system for information tracking and crime analysis;
4. Assume case responsibility for reopened Cold Cases and conduct a follow-up investigation, including, but not limited to, interviewing or re-interviewing witnesses, informants, or suspects;
5. Notify the primary detective, if the detective is still employed by the Department, when a Cold Case is investigated, and give the detective periodic progress updates;
 - a. Under circumstances as determined by the Cold Case Unit Sergeant, a case may be returned to the original detective for investigation or completion.
6. Prepare and submit a monthly activity report as designed by the division commander;
7. Assist sworn personnel, the District Attorney, or other agencies in documenting and directing information concerning Cold Cases;
8. Analyze Cold Cases with any new and available forensic technologies, where appropriate;
9. Correspond with other agencies within New Mexico and throughout the nation, regarding Cold Cases;
10. Collaborate with support organizations;
11. Assist other homicide or violent crime-investigating units (e.g., Armed Robbery Unit, Crimes Against Children Unit, etc.) within the Criminal Investigations Division (CID), when necessary;



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12. Collaborate with the National Missing and Unidentified Persons System (NamUs) on all unsolved missing persons cases, which are maintained in the Cold Case Unit; and

13. For Cold Case Unit Detectives, be in an on-call status.

B. The Cold Case Unit Sergeant shall:

1. Conduct a case review of incoming Cold Cases, including the Cold Case Checklist, to ensure that all leads have been exhausted before accepting the case;
2. Send the case to the Violent Crimes Section Lieutenant for clearance; and
3. Confirm clearance by the Violent Crimes Section Lieutenant before accepting the file.

C. Leads and Investigative Tips

1. As leads develop and investigative tips are received, the Cold Case Unit shall report the information to the Cold Case Unit Sergeant, when necessary, and conduct follow-up investigations.
2. The Cold Case Unit Detective shall:
 - a. Update the Cold Case Checklist and notify the Cold Case Unit Sergeant of a lead and an investigative tip within seventy-two (72) hours;
 - b. Complete a Supplemental Report, which shall be included with the Cold Case file, documenting the outcome of the lead and investigative tip; and
 - c. Complete the Cold Case Checklist, consistent with SOP Submission of Felony Cases to the District Attorney, if the lead or tip results in a cleared Cold Case or arrest.



1-34 CRIME PREVENTION UNIT (CPU)

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

A. Related SOP(s)

2-65 Language Access Procedure

B. Form(s)

None

C. Other Resource(s)

International Crime Free Association
National Neighborhood Watch Program
National Night Out Campaign

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-34-1 Purpose

The purpose of the Crime Prevention Unit (CPU) policy is to provide goals and organizational structure for CPU personnel and define their responsibilities.

1-34-2 Policy

It is the policy of the Albuquerque Police Department (Department) to facilitate proactive and reactive community-oriented activities, including crime prevention programs, positive police and community relations, information exchange through training programs, workshops, and presentations, and educating the community about how to not become a victim of crime. The goal of crime prevention programs and police-community relations is the prevention and reduction of crime in the community.

N/A 1-34-3 Definitions

A. Neighborhood Watch Program

A block-by-block organizing effort designed to empower neighbors to become active and share the responsibility for crime prevention.



B. Crime Free Multi-Housing (CFMH) Program

A program designed to holistically address crime in rental property. The program consists of three phases:

- a. Property Management Training Seminar;
- b. Crime Prevention through Environmental Design Survey; and
- c. Crime Prevention Presentation (Safety Social) for residents.

C. Crime Prevention through Environmental Design (CPTED)

The advocacy that the effective use of a built environment can lead to a reduction in crime and an improvement in quality of life. CPTED can be applied to business, industry, residential, and public properties. The following components are considered in a CPTED security assessment: Natural Surveillance; Access Control; Territorial Reinforcement; Maintenance/Activity Support.

6 1-34-4 Responsibilities

A. CPU programs are initiated by CPU personnel based on the types of crime in an area, the quantity of crimes in an area, the seriousness of crimes based on available crime data, the community member perception of crime, and community member requests.

1. CPU personnel shall:

- a. Provide education to the public and Department personnel on current, effective crime prevention strategies and techniques that community members may use to reduce the chances of becoming victims of crime;
- b. Assist all Department personnel involved in crime prevention activities;
- c. When feasible, assist with tactical operation plans developed by Field Services Bureau (FSB) personnel;
- d. Research, identify, plan, and implement crime prevention programs for various segments of the community, including:
 - i. Targeting its programming efforts towards specific problems based on area command needs and available crime data provided by the Department's Crime Analysis Unit or other Departmental entities;
 - ii. Working with other Department personnel to coordinate successful crime prevention programs; and
 - iii. Assisting any interested community groups to organize and participate in all available crime prevention programs that are offered.
- e. Prioritize and develop programs based on the needs of the Department and the community.

B. Crime Prevention Specialist (CPS) Area Command Management



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SOP 1-34 (Formerly 4-5)

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1. The CPS's supervisor at each area command shall evaluate their performance to assess their management of the crime prevention programs.

C. Senior Crime Prevention Specialist

1. The Senior CPS shall:

- a. Provide crime prevention education, information, and services to interested individuals and organizations;
- b. Maintain and evaluate the crime prevention programs on a weekly, monthly, and quarterly basis, taking into account community interest, participation, and the effectiveness in reducing crime;
- c. Randomly monitor assigned CPSs during their scheduled presentations and make appropriate recommendations;
- d. Monitor written materials, brochures, and related program information and update those items as needed;
- e. On an as-needed basis, implement new programs based on community needs;
- f. Coordinate with CPS's and International Crime Free Association certified personnel on all aspects of the International Crime Free Association's Crime Free Multi-Housing Program;
- g. Organize the Neighborhood Watch Program, based on the National Neighborhood Watch model, which includes:
 - i. Preparing and sending Neighborhood Watch Program starter packets;
 - ii. Routing files to the area command CPS for scheduling;
 - iii. Neighborhood Organized Against Crime street sign payments and placements;
 - iv. Maintaining a Block Captain database; and
 - v. Providing direct assistance to Block Captains.
- h. Organize and facilitate spring and fall Block Captain conferences;
- i. Prepare, maintain, and distribute CPU program literature;
- j. Communicate and implement crime prevention programs within each area command, the Office of the Chief of Police, other City departments, and the community;
- k. Coordinate the annual National Night Out Campaign event;
- l. Conduct educational safety presentations for all segments of the community on a variety of topics and issues;
- m. Provide direct assistance or make appropriate referrals for incoming calls and emails from community members;
- n. Conduct property security surveys in all types of environments, settings, and facilities;
- o. Assist neighborhood association efforts to develop Neighborhood Watch Programs and other crime prevention programs;
- p. Provide assistance to all CPSs, when needed;
- q. Review Design Review Board (DRB), Environmental Planning Commission (EPC), and Metropolitan Redevelopment Agency (MRA) referrals;
- r. Receive, review, and process all referrals from Community Contact Center/311 and the Mayor's Office;



- s. Present personal safety and crime prevention information to each Citizen Police Academy class;
- t. Provide procedural and topic content training to new CPSs;
- u. Submit monthly and quarterly activity reports to the Real Time Crime Center (RTCC) Manager;
- v. Provide assistance and direction for initiatives and special projects that are referred by the chain of command; and
- w. Participate in interviews and the selection process for new CPSs at the discretion of the Area Commander.

D. Crime Prevention Specialist (CPS)

1. A CPS shall:

- a. Report directly to the Area Commander or their designee;
- b. Prepare, schedule, and present the Neighborhood Watch Program to individual blocks;
- c. Prepare, plan, and present crime prevention-related topics to businesses and community groups;
- d. Attend and incorporate available training on a regular basis to maintain the most current and up-to-date information possible;
- e. Whenever possible, research, identify, plan, and implement programs for the various segments of the community;
- f. Serve as a liaison to other agencies, City departments, and Department personnel to ensure crime prevention programs are successful;
- g. On an as-needed basis, assist the designated Block Captains after the Neighborhood Watch Program presentations for adequate implementation and follow-up of the programs;
- h. Assist neighborhood associations in each area command with all aspects of the Neighborhood Watch Program, including organizing watches, conducting meetings, responding to concerns and problems, follow-up, and additional neighborhood needs;
- i. Attend all necessary crime prevention program meetings, functions, and activities, and arrive on time for each event;
- j. Respond to all messages, referrals, and inquiries as directed by the area commander or their designee;
- k. Encourage participation in commercial security surveys, residential surveys, business watches, McGruff the Crime Dog, and other programs offered by the Department;
- l. Be proactive in contacting neighborhoods and other areas within the City that show a need for any available programs, as well as other units in the area command;
- m. When possible, collaborate with the Department's Language Access Coordinator to provide interpretation services for meetings and presentations and translation services for written crime prevention materials, in accordance with SOP Language Access Procedure;

N/A



- n. Address rental property issues through the International Crime Free Association's Crime Free Multi-Housing Program;
- o. Be prepared to conduct crime prevention through:
 - i. CPTED/security surveys;
 - ii. Submission of written reports of findings;
 - iii. Presentation of tenant watch training;
 - iv. Assistance with the landlord/manager training class; and
 - v. Provision of ongoing assistance, as needed.
- p. Implement, plan, prepare, and present new programs based on community needs as identified by the Senior CPS and/or area commander.

7 1-34-5 Proactive and Ongoing Crime Prevention Activities

A. General Responsibilities

- 1. A CPS shall:
 - a. Be proactive and provide resources and expertise to all segments of the community; and
 - b. Encourage community members and Department personnel to participate in CPU programs, with additional programs to be developed based on community needs, Senior CPSs, and/or directions from the area commander.

B. Presentations and Public Education

- 1. A CPS shall be able to provide presentations and public education on:
 - a. Neighborhood and business watch;
 - b. Residential and commercial security surveys;
 - c. Personal safety;
 - d. Auto theft prevention and auto burglary prevention;
 - e. Child safety;
 - f. Internet security and safety;
 - g. Identify theft prevention;
 - h. Scams and fraud;
 - i. Workplace safety;
 - j. School safety;
 - k. Realtor safety;
 - l. Construction site security;
 - m. Teen safety for drugs, alcohol, and guns;
 - n. Travel safety;
 - o. Home/apartment burglary prevention;
 - p. ReportIt at [ReportIt at ReportIt.leadsonline.com](https://reportit.leadsonline.com);
 - q. Domestic violence;
 - r. Crime-free multi-housing;
 - s. Property inspections;
 - t. Landlord/manager training;



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- u. Tenant watch training;
- v. Preparing crime databases as required by the area commander;
- w. McGruff the Crime Dog Program;
- x. Seasonal safety programs; and
- y. National Night Out Campaign.

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1-34 CRIME PREVENTION UNIT (CPU)

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

A. Related SOP(s)

2-65 Language Access Procedure

B. Form(s)

None

C. Other Resource(s)

International Crime Free Association
National Neighborhood Watch Program
National Night Out Campaign

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

1-34-1 Purpose

The purpose of the Crime Prevention Unit (CPU) policy is to provide goals and organizational structure for ~~CPU~~ Crime Prevention Unit personnel and define their responsibilities.

1-34-2 Policy

It is the policy of the Albuquerque Police Department (Department) to facilitate proactive and reactive community-oriented activities, including crime prevention programs, positive police and community relations, information exchange through training programs, workshops, and presentations, and educating the community about how to not become a victim of crime. The goal of crime prevention programs and police-community relations is the prevention and reduction of crime in the community.

N/A

1-34-3 Definitions

A. Neighborhood Watch Program

A block-by-block organizing effort designed to empower neighbors to become active and share the responsibility for crime prevention.



B. Crime Free Multi-Housing (CFMH) Program

A program dDesigned to holistically address crime in rental property. The program consists of three phases:

- a. Property Management Training Seminar;
- b. Crime Prevention through Environmental Design Survey; and
- c. Crime Prevention Presentation (Safety Social) for residents.

C. Crime Prevention through Environmental Design (CPTED)

The aAdvocates that the effective use of a built environment can lead to a reduction n-of crime and an improvement in quality of life. -CPTED can be applied to business, industry, residential, and public properties. -The following components are considered in a CPTED security assessment: -Natural Surveillance; Access Control; Territorial Reinforcement; Maintenance/Activity Support.

6 1-34-4 Responsibilities

A. CPU programs are initiated by ~~Crime Prevention~~ PU personnel based on the types of crime in an area, the quantity of crimes in an area, the seriousness of crimes based on available crime data, the community member perception of crime, and community member requests.

1. CPU personnel shall:

- a. Provide education to the public and Department personnel on current, effective crime prevention strategies and techniques that community members may use to reduce the chances of becoming victims of crime;
- b. Assist all Department personnel involved in crime prevention activities;
- c. When feasible, assist with tactical operation plans developed by Field Services Bureau (FSB) personnel;
- d. Research, identify, plan, and implement crime prevention programs for various segments of the community, including:
 - i. Targeting its programming efforts towards specific problems based on area command needs and available crime data provided by the Department's Crime Analysis Unit or other Departmental entities;
 - ii. Working with other Department personnel to coordinate successful crime prevention programs; and
 - iii. Assisting any interested community groups to organize and participate in all available crime prevention programs that are offered.



- e. Prioritize and develop programs based on the needs of the Department and the community.

e.

B. Crime Prevention Specialist (CPS) Area Command Management

1. The CPS's supervisor at each area command shall evaluate their performance to assess their management of the crime prevention programs.

C. Senior Crime Prevention Specialist

1. The Senior CPS shall:

- a. Provide crime prevention education, information, and services to interested individuals and organizations;
- b. Maintain and evaluate the crime prevention programs on a weekly, monthly, and quarterly basis, taking into account community interest, participation, and the effectiveness in reducing crime;
- c. Randomly monitor assigned CPS's during their scheduled presentations and make appropriate recommendations;
- d. Monitor written materials, brochures, and related program information and update those items as needed;
- e. On an as-needed basis, implement new programs based on community needs;
- f. Coordinate with CPS's and International Crime Free Association certified personnel on all aspects of the International Crime Free Association's Crime Free Multi-Housing Program;
- g. Organize the Neighborhood Watch Program, based on the National Neighborhood Watch model, which includes:
 - i. Preparing and sending Neighborhood Watch Program starter packets;
 - ii. Routing files to the area command CPS for scheduling;
 - iii. Neighborhood Organized Against Crime street sign payments and placements;
 - iv. Maintaining a Block Captain database; and
 - v. Providing direct assistance to Block Captains.
- h. Organize and facilitate spring and fall Block Captain conferences;
- i. Prepare, maintain, and distribute CPU program literature;
- j. Communicate and implement crime prevention programs within each area command, the Office of the Chief of Police, other City departments, and the community;
- k. Coordinate the annual National Night Out Campaign event;
- l. Conduct educational safety presentations for all segments of the community on a variety of topics and issues;
- m. Provide direct assistance or make appropriate referrals for incoming calls and emails from community members;



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- n. Conduct property security surveys into all types of environments, settings, and facilities;
- o. Assist neighborhood association efforts to develop Neighborhood Watch Programs and other crime prevention programs;
- p. Provide assistance to all CPS's, when needed;
- q. Review Design Review Board (DRB), and Environmental Planning Commission (EPC), and Metropolitan Redevelopment Agency (MRA) -referrals;
- r. Receive, review, and process all referrals from Community Contact Center/311 and the Mayor's Office;
- s. Present personal safety and crime prevention information to each Citizen Police Academy class;
- t. Provide procedural and topic content training to new CPS's;
- u. Submit monthly and quarterly activity reports to the Real Time Crime Center (RTCC) Manager;
- v. Provide assistance and direction for initiatives and special projects that are referred by the chain of command; and
- w. Participate in interviews and the selection process for new CPS's at the discretion of the Area Commander.

D. Crime Prevention Specialist (CPS)

1. A CPS shall:

- a. Report directly to the Area Commander or their designee;
- b. Prepare, schedule, and present the Neighborhood Watch Program to individual blocks;
- c. Prepare, plan, and present crime prevention-related topics to businesses and community groups;
- d. Attend and incorporate available training on a regular basis to maintain the most current and up-to-date information possible;
- e. Whenever possible, research, identify, plan, and implement programs for the various segments of the community;
- f. Serve as a liaison to other agencies, City departments, and Department personnel to ensure crime prevention programs are successful;
- g. On an as-needed basis, assist the designated Block Captains after the Neighborhood Watch Program presentations for adequate implementation and follow-up of the programs;
- h. Assist neighborhood associations in each area command with all aspects of the Neighborhood Watch Program, including organizing watches, conducting meetings, responding to concerns and problems, follow-up, and additional neighborhood needs;
- i. Attend all necessary crime prevention program meetings, functions, and activities, and arrive on time for each event;
- j. Respond to all messages, referrals, and inquiries as directed by the area commander or their designee;



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N/A

- k. Encourage participation in commercial security surveys, residential surveys, business watches, McGruff the Crime Dog, and other programs offered by the Department;
- l. Be proactive in contacting neighborhoods and other areas within the City that show a need for any available programs, as well as other units in the area command;
- m. When possible, collaborate with the Department's Language Access Coordinator to provide interpretation services for meetings and presentations and translation services for written crime prevention materials, in accordance with ~~(refer to SOP Language Access Procedure, for sanction classifications and additional duties);~~
- n. Address rental property issues through the International Crime Free Association's Crime Free Multi-Housing Program;
- o. Be prepared to conduct crime prevention through:
 - i. ~~Crime Prevention Through Environment Design (CPTED)~~/security surveys;
 - ii. Submission of written reports of findings;
 - iii. Presentation of tenant watch training;
 - iv. Assistance with the landlord/manager training class; and
 - v. Provision of on-going assistance, as needed.
- p. Implement, plan, prepare, and present new programs based on community needs as identified by the Senior CPS and/or area commander.

7 1-34-5 Proactive and On-Going Ongoing Crime Prevention Activities

A. General Responsibilities

1. A CPS shall:

- a. Be proactive and provide resources and expertise to all segments of the community; and
- b. Encourage community members and Department personnel to participate in CPU programs, with additional programs to be developed based on community needs, Senior CPS's, and/or directions from the area commander.

B. Presentations and Public Education

1. A CPS shall be able to provide presentations and public education on:

- a. Neighborhood and business watch;
- b. Residential and commercial security surveys;
- c. Personal safety;
- d. Auto theft prevention and auto burglary prevention;
- e. Child safety;
- f. Internet security and safety;
- g. Identify theft prevention;
- h. Scams and fraud;
- i. Workplace safety;



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- j. School safety;
- k. Realtor safety;
- l. Construction site security;
- m. Teen safety for drugs, alcohol, and guns;
- n. Travel safety;
- o. Home/apartment burglary prevention;
- p. ReportIt at [ReportIt at ReportIt.leadsonline.com](https://reportit.leadsonline.com);
- q. Domestic violence;
- r. Crime-free multi-housing;
- s. Property inspections;
- t. Landlord/manager training;
- u. Tenant watch training;
- v. Preparing crime databases as required by the area commander;
- w. McGruff the Crime Dog Program;
- x. Seasonal safety programs; and
- y. National Night Out Campaign.



1-35 CRIME SCENE SPECIALISTS UNIT

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

A. Related SOP(s)

- 1-20 Behavioral Sciences Section (Formerly 1-11 and 1-14)
- 1-87 Scientific Evidence Division (Formerly 5-5)
- 2-7 Damage to Civilian Property (Formerly 2-02)
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 2-73 Collection, Submission, and Disposition of Evidence and Property
- 2-98 Gunshot Detection Procedure
- 2-107 Use of Crime Scene Specialist (CSS) Unit

B. Form(s)

- PD 4201 Request for Forensic Service
- PD 4201B Chain of Custody for In-Person Transfers
- PD 4202 Laboratory Firearms Evidence Trace Request Form
- PD 4426 Permission to Search for Body Samples

C. Other Resource(s)

- Agreement between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

1-35-1 Purpose

The purpose of this policy is to provide the Crime Scene Specialist (CSS) Unit with procedures on how to recognize, identify, and collect forensically-significant evidence at crime scenes.

1-35-2 Policy

It is the policy of the Albuquerque Police Department (Department) to have CSS Unit personnel properly collect, preserve, and submit forensically-significant evidence, confiscated property, and found items in a timely manner in accordance with Department Standard Operating Procedures (SOP).



N/A 1-35-3 Definitions

A. Crime Scene Specialist (CSS)

Professional staff who are responsible for recognizing, collecting, and preserving all forensically-significant evidence at crime scenes and properly submitting that evidence to Scientific Evidence Division (SED) personnel for analysis.

B. Life-threatening Injury

Any injury resulting in the loss of a major bodily organ or function, including, but not limited to, double amputation, quadriplegia, paraplegia, total blindness, the permanent loss of a sense (sight, smell, taste, etc.), and/or results in eighty percent (80%) or greater chance of death as established by the attending physician. The on-call SED supervisor has the authority to deviate from the parameters on a case-by-case basis.

7 1-35-4 Duties and Responsibilities

A. Criminalistics Investigations Section Lieutenant

1. The Criminalistics Investigations Section Lieutenant shall:

- a. Report to the Commander of the SED; and
- b. Have supervisory responsibility for the CSS Unit supervisors, Major Crime Scene Team (MCST) Sergeant, and the Forensic Photography Unit Supervisor.

B. CSS Unit Supervisor

1. The CSS Unit supervisor shall:

- a. Report directly to the Criminalistics Investigations Section Lieutenant;
- b. Primarily be responsible for ensuring services delivered by the CSS Unit are of the highest possible quality;
- c. Maintain quality control by regularly monitoring their personnel;
- d. Conduct random inspections of evidence submitted by the CSS Unit to the Evidence/Disposition Unit to verify evidence:
 - i. Is properly marked, initialed, and tagged;
 - ii. Is properly packaged and preserved; and
 - iii. That photographs, are of high quality and follow the proper procedure.
- e. Conduct a monthly, formal inspection of CSS Unit personnel, vehicles, and CSS Unit equipment; and
- f. Issue and maintain crime scene-specific property to CSS Unit personnel.
 - i. Repair and maintenance of CSS Unit equipment shall be coordinated through appropriate SED personnel.

N/A

6 C. Crime Scene Specialist (CSS)



1. The CSS shall:
 - a. Collect evidence and process the crime scene that they are dispatched to, in accordance with SOP Collection, Submission, and Disposition of Evidence and Property;
 - b. For MCST call-outs:
 - i. Assist the MCST at crime scenes, as requested; and
 - ii. Identify the inner crime scene perimeter and secure it with red crime scene tape.
 - c. Write Uniform Incident Reports and supplemental narrative reports on all CSS Unit calls for service when evidence is collected;
 - i. If evidence is not collected, the CSS shall notify Department personnel who complete the Uniform Incident Report to reference in their report that no evidence was collected.
 - ii. The CSS shall also add remarks to their call in the Computer-Aided Dispatch (CAD) system, indicating whether or not evidence was collected and what type of evidence.
 - d. Maintain a weekly and monthly worksheet;
 - e. Assist and train Department personnel in crime scene procedures;
 - f. Work shift hours that fulfill the needs of the section to provide the most efficient coverage of calls on a City-wide basis;
 - g. Maintain flexible duty hours in order to meet the needs of the Department; and
 - h. Assist Department personnel with safe evidence collection procedures as needed.

6 1-35-5 Evidence Handling and Storage

N/A A. CSS Unit personnel shall follow all procedures in accordance with SOP Collection, Submission, and Disposition of Evidence and Property.

1. CSS Unit personnel are responsible for properly preserving and safeguarding evidence, confiscating property, and found items until they have been turned into the Metropolitan Forensic Science Center (MFSC or "Crime Lab") triage room.

B. Use of Crime Lab Evidence Storage Lockers

N/A 1. The CSS Unit evidence storage lockers are in the triage room of the MFSC or "Crime Lab."

2. The CSS shall:

- a. Place all items of evidence, confiscated property, and found items in the triage room evidence storage lockers at the MFSC by the end of shift;
- b. Immediately fill out the evidence storage locker logbook located in the MFSC triage room for each deposit or retrieval of evidence;
- c. Deposit evidence in the evidence storage locker, which shall be tagged properly; and



- i. Only items of evidence that physically fit into the locker should be deposited.
 - ii. Any items that do not fit in the locker shall be placed in the triage room.
- d. When evidence is deposited and retrieved from the evidence storage locker, enter the item(s) into the evidence management system.
 - i. Evidence/Disposition Unit personnel shall assist CSS Unit personnel with entering item(s) into the evidence management system.
 - ii. To facilitate special needs during closed hours, Emergency Communications Center (ECC) personnel shall have a call-out list of Evidence/Disposition Unit personnel.

6 1-35-6 Call Responsibility

- A. In accordance with SOP Use of Crime Scene Specialist Unit, CSS Unit personnel shall be responsible for the following incidents:
1. The following high-priority calls:
 - a. Fatal vehicle crashes;
 - b. Juvenile calls with serious injury; and
 - c. Violent crimes resulting in death and/or life-threatening injuries.
 2. Unless there is an articulable reason for deviation, or as directed by an SED supervisor, the following calls should be dispatched in the listed order:
 - a. Serious injuries and life-threatening injuries;
 - b. All levels of use of force, including all shows of force. The CSS shall respond for the purpose of photographing:
 - i. The scene;
 - ii. Involved sworn personnel;
 - iii. Involved individuals;
 - iv. Alleged injuries; or
 - v. Weapon, intermediate weapon system, and/or tool used, including those used by the individual.
 - c. Gunshot detection system follow-up canvases, in accordance with SOP Gunshot Detection Procedure;
 - d. Criminal sexual penetration crimes;
 - e. Unattended or unexpected deaths, including suspected overdoses that are unnatural in nature;
 - f. Juvenile calls without serious injury;
 - g. Suicides;
 - h. Domestic violence calls;
 - i. All felonies involving forensically-significant evidence, including armed robberies;
 - j. Property crimes;
 - i. Residential Burglary;
 - ii. Commercial Burglary;
 - iii. Auto Burglary; and



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N/A

- iv. The primary officer or their designee shall remain on scene until photographs of the items have been taken when there is damage to private property in accordance with SOP Damage to Civilian Property.
 - k. Processing a warrant;
 - l. Accidental discharges of Department-issued firearms and intermediate weapon systems, except for training purposes; and
 - m. Photo calls only or comments are left when an officer leaves the scene.
 - i. Any call as requested by the Chief of Police, their designee, or an SED supervisor. The CSS shall assist Field Services Bureau (FSB) sworn personnel, or detectives from other units, to identify crime characteristics or special circumstances that exist.
 - ii. The CSS shall assist other federal, state, and local law enforcement agencies as approved by the CSS Unit supervisor.
- B. Department personnel should be aware that CSS Unit personnel shall respond to calls in order of priority.
- C. CSS Unit personnel shall notify the on-duty CSS Unit supervisor or SED supervisor on the nature of the following calls:
 - 1. Homicides;
 - 2. Calls involving life-threatening injuries;
 - 3. Suicides;
 - 4. Shootings;
 - 5. Stabbings;
 - 6. Child abuse calls resulting in life-threatening injury or death;
 - 7. All Department personnel (sworn and professional staff) injured or killed;
 - 8. A request for service by outside agencies; or
 - 9. Any call that may be widely publicized.
- D. ECC personnel shall not dispatch CSS Unit personnel as primary on calls for service if the suspected individual might still be present, if the location has a direct hazard, or if other unsafe situations exist.
 - 1. When CSS Unit personnel are dispatched to a call they believe to be inappropriate, they shall try to resolve the matter through their chain of command.
- E. ECC personnel shall not dispatch a CSS to a call for service for a property crime if only one CSS is in service.



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- F. CSS Unit personnel shall not clear for lunch, log out of service, or log off of the CAD system if a high-priority CSS call is holding unless cleared by their supervisor.

7 1-35-7 Training

- N/A** A. The CSS Unit personnel training program shall expand the knowledge of evidence procedures in the areas of all of the forensic disciplines provided by the SED.

1. Training shall be implemented where needed to ensure a high level of expertise among CSS Unit personnel, and it shall be implemented to improve skills, as needed.

- N/A** 2. Refresher courses shall be provided to all CSS Unit personnel as a means of maintaining overall proficiency.

- B. CSS Unit personnel shall assist and train Department personnel in crime scene procedures.

- C. Supervisors assigned to SED shall identify areas where individual personnel need improvement to maintain the highest proficiency.

- N/A** D. Certified CSS Field Training Evaluation Program (FTEP) personnel shall provide on-the-job training for new CSS Unit personnel. Training shall be according to the CSS FTEP Training Manual.

1. SED personnel may assist with on-the-job training.

N/A 1-35-8 Behavioral Sciences Section

- A. Due to the possibility of significant psychological trauma caused by the investigation of violent crimes, CSS Unit personnel may attend a Behavioral Sciences Section (BSS) appointment biannually, in accordance with SOP Behavioral Sciences Section.



1-35 CRIME SCENE SPECIALISTS UNIT

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

A. Related SOP(s)

- 1-20 Behavioral Sciences Section (Formerly 1-11 and 1-14)
- 1-87 Scientific Evidence Division (Formerly 5-5)
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B. Form(s)

- PD 4201 Request for Forensic Service
- PD 4201B Chain of Custody for In-Person Transfers
- PD 4202 Laboratory Firearms Evidence Trace Request Form
- PD 4426 Permission to Search for Body Samples

C. Other Resource(s)

- Agreement between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO

D. Active Special Orders

None

D.E. Rescinded Special Order(s)

None

1-35-1 Purpose

The purpose of this policy is to provide the Crime Scene Specialist (CSS) Unit with procedures on how to recognize, identify, and collect forensically-significant evidence at crime scenes.

1-35-2 Policy

It is the policy of the Albuquerque Police Department (Department) to have CSS Unit personnel properly collect, preserve, and submit forensically-significant evidence, confiscated property, and found items in a timely manner in accordance with Department Standard Operating Procedures (SOP).



N/A 1-35-3 Definitions

A. Crime Scene Specialist (CSS)

Professional staff who are responsible for recognizing, collecting, and preserving all forensically-significant evidence at crime scenes and properly submitting that evidence to Scientific Evidence Division (SED) personnel for analysis.

B. Life-threatening Injury

Any injury resulting in the loss of a major bodily organ or function, including, but not limited to, double amputation, quadriplegia, paraplegia, total blindness, the permanent loss of a sense (sight, smell, taste, etc.), and/or results in eighty percent (80%) or greater chance of death as established by the attending physician. The on-call SED supervisor has the authority to deviate from the parameters on a case-by-case basis.

~~C. Serious Crimes Call-Out~~

~~A serious crimes call-out that is generated when an individual sustains a life-threatening injury due to the criminal activity of another.~~

7 1-35-4 Duties and Responsibilities

A. Criminalistics Investigations Section Lieutenant

1. The Criminalistics Investigations Section Lieutenant shall:

- a. Report to the Commander of the SED; and
- b. Have supervisory responsibility for the CSS Unit supervisors, Major Crime Scene Team (MCST) Sergeant, and the Forensic Photography Unit Supervisor.

B. CSS Unit Supervisor

1. The CSS Unit supervisor shall:

- a. Report directly to the Criminalistics Investigations Section Lieutenant;
- b. Primarily be responsible for ensuring services delivered by the CSS Unit are of the highest possible quality;
- c. Maintain quality control by regularly monitoring their personnel;
- d. Conduct random inspections of evidence submitted by the CSS Unit to the Evidence/Disposition Unit to verify evidence:
 - i. Is properly marked, initialed, and tagged;
 - ii. Is properly packaged and preserved; and
 - iii. That For photographs, are of high quality and follow the proper procedure.
- e. Conduct a monthly, formal inspection of CSS Unit personnel, vehicles, and CSS Unit equipment; and
- f. Issue and maintain crime scene-specific property to CSS Unit personnel.

N/A



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- i. Repair and maintenance of CSS Unit equipment shall be coordinated through appropriate SED personnel.

6

C. Crime Scene Specialist (CSS)

~~G.~~

1. The CSS shall:

- a. Collect evidence and process the crime scene that they are dispatched to, ~~consistent~~ in accordance with SOP Collection, Submission, and Disposition of Evidence and Property;
- b. For ~~Major Crime Scene Team (MCST)~~ call-outs:
 - i. Assist the MCST at crime scenes, as requested; and
 - ii. Identify the inner crime scene perimeter and secure it with red crime scene tape.
- c. Write Uniform Incident Reports and supplemental narrative reports on all CSS Unit calls for service when evidence is collected;
 - i. If evidence is not collected, the CSS shall notify Department personnel who complete the Uniform Incident Report to reference in their report that no evidence was collected.
 - ii. The CSS shall also add remarks to their call in the Computer-Aided Dispatch (CAD) system, indicating whether or not evidence was collected and what type of evidence.
- d. Maintain a weekly and monthly worksheet;
- e. Assist and train Department personnel in crime scene procedures;
- f. Work shift hours that fulfill the needs of the section to provide the most efficient coverage of calls on a City-wide basis;
- g. Maintain flexible duty hours in order to meet the needs of the Department; and
- h. Assist Department personnel with safe evidence collection procedures as needed.

6

1-35-5

Evidence Handling and Storage

N/A

- A. CSS Unit personnel shall follow all procedures in accordance with the SOP Collection, Submission, and Disposition of Evidence and Property.

6

1. CSS Unit personnel are responsible for properly preserving and safeguarding evidence, confiscating property, and found items until they have been turned into the Metropolitan Forensic Science Center (MFSC or "Crime Lab") triage room.

B. Use of Crime Lab Evidence Storage Lockers

N/A

1. The CSS Unit evidence storage lockers are in the triage room of the MFSC or "Crime Lab."

2. The CSS shall:



- a. Place all items of evidence, confiscated property, and found items in the triage room evidence storage lockers at the MFSC by the end of shift;
- b. Immediately fill out the evidence storage locker logbook located in the MFSC triage room for each deposit or retrieval of evidence;
- c. Deposit evidence in the evidence storage locker, which shall be tagged properly; and
 - i. Only items of evidence that physically fit into the locker should be deposited.
 - ii. Any items that do not fit in the locker shall be placed in the triage room.
- d. When evidence is deposited and retrieved from the evidence storage locker, enter the item(s) into the evidence management system.
 - i. Evidence/Disposition Unit personnel shall assist CSS Unit personnel with entering item(s) into the evidence management system.
 - ii. To facilitate special needs during closed hours, Emergency Communications Center (ECC) personnel shall have a call-out list of Evidence/Disposition Unit personnel.

6 1-35-6 Call Responsibility

A. ~~Consistent~~ In accordance with SOP Use of Crime Scene Specialist Unit, CSS Unit personnel shall be responsible for the following incidents:

1. The following high-priority calls:
 - a. Fatal vehicle crashes;
 - b. Juvenile calls with serious injury; and
 - c. Violent crimes resulting in death and/or life-threatening injuries.
2. Unless there is an articulable reason for deviation, or as directed by an SED supervisor, the following calls should be dispatched in the listed order:
 - a. Serious injuries and life-threatening injuries;
 - b. All levels of use of force, including all shows of force. The CSS shall respond for the purpose of photographing:
 - i. The scene;
 - ii. Involved sworn personnel;
 - iii. Involved individuals;
 - iv. Alleged injuries; or
 - v. Weapon, intermediate weapon system, and/or tool used, including those used by the individual.
 - c. Gunshot detection system follow-up canvasses, ~~consistent~~ in accordance with SOP Gunshot Detection Procedure;
 - d. Criminal sexual penetration crimes;
 - e. Unattended or unexpected deaths, including suspected overdoses that are unnatural in nature;
 - f. Juvenile calls without serious injury;
 - g. Suicides;
 - h. Domestic violence calls;



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N/A

- i. All felonies involving forensically-significant evidence, including armed robberies;
 - j. Property crimes;
 - i. Residential Burglary;
 - ii. Commercial Burglary;
 - iii. Auto Burglary; and
 - iv. The primary officer or their designee shall remain on scene until photographs of the items have been taken when there is damage to private property ~~as consistent~~ in accordance with SOP Damage to Civilian Property.
 - k. Processing a warrant;
 - l. Accidental discharges of Department-issued firearms and intermediate weapon systems, except for training purposes; and
 - m. Photo calls only or comments are left when an officer leaves the scene.
 - i. Any call as requested by the Chief of Police, or their designee, or an SED supervisor. The CSS shall assist Field Services Bureau (FSB) sworn personnel, or detectives from other units, to identify crime characteristics or special circumstances that exist.
 - ii. The CSS shall assist other federal, state, and local law enforcement agencies as approved by the CSS Unit supervisor.
- B. Department personnel should be aware that CSS Unit personnel shall respond to calls in order of priority.
- C. CSS Unit personnel shall notify the on-duty CSS Unit supervisor or SED supervisor on the nature of the following calls:
- 1. Homicides;
 - 2. Calls involving life-threatening injuries;
 - 3. Suicides;
 - 4. Shootings;
 - 5. Stabbings;
 - 6. Child abuse calls resulting in life-threatening injury or death;
 - 7. All Department personnel (sworn and professional staff) injured or killed;
 - 8. A request for service by outside agencies; or
 - 9. Any call that may be widely publicized.
- D. ECC personnel shall not dispatch CSS Unit personnel as primary on calls for service if the suspected individual might still be present, if the location has a direct hazard, or if other unsafe situations exist.



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1. When CSS Unit personnel are dispatched to a call they believe to be inappropriate, they shall try to resolve the matter through their chain of command.
- E. ECC personnel shall not dispatch a CSS to a call for service for a property crime if only one CSS is in service.
- F. CSS Unit personnel shall not clear for lunch, log out of service, or log off of the CAD system if a high-priority CSS call is holding unless cleared by their supervisor.

7 1-35-7 Training

- N/A** A. The CSS Unit personnel training program shall expand the knowledge of evidence procedures in the areas of all of the forensic disciplines provided by the SED.

1. Training shall be implemented where needed to ensure a high level of expertise among CSS Unit personnel, and it shall be implemented to improve skills, as needed.

- N/A** 2. Refresher courses shall be provided to all CSS Unit personnel as a means of maintaining overall proficiency.

- B. CSS Unit personnel shall assist and train Department personnel in crime scene procedures.
- C. Supervisors assigned to SED shall identify areas where individual personnel need improvement to maintain the highest proficiency.

- N/A** D. Certified CSS Field Training Evaluation Program (FTEP) personnel shall provide on-the-job training for new CSS Unit personnel. Training shall be according to the CSS FTEP Training Manual.

1. SED personnel may assist with on-the-job training.

N/A 1-35-8 Behavioral Sciences Section

- A. Due to the possibility of significant psychological trauma caused by the investigation of violent crimes, CSS Unit personnel may attend a Behavioral Sciences Section (BSS) appointment biannually, ~~consistent~~ in accordance with SOP Behavioral Sciences Section.



1-39 DWI UNIT

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

A. Related SOP(s)

- 2-40 Misdemeanor Traffic and Parking Enforcement (Formerly 2-18)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-42 DWI Investigations and Revoked/Suspended License (Formerly 3-11)
- 2-43 Roadblocks and Checkpoints
- 2-46 Response to Traffic Crashes
- 2-76 Court (Formerly 2-01)

B. Form(s)

Mark43 Arrest, Incident, and Tow Report

C. Other Resource(s)

City of Las Cruces v. Betancourt, 1987-NMCA-039, 735 P.2d 1161.
International Association of Chiefs of Police Drug Evaluation and Classification (DEC) Program
Drug Evaluation and Classification Program
National Highway Traffic Safety Administration (NHTSA)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-39-1 Purpose

The purpose of this policy is to establish guidelines for the DWI Unit to investigate and enforce laws related to driving while intoxicated (DWI), train Albuquerque Police Department (Department) personnel, assist the Metro Traffic Division, and participate in community operations relating to DWI.

1-39-2 Policy

It is the policy of the Department to retain, train, and employ the DWI Unit as a complementary unit to assist Field Services Bureau (FSB) sworn personnel with DWI enforcement, training, sobriety checkpoints, and roadblocks.



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N/A 1-39-3 Definitions

A. Drug Recognition Expert (DRE) Officer

A Department officer who has successfully completed the Drug Evaluation and Classification (DEC) Program and is certified by the International Association of Chiefs of Police (IACP) as a DRE.

7 1-39-4 Rules and Responsibilities

N/A A. The DWI Unit Lieutenant shall plan, set up, and conduct DWI sobriety checkpoints, and roadblocks in accordance with Standard Operating Procedure (SOP) Roadblocks and Checkpoints.

B. DWI Unit personnel shall:

N/A 1. Patrol all areas of the City of Albuquerque to enforce traffic laws with an emphasis on DWI-related violations, in accordance with SOP Misdemeanor Traffic and Parking Enforcement and SOP Traffic Stops;

N/A 2. Conduct DRE investigations in conjunction with DWI investigations when probable cause exists in accordance with SOP DWI Investigations and Revoked/Suspended License;

N/A 3. Complete any DWI investigation for a fatal crash or serious-injury crash, in accordance with SOP Response to Traffic Crashes;

4. Assist the Metro Traffic Division with escorts, tactical traffic operations, and other major City and Department special events; and

N/A 5. Cooperate fully in all aspects of the judicial process and adjudication to include court in appearance in accordance with SOP Court.

C. DWI Unit personnel may respond to a request by FSB sworn personnel to assist with conducting a DWI investigation or with warrants for blood draws.

D. On-Call Status

1. DWI Unit personnel shall be available for fatal or serious injury crash investigations and DRE requests on a rotational, on-call status.

2. The DWI Unit Sergeant shall maintain the on-call list.

6 E. Fatal Crash or Serious-Injury Crash Call-Out Procedures

1. The Traffic Division Supervisor responding to the scene shall:



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- a. Determine if a DWI Unit officer(s) is needed to conduct a DWI investigation; and
- b. Contact the Emergency Communications Center (ECC) to dispatch the DWI Unit officer to the scene.

2. The DWI Unit officer shall:

- a. Respond to the scene;
- b. Complete the DWI investigation for the fatal crash or serious-injury crash;
- c. Complete and submit the charging document for DWI-related offense(s); and
- d. Complete the Mark43 and or Tracs supplemental reports.

6

F. Training and Certification

7

1. DWI Unit personnel shall coordinate with the Department and outside agencies to train cadets and sworn personnel on DWI enforcement.

N/A

2. DWI Unit personnel will provide training about DWI-related topics to the public.
3. DWI Unit personnel shall become an IACP DRE, through the DEC Program, within one (1) year of joining or transferring to the DWI Unit or as soon as practicable.
4. DWI Unit personnel shall obtain certification as an instructor in the National Highway Traffic Safety Administration (NHTSA) DWI Detection and Standardized Field Sobriety Testing through the State of New Mexico within one (1) year of joining or transferring to the DWI Unit, or as soon as practicable.



1-39 DWI UNIT

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

A. Related SOP(s)

- 2-40 _____ Misdemeanor Traffic and Parking Enforcement (Formerly 2-18)
- 2-41 _____ Traffic Stops (Formerly 2-47)
- 2-42 _____ DWI Investigations and Revoked/Suspended License (Formerly 3-11)
- 2-43 _____ Roadblocks and Checkpoints
- 2-46 _____ Response to Traffic Crashes
- 2-76 _____ Court (Formerly 2-01)

B. Form(s)

Mark43 Arrest, Incident, and Tow Report

C. Other Resource(s)

City of Las Cruces v. Betancourt, 1987-NMCA-039, 735 P.2d 1161.
International Association of Chiefs' of Police Drug Evaluation and Classification (DEC) Program
Drug Evaluation and Classification Program
National Highway Traffic Safety Administration (NHTSA)

D. Active Special Order(s)

None

D-E. _____ Rescinded Special Order(s)

None

1-39-1 Purpose

The purpose of this policy is to establish guidelines for the DWI Unit to investigate and enforce laws related to driving while intoxicated (DWI), train Albuquerque Police Department (Department) personnel, assist the Metro Traffic Division, and participate in community operations relating to DWI.

1-39-2 Policy

It is the policy of the Department to retain, train, and employ the DWI Unit as a complementary unit to assist Field Services Bureau (FSB) sworn personnel with DWI enforcement, training, sobriety checkpoints, and roadblocks.



N/A 1-39-3 Definitions

A. Drug Recognition Expert (DRE) Officer

A Department officer who has successfully completed the Drug Evaluation and Classification (DEC) Program and is certified by the International Association of Chiefs' of Police (IACP) as a DRE.

B. ~~Serious Injury Crash~~

~~A crash involving serious injuries, which could result in death.~~

7 1-39-4 Rules and Responsibilities

N/A A. The DWI Unit Lieutenant shall plan, set up, and conduct DWI sobriety checkpoints, and roadblocks consistent in accordance with Standard Operating Procedure (SOP) Roadblocks and Checkpoints ~~(refer to SOP Roadblocks and Checkpoints for sanction classifications and additional duties).~~

B. DWI Unit personnel shall:

N/A 1. Patrol all areas of the City of Albuquerque to enforce traffic laws with an emphasis on DWI-related violations, consistent in accordance with SOP Misdemeanor Traffic and Parking Enforcement and SOP Traffic Stops ~~(refer to SOP Misdemeanor Traffic and Parking Enforcement for sanction classifications and additional duties);~~

N/A 2. Conduct DRE investigations in conjunction with DWI investigations when probable cause exists in accordance with ~~(refer to SOP DWI Investigations and Revoked/Suspended License for sanction classifications and additional duties);~~

N/A 3. Complete any DWI investigation for a fatal crash or serious-injury crash, in accordance ~~consistent with SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties);~~

4. Assist the Metro Traffic Division with escorts, tactical traffic operations, and other major City and Department special events; and

N/A 5. Cooperate fully in all aspects of the judicial process and adjudication to include court in appearance ~~as outlined in~~ in accordance with SOP Court.

C. DWI Unit personnel may respond to a request by FSB sworn personnel to assist with conducting a DWI investigation or with warrants for blood draws.



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D. On-Call Status

1. DWI Unit personnel shall be available for fatal or serious injury crash investigations and DRE requests on a rotational, on-call status.

4.

4.2. The DWI Unit Sergeant shall maintain the on-call list.

6

E. Fatal Crash or Serious-Injury Crash Call-Out Procedures

1. The Traffic Division Supervisor responding to the scene shall:

- a. Determine if a DWI Unit officer(s) is needed to conduct a DWI investigation; and
- b. Contact the Emergency Communications Center (ECC) to dispatch the DWI Unit officer to the scene.

2. The DWI Unit officer shall:

- a. Respond to the scene;
- b. Complete the DWI investigation for the fatal crash or serious-injury crash;
- c. Complete and submit the charging document for DWI-related offense(s); and
- d. Complete the Mark43 and or Tracs supplemental reports.

6

F. Training and Certification

7

1. DWI Unit personnel shall coordinate with the Department and outside agencies to train cadets and sworn personnel on DWI enforcement.

N/A

2. DWI Unit personnel will provide training about DWI-related topics to the public.

3. DWI Unit personnel shall become an ~~International Association of Police (IACP)~~ DRE, through the ~~Drug Evaluation and Classification (DEC)~~ Program, within one (1) year of joining or transferring to the DWI Unit or as soon as practicable.

4. DWI Unit personnel shall obtain certification as an instructor in the National Highway Traffic Safety Administration (NHTSA) DWI Detection and Standardized Field Sobriety Testing through the State of New Mexico within one (1) year of joining or transferring to the DWI Unit, or as soon as practicable.



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1-42 BOMB SQUAD (FORMERLY EXPLOSIVE ORDNANCE DISPOSAL UNIT)

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

A. Related SOP(s)

- 1-64 K-9 Unit (Formerly 4-12 and 6-9)
- 2-15 Small Unmanned Aircraft Systems (sUAS) Operations
- 2-25 Bomb Threats and Bomb Emergencies (Formerly 1-28)

B. Form(s)

Explosive Magazine Entry Log Book
Refresher Training Report Form

C. Other Resource(s)

27 C.F.R. § 555.21 Forms Prescribed
Bomb Squad Commander Handbook
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Bomb Arson Tracking System (BATS)
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Regulations
Federal Bureau of Investigation Hazardous Devices School (FBI HDS)
International Association of Bomb Technicians and Investigators (IABTI)
National Guidelines for Bomb Technicians
National Bomb Squad Commanders Advisory Board (NBSCAB)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-42-1 Purpose

The purpose of this policy is to establish requirements for Albuquerque Police Department (Department) Bomb Squad personnel to provide timely, well-coordinated, and proper response to high-probability bomb threats, improvised explosive devices, and other explosive items in order to ensure the safety of community members and sworn personnel.

As part of its commitment, the Bomb Squad shall conduct crime scene investigations, assist other agencies, process post-blast scenes, and conduct appropriate follow-up investigations.



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1-42-2 Policy

It is the policy of the Department to provide for the safe and professional disposal of explosives, ordnance, ammunition, and improvised explosive devices (IED) to ensure the safety of community members and sworn personnel while providing effective and constitutional policing.

N/A 1-42-3 Definitions

A. Bomb Emergency

A suspected or actual bomb, explosive device, or military ordnance has been located, or when an explosion occurs.

B. Bomb Threat

When a suspected bomb or explosive device has been reported but not located.

C. Improvised Explosive Device (IED)

A bomb constructed and deployed in ways other than in conventional military action.

D. Military Ordnance

A military weapon or ammunition, such as a grenade, projectile, or rocket.

E. Booby Trap

A device or setup intended to kill, harm, or surprise a person or animal.

F. Total Containment Vessel (TCV)

A portable containment equipment used to safely secure, transport, and test explosives to a safer disposal area.

7 1-42-4 Qualifications

A. Sworn personnel who apply for a position in the Bomb Squad understand that the position is strictly voluntary and requires personnel to:

1. Not be color-blind;
2. Not be allergic to explosives;
3. Be at the minimum rank of patrolman first class (P1C);



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4. Commit to work a minimum of five (5) years as a Bomb Technician after graduating from the Federal Bureau of Investigation's Hazardous Devices School (FBI HDS), regardless of assignment(s);
5. Demonstrate the ability to work competently under stressful conditions;
6. Demonstrate the ability to work amiably with other members of the Bomb Squad;
7. Pass the FBI HDS application requirements and successfully graduate from the FBI HDS;
8. Be in good physical condition and maintain good physical condition while in the Bomb Squad;
 - a. Physical condition testing is completed semi-annually.
9. Complete the Bomb Squad obstacle course in under twenty (20) minutes on an annual basis;
10. Once a year, pass the Cooper Standards physical assessment with a minimum overall score of eighty percent (80%) and no less than sixty percent (60%) in any category; and
11. Be willing to:
 - a. Work varied and extended hours based on the needs of the Bomb Squad;
 - b. Respond to call-outs when not on call;
 - c. Travel out of town for conferences or other Bomb Squad-related duties; and
 - d. Possess both mechanical and electrical aptitudes.

6 1-42-5 Training

A. General Requirement

1. All Bomb Squad personnel shall participate in periodic in-service training.
2. The Bomb Squad Training Coordinator shall determine the training needs of the Department and the Bomb Squad and shall ensure complete and accurate records of all training for Bomb Squad personnel.

B. Initial/Proficiency Bomb Technician Training

- 5**
1. Each Bomb Squad officer, including the Bomb Squad Sergeant, shall satisfactorily complete the FBI HDS.



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2. Each Bomb Technician shall complete an on-the-job training (OJT) program with an experienced Bomb Technician until they exhibit proficiency in critical tasks, including, but not limited to:
 - a. Percussion Actuated Non-Electric (PAN) Disrupter set-up and use;
 - b. All x-ray set-up and use;
 - c. Bomb suit set-up and use;
 - d. Miscellaneous equipment set-up and use;
 - e. Commercial and military explosive recognition;
 - f. Remote removal procedures, equipment set-up, and use;
 - g. Firearms familiarization and use;
 - h. Scene management; and
 - i. Training officer review.
3. Proficiency training shall be conducted once a year by the Bomb Squad Sergeant or Bomb Technician, and testing shall cover all aspects of Bomb Squad functions and equipment.

C. Refresher Training

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1. All Bomb Squad personnel are required to train a minimum of two-hundred-eighty-eight (288) hours per year or twenty-four (24) hours per month.
 - a. Each Bomb Squad officer shall train weekly.
2. The Bomb Technician shall coordinate each training day.
3. The Bomb Technicians shall rotate duties to coordinate training days.
4. The Bomb Technician conducting the training shall document each training session on a training report form.
5. The Bomb Squad Sergeant or Bomb Technician shall complete a roster of attendance for each training day.
6. Bomb Technicians shall attend outside refresher training when possible. These trainings may include, but are not limited to, all regional International Association of Bomb Technicians and Investigators (IABTI) conferences, the United States Bomb Technician Association (USBTA), FBI HDS courses, and ATF courses.
7. Bomb Technicians shall remain current on bombing incidents through the review of FBI Bomb Data Center bulletins and by reading current books and articles relating to the bomb disposal field.

N/A

- a. The Bomb Squad Sergeant may verify that the Bomb Technician reviewed the materials and may verify that the materials were recently published and relevant to the bomb disposal field.



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8. The Bomb Squad Sergeant shall compile the training report forms and ensure that they are entered correctly into the BATS.
9. The Bomb Squad Sergeant shall maintain all training records and documentation.

6 1-42-6 Rules and Responsibilities

A. Bomb Squad Chain of Command

1. The Bomb Squad Sergeant shall handle all Bomb Squad-related business.
2. The Bomb Squad Sergeant shall be in charge of the Bomb Squad operation at the scene of a Bomb Squad call for service.
 - a. The Senior Bomb Technician shall be in charge of the operation at the scene of the call if the Bomb Squad Sergeant is not present.
3. The Bomb Technician shall report to the Bomb Squad Sergeant.

B. Bomb Squad Personnel

1. Bomb Squad personnel shall:
 - a. Respond to and dispose of any device known to contain, or suspected of containing, explosive materials;
 - b. Respond to bomb threats when a suspected or actual explosive device is located or when assistance is needed in conducting a search for a probable device existing in accordance with SOP Bomb Threats and Bomb Emergencies;
 - c. Assist the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices;
 - d. Conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence;
 - e. Assist Evidence Unit personnel by destroying evidence, weapons, and dangerous drugs at the request of the Evidence Unit or pursuant to a court order;
 - f. Be responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures;
 - g. Provide bomb threat management training to outside agencies and businesses; and
 - h. Respond to all instances where actual or suspected booby traps, including improvised firearms, have been located or are believed to exist.

C. Bomb Squad Sergeant

1. The Bomb Squad Sergeant shall:

N/A



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- a. Inform the Tactical Section Lieutenant of Bomb Squad operations and Bomb Squad call-outs;
- b. Maintain contact between the Bomb Squad or Bomb Squad supervisors within the New Mexico State Police (NMSP), and the United States Armed Forces (USAF), as well as federal and state agencies;
- c. Store and dispose of explosives when required. The Bomb Squad Sergeant shall ensure that explosives are not stored in the Bomb Squad office area. Explosives shall be stored in accordance with ATF storage regulations;
- d. Maintain necessary records and filing of reports to designated personnel or agencies;
- e. Coordinate the Bomb Squad's activities at the scene of a bombing, accidental explosion, or related incident, and submit a supplemental report to the concerned investigating section or agency;
- f. Ensure that all Bomb Squad equipment is maintained and is in a serviceable condition;
- g. Conduct in-service training for Department Bomb Technicians and Department personnel when requested;
- h. Conduct bomb threat response training for Department personnel when requested;
- i. Conduct inventory of the explosive storage magazines every six (6) months;
- j. Complete monthly reports detailing all training, deployments, Field Service Bureau (FSB) officer-related activities, and inspections;
- k. Conduct monthly vehicle inspections of Bomb Squad personnel; and
- l. Perform duties or assignments as designated by the Tactical Section Commander.

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D. Bomb Squad Officer

1. A Bomb Squad officer shall:

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N/A

- a. Conduct render-safe procedures for all incidents involving explosives or IEDs;
- b. Respond to, and where necessary, direct the response to bomb threats in accordance with SOP Bomb Threats and Bomb Emergencies;
- c. Provide bomb security for visiting dignitaries and special events;
- d. Conduct scene investigations for incidents involving explosives, IEDs, suspicious packages, and post-blast occurrences;
- e. Write a Uniform Incident Report on all incidents where:
 - i. An IED or suspected device was rendered safe;
 - ii. An explosive device has detonated; or
 - iii. When requested by an outside agency or by the Bomb Squad Sergeant.
- f. If the member is the Primary Bomb Technician, complete ATF BATS reports for all incidents covered under BATS guidelines. These reports shall be submitted electronically, consistent with 27 C.F.R. § 555.21;
- g. Provide testimony as an expert witness in state and federal courts;
- h. Maintain all Bomb Squad officer and team equipment and ensure that it is serviceable;
- i. Maintain the bomb range;



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- j. Advise the Bomb Squad Sergeant of all call-outs, daily activities, equipment/supply needs, and problems;
- k. Provide explosives recognition demonstrations to Department personnel when requested and approved by the Bomb Squad Sergeant;
- l. Maintain contact between the Bomb Squad and Bomb Squad supervisors within the NMSP and the USAF, as well as federal and state agencies;
- m. Respond to any requests for amnesty from community members regarding the voluntary surrender of explosives without criminal penalties; and
- n. Respond to all amnesty calls by completing a Uniform Incident Report and BATS report.

E. On-Call Status

- 1. Bomb Squad personnel shall be available for calls twenty-four (24) hours a day, seven (7) days a week, unless the Bomb Squad Sergeant has approved the leave.
- 2. Bomb Squad personnel who are FBI HDS-certified shall handle all call-outs.
- 5 3. The Bomb Squad Sergeant shall be notified of all Bomb Squad call-outs, if possible, before responding to the call. If the Bomb Squad Sergeant is unavailable, the Tactical Section Lieutenant shall be notified.

F. Improvised Explosive Devices (IED)

- 1. Depending on circumstances and exigencies, Bomb Squad personnel, including the Bomb Squad Sergeant and Bomb Technicians, shall perform the following procedures in the case of a suspected IED.
 - a. Bomb Squad personnel shall:
 - i. Obtain all available information before taking any action;
 - ii. Upon arrival, if they are the first Bomb Technician on-scene, check if evacuation was conducted properly and ensure that scene perimeters have been established;
 - 1. After reviewing all available information, the Bomb Squad Sergeant or Senior Bomb Technician shall decide whether to render the device safe at the scene, blast it in place, or remove it to a safe disposal area.
 - iii. On IED calls or calls involving the recovery of explosives, ensure there are a minimum of two (2) Bomb Technicians deployed;
 - iv. Set up and test all equipment before approaching the suspected item;
 - 5 v. Call Albuquerque Fire Rescue (AFR) for a transport-capable rescue unit and ensure that it is present at the scene before approaching an IED or suspected explosive device;
 - 3 vi. Restrict the use of hand entry of IEDs as a render-safe procedure to life-threatening situations only;
 - 3 vii. If a scene is contaminated, wear appropriate protective clothing when entering the immediate contamination area. Clothing to be worn includes



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protective suits, double-layer surgical gloves, eye protection, and a respirator;

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viii. Wear bomb suits in all situations except when it is physically impossible, and when there is an explosive/flammable atmosphere, a potential of booby traps, or as situations demand;

1. Only the on-scene Senior Bomb Technician or the Bomb Squad Sergeant shall determine whether wearing a bomb suit is not practicable.

ix. Apply the one-man approach to the situation, unless it would be unsafe or impracticable to do so;

x. X-ray an IED, as situations demand, prior to being moved;

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xi. If an IED is to be moved, use remote removal procedures whenever possible;

xii. Use a firearm to render an IED safe;

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xiii. If a firearm is used for Render Safe Procedures (RSP), complete a Uniform Incident Report;

1. The Bomb Squad Sergeant shall send a copy of the Uniform Incident Report to the Internal Affairs Professional Standards (IAPS) Division within forty-eight (48) hours of the completion of the call.

2. The Bomb Squad Sergeant shall notify the IAPS Division within twenty-four (24) hours of using a firearm for RSPs.

5

xiv. The Bomb Squad Commander or certified Bomb Technician designee shall determine if the TCV shall be utilized in a bomb emergency;

1. Only Bomb Squad personnel will operate the TCV.

2. When utilizing the NABCO Model 64 TCV for either transport or disposal within the TCV, the limit of explosives that can be loaded into the TCV will not exceed 20-pound TNT equivalent.

xv. If an IED is to be removed to a disposal area in a total containment vessel (TCV), use of a marked police escort as follows:

1. One (1) vehicle shall be positioned two hundred (200) feet behind the bomb trailer, and one (1) vehicle shall be positioned two hundred (200) feet in front of the trailer towing vehicle;

2. The on-scene FSB supervisor shall be advised of the route to be used;

3. Escort vehicles shall use their red lights and drive within the legal speed limits in a safe and prudent manner, unless articulable exigent circumstances are necessary to protect the health and safety of Department personnel and the public;

4. Fire and Rescue units shall follow the escort to the disposal site. Upon arrival at the chosen site, the escorting vehicles shall be dismissed; and

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5. The Fire and Rescue vehicles shall stand by until the IED is rendered safe. All unauthorized personnel shall be cleared from the area.

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b. The Bomb Squad Sergeant or the Senior Bomb Technician shall notify the Emergency Communications Center (ECC) and all on-scene sworn personnel prior to using RSPs that may elicit false "shots fired" reports.

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2. The use of untrained personnel on an IED or suspect device is prohibited and shall be grounds for removal from the Bomb Squad.



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G. Technical Support

1. When requested, Bomb Squad personnel shall provide technical support to investigative personnel, including but not limited to personnel in FSB or the Violent Crimes Section. Investigative responsibility for the incident shall remain with the appropriate investigative unit. Technical support may include, but is not limited to:
 - a. Completing a search of the crime scene;
 - b. Searching areas for booby traps and physical evidence;
 - c. Documenting, collecting, and handling evidence; and/or
 - d. Documenting crime scene items related to explosives, such as photographs and diagrams.
2. Additional Bomb Technicians may be called to incidents that the Bomb Squad Sergeant designates as serious in nature.

H. Bomb Technician Equipment

1. Full-time Bomb Squad personnel shall maintain and inspect equipment monthly, including:
 - a. Bomb suits;
 - b. Bomb tools to include x-ray, disrupters, hand tools, etc.; and
 - c. Batteries removed, replaced, charged, and tested.
2. Bomb Squad personnel shall inspect the Bomb Squad equipment truck on a monthly basis and restock it as needed.
3. Bomb Squad personnel shall report any maintenance or supplies needing replenishment to the Bomb Squad Sergeant.

I. Explosive Magazines Used to Store Explosives

1. The explosive magazines are as follows:
 - a. Magazine A: Non-evidentiary class 1.1 or less explosives except detonators;
 - b. Magazine B: Evidentiary class 1.1 or less explosives except detonators;
 - c. Magazine C: Supplies, class 1.1 or less except detonators; and
 - d. EOD safe (detonator magazine): All evidentiary or non-evidentiary detonators.

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2. Entry Logs

- a. Only Bomb Squad personnel shall have access to explosive magazines.
- b. Bomb Squad personnel shall fill out entry logs each time a magazine is entered.

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3. Evidence Tagging Into Bomb Squad Magazines



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- a. Bomb Squad personnel shall complete a Department evidence tag using the Department's current tagging evidence system on all types of evidence to be stored in the evidence magazine.
- b. The items shall be logged on the magazine entry log as evidence.

4. Audit of Bomb Squad Explosive Magazines

- a. The contents of the magazines shall be audited semi-annually.
- b. Each magazine and content shall be checked weekly. The inspecting officer shall log magazine checks in the magazine log book.

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J. Destruction of Hazardous Chemicals

1. Bomb Squad personnel shall not take possession of chemicals or other toxic substances if, according to the New Mexico Environment Department (NMED), the destruction of such materials poses a danger to the environment unless the substances pose an imminent threat to public safety.
2. Bomb Squad personnel shall not take possession of or remove hazardous chemicals or toxic substances for disposal unless the items have been deemed an explosive hazard or unless the substances pose an imminent threat to public safety.
3. The AFR Hazardous Materials Unit shall be called to coordinate on the disposal of hazardous materials.
4. Bomb Squad personnel may support the AFR Hazardous Materials Unit as directed by the Bomb Squad Sergeant.
5. The NMED shall be contacted for advice in determining the appropriate destruction of chemicals.

N/A

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K. Use of Kirtland Air Force Base (KAFB) Bomb Squad

1. The KAFB Bomb Squad may be used to assist on calls relating to military ordnance.
2. The Bomb Squad Sergeant or Primary Bomb Technician shall make any requests for KAFB Bomb Squad assistance.
3. When using the KAFB Bomb Squad, the requesting Bomb Technician shall respond to the scene of the call to serve as a liaison between the Bomb Squad and the KAFB Bomb Squad.
4. Large demolitions or contraband destructions may be coordinated with the KAFB Bomb Squad.



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L. Explosive Range Protocol

1. Bomb Squad personnel shall contact the following divisions/agencies thirty (30) minutes prior to a large blast:
 - a. ECC, the Albuquerque International Sunport airport tower, and the KAFB Law Enforcement Desk.
2. The explosive range limit shall be twenty-five (25) pounds or less of high explosives unless prior arrangements have been made with the Albuquerque International Sunport airport tower, but not more than three hundred (300) pounds of high explosives.
3. A visual check of the area shall be completed by Bomb Squad personnel prior to any detonation.
4. Avoid detonations during inclement weather and thermal inversions, if possible.
- 3 5. Only authorized Bomb Squad personnel or persons authorized by the Bomb Squad Sergeant or the Bomb Squad Safety Officer shall be allowed on the Explosive Range during demolitions.
6. Other agencies requesting the use of the Explosive Range shall be required to follow the provisions outlined in this Standard Operating Procedure (SOP).
7. Bomb Technicians shall ensure that sufficient amounts of explosives are used during all demolitions so that the range is kept clean and all items are completely destroyed.

M. Range Safety

1. All items to be destroyed shall be delivered to the blast site by those persons requesting a demolition.
2. All demolitions shall require a minimum of two (2) Bomb Technicians.
3. The Bomb Squad Blasting Officer shall be responsible for the number, design, and timing of each blast.
- 5 4. The Bomb Squad Safety Officer shall oversee the operation by making sure that all observers and Bomb Technicians are in safe areas during the demolition procedure.
5. All Bomb Technicians shall have the authority to stop all actions if a safety problem is observed.



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6. Case agents and/or Crime Lab Unit personnel shall be at the disposal site if Department evidence is being destroyed.

N. Explosive Detector Canine (EDC)

1. An EDC shall be trained on as many different explosive odors as possible.
2. The minimum explosive odor requirements are:

- a. Royal Demolition eXplosive (RDX);
- b. Pentaerythritol tetranitrate (PETN);
- c. Smokeless powder;
- d. Black powder;
- e. Trinitrotoluene (TNT);
- f. Dynamite; and
- g. Ammonium nitrate.

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3. EDC Handlers shall certify with their canine once a year through a nationally accredited certification entity.
4. EDC Handlers shall train with their EDC a minimum of four (4) hours per week.
5. The final determination to use an EDC shall be at the discretion of the EDC Handler and shall be based on EDC training guidelines.

N/A

6. An EDC Handler's maintenance of the EDC and handler compensation shall be in accordance with SOP K-9 Unit.

O. Use of the Bomb Squad During Special Weapons and Tactics (SWAT) Activations

1. A Tactical Section supervisor may authorize the deployment of the Bomb Squad during a SWAT activation for the purposes of:
 - a. Use of Bomb Squad robot(s);
 - b. Rendering safe IED/booby traps/failed noise flash diversionary devices (NFDD);
 - c. Explosive entries;
 - d. Use of a small unmanned aircraft system (sUAS) in accordance with SOP Small Unmanned Aircraft System; or
 - e. Use of the Rook Rescue Vehicle.

N/A

P. Annual Retention Review

1. All Bomb Squad personnel shall be subject to an annual review to ensure that they are meeting the criteria for their position.
2. The annual review shall involve:



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- a. Review of the Bomb Squad personnel's employee work plan (EWP) by the chain of command;
 - b. File review of Bomb Squad personnel by the chain of command; and
 - c. Annual meeting with Behavioral Sciences Section (BSS) personnel.
3. The Bomb Squad team member shall be subject to retraining, progressive discipline, and/or removal from the Bomb Squad when work performance issues are identified during the annual review.

Q. Annual Review

1. Tactical Section supervisors shall conduct an annual meeting every January to analyze activities from the previous year.
2. At this meeting, the Bomb Squad Sergeant shall provide information regarding Bomb Squad-related activities to the Special Operations Division (SOD) Commander for evaluation and discussion for inclusion in the annual tactical report.
3. During this meeting, the topics to be discussed shall include policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and After-Action Reviews (AAR).



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1-42 BOMB SQUAD (FORMERLY EXPLOSIVE ORDNANCE DISPOSAL UNIT)

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

A. Related SOP(s)

- 1-64 K-9 Unit (Formerly 4-12 and 6-9)
- 2-15 Small Unmanned Aircraft Systems (sUAS) Operations
- 2-25 Bomb Threats and Bomb Emergencies (Formerly 1-28)

B. Form(s)

Explosive Magazine Entry Log Book
Refresher Training Report Form

C. Other Resource(s)

27 C.F.R. § 555.21 Forms Prescribed
Bomb Squad Commander Handbook
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Bomb Arson Tracking System (BATS)
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) Regulations
Federal Bureau of Investigation Hazardous Devices School (FBI HDS)
International Association of Bomb Technicians and Investigators (IABTI)
National Guidelines for Bomb Technicians
National Bomb Squad Commanders Advisory Board (NBSCAB)

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

1-42-1 Purpose

The purpose of this policy is to establish requirements for Albuquerque Police Department (Department) Bomb Squad personnel to provide timely, well-coordinated, and proper response to high-probability bomb threats, improvised explosive devices, and other explosive items in order to ensure the safety of community members and sworn personnel.

As part of its commitment, the Bomb Squad shall conduct crime scene investigations, assist other agencies, process post-blast scenes, and conduct appropriate follow-up investigations.



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1-42-2 Policy

It is the policy of the Department to provide for the safe and professional disposal of explosives, ordnance, ammunition, and improvised explosive devices (IED) to ensure the safety of community members and sworn personnel while providing effective and constitutional policing.

N/A 1-42-3 Definitions

A. Bomb Emergency

A suspected or actual bomb, explosive device, or military ordnance has been located, or when an explosion occurs.

B. Bomb Threat

When a suspected bomb or explosive device has been reported but not located.

C. Improvised Explosive Device (IED)

A bomb constructed and deployed in ways other than in conventional military action.

D. Military Ordnance

A military weapon or ammunition, such as a grenade, projectile, or rocket.

E. Booby Trap

A device or setup intended to kill, harm, or surprise a person or animal.

F. Total Containment Vessel (TCV)

A portable containment equipment used to safely secure, transport, and test explosives to a safer disposal area.

7 1-42-4 Qualifications

A. Sworn personnel who apply for a position in the Bomb Squad understand that the position is strictly voluntary and requires personnel to:

1. Not be color-blind;
2. Not be allergic to explosives;
3. Be at the minimum rank of patrolman first class (P1C);



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4. Commit to work a minimum of five (5) years as a Bomb Technician after graduating from the Federal Bureau of Investigation's Hazardous Devices School (FBI HDS), regardless of assignment(s);
5. Demonstrate the ability to work competently under stressful conditions;
6. Demonstrate the ability to work amiably with other members of the Bomb Squad;
7. Pass the FBI HDS application requirements and successfully graduate from the FBI HDS;
8. Be in good physical condition and maintain good physical condition while in the Bomb Squad;
 - a. Physical condition testing is completed semi-annually.
9. Complete the Bomb Squad obstacle course in under twenty (20) minutes on an annual basis;
10. Once a year, pass the Cooper Standards physical assessment with a minimum overall score of eighty percent (80%) and no less than sixty percent (60%) in any category; and
11. Be willing to:
 - a. Work varied and extended hours based on the needs of the Bomb Squad;
 - b. Respond to call-outs when not on call;
 - c. Travel out of town for conferences or other Bomb Squad-related duties; and
 - d. Possess both mechanical and electrical aptitudes.

6 1-42-5 Training

A. General Requirement

1. All Bomb Squad personnel shall participate in periodic in-service training.
2. The Bomb Squad Training Coordinator shall determine the training needs of the Department and the Bomb Squad and shall ensure complete and accurate records of all training for Bomb Squad personnel.

B. Initial/Proficiency Bomb Technician Training

- 5**
1. Each Bomb Squad officer, including the Bomb Squad Sergeant, shall satisfactorily complete the FBI HDS.



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2. Each Bomb Technician shall complete an on-the-job training (OJT) program with an experienced Bomb Technician until they exhibit proficiency in critical tasks, including, but not limited to:
 - a. Percussion Actuated Non-Electric (PAN) Disrupter set-up and use;
 - b. All x-ray set-up and use;
 - c. Bomb suit set-up and use;
 - d. Miscellaneous equipment set-up and use;
 - e. Commercial and military explosive recognition;
 - f. Remote removal procedures, equipment set-up, and use;
 - g. Firearms familiarization and use;
 - h. Scene management; and
 - i. Training officer review.
3. Proficiency training shall be conducted once a year by the Bomb Squad Sergeant or Bomb Technician, and testing shall cover all aspects of Bomb Squad functions and equipment.

C. Refresher Training

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1. All Bomb Squad personnel are required to train a minimum of two-hundred-eighty-eight (288) hours per year or twenty-four (24) hours per month.
 - a. Each Bomb Squad officer shall train weekly.
2. The Bomb Technician shall coordinate each training day.
3. The Bomb Technicians shall rotate duties to coordinate training days.
4. The Bomb Technician conducting the training shall document each training session on a training report form.
5. ~~A roster of attendance shall be completed by the Bomb Squad Sergeant or Bomb Technician.~~ The Bomb Squad Sergeant or Bomb Technician shall complete a roster of attendance for each training day.
6. Bomb Technicians shall attend outside refresher training when possible. These trainings may include, but are not limited to, all regional International Association of Bomb Technicians and Investigators (IABTI) conferences, the United States Bomb Technician Association (USBTA), FBI HDS courses, and ATF courses.
7. Bomb Technicians shall remain current on bombing incidents through the review of FBI Bomb Data Center bulletins and by reading current books and articles relating to the bomb disposal field.

N/A



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- a. The Bomb Squad Sergeant may verify that the Bomb Technician reviewed the materials and may verify that the materials were recently published and relevant to the bomb disposal field.
8. The Bomb Squad Sergeant shall compile the training report forms and ensure that they are entered correctly into the BATS.
9. The Bomb Squad Sergeant shall maintain all training records and documentation.

6 1-42-6 Rules and Responsibilities

A. Bomb Squad Chain of Command

1. The Bomb Squad Sergeant shall handle all Bomb Squad-related business.
2. The Bomb Squad Sergeant shall be in charge of the Bomb Squad operation at the scene of a Bomb Squad call for service.
 - a. The Senior Bomb Technician shall be in charge of the operation at the scene of the call if the Bomb Squad Sergeant is not present.
3. The Bomb Technician shall report to the Bomb Squad Sergeant.

B. Bomb Squad Personnel

1. Bomb Squad personnel shall:
 - a. Respond to and dispose of any device known to contain, or suspected of containing, explosive materials;
 - b. Respond to bomb threats when a suspected or actual explosive device is located or when assistance is needed in conducting a search for a probable device existing in accordance with (refer to SOP SOP Bomb Threats and Bomb Emergencies for sanction classifications and additional duties);
 - c. Assist the Department or other law enforcement agencies in the investigation of incidents involving explosives, IEDs, or suspected explosive devices;
 - d. Conduct follow-up investigations where an explosive device has been detonated (post-blast) in order to process the scene for possible evidence;
 - e. Assist Evidence Unit personnel by destroying evidence, weapons, and dangerous drugs at the request of the Evidence Unit or pursuant to a court order;
 - f. Be responsible for instructing Department personnel in the recognition of explosives and the appropriate bomb threat procedures;
 - g. Provide bomb threat management training to outside agencies and businesses; and

N/A



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- h. Respond to all instances where actual or suspected booby traps, including improvised firearms, have been located or are believed to exist.

C. Bomb Squad Sergeant

1. The Bomb Squad Sergeant shall:

- a. Inform the Tactical Section Lieutenant of Bomb Squad operations and Bomb Squad call-outs;
- b. Maintain contact between the Bomb Squad or Bomb Squad supervisors within the New Mexico State Police (NMSP), and the United States Armed Forces (USAF), as well as federal and state agencies;
- 3 c. Store and dispose of explosives when required. The Bomb Squad Sergeant shall ensure that explosives are not stored in the Bomb Squad office area. Explosives shall be stored in accordance with ATF storage regulations;
- d. Maintain necessary records and filing of reports to designated personnel or agencies;
- e. Coordinate the Bomb Squad's activities at the scene of a bombing, accidental explosion, or related incident, and submit a supplemental report to the concerned investigating section or agency;
- 5 f. Ensure that all Bomb Squad equipment is maintained and is in a serviceable condition;
- g. Conduct in-service training for Department Bomb Technicians and Department personnel when requested;
- h. Conduct bomb threat response training for Department personnel when requested;
- i. Conduct inventory of the explosive storage magazines every six (6) months;
- j. Complete monthly reports detailing all training, deployments, Field Service Bureau (FSB) officer-related activities, and inspections;
- k. Conduct monthly vehicle inspections of Bomb Squad personnel; and
- l. Perform duties or assignments as designated by the Tactical Section Commander.

D. Bomb Squad Officer

1. A Bomb Squad officer shall:

- 5 a. Conduct render-safe procedures for all incidents involving explosives or IEDs;
- N/A b. Respond to, and where necessary, direct the response to bomb threats in accordance with ~~(refer to SOP Bomb Threats and Bomb Emergencies for sanction classifications and additional duties);~~
- c. Provide bomb security for visiting dignitaries and special events;
- d. Conduct scene investigations for incidents involving explosives, IEDs, suspicious packages, and post-blast occurrences;
- e. Write a Uniform Incident Report on all incidents where:
 - i. An IED or suspected device was rendered safe;
 - ii. An explosive device has detonated; or



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- iii. When requested by an outside agency or by the Bomb Squad Sergeant.
- f. If the member is the Primary Bomb Technician, complete ATF BATS reports for all incidents covered under BATS guidelines. These reports shall be submitted electronically, consistent with 27 C.F.R. § 555.21;
- g. Provide testimony as an expert witness in state and federal courts;
- h. Maintain all Bomb Squad officer and team equipment and ensure that it is serviceable;
- i. Maintain the bomb range;
- j. Advise the Bomb Squad Sergeant of all call-outs, daily activities, equipment/supply needs, and problems;
- k. Provide explosives recognition demonstrations to Department personnel when requested and approved by the Bomb Squad Sergeant;
- l. Maintain contact between the Bomb Squad and Bomb Squad supervisors within the NMSP and the USAF, as well as federal and state agencies;
- m. Respond to any requests for amnesty from community members regarding the voluntary surrender of explosives without criminal penalties; and
- n. Respond to all amnesty calls by completing a Uniform Incident Report and BATS report.

E. On-Call Status

1. Bomb Squad personnel shall be available for calls twenty-four (24) hours a day, seven (7) days a week, unless the Bomb Squad Sergeant has approved the leave.
2. Bomb Squad personnel who are FBI HDS-certified shall handle all call-outs.
3. The Bomb Squad Sergeant shall be notified of all Bomb Squad call-outs, if possible, before responding to the call. If the Bomb Squad Sergeant is unavailable, the Tactical Section Lieutenant shall be notified.

F. Improvised Explosive Devices (IED)

1. Depending on circumstances and exigencies, Bomb Squad personnel, including the Bomb Squad Sergeant and Bomb Technicians, shall perform the following procedures in the case of a suspected IED.
 - a. Bomb Squad personnel shall:
 - i. Obtain all available information before taking any action;
 - ii. Upon arrival, if they are the first Bomb Technician on-scene, check if evacuation was conducted properly and ensure that scene perimeters have been established;
 1. After reviewing all available information, the Bomb Squad Sergeant or Senior Bomb Technician shall decide whether to render the device safe at the scene, blast it in place, or remove it to a safe disposal area.
 - iii. On IED calls or calls involving the recovery of explosives, ensure there are a minimum of two (2) Bomb Technicians deployed;
 - iv. Set up and test all equipment before approaching the suspected item;



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v. Call Albuquerque Fire Rescue (AFR) for a transport-capable rescue unit and ensure that it is present at the scene before approaching an IED or suspected explosive device;

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vi. Restrict the use of hand entry of IEDs as a render-safe procedure to life-threatening situations only;

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vii. If a scene is contaminated, wear appropriate protective clothing when entering the immediate contamination area. Clothing to be worn includes protective suits, double-layer surgical gloves, eye protection, and a respirator;

viii. Wear bomb suits in all situations except when it is physically impossible, and when there is an explosive/flammable atmosphere, a potential of booby traps, or as situations demand;

1. Only the on-scene Senior Bomb Technician or the Bomb Squad Sergeant shall determine whether wearing a bomb suit is not practicable.

ix. Apply the one-man approach to the situation, unless it would be unsafe or impracticable to do so;

x. X-ray an IED, as situations demand, prior to being moved;

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xi. If an IED is to be moved, use remote removal procedures whenever possible;

xii. Use a firearm to render an IED safe;

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xiii. If a firearm is used for Render Safe Procedures (RSP), complete a Uniform Incident Report;

1. The Bomb Squad Sergeant shall send a copy of the Uniform Incident Report to the Internal Affairs Professional Standards (IAPS) Division within forty-eight (48) hours of the completion of the call.

2. The Bomb Squad Sergeant shall notify the IAPS Division within twenty-four (24) hours of using a firearm for RSPs.

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xiv. The Bomb Squad Commander or certified Bomb Technician designee shall determine if the TCV shall be utilized in a bomb emergency;

1. Only Bomb Squad personnel will operate the TCV.

2. When utilizing the NABCO Model 64 TCV for either transport or disposal within the TCV, the limit of explosives that can be loaded into the TCV will not exceed 20-pound TNT equivalent.

xv. If an IED is to be removed to a disposal area in a total containment vessel (TCV), use of a marked police escort as follows:

1. One (1) vehicle shall be positioned two hundred (200) feet behind the bomb trailer, and one (1) vehicle shall be positioned two hundred (200) feet in front of the trailer towing vehicle;

2. The on-scene FSB supervisor shall be advised of the route to be used;

3. Escort vehicles shall use their red lights and drive within the legal speed limits in a safe and prudent manner, unless articulable exigent circumstances are necessary to protect the health and safety of Department personnel and the public;

4. Fire and Rescue units shall follow the escort to the disposal site. Upon arrival at the chosen site, the escorting vehicles shall be dismissed; and

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5. The Fire and Rescue vehicles shall stand by until the IED is rendered safe. All unauthorized personnel shall be cleared from the area.



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b.—The Bomb Squad Sergeant or the Senior Bomb Technician shall notify the Emergency Communications Center (ECC) and all on-scene sworn personnel prior to using RSPs that may elicit false “shots fired” reports.

b.

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2. The use of untrained personnel on an IED or suspect device is prohibited and shall be grounds for removal from the Bomb Squad.

G. Technical Support

1. When requested, Bomb Squad personnel shall provide technical support to investigative personnel, including but not limited to personnel in FSB or the Violent Crimes Section. Investigative responsibility for the incident shall remain with the appropriate investigative unit. Technical support may include, but is not limited to:
 - a. Completing a search of the crime scene;
 - b. Searching areas for booby traps and physical evidence;
 - c. Documenting, collecting, and handling evidence; and/or
 - d. Documenting crime scene items related to explosives, such as photographs and diagrams.
2. Additional Bomb Technicians may be called to incidents that the Bomb Squad Sergeant designates as serious in nature.

H. Bomb Technician Equipment

1. Full-time Bomb Squad personnel shall maintain and inspect equipment monthly, including:
 - a. Bomb suits;
 - b. Bomb tools to include x-ray, disrupters, hand tools, etc.; and
 - c. Batteries removed, replaced, charged, and tested.
2. Bomb Squad personnel shall inspect the Bomb Squad equipment truck on a monthly basis and restock it as needed.
3. Bomb Squad personnel shall report any maintenance or supplies needing replenishment to the Bomb Squad Sergeant.

I. Explosive Magazines Used to Store Explosives

1. The explosive magazines are as follows:
 - a. Magazine A: Non-evidentiary class 1.1 or less explosives except detonators;
 - b. Magazine B: Evidentiary class 1.1 or less explosives except detonators;
 - c. Magazine C: Supplies, class 1.1 or less except detonators; and
 - d. EOD safe (detonator magazine): All evidentiary or non-evidentiary detonators.



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2. Entry Logs

- a. Only Bomb Squad personnel shall have access to explosive magazines.
- b. Bomb Squad personnel shall fill out entry logs each time a magazine is entered.

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—Evidence Tagging Into Bomb Squad Magazines

3.

~~e.~~a. Bomb Squad personnel shall complete a Department evidence tag using the Department's current tagging evidence system on all types of evidence to be stored in the evidence magazine.

b. The items shall be logged on the magazine entry log as evidence.

~~d.~~

~~3.~~4. Audit of Bomb Squad Explosive Magazines

- a. The contents of the magazines shall be audited semi-annually.
- b. Each magazine and content shall be checked weekly. The inspecting officer shall log magazine checks in the magazine log book.

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J. Destruction of Hazardous Chemicals

1. Bomb Squad personnel shall not take possession of chemicals or other toxic substances if, according to the New Mexico Environment Department (NMED), the destruction of such materials poses a danger to the environment unless the substances pose an imminent threat to public safety.
2. Bomb Squad personnel shall not take possession of or remove hazardous chemicals or toxic substances for disposal unless the items have been deemed an explosive hazard or unless the substances pose an imminent threat to public safety.
3. The AFR Hazardous Materials Unit shall be called to coordinate on the disposal of hazardous materialss.

N/A

4. Bomb Squad personnel may support the AFR Hazardous Materials Unit as directed by the Bomb Squad Sergeant.

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5. The NMED shall be contacted for advice in determining the appropriate destruction of chemicals.

K. Use of Kirtland Air Force Base (KAFB) Bomb Squad

1. The KAFB Bomb Squad may be used to assist on calls relating to military ordnance.



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2. The Bomb Squad Sergeant or Primary Bomb Technician shall make any requests for KAFB Bomb Squad assistance.
3. When using the KAFB Bomb Squad, the requesting Bomb Technician shall respond to the scene of the call to serve as a liaison between the Bomb Squad and the KAFB Bomb Squad.
4. Large demolitions or contraband destructions may be coordinated with the KAFB Bomb Squad.

L. Explosive Range Protocol

1. Bomb Squad personnel shall contact the following divisions/agencies thirty (30) minutes prior to a large blast:
 - a. ECC, the Albuquerque International Sunport airport tower, and the KAFB Law Enforcement Desk.
2. The explosive range limit shall be twenty-five (25) pounds or less of high explosives unless prior arrangements have been made with the Albuquerque International Sunport airport tower, but not more than three hundred (300) pounds of high explosives.
3. A visual check of the area shall be completed by Bomb Squad personnel prior to any detonation.
4. Avoid detonations during inclement weather and thermal inversions, if possible.
5. Only authorized Bomb Squad personnel or persons authorized by the Bomb Squad Sergeant or the Bomb Squad Safety Officer shall be allowed on the Explosive Range during demolitions.
6. Other agencies requesting the use of the Explosive Range shall be required to follow the provisions outlined in this Standard Operating Procedure (SOP).
7. Bomb Technicians shall ensure that sufficient amounts of explosives are used during all demolitions so that the range is kept clean and all items are completely destroyed.

M. Range Safety

1. All items to be destroyed shall be delivered to the blast site by those persons requesting a demolition.
2. All demolitions shall require a minimum of two (2) Bomb Technicians.



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3. The Bomb Squad Blasting Officer shall be responsible for the number, design, and timing of each blast.
4. The Bomb Squad Safety Officer shall oversee the operation by making sure that all observers and Bomb Technicians are in safe areas during the demolition procedure.
5. All Bomb Technicians shall have the authority to stop all actions if a safety problem is observed.
6. Case agents and/or Crime Lab Unit personnel shall be at the disposal site if Department evidence is being destroyed.

N. Explosive Detector Canine (EDC)

1. An EDC shall be trained on as many different explosive odors as possible.
2. The minimum explosive odor requirements are:
 - a. Royal Demolition eXplosive (RDX);
 - b. Pentaerythritol tetranitrate (PETN);
 - c. Smokeless powder;
 - d. Black powder;
 - e. Trinitrotoluene (TNT);
 - f. Dynamite; and
 - g. Ammonium nitrate.

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3. EDC Handlers shall certify with their canine once a year through a nationally accredited certification entity.
4. EDC Handlers shall train with their EDC a minimum of four (4) hours per week.
5. The final determination to use an EDC shall be at the discretion of the EDC Handler and shall be based on EDC training guidelines.

N/A

6. An EDC Handler's maintenance of the EDC and handler compensation shall be in accordance consistent with SOP K-9 Unit (~~refer to SOP K-9 Unit for sanction classifications and additional duties~~).

O. Use of the Bomb Squad During Special Weapons and Tactics (SWAT) Activations

1. A Tactical Section supervisor may authorize the deployment of the Bomb Squad during a SWAT activation for the purposes of:
 - a. Use of Bomb Squad robot(s);
 - b. Rendering safe IED/booby traps/failed noise flash diversionary devices (NFDD);
 - c. Explosive entries;

N/A



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- d. Use of a small unmanned aircraft system (sUAS) in accordance with (refer to SOP Small Unmanned Aircraft System for sanction classifications and additional duties); or
- e. Use of the Rook Rescue Vehicle.

P. Annual Retention Review

- 1. All Bomb Squad personnel shall be subject to an annual review to ensure that they are meeting the criteria for their position.
- 2. The annual review shall involve:
 - a. Review of the Bomb Squad personnel's employee work plan (EWP) by the chain of command;
 - b. File review of Bomb Squad personnel by the chain of command; and
 - c. Annual meeting with Behavioral Sciences Section (BSS) personnel.
- 3. The Bomb Squad team member shall be subject to retraining, progressive discipline, and/or removal from the Bomb Squad when work performance issues are identified during the annual review.

Q. Annual Review

- 1. Tactical Section supervisors shall conduct an annual meeting every January to analyze activities from the previous year.
- 2. At this meeting, the Bomb Squad Sergeant shall provide information regarding Bomb Squad-related activities to the Special Operations Division (SOD) Commander for evaluation and discussion for inclusion in the annual tactical report.
- 3. During this meeting, the topics to be discussed shall include policies, procedures, legal developments, training updates, operational evaluations, Force Review Board (FRB) recommendations, and After-Action Reviews (AAR).



1-57 IDENTIFICATION/DISPOSITION UNIT

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

A. Related SOP(s)

None

B. Form(s)

Order of Dismissal

Satisfactory Order of Dismissal

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-57-1 Purpose

The purpose of this policy is to outline the procedures for efficient service and the most up-to-date fingerprint-supported criminal history information possible by the Identification/Disposition Unit. This service shall be provided to the Albuquerque Police Department (Department), Bernalillo County Sheriff's Office, and federal, state, and local law enforcement agencies.

1-57-2 Policy

It is the policy of the Department to maintain a dedicated support unit operating on a twenty-four (24) hour basis. This unit shall be responsible for the issuance and maintenance of electronic defense equipment assigned to Department personnel, as well as the distribution, maintenance, classification, and identification of all fingerprint-based criminal history records pertaining to juveniles and adults arrested for felony or misdemeanor offenses. Furthermore, it is the policy of the Department to process fingerprint submissions received from federal, state, and local law enforcement agencies for the purpose of identifying unknown individuals.

N/A 1-57-3 Definitions

A. Automated Fingerprint Identification System (AFIS)



A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze known and unknown fingerprint data.

B. Cores and Deltas

Focal areas of a fingerprint used to aid in the classification and/or comparison of a print. The core is the approximate center, or pattern area, of a fingerprint. A delta is a triangular area of convergence where ridges flow in three different directions.

C. Criminal Record

Information that links a criminal act to a person or another act.

D. National Crime Information Center (NCIC)

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

E. Double Numbers

A return of two (2) AFIS numbers in the database on the same subject.

F. Live Scan

A biometric process in which fingerprints are captured digitally using a fingerprint scanner device and immediately submitted to AFIS for comparison against a database of known prints, often known for background checks, criminal identification, or civil applications (e.g., employment, licensing).

G. Ten-print Fingerprint Card

Fingerprint records used for applicants for employment, for individuals detained or arrested as part of a criminal investigation, and/or those being identified as part of a criminal investigation.

6 1-57-4 Roles and Responsibilities

A. Identification/Disposition Unit personnel are professional staff who shall be responsible for the reporting of criminal history information to the Federal Bureau of Investigation (FBI) and the New Mexico Department of Public Safety (NMDPS).

B. Identification/Disposition Unit personnel shall be responsible for the issuance, documentation, and maintenance of electronic defense equipment to Department personnel.

1. Identification/Disposition personnel shall be responsible for issuing the following:



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- a. Tasers;
 - b. Taser cartridges;
 - c. On-body recording devices (OBRD); and
 - d. StarChase Tracking Darts.
 2. The Identification/Disposition personnel shall ensure all equipment issued is logged using Department-approved forms and sent to the assigned equipment custodian.
 3. The Identification/Disposition personnel shall coordinate the return and documentation of all ORBDs requiring repair or replacement.
- C. Identification/Disposition Unit Technician Responsibilities
1. Fingerprinting
 - a. The Identification/Disposition Unit Technician shall:
 - i. Fingerprint unidentified individuals detained by sworn personnel for identification purposes; and
 1. Individuals shall be identified manually and printed with ink print.
 2. Ink prints must be rolled side-to-side and clearly legible.
 - ii. Fingerprint Department personnel who are applying for employment with the Department.
 2. AFIS
 - a. The Identification/Disposition Unit Technician shall:
 - i. Be responsible for the quality control of all ten-print fingerprint cards in AFIS;
 1. The Identification/Disposition Unit Technician shall treat new arrests for new AFIS numbers as a high priority and quality check all new arrests before any subsequent arrests.
 2. All Release on Recognizance (ROR) fingerprint cards shall be processed as a high priority.
 - ii. Be responsible for the verification of pattern type and placement of Cores and Deltas;
 - iii. Once a ten-print fingerprint card has been checked, finish processing the arrest information by typing and entering the data into the Department's records management system;
 - iv. Retain all ten-print fingerprint cards that are processed in AFIS;
 - v. Merge ten-print fingerprint cards that do not get dispositioned properly due to system problems in AFIS through the database maintenance system;
 - vi. Search fingerprints for the right thumb (1), right index finger (2), left thumb (6), and left index finger (7);
 1. If the thumb and index fingers are smudged or bandaged, the Identification/Disposition Unit Technician shall search the other fingers.
 - vii. Only hand-enter ten-print fingerprint cards from individuals brought in by sworn personnel where their identity is unknown and a criminal record exists;



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1. The Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.
- viii. Ensure a double-number sheet is filled out for all double-numbers;
- ix. Always compare fingerprints to determine if the individual is the same person; and
 1. The comparison shall be made with AFIS or a magnifying glass.
 2. Failure to compare prints shall result in disciplinary action.
 3. All misidentifications are subject to disciplinary action.
 4. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit Shift Supervisor.
- x. Maintain ten-print fingerprint card tally sheets and submit them weekly to their Identification/Disposition Unit Shift Supervisor.
- b. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.
- c. Identification/Disposition Technicians shall assist with all other duties as directed by the chain of command.

D. The Identification/Disposition Unit Supervisor Responsibilities

1. Background Checks

- a. The Identification/Disposition Unit Supervisor shall:
 - i. Perform pre-employment background checks for Department personnel;
 - ii. Perform criminal background checks for sworn personnel and outside law enforcement agencies;
 - iii. Check the criminal history database, index cards, and microfilm for all arrests; and
 - iv. Obtain dispositions through the District Attorney's (DA) Office, Second Judicial District Court, and Bernalillo County Metropolitan Court for arrests residing in the Department's records management system.
- b. Firearms Denials
 - i. The Identification/Disposition Unit Supervisor shall perform background checks on all individuals eligible for the return of a firearm being held by the Department.
 - ii. An individual's firearm shall be denied for the following reasons:
 1. Voluntarily revealing their military, medical, mental health records, and citizenship records are not verifiable;
 2. Are illegally or unlawfully in the United States;
 3. Have been discharged from the armed forces under dishonorable conditions;
 4. Have been a citizen of the United States and have renounced their citizenship;
 5. Having been adjudicated mentally defective consistent with USC § 922(g)(4); or
 6. Committed to a mental health facility.
- c. Firearm Holds

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- i. The Identification/Disposition Unit Supervisor shall place a hold on the return of a firearm for the following reasons:
 - 1. For illegal drug possession, current use, or a conviction of a controlled substance within the past year;
 - 2. If the individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year;
 - 3. If the individual is a fugitive from justice or the subject of an active criminal warrant. This includes misdemeanor warrants;
 - 4. If the individual is subject to a court order restraining the individual from harassing, stalking, or threatening their child, an intimate partner, or child of such partner; or
 - 5. If the individual has been convicted in any court of a misdemeanor crime of domestic violence.
 - a. All arrests with open dispositions shall be held until final disposition is obtained.
 - b. The Identification/Disposition Unit Supervisor shall research the Department's arrest(s) for final dispositions. To obtain a disposition from an outside law enforcement agency, the Identification/Disposition Unit Supervisor shall contact the arresting agency for final disposition. If there is no response from the arresting agency, the burden is placed on the citizen to obtain the disposition.
 - c. If no disposition is available, the Identification/Disposition Unit Supervisor shall accept a certified copy from the court indicating there are no felony records available.
 - d. On all deferred sentences for felony convictions, the Identification/Disposition Unit Supervisor shall require a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.



1-57 IDENTIFICATION/DISPOSITION UNIT

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

A. Related SOP(s)

None

B. Form(s)

Order of Dismissal
Satisfactory Order of Dismissal

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

1-57-1 Purpose

The purpose of this policy is to outline the procedures for efficient service and the most up-to-date fingerprint-supported criminal history information possible by the Identification/Disposition Unit. This service shall be provided to the Albuquerque Police Department (Department), Bernalillo County Sheriff's Office, and federal, state, and local law enforcement agencies.

1-57-2 Policy

It is the policy of the ~~Albuquerque Police Department (Department)~~ to maintain a dedicated support unit operating on a twenty-four (24) hour basis. This support unit shall be responsible for the issuance and distribution, maintenance of electronic defense equipment assigned to Department personnel, as well as the distribution, maintenance, classification, and identification of all fingerprint-based supported criminal history records pertaining to juveniles and adults arrested for felony or misdemeanor offenses. Furthermore, information for juveniles and adults arrested on felony or misdemeanor offenses. It is also the policy of the Department to process fingerprint submissions received from federal, state, and local law enforcement agencies for the purpose of identifying unknown individuals received from federal, state, and local law enforcement agencies for identification purposes.

N/A 1-57-3 Definitions



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A. Automated Fingerprint Identification System (AFIS)

A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze known and unknown fingerprint data.

B. Cores and Deltas

Focal areas of a fingerprint used to aid in the classification and/or comparison of a print. The core is the approximate center, or pattern area, of a fingerprint. A delta is a triangular area of convergence where ridges flow in three different directions.

C. Criminal Record ~~Nexus~~

Information that links a criminal act to a person or another act.

D. National Crime Information Center (NCIC)

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

~~D.~~ E. Double Numbers

A return of two (2) AFIS numbers in the database on the same subject.

F. Live Scan

A biometric process in which fingerprints are captured digitally using an fingerprint scanner device and immediately submitted to AFIS for comparison against a database of known prints, often known for background checks, criminal identification, or civil applications (e.g., employment, licensing).

~~E.~~ G. Ten-print Fingerprint Card

Fingerprint records used for applicants for employment, ~~and~~ and for individuals detained or arrested as part of a criminal investigation, and/or ~~as well as~~ as those being identified as part of a criminal investigation.

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1-57-4

Roles and Responsibilities ~~General Rules~~

- A. Identification/Disposition Unit personnel are professional staff who shall be responsible for the reporting of criminal history information to the Federal Bureau of Investigation (FBI) and the New Mexico Department of Public Safety (NMDPS).



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B. Identification/Disposition Unit personnel shall be responsible for the issuance, documentation, and maintenance of electronic defense equipment to Department personnel.

1. Identification/Disposition personnel shall be responsible for issuing the following:

- a. Tasers;
- b. Taser cartridges;
- c. On-body recording devices (OBRD); and
- StarChase Tracking Darts.
- d.

2. The Identification/Disposition personnel shall ensure that all equipment issued is logged using Department-approved forms and sent to the assigned equipment custodian.

3. The Identification/Disposition personnel shall coordinate the return and documentation of all ORBDs requiring repair or replacement.

B.C. Identification/Disposition Unit Technician Responsibilities

1. Fingerprinting

a. The Identification/Disposition Unit Technician shall:

i. Fingerprint unidentified individuals detained by sworn personnel for identification purposes; and

1. Individuals shall be identified manually and printed with ink print.

2. Ink prints must be rolled side-to-side and clearly legible.

ii. Fingerprint Department personnel who are applying for employment with the Department.

2. AFIS

a. The Identification/Disposition Unit Technician shall:

i. Be responsible for the quality control of all ten-print fingerprint cards in AFIS;

1. The Identification/Disposition Unit Technician shall treat new arrests for new AFIS numbers as a high priority and shall quality check all new arrest(s) before any subsequent arrest(s).

4.2. All Release on Recognizance (ROR) fingerprint cards shall be processed as a high priority.

ii. Be responsible for the verification of pattern type and placement of Cores and Deltas;

iii. Once a ten-print fingerprint card has been checked, finish processing the arrest information by typing and entering the data into the Department's records management system;

iv. Retain all ten-print fingerprint cards that are processed in AFIS;

v. Merge ten-print fingerprint cards that do not get dispositioned properly due to system problems in AFIS through the database maintenance system;



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- vi. Search fingerprints for the right thumb (1), right index finger (2), left thumb (6), and left index finger (7);
 - 1. If the thumb and index fingers are smudged or bandaged, the Identification/Disposition Unit Technician shall search the other fingers.
- vii. Only hand-enter ten-print fingerprint cards from individuals brought in by sworn personnel where their identity is unknown and a criminal record nexus exists;
 - 1. The Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.
- viii. Ensure a double-number sheet is filled out for all double-numbers;
- ix. Always compare fingerprints to determine if the individual is the same person; and
 - 1. The comparison shall be made with AFIS or a magnifying glass.
 - 2. Failure to compare prints shall result in disciplinary action.
 - 3. All misidentifications are subject to disciplinary action.
 - 4. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit Shift Supervisor.
- x. Maintain ten-print fingerprint card tally sheets and submit them weekly to their Identification/Disposition Unit Shift Supervisor.
- b. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.
- b-c. Identification/Disposition Technicians shall assist with all other duties as directed by the chain of command.

D. The Identification/Disposition Unit Supervisor Responsibilities

3.1. Background Checks

- a. The Identification/Disposition Unit Supervisor ~~Technician~~ shall:
 - i. Perform pre-employment background checks for Department personnel;
 - ii. Perform criminal background checks for sworn personnel and outside law enforcement agencies;
 - iii. Check the criminal history database, index cards, and microfilm for all arrests; and
 - iv. Obtain dispositions through the District Attorney's (DA) Office, Second Judicial District Court, and Bernalillo County Metropolitan Court for arrests residing in the Department's records management system.
- b. Firearms Denials
 - i. The Identification/Disposition Unit Supervisor ~~Technician~~ shall perform background checks on all individuals eligible for the return of a firearm being held by the Department.
 - ii. An individual's firearm shall be denied for the following reasons:
 - 1. Voluntarily revealing their military, medical, ~~and~~ mental health records, and citizenship records are not verifiable;
 - 2. Are illegally or unlawfully in the United States;
 - 3. Have been discharged from the armed forces under dishonorable conditions;

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4. Have been a citizen of the United States and have renounced their citizenship;
 5. Having been adjudicated mentally defective consistent with USC § 922(g)(4); or
 6. Committed to a mental health facility.
- c. Firearm Holds
- i. The Identification/Disposition Unit Supervisor~~Technician~~ shall place a hold on the return of a firearm for the following reasons:
 1. For illegal drug possession, current use, or a conviction of a controlled substance within the past year;
 2. If the individual is under indictment or has been convicted in any court of a crime punishable by imprisonment for a term exceeding one (1) year;
 3. If the individual is a fugitive from justice or the subject of an active criminal warrant. This includes misdemeanor warrants;
 4. If the individual is subject to a court order restraining the individual from harassing, stalking, or threatening their child, an intimate partner, or child of such partner; or
 5. If the individual has been convicted in any court of a misdemeanor crime of domestic violence.
 - a. All arrests with open dispositions shall be held until final disposition is obtained.
 - b. The Identification/Disposition Unit Supervisor~~Technician~~ shall research the Department's arrest(s) for final dispositions. To obtain a disposition from an outside law enforcement agency, the Identification/Disposition Unit Supervisor~~Technician~~ shall contact the arresting agency for final disposition. If there is no response from the arresting agency, the burden is placed on the citizen to obtain the disposition.
 - c. If no disposition is available, the Identification/Disposition Unit Supervisor~~Technician~~ shall accept a certified copy from the court indicating there are no felony records available.
 - d. On all deferred sentences for felony convictions, the Identification/Disposition Unit Supervisor~~Technician~~ shall require a certified Order of Dismissal or Satisfactory Order of Dismissal from the courts.



1-58 CRIME GUN INTELLIGENCE CENTER (CGIC)

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

A. Related SOP(s)

1-41 Evidence Unit (Formerly 3-04 and 5-6)

B. Form(s)

PD 1209 Crime Gun Intelligence Center (CGIC) Feedback Form

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-58-1 Purpose

The purpose of this policy is to outline the rules and responsibilities of the Albuquerque Police Department (Department) Crime Gun Intelligence Center (CGIC), which is part of an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence to identify shooters, disrupt criminal activity, and prevent future violence. The CGIC primarily uses programs, such as the National Integrated Ballistic Information Network (NIBIN) and the Electronic Tracing System (e-Trace), in conjunction with human intelligence and additional resources, to identify armed, violent individuals for investigation and prosecution.

1-58-2 Policy

It is the policy of the Department for CGIC personnel to analyze linked casings, firearms, eTrace data of firearms, and analytics of shot spotter information or gun-related crimes. CGIC identifies patterns and trends related to illegal firearms trafficking, distribution networks, and criminal activities involving guns. CGIC works closely with detectives, investigators, and Department personnel to provide intelligence on firearms-related cases.



N/A 1-58-3 Definitions

A. BrassTrax

The acquisition station that can acquire cartridge case information for entry into the Integrated Ballistic Identification System (IBIS).

B. Correlation

A linking of fired cartridge casings based on the various characteristics, such as caliber, firing pin marks, and breech face marks, to establish the likelihood that the casings were fired from the same firearm.

C. Correlation Stations

The station where results from computer searches are reviewed by a trained technician. These stations are known as Match Point, associated with Heritage and Match Point Plus associated with TRAX units.

D. Crime Guns

Firearms that Department personnel have probable cause to believe were used in the commission of a crime.

E. Crime Gun Intelligence (CGI)

Facts that include, but are not limited to, information collected and/or developed from seized firearms and ballistics evidence, incident and investigative reports, field interviews, surveillance, seized firearm tracing, laboratory examinations, including IBIS/NIBIN results and trace evidence, and social media monitoring, which are related to illegal firearms use in the Department's jurisdiction.

F. Electronic Tracing System (e-Trace):

An internet-based system that allows participating law enforcement agencies to submit firearm traces to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC).

G. Firearms Examiner

A member of the Department Firearm and Tool Mark Unit who compares fired cartridge casings that have a high correlation in order to verify the level of correlation and is able to testify to the results in court.

H. Integrated Ballistics Identification System (IBIS)



Technology that allows for the digital imaging of fired ammunition components so that they can be correlated against an electronic database of images to determine whether various shooting incidents can be linked to the same firearm or a particular firearm.

I. National Integrated Ballistic Information Network (NIBIN) Program

A partnership between the ATF and other federal, state, and local law enforcement agencies to identify, target, and prosecute individuals who are guilty of crimes involving a firearm and their sources of criminal firearms.

J. NIBIN Hit

A confirmed linkage of two (2) or more firearm-related crimes made by two (2) certified firearms examiners.

K. NIBIN Lead

A possible linkage of two (2) or more firearm-related crimes, shooting, or firearm recovery, through the use of NIBIN technology. Information from a NIBIN Lead must be confirmed, in other words, a NIBIN Hit, if it is to be used as probable cause for an arrest or search warrant or as evidence in court. This confirmation is done by the Firearms and Toolmark Unit, and is a separate evaluation of the evidence from what the Brasstrax / NIBIN process provides.

L. NIBIN Technician

Professional staff who examine fired cartridge casings and firearms to determine the suitability for entry into IBIS, and who read and verify the correlations to assist in establishing a forensic probable cause linking fired cartridge casings.

7 1-58-4 Rules and Responsibilities

A. CGIC personnel shall:

1. Support the Department's mission and goals of reducing gun crime through the collection, management, and analysis of crime gun evidence to identify shooters; and
 - a. CGIC personnel shall supply the Department's pertinent investigative units with related information from NIBIN Leads and NIBIN Hits through efficient and practical methods.
2. Analyze, investigate, disseminate, and assign NIBIN Lead investigations.

B. Crime Gun Intelligence Analysis



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1. CGIC's goals include producing actionable intelligence to assist in identifying, arresting, and prosecuting individuals who drive gun-related crimes. These core areas are defined as follows:
 - a. NIBIN Leads and NIBIN Hits;
 - b. Gunshot detection system activations;
 - c. Firearm-related arrests and recoveries;
 - d. Firearm retraces completed by the ATF; and
 - e. Stolen firearm-related reports.
2. CGIC personnel shall focus primarily on core areas of crime gun intelligence by analyzing the individual(s), locations, property, firearms, and ballistic evidence associated with each area to identify criminal patterns, relationships, individuals, and witnesses.

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C. NIBIN Lead/Hit Assignment

1. NIBIN routinely provides leads to the designated point of contact within the CGIC.
 - a. CGIC personnel shall correlate the NIBIN Lead and/or NIBIN Hit and triage the lead to determine investigative potential.
 - b. When CGIC personnel determine the triaged NIBIN Lead shall be referred to other investigative units, they shall adhere to the following protocol:
 - i. Tier 1: An actionable lead that is currently assigned to a Department investigator;
 - ii. Tier 2: An actionable lead that is not currently assigned to a Department investigator; and
 - iii. Tier 3: A lead that is not actionable.
 - c. If an actionable NIBIN Lead is assigned to the CGIC for follow-up investigation, ATF Task Force Officers within the Investigative Support Unit shall be assigned as the lead case agent.
 - d. CGIC and Real Time Crime Center (RTCC) personnel shall collaborate to develop tracking of all leads.
 - i. CGIC personnel shall create a unique CGIC identifying number that is used throughout the process to track all leads and referrals.

N/A

D. CGIC personnel may review and follow up on gunshot detection system events, which include but are not limited to:

1. Re-canvassing the areas where the event occurred;
2. Searching for any related evidence; and
3. The proper collection of evidence if it is located.

E. CGIC Referral and Feedback



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1. CGIC personnel shall maintain open communication with internal and external partners/stakeholders related to the leads developed and referred by CGIC personnel.

N/A

2. Investigative case agents/detectives may complete the CGIC Feedback Form within thirty (30) days and email a copy to CGIC@cabq.gov.

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F. NIBIN Entry and Correlation

1. The NIBIN technician shall test-fire all eligible seized firearms.
2. A NIBIN technician or CGIC personnel shall transport the test-fired casings from seized NIBIN-eligible firearms, as well as seized NIBIN-eligible fired casings, to the designated IBIS/NIBIN site for entry into IBIS/NIBIN.
3. If CGIC personnel encounter a firearm that is inoperable or unsafe, they shall confer with Firearm and Tool Marks Unit personnel for further evaluation prior to proceeding with any testing.
 - a. If the firearm is deemed inoperable, no testing shall be conducted.

G. All persons present for the test-firing at the indoor bullet trap secure area shall wear the provided safety equipment, including:

- a. Eye protection;
- b. Hearing protection;
- c. Gloves; and
- d. A respirator.

H. NIBIN Requests

1. Sworn personnel who need immediate entry of casings or need to have a firearm test fired shall email a request to the NIBIN Unit at NIBIN@cabq.gov.
 - a. The email request shall include the reason why the case is a priority, the case number, and if the case only has casings, a firearm, or both.
 - b. The NIBIN Unit shall acknowledge these requests via email and notify CGIC Unit personnel once they have been entered.

N/A

I. Outside Agency Requests

Requests from outside agencies for scene casings and/or firearm test firing for entry into NIBIN shall be submitted into Evidence through proper channels in accordance with SOP Evidence Unit.

6

1-58-5 Training



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- A. All CGIC personnel shall complete and maintain all specialized training and certifications as considered necessary by the Scientific Evidence Division (SED) Commander.

REDLINED



1-58 CRIME GUN INTELLIGENCE CENTER (CGIC)

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

A. Related SOP(s)

1-41 Evidence Unit (Formerly 3-04 and 5-6)

B. Form(s)

PD 1209 Crime Gun Intelligence Center (CGIC) Feedback Form

C. Other Resource(s)

——None

D. Active Special Order(s)

None

D-E. Rescinded Special Order(s)

None

1-58-1 Purpose

The purpose of this policy is to outline the rules and responsibilities of the Albuquerque Police Department (Department) Crime Gun Intelligence Center (CGIC), which is part of an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence to identify shooters, disrupt criminal activity, and prevent future violence. The CGIC primarily uses programs, such as the National Integrated Ballistic Information Network (NIBIN) and the Electronic Tracing System (e-Trace), in conjunction with human intelligence and additional resources, to identify armed, violent individuals for investigation and prosecution.

1-58-2 Policy

It is the policy of the Department for CGIC personnel to analyze linked casings, firearms, eTrace data of firearms, and analytics of shot spotter information or gun-related crimes. CGIC identifies patterns and trends related to illegal firearms trafficking, distribution networks, and criminal activities involving guns. CGIC works closely with detectives, investigators, and DepartmentAPD personnel to provide intelligence on firearms-related cases.



N/A 1-58-3 Definitions

A. BrassTrax

The acquisition station that can acquire cartridge case information for entry into the Integrated Ballistic Identification System (IBIS).

B. Correlation

A linking of fired cartridge casings based on the various characteristics, such as caliber, firing pin marks, and breech face marks, to establish the likelihood that the casings were fired from the same firearm.

C. Correlation Stations

The station where results from computer searches are reviewed by a trained technician. These stations are known as Match Point, associated with Heritage and Match Point Plus associated with TRAX units.

D. Crime Guns

Firearms that Department personnel have probable cause to believe were used in the commission of a crime.

E. Crime Gun Intelligence (CGI)

Facts that include, but are not limited to, information collected and/or developed from seized firearms and ballistics evidence, incident and investigative reports, field interviews, surveillance, seized firearm tracing, laboratory examinations, including IBIS/NIBIN results and trace evidence, and social media monitoring, which are related to illegal firearms use in the Department's jurisdiction.

F. Electronic Tracing System (e-Trace):

An internet-based system that allows participating law enforcement agencies to submit firearm traces to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC).

G. Firearms Examiner

A member of the Department Firearm and Tool Mark Unit who compares fired cartridge casings that have a high correlation in order to verify the level of correlation and is able to testify to the results in court.

H. Integrated Ballistics Identification System (IBIS)



Technology that allows for the digital imaging of fired ammunition components so that they can be correlated against an electronic database of images to determine whether various shooting incidents can be linked to the same firearm or a particular firearm.

I. National Integrated Ballistic Information Network (NIBIN) Program

A partnership between the ATF and other federal, state, and local law enforcement agencies to identify, target, and prosecute individuals who are guilty of crimes involving a firearm and their sources of criminal firearms.

J. NIBIN Hit

A confirmed linkage of two (2) or more firearm-related crimes made by two (2) certified firearms examiners.

K. NIBIN Lead

A possible linkage of two (2) or more firearm-related crimes, shooting, or firearm recovery, through the use of NIBIN technology. Information from a NIBIN Lead must be confirmed, in other words, a NIBIN Hit, if it is to be used as probable cause for an arrest or search warrant or as evidence in court. This confirmation is done by the Firearms and Toolmark Unit, and is a separate evaluation of the evidence from what the Brasstrax / NIBIN process provides.

L. NIBIN Technician

Professional staff who examines fired cartridge casings and firearms to determine the suitability for entry into IBIS, and who reads and verifies the correlations to assist in establishing a forensic probable cause linking fired cartridge casings.

7 1-58-4 Rules and Responsibilities

A. CGIC personnel shall:

1. Support the Department's mission, and goals of reducing gun crime through the collection, management, and analysis of crime gun evidence to identify shooters; and
 - a. CGIC personnel shall supply the Department's pertinent investigative units with related information from NIBIN Leads and NIBIN Hits through efficient and practical methods.
2. Analyze, investigate, disseminate, and assign NIBIN Lead investigations.

B. Crime Gun Intelligence Analysis



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1. One (1) of the CGIC's goals include, is to producinge actionable intelligence to assist in identifying, arresting, and prosecuting ~~of~~ individuals who drive gun-related crimes. These core areas are defined as follows:
 - a. NIBIN Leads and NIBIN Hits;
 - b. Gunshot detection system activations;
 - c. Firearm-related arrests and recoveries;
 - d. Firearm retraces completed by the ATF; and
 - e. Stolen firearm-related reports.
2. CGIC personnel shall focus primarily on core areas of crime gun intelligence by analyzing the individual(s), locations, property, firearms, and ballistic evidence associated with each area to identify criminal patterns, relationships, individuals, and witnesses.

6

C. NIBIN Lead/Hit Assignment

1. NIBIN routinely provides leads to the designated point of contact within the CGIC.
 - a. CGIC personnel shall correlate the NIBIN Lead and/or NIBIN Hit and triage the lead to determine investigative potential.
 - b. When CGIC personnel determine the triaged NIBIN Lead shall be referred to other investigative units, they shall adhere to the following protocol:
 - i. Tier 1: An actionable lead that is currently assigned to a Department investigator;
 - ii. Tier 2: An actionable lead that is not currently assigned to a Department investigator; and
 - iii. Tier 3: A lead that is not actionable.
 - c. If an actionable NIBIN Lead is assigned to the CGIC for follow-up investigation, ATF Task Force Officers within the Investigative Support Unit shall be assigned as the lead case agent.
 - d. CGIC and Real Time Crime Center (RTCC) personnel shall collaborate to develop tracking of all leads.
 - i. CGIC personnel shall create a unique CGIC identifying number that is used throughout the process to track all leads and referrals.

N/A

D. CGIC personnel may review and follow up on gunshot detection system events, which include but are not limited to:

1. Re-canvassing the areas where the event occurred;
2. Searching for any related evidence; and
3. The proper collection of evidence if it is located.

E. CGIC Referral and Feedback



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1. CGIC personnel shall maintain open communication with internal and external partners/stakeholders related to the leads developed and referred by CGIC personnel.

N/A

2. Investigative case agents/detectives may complete the CGIC Feedback Form within thirty (30) days and email a copy to CGIC@cabq.gov.

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F. NIBIN Entry and Correlation

1. The NIBIN technician shall test-fire all eligible seized firearms.
2. A NIBIN technician or CGIC personnel shall transport the test-fired casings from seized NIBIN-eligible firearms, as well as seized NIBIN-eligible fired casings, to the designated IBIS/NIBIN site for entry into IBIS/NIBIN.
3. If CGIC personnel encounter a firearm that is inoperable or unsafe, they shall confer with Firearm and Tool Marks Unit personnel for further evaluation prior to proceeding with any testing.
 - a. If the firearm is deemed inoperable, no testing shall be conducted.

G. All persons present for the test-firing at the indoor bullet trap secure area shall wear the provided safety equipment, including:

- a. Eye protection;
- b. Hearing protection;
- c. Gloves; and
- d. A respirator.

H. NIBIN Requests

1. Sworn personnel ~~who~~ that need immediate entry of casings or need to have a firearm test fired shall email a request to the NIBIN Unit at NIBIN@cabq.gov.
 - a. The email request shall include the reason why the case is a priority, the case number, and if the case only has casings, a firearm, or both.
 - b. The NIBIN Unit shall acknowledge these requests via email and notify CGIC Unit personnel once they have been entered.

N/A

I. Outside Agency Requests

Requests from outside agencies for scene casings and/or firearm test firing for entry into NIBIN shall be submitted into Evidence through proper channels in accordance with as outlined in SOP Evidence Unit. ~~(refer to SOP Evidence Unit for sanctions classifications and additional duties).~~



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6 1-58-5 Training

- A. All CGIC personnel shall complete and maintain all specialized training and certifications as considered necessary by the Scientific Evidence Division (SED) Commander.

REDLINED



1-81 PROACTIVE RESPONSE TEAM (PRT)

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

A. Related SOP(s)

- 1-28 Downtown Unit (DTU) (Formerly 4-3)
- 1-83 Real Time Crime Center (RTCC) (Formerly 5-9 and 5-10)

B. Form(s)

None

C. Other Resource(s)

Proactive Response Team Operations Manual

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

1-81-1 Purpose

The purpose of this policy is to establish a Proactive Response Team (PRT) that works with members of the community in order to address local issues of concern and build community trust.

1-81-2 Policy

It is the policy of the Albuquerque Police Department (Department) to use community outreach to attempt to increase non-enforcement community contacts with the people of the City of Albuquerque, and the City of Albuquerque businesses.

N/A

1-81-3 Definitions

A. Community Contact

A proactive engagement by the Department with community members or businesses.

B. Community-Oriented Policing

A policing philosophy that promotes and relies on collaborative partnerships between law enforcement agencies and the community members and organizations that they



serve in order to develop solutions to problems, increase trust in police, and improve the effectiveness of policing efforts.

C. Outreach

Department efforts to connect community members with services.

7

1-81-4 Rules and Responsibilities

- A. The Area Commander shall determine the deployment and operational focus of the PRT within their area command based on the methodology outlined in the Proactive Response Team Operations Manual and the assessment of community needs.
- B. The PRT shall gather, document, and analyze stakeholder and community feedback to help determine which areas in an area command are considered areas of community concern and to improve police services by conducting informal interviews and surveys with community members and businesses in order to obtain feedback and respond to concerns outlined in the Proactive Response Team Operations Manual.
- C. The PRT shall compare the community/stakeholder feedback to area crime statistics.
- D. PRT shall engage in proactive non-law enforcement contacts with community members and businesses and document those contacts. The proactive non-law enforcement contacts shall be designed to capture data concerning the perceptions and priorities of community members and businesses.
 - 1. PRT sworn personnel may use discretion in operations, including but not limited to:
 - a. Bicycle patrol;
 - b. Foot patrol;
 - c. Vehicle patrols; or
 - d. Any other method within Department-approved and certified training.
 - 2. The PRT Lieutenant or Sergeant shall coordinate alternative resources to address issues of concern within their area command.
- E. PRT sworn personnel shall monitor and respond to calls for service within their operational focus when available, as directed by their Area Commander.
- F. PRT sworn personnel may be used briefly to assist the area command with Priority 1 calls for service or other projects that address PRT-specific missions.
- G. PRT shall not replace the community policing efforts of the area command.
- H. PRT sworn personnel shall document on a quarterly basis community feedback and statistics to determine what impact PRT has made.



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1. PRT shall complete weekly and monthly reports, which shall include:
 - a. Number of community contacts;
 - b. Number of outreach calls;
 - c. Number of arrests and citations;
 - d. Summary crime report from the Criminal Analysis Unit (CAU);
 - e. Community feedback report; and
 - f. How community concerns are being addressed.
 - I. Each Area Commander shall complete a quarterly review of data to verify that a positive impact has been made. This will be done utilizing data from the CAU and the reports of stakeholders. The results will be provided to their Deputy Chief and the Community Policing Council.
1. The quarterly evaluations outlined in this section do not apply to the Downtown Public Safety District, in accordance with SOP Downtown Unit (DTU).

N/A



1-81 PROACTIVE RESPONSE TEAM (PRT)

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

A. Related SOP(s)

- 1-28 Downtown Unit (DTU) (Formerly 4-3)
- 1-83 Real Time Crime Center (RTCC) (Formerly 5-9 and 5-10)
- ~~2-79 Law Enforcement Assisted Diversion (LEAD) Program~~

B. Form(s)

None

C. Other Resource(s)

Proactive Response Team Operations Manual

D. Active Special Orders

None

D.E. Rescinded Special Order(s)

None

1-81-1 Purpose

The purpose of this policy is to establish a Proactive Response Team (PRT) that works with members of the community in order to address local issues of concern and build community trust.

1-81-2 Policy

It is the policy of the Albuquerque Police Department (Department) to use community outreach to attempt to increase non-enforcement community contacts with the people of the City of Albuquerque, and the City of ~~as well as~~ Albuquerque businesses.

N/A

1-81-3 Definitions

A. Community Contact

A proactive engagement by the Department with community members or businesses.

B. Community-Oriented Policing



A policing philosophy that promotes and relies on collaborative partnerships between law enforcement agencies and the community members individuals and organizations that they serve in order to develop solutions to problems, increase trust in police, and improve the effectiveness of policing efforts.

C. Outreach

Department efforts to connect community members with services.

7 D. ~~PRT Zone~~

~~An established geographical location within an area command that is identified by using community feedback and data-driven crime analysis that employs strategies to address criminal activity affecting the quality of life in the community, consistent in accordance with SOP Real Time Crime Center (RTCC).~~

1-81-4 Rules and Responsibilities

- A. The Area Commander shall determine the deployment and operational focus of the PRT within their area command ~~establish PRT Zones~~ based on the methodology outlined in the Proactive Response Team Operations Manual and the assessment of community needs.
- B. The PRT shall gather, document, and analyze stakeholder and community feedback to help determine which areas in an area command are considered areas of community concern and to improve police services by conducting informal interviews and surveys with community members and businesses in order to obtain feedback and respond to concerns outlined in the (see Proactive Response Team Operations Manual).
- C. The PRT shall compare the community/stakeholder feedback to area crime statistics.
- D. PRT shall engage in proactive non-law enforcement contacts with community members and businesses and document those contacts. The proactive non-law enforcement contacts shall be designed to capture data concerning the perceptions and priorities of community members and businesses.
 1. PRT sworn personnel may use discretion in operations, including but not limited to:
 - a. Bicycle patrol;
 - b. Foot patrol;
 - c. Vehicle patrols; or
 - d. Any other method within Department-approved and certified training.
 2. The PRT Lieutenant or Sergeant shall coordinate alternative resources to address issues of concern within their area command.
- E. PRT sworn personnel shall monitor and respond to calls for service within their operational focus in the ~~PRT Zone~~ when available, as directed by their Area Commander.



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F. PRT sworn personnel may be used briefly to assist the area command with Priority 1 calls for service or other projects that address PRT-specific missions.

G. PRT shall not replace the community policing efforts of the area command.

N/A

~~H. PRT sworn personnel may use discretion with individuals who qualify for participation in the Law Enforcement Assisted Diversion (LEAD) Program, consistent in accordance with SOP Law Enforcement Assisted Diversion (LEAD) Program.~~

~~H.~~ PRT sworn personnel shall document on a quarterly basis community feedback and statistics to determine what impact PRT has made in the PRT Zone.

1. PRT shall complete weekly and monthly reports, which shall include:

- a. Number of community contacts;
- b. Number of outreach calls;
- c. Number of arrests and citations;
- d. Summary crime report from the Criminal Analysis Unit (CAU);
- e. Community feedback report; and
- f. How community concerns are being addressed.

~~I.~~ Each Area Commander shall complete a quarterly review of data pertaining to identified PRT Zones to verify that a positive impact has been made. This will be done utilizing data from the CAU and the reports of stakeholders. The results will be provided to their Deputy Chief and the Community Policing Council.

~~J.~~

N/A

N/A

~~1. A pattern of decrease in property or quality of life crimes over two (2) consecutive quarterly periods may be the deciding factor in changing the PRT Zone.~~

~~a.1.~~ The quarterly evaluations of the PRT Zone outlined in this section do not apply to the Downtown Public Safety District, in accordance with SOP Downtown Unit (DTU).



2-40 MISDEMEANOR, TRAFFIC, AND PARKING ENFORCEMENT

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

A. Related SOP(s)

- 2-1 Uniforms (Formerly 2-06)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-46 Response to Traffic Crashes
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

B. Form(s)

Criminal Complaint
PD 3069 APD Pre-Booking Worksheet (In TraCS)
State of New Mexico Uniform Traffic Citation

C. Other Resource(s)

N.M. Const. art. IV, § 13 Privileges and Immunities
NMSA 1978, § 4-41-12 Entering Other Counties; Powers
NMSA 1978, § 66-8-122 Immediate Appearance before Magistrate
NMSA 1978, § 66-8-123 Conduct of Arresting Officer; Notices by Citation
ROA 1994, §§ 8-1-1-1 to 8-6-99 Traffic Code
ROA 1994, §§ 12-1-1 to 12-5-8 Criminal Code

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-40-1 Purpose

The purpose of this policy is to provide procedures for Albuquerque Police Department (Department) sworn personnel when conducting traffic enforcement and/or enforcing State of New Mexico and City of Albuquerque laws.

2-40-2 Policy

It is the policy of the Department to enforce the misdemeanor laws of the State of New Mexico and the City of Albuquerque by issuing citations for traffic, misdemeanor, and parking violations to individuals whenever possible and appropriate.



N/A 2-40-3 Definitions

A. Authorized Emergency Vehicle

Any marked or unmarked vehicle that is issued to sworn personnel designated by the Department to respond to an emergency or may be used in pursuit of an actual or suspected violator of the law.

B. Marked Department-Issued Vehicle

An authorized emergency vehicle that has a Department badge decal or the Department logo affixed to the exterior of the vehicle. The vehicle is equipped with a siren and emergency lights that are mounted on the vehicle's grill, roof, or dashboard.

C. Unmarked Department-Issued Vehicle

An authorized emergency vehicle that is not equipped with emergency lights nor a siren and does not have a Department badge decal or Department logo affixed to the exterior of the vehicle. An unmarked Department-issued vehicle may or may not have a government-issued license plate.

7 2-40-4 Misdemeanor Enforcement

6 A. Misdemeanor Arrests for Traffic Violations

1. Sworn personnel shall not physically arrest an individual unless:

- a. An individual who is subject to a lawful arrest fails to fully identify themselves;
- b. The arrest or detention of an individual is necessary to prevent imminent harm to others; or
- c. It is necessary to remove the individual from the scene of the offense.

2. Criminal Complaint

- a. Prior to booking the individual, arresting sworn personnel shall ensure that all State of New Mexico Criminal Complaints where a physical arrest of an individual is made have a supervisor's signature.
- b. Sworn personnel who arrest an individual for a misdemeanor and traffic offenses shall charge the individual for all misdemeanor offenses that occurred during the incident on the Criminal Complaint, pre-booking form, and misdemeanor citation.
 - i. This applies when there is no bond required for the lesser offense.

N/A

B. Non-Traffic Citations for Misdemeanors



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1. Sworn personnel shall:
 - a. Whenever practicable, issue a misdemeanor citation to individuals instead of an arrest;
 - b. Conduct a warrant check on the individual(s) before issuing a misdemeanor citation; and
 - i. If the individual(s) has an outstanding misdemeanor warrant(s), sworn personnel shall make an arrest and complete a Criminal Complaint rather than issue a misdemeanor citation.
 - c. When issuing a misdemeanor citation or a Uniform Traffic Citation for a non-traffic citation (NTC):
 - i. A Uniform Incident Report is required when a citation is issued under a state statute. A report is not required when the citation is issued under a City ordinance
 1. The citation narrative will contain the reasonable suspicion and the elements of the crime;
 - ii. Issue a separate misdemeanor citation when an individual has committed multiple offenses;
 - iii. Provide a physical copy of the misdemeanor citation to the individual at the time of issuance; an email copy is not sufficient;
 - iv. Advise the individual that they have five (5) working days in which to appear at the Bernalillo County Metropolitan Court; and
 - v. Ensure the individual understands that they shall appear at the Bernalillo County Metropolitan Court, and if they fail to appear, a warrant shall be issued for their arrest.

7 2-40-5 Traffic Enforcement

A. Traffic Crash Enforcement Action

1. Sworn personnel shall take enforcement action whenever a traffic crash investigation indicates probable cause to believe that a violation of law has occurred, in accordance with SOP Responses to Traffic Crashes.

N/A

- a. Sworn personnel may take enforcement actions, such as a physical arrest, issuance of a citation, or a written warning, etc., that arise from a traffic crash investigation consistent with the nature of the alleged violation.
 - b. Sworn personnel shall establish all elements of the violation(s) prior to taking any enforcement action.
 - c. Sworn personnel shall establish the elements that they did not personally witness through an investigation.
2. Sworn personnel who are assigned to investigate traffic crashes shall conduct thorough investigations and submit complete Uniform Crash Reports in accordance with SOP Response to Traffic Crashes.



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- a. If sufficient evidence exists to identify contributing factors for traffic crashes, sworn personnel shall properly document the facts in a Uniform Crash Report.

3. A Police Service Aide (PSA) who is investigating a traffic crash where enforcement action is necessary shall request assistance from a uniformed officer through the Emergency Communications Center (ECC).

B. Traffic Stops

1. When charging an individual with violating state or local traffic laws, sworn personnel shall:

- a. Complete the State of New Mexico Uniform Traffic Citation using the TraCS system;
 - i. When the TraCS system is down, sworn personnel may complete the paper version of the Uniform Traffic Citation, if available.
 - ii. When paper citations are unavailable, sworn personnel shall issue a criminal summons for the violation(s).
- b. Fill in the email address and telephone number fields for each Uniform Traffic Citation and shall inform the person that the purpose of including this information is to provide it to the court so the court can inform the person of their court date;
 - i. If the individual declines to provide an email address or telephone number, sworn personnel shall note the refusal in the narrative section of the Uniform Traffic Citation.
- c. Advise the individual that non-compliance with the terms of the Uniform Traffic Citation may result in a suspension of their driver's license;
 - i. A suspension for non-compliance remains in effect until sufficient proof of compliance is met.
- d. Have the individual sign the appropriate acknowledgment;
- e. Check the Court Appearance box in the Uniform Traffic Citation if the individual declines to acknowledge the penalty assessment; and
- f. Give the individual a copy of the Uniform Traffic Citation.
 - i. If the TraCS system is down, sworn personnel shall set the date at ten (10) calendar days from the date of the violation.
 1. If the tenth day falls on a weekend or holiday, sworn personnel shall set the appearance date on the next workday.
 2. The TraCS system automatically selects the traffic arraignment date if the selection is chosen.

2. When sworn personnel attempt to issue a Uniform Traffic Citation and the individual refuses to sign it, they shall explain that refusal to sign the citation shall result in arrest consistent with NMSA 1978, § 66-8-122(F) and NMSA 1978, § 66-8-123(D). Sworn personnel shall check the "Booked" checkbox on the citation.

3. Sworn personnel shall not:



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- a. Mark out or write over information on the face of a Uniform Traffic Citation, but instead shall void the citation and issue a corrected one in its place;
 - i. Sworn personnel shall provide all voided citations to Court Services Unit personnel.
- b. Enter "See Report" in the "Description of the Offense" section; or
- c. Accept custody or payment for any penalty assessment.
4. When sworn personnel verify through the ECC NCIC Operator that an individual has an outstanding warrant, they shall arrest and book them on the warrant and shall allow the individual to sign the Uniform Traffic Citation.
5. Sworn personnel who violate the rules outlined in NMSA 1978, § 66-8-123 shall be guilty of misconduct in office and are subject to removal.

C. Traffic Stops Involving Juveniles

N/A

Traffic stops involving juveniles will be administered in accordance with SOP Juvenile Delinquency.

N/A

D. Traffic Stops on Private Property

Sworn personnel may only issue a Uniform Traffic Citation on private property when the individual is driving while under the influence (DWI), driving recklessly, or has left the scene of a traffic crash.

E. Traffic Stops for Individuals Driving Armored Vehicles

1. When stopping an individual who is driving an armored vehicle, sworn personnel shall:
 - a. Ask the driver to present their license by either holding it up to the glass or passing it out of the gun port;
 - b. Obtain the needed information for the Uniform Traffic Citation; and
 - c. Provide the Uniform Traffic Citation to Court Services Unit personnel.
 - i. Court Services Unit personnel shall hold the citation for three (3) business days for the driver's signature.
 - ii. If the driver fails to sign the Uniform Traffic Citation within three (3) business days, Court Services Unit personnel shall notify the company and return the citation to the issuing officer for further action.

F. Special Circumstances in Traffic Enforcement

1. Sworn personnel shall treat military personnel the same as other individuals who have violated traffic laws, with the following exceptions:
 - a. A person is exempt from licensure when the person is in the military service of the United States or has been honorably discharged within thirty (30) days when:



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- i. They hold a driver's license from any state that is not more than four (4) years old, which has expired while the person is in active military service for the United States or has been honorably discharged within thirty (30) days when they are:
 1. Stationed outside the geographical limits of the state of New Mexico;
 2. On leave from military service; and
 3. Only while operating a motor vehicle in the state of New Mexico.
 2. Foreign diplomats or consular officials have diplomatic immunity concerning federal and state laws and City ordinances under the guidelines of the U.S. Department of State.
 3. Sworn personnel shall treat state legislators the same as other individuals who have violated traffic laws, except when traveling to and from and during current legislative sessions. Immunity is granted during these times pursuant to the Constitution of New Mexico, Article IV, Section 13.
- G. Enforcement in Other Jurisdictions
 1. When required, sworn personnel shall exercise their legal authority to take enforcement action as a cross-commissioned Deputy Sheriff in Bernalillo County when they hold a current Deputy Sheriff credential, consistent with NMSA 1978, § 4-41-12.
 2. When possible, sworn personnel shall request a Bernalillo County Deputy Sheriff or a New Mexico State Police officer to accompany them when investigating traffic enforcement cases in Bernalillo County.
- H. Re-examination of Drivers by the New Mexico Motor Vehicle Division (MVD)
 1. Sworn personnel who come into contact with drivers whom they believe should be re-examined by the MVD shall submit a letter on Department letterhead to the MVD stating the reason(s) why they think the individual needs to be re-examined, including, but not limited to:
 - a. Suspected incompetence;
 - b. Physical or mental disability;
 - c. Medical disease; or
 - d. Any other condition that might prevent the person from exercising reasonable and ordinary care when operating a motor vehicle.
 2. Sworn personnel shall ensure that any citations or Uniform Crash Reports accompany the letter to assist MVD personnel in their decision to re-examine the driver.
- I. Traffic Enforcement in Unmarked Department-Issued Vehicles



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N/A

1. Sworn personnel shall wear a uniform jacket or, as an option, a raid jacket/windbreaker and a vest or tactical vest while enforcing traffic laws in an unmarked Department-issued vehicle, in accordance with SOP Uniforms.
 - a. When on-duty or off-duty, when it becomes necessary for a non-uniformed officer or detective who is driving an unmarked Department-issued vehicle to conduct a traffic stop:
 - i. The officer or detective shall request an officer who drives a marked Department-issued vehicle to initiate the traffic stop;
 - ii. The officer or detective shall provide ECC personnel with the following information:
 1. Description of the vehicle;
 2. The direction of travel;
 3. Number and description of the occupants, if possible; and
 4. Reason necessitating the stop (i.e., suspicious vehicle, individuals suspected of committing a crime, an individual wanted for committing a crime, traffic violations, etc.).
 - iii. ECC personnel shall relay the information to the officer who is driving a marked Department-issued vehicle before conducting the traffic stop;
 - iv. The officer or detective shall accompany the officer in the marked Department-issued vehicle to the location of the traffic stop; and
 - v. The officer or detective shall have a uniform jacket or, as an option, a raid jacket/windbreaker, vest, or tactical vest.

N/A

2. When an officer who drives a marked Department-issued vehicle is unavailable, the officer or detective in the unmarked Department-issued vehicle may conduct a traffic stop.

N/A

- a. If the driver is operating a vehicle in a dangerous manner, such as reckless driving or suspected DWI, and an officer who is driving a marked Department-issued vehicle for traffic enforcement is unavailable, the officer or detective in the unmarked Department-issued vehicle may:
 - i. Follow the vehicle, maintaining a safe distance, monitoring the progress of the vehicle until a marked Department-issued vehicle can initiate the stop, in accordance with SOP Traffic Stops; and
 - ii. Conduct a traffic stop for the safety of other motorists.
3. The officer conducting the traffic stop shall not issue a traffic citation for traffic violations that they did not witness.

7

2-40-6

Parking Enforcement

A. Issuing Parking Citations

N/A

1. Department personnel may issue City of Albuquerque parking citation(s) for a parking violation in accordance with City ordinances.



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2. Department personnel shall enforce parking laws to the greatest extent for all parking violations during peak traffic parking times.

3. Department personnel shall only cite one (1) violation on a parking citation.

N/A

4. Department personnel may patrol on foot in congested parking areas to enforce parking regulations.

5. Department personnel shall not mark out or write information on the face of a parking citation but instead shall void the citation and issue a corrected one in its place.

N/A

6. Department personnel may get a parking citation book from their assigned area commands.

B. Parking Citations for Disabled Vehicle Parking Violations

Department personnel shall issue a parking citation to an individual who is parked on private property for parking in a designated handicap area or for parking in a fire lane only.

C. MVD Handicap Placards and Plates

1. Department personnel shall not issue a parking citation for vehicles that are parked in designated handicap areas that display an official MVD handicap plate.

N/A

a. The permanently disabled placard is made of blue plastic and indicates "PERMANENT," and the international handicap logo is printed.

N/A

b. The temporarily disabled placard is made of red paper, indicates "TEMPORARY," and has the expiration date.

N/A

c. The disabled Veteran plate is marked as such and is followed by four (4) digits.

N/A

d. All placards are to be displayed on the interior rearview mirror.



2-40 MISDEMEANOR, TRAFFIC, AND PARKING ENFORCEMENT

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

A. Related SOP(s)

- 2-1 Uniforms (Formerly 2-06)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-46 Response to Traffic Crashes
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

B. Form(s)

Criminal Complaint
PD 3069 APD Pre-Booking Worksheet (In TraCS)
State of New Mexico Uniform Traffic Citation

C. Other Resource(s)

N.M. Const. art. IV, § 13 Privileges and Immunities
NMSA 1978, § 4-41-12 Entering Other Counties; Powers
NMSA 1978, § 66-8-122 Immediate Appearance before Magistrate
NMSA 1978, § 66-8-123 Conduct of Arresting Officer; Notices by Citation
ROA 1994, §§ 8-1-1-1 to 8-6-99 Traffic Code
ROA 1994, §§ 12-1-1 to 12-5-8 Criminal Code

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-40-1 Purpose

The purpose of this policy is to provide procedures for Albuquerque Police Department (Department) sworn personnel when conducting traffic enforcement and/or enforcing State of New Mexico and City of Albuquerque laws.

2-40-2 Policy

It is the policy of the Department to enforce the misdemeanor laws of the State of New Mexico and the City of Albuquerque by issuing citations for traffic, misdemeanor, and parking violations to individuals whenever possible and appropriate.



N/A

2-40-3 Definitions

A. Authorized Emergency Vehicle

Any marked or unmarked vehicle that is issued to sworn personnel designated by the Department to respond to an emergency or may be used in pursuit of an actual or suspected violator of the law.

B. Marked Department-Issued Vehicle

An authorized emergency vehicle that has a Department badge decal or the Department logo affixed to the exterior of the vehicle. The vehicle is equipped with a siren and emergency lights that are mounted on the vehicle's grill, roof, or dashboard.

C. Unmarked Department-Issued Vehicle

An authorized emergency vehicle that is not equipped with emergency lights nor a siren and does not have a Department badge decal or Department logo affixed to the exterior of the vehicle. An unmarked Department-issued vehicle may or may not have a government-issued license plate.

~~D. Unmarked Department-Issued Vehicle for Traffic Enforcement~~

~~An authorized emergency vehicle that is equipped with emergency lights that are mounted on the vehicle's grill, roof, or dashboard, a siren, and has a government-issued license plate.~~

7 2-40-4 Misdemeanor Enforcement

6 A. Misdemeanor Arrests for Traffic Violations

1. Sworn personnel shall not physically arrest an individual unless:

a. ~~When an individual who is subject to a lawful arrest fails to fully identify themselves;~~

b. ~~Sworn personnel shall make an arrest when t~~The arrest or detention of an individual is necessary to prevent imminent harm to others; ~~or~~

~~2-c.~~ It is necessary to remove the individual from the scene of the offense.

~~3-2.~~ Criminal Complaint



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N/A

- a. Prior to booking the individual, arresting sworn personnel shall ensure that all State of New Mexico Criminal Complaints where a physical arrest of an individual is made have a supervisor's signature.
- b. Sworn personnel who arrest an individual for a misdemeanor and traffic offenses shall charge the individual for all misdemeanor offenses that occurred during the incident on the Criminal Complaint, pre-booking form, and misdemeanor citation.
 - i. This applies when there is no bond required for the lesser offense.

B. Non-Traffic Citations for Misdemeanors

1. Sworn personnel shall:

- a. Whenever practicable, issue a misdemeanor citation to individuals instead of an arrest;
- b. Conduct a warrant check on the individual(s) before issuing a misdemeanor citation; and
 - i. If the individual(s) has an outstanding misdemeanor warrant(s), sworn personnel shall make an arrest and complete a Criminal Complaint rather than issue a misdemeanor citation.
- c. When issuing a misdemeanor citation or a Uniform Traffic Citation for a non-traffic citation (NTC):
 - i. A Complete Uniform Incident Report is required when a citation is issued under a state statute. A report is not required when the citation is issued under a City ordinance
 - ~~i.1.~~ The citation narrative will contain the reasonable suspicion and the elements of the crime for every case;
 - ii. Issue a separate misdemeanor citation when an individual has committed multiple offenses;
 - iii. Provide a physical copy of the misdemeanor citation to the individual at the time of issuance; an email copy is not sufficient;
 - iv. Advise the individual that they have five (5) working days in which to appear at the Bernalillo County Metropolitan Court; and
 - v. Ensure the individual understands that they shall appear at the Bernalillo County Metropolitan Court, and if they fail to appear, a warrant shall be issued for their arrest.

7 2-40-5

Traffic Enforcement

A. Traffic Crash Enforcement Action

1. Sworn personnel shall take enforcement action whenever a traffic crash investigation indicates probable cause to believe that a violation of law has occurred, in accordance with SOP Responses to Traffic Crashes.

N/A



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- a. Sworn personnel may take enforcement actions, such as a physical arrest, issuance of a citation, or a written warning, etc., that arise from a traffic crash investigation consistent with the nature of the alleged violation.
- b. Sworn personnel shall establish all elements of the violation(s) prior to taking any enforcement action.
- c. Sworn personnel shall establish the elements that they did not personally witness through an investigation.

2. Sworn personnel who are assigned to investigate traffic crashes shall conduct thorough investigations and submit complete Uniform Crash Reports in accordance with SOP Response to Traffic Crashes.

~~2.~~

- a. If sufficient evidence exists to identify contributing factors for traffic crashes, sworn personnel shall properly document the facts in a Uniform Crash Report.

3. A Police Service Aide (PSA) who is investigating a traffic crash where enforcement action is necessary shall request assistance from a uniformed officer through the Emergency Communications Center (ECC).

~~3.~~

B. Traffic Stops

1. When charging an individual with violating state or local traffic laws, sworn personnel shall:

- a. Complete the State of New Mexico Uniform Traffic Citation using the TraCS system;
 - i. When the TraCS system is down, sworn personnel may complete the paper version of the Uniform Traffic Citation, if available.
 - ii. When paper citations are unavailable, sworn personnel shall issue a criminal summons for the violation(s).
- b. Fill in the email address and telephone number fields for each Uniform Traffic Citation and shall inform the person that the purpose of including this information is to provide it to the court so the court can inform the person of their court date;
 - i. If the individual declines to provide an email address or telephone number, sworn personnel shall note the refusal in the narrative section of the Uniform Traffic Citation.
- c. Advise the individual that non-compliance with the terms of the Uniform Traffic Citation may result in a suspension of their driver's license;
 - i. A suspension for non-compliance remains in effect until sufficient proof of compliance is met.
- d. Have the individual sign the appropriate acknowledgment;
- e. Check the Court Appearance box in the Uniform Traffic Citation if the individual declines to acknowledge the penalty assessment; and
- f. Give the individual a copy of the Uniform Traffic Citation.

N/A

N/A



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- i. If the TraCS system is down, sworn personnel shall set the date at ten (10) calendar days from the date of the violation.
 1. If the tenth day falls on a weekend or holiday, sworn personnel shall set the appearance date on the next workday.
 2. The TraCS system automatically selects the traffic arraignment date if the selection is chosen.

N/A

N/A

2. When sworn personnel attempt to issue a Uniform Traffic Citation and the individual refuses to sign it, they shall explain that refusal to sign the citation shall result in arrest consistent with NMSA 1978, § 66-8-122(F) and NMSA 1978, § 66-8-123(D). Sworn personnel shall check the "Booked" checkbox on the citation in accordance with SOP Traffic Stops.
3. Sworn personnel shall not:
 - a. Mark out or write over information on the face of a Uniform Traffic Citation, but instead shall void the citation and issue a corrected one in its place;
 - i. Sworn personnel shall provide all voided citations to Court Services Unit personnel.
 - b. Enter "See Report" in the "Description of the Offense" section; or
 - c. Accept custody or payment for any penalty assessment.
4. When sworn personnel verify through the ECC NCIC Operator that an individual has an outstanding warrant, they shall arrest and book them on the warrant and shall allow the individual to sign the Uniform Traffic Citation.
5. Sworn personnel who violate the rules outlined in NMSA 1978, § 66-8-123 shall be guilty of misconduct in office and are subject to removal.

C. Traffic Stops Involving Juveniles

N/A

~~A juvenile may acknowledge guilt of a traffic offense contained within the penalty assessment program and agree to pay the penalty.~~ Traffic stops involving juveniles will be administered in accordance with SOP Juvenile Delinquency.

N/A

D. Traffic Stops on Private Property

Sworn personnel may only issue a Uniform Traffic Citation on private property when the individual is driving while under the influence (DWI), driving recklessly, or has left the scene of a traffic crash.

E. Traffic Stops for Individuals Driving Armored Vehicles

1. When stopping an individual who is driving an armored vehicle, sworn personnel shall:



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- a. Ask the driver to present their license by either holding it up to the glass or passing it out of the gun port;
- b. Obtain the needed information for the Uniform Traffic Citation; and
- c. Provide the Uniform Traffic Citation to Court Services Unit personnel.
 - i. Court Services Unit personnel shall hold the citation for three (3) business days for the driver's signature.
 - ii. If the driver fails to sign the Uniform Traffic Citation within three (3) business days, Court Services Unit personnel shall notify the company and return the citation to the issuing officer for further action.

F. Special Circumstances in Traffic Enforcement

1. Sworn personnel shall treat military personnel the same as other individuals who have violated traffic laws, with the following exceptions:
 - a. A person is exempt from licensure when the person is in the military service of the United States or has been honorably discharged within thirty (30) days when:
 - i. They hold a driver's license from any state that is not more than four (4) years old, which has expired while the person is in active military service for the United States or has been honorably discharged within thirty (30) days when they are:
 1. Stationed outside the geographical limits of the state of New Mexico;
 2. On leave from military service; and
 3. Only while operating a motor vehicle in the state of New Mexico.
- ~~b.2.~~ Foreign diplomats or consular officials have diplomatic immunity concerning federal and state laws and City ordinances under the guidelines of the U.S. Department of State.
- ~~2.3.~~ Sworn personnel shall treat state legislators the same as other individuals who have violated traffic laws, except when traveling to and from and during current legislative sessions. Immunity is granted during these times pursuant to the Constitution of New Mexico, Article IV, Section 13.

G. Enforcement in Other Jurisdictions

1. When required, sworn personnel shall exercise their legal authority to take enforcement action as a cross-commissioned Deputy Sheriff in Bernalillo County when they hold a current Deputy Sheriff credential, consistent with NMSA 1978, § 4-41-12.
2. When possible, sworn personnel shall request a Bernalillo County Deputy Sheriff or a New Mexico State Police officer to accompany them when investigating traffic enforcement cases in Bernalillo County.

H. Re-examination of Drivers by the New Mexico Motor Vehicle Division (MVD)



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1. Sworn personnel who come into contact with drivers whom they believe should be re-examined by the MVD shall submit a letter on Department letterhead to the MVD stating the reason(s) why they ~~believe~~think the individual needs to be re-examined, including, but not limited to:
 - a. Suspected incompetence;
 - b. Physical or mental disability;
 - c. Medical disease; or
 - d. Any other condition that might prevent the person from exercising reasonable and ordinary care when operating a motor vehicle.
2. Sworn personnel shall ensure that any citations or Uniform Crash Reports accompany the letter to assist MVD personnel in their decision to re-examine the driver.

I. Traffic Enforcement in Unmarked Department-Issued Vehicles

N/A

1. Sworn personnel shall wear a uniform jacket or, as an option, a raid jacket/windbreaker and a vest or tactical vest while enforcing traffic laws in an unmarked Department-issued vehicle, in accordance with SOP Uniforms.
 - a. When on-duty or off-duty, when it becomes necessary for a non-uniformed officer or detective who is driving an unmarked Department-issued vehicle to conduct a traffic stop:
 - i. The officer or detective shall request ~~for~~ an officer who drives a marked Department-issued vehicle to initiate the traffic stop;
 - ii. The officer or detective shall provide ECC personnel with the following information:
 1. Description of the vehicle;
 2. The direction of travel;
 3. Number and description of the occupants, if possible; and
 4. Reason necessitating the stop (i.e., suspicious vehicle, individuals suspected of committing a crime, an individual wanted for committing a crime, traffic violations, etc.).
 - iii. ECC personnel shall relay the information to the officer who is driving a marked Department-issued vehicle before conducting the traffic stop;
 - iv. The officer or detective shall accompany the officer in the marked Department-issued vehicle to the location of the traffic stop; and
 - v. The officer or detective shall have a uniform jacket or, as an option, a raid jacket/windbreaker, vest, or tactical vest.

N/A

2. When an officer who drives a marked Department-issued vehicle is unavailable, the officer or detective in the unmarked Department-issued vehicle may conduct a traffic stop.

N/A



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- a. If the driver is operating a vehicle in a dangerous manner, such as reckless driving or suspected DWI, and an officer who is driving a marked Department-issued vehicle for traffic enforcement is unavailable, the officer or detective in the unmarked Department-issued vehicle may:
 - i. Follow the vehicle, maintaining a safe distance, monitoring the progress of the vehicle until a marked Department-issued vehicle can initiate the stop, in accordance with SOP Traffic Stops; and
 - ii. Conduct a traffic stop for the safety of other motorists.
- 3.—The officer conducting the traffic stop shall not issue a traffic citation for traffic violations that they did not witness.

3.

7 2-40-6 Parking Enforcement

A. Issuing Parking Citations

N/A

1. Department personnel may issue City of Albuquerque parking citation(s) for a parking violation in accordance with City ordinances.
2. Department personnel shall enforce parking laws to the greatest extent for all parking violations during peak traffic parking times.
3. Department personnel shall only cite one (1) violation on a parking citation.

N/A

4. Department personnel may patrol on foot in congested parking areas to enforce parking regulations.
5. Department personnel shall not mark out or write information on the face of a parking citation but instead shall void the citation and issue a corrected one in its place.

N/A

6. Department personnel may get a parking citation book from their assigned area commands.

B. Parking Citations for Disabled Vehicle Parking Violations

Department personnel shall issue a parking citation to an individual who is parked on private property for parking in a designated handicap area or for parking in a fire lane only.

C. MVD Handicap Placards and Plates



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1. Department personnel shall not issue a parking citation for vehicles that are parked in designated handicap areas that display an official MVD handicap plate.

N/A

N/A

N/A

N/A

- a. The permanently disabled placard is made of blue plastic and indicates "PERMANENT," and the international handicap logo is printed.
- b. The temporarily disabled placard is made of red paper, indicates "TEMPORARY," and has the expiration date.
- c. The disabled Veteran plate is marked as such and is followed by four (4) digits.
- d. All placards are to be displayed on the interior rearview mirror.



2-50 CRASH REVIEW BOARD (CRB)

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

A. Related SOP(s)

- 1-95 Metro Traffic Division (Formerly 4-06 and 6-3)
- 2-47 Crashes Involving Department-Issued Vehicles (Formerly 1-18)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

State of New Mexico Uniform Crash Report (UCR)

C. Other Resource(s)

National Highway Traffic Safety Administration (NHTSA)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-50-1 Purpose

The purpose of this policy is to convene a Crash Review Board (CRB) to review and classify all Albuquerque Police Department-issued (Department) vehicle crashes as preventable or non-preventable. The CRB reviews all preventable crashes for cause analysis to prevent similar types of crashes in the future.

2-50-2 Policy

It is the policy of the Department to provide guidelines for the CRB, which reviews all Department-issued vehicle crashes.

N/A 2-50-3 Definitions

A. Crash

An unintended event resulting in injury or damage involving one (1) or more motor vehicles as defined by the National Highway Traffic Safety Administration (NHTSA).

B. Non-Crash



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SOP 2-50 (Formerly 3-66)

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Damage caused by an intentional act that is not a crash, under normal driving conditions, which strikes a motor vehicle likely to cause damage. This includes, but is not limited to, a Pursuit Intervention (PIT) maneuver.

C. Non-Preventable Crash

A crash that involved a motor vehicle that could not have been averted by an act, or failure to act, by the driver when the driver exercised normal judgment and foresight and was unable to avoid it, or which steps would have risked causing another kind of mishap.

D. Preventable Crash

A crash in which the driver failed to do everything that reasonably could have been done to avoid the crash, and if a driver, who exercises normal judgment and foresight, could have foreseen the possibility of the crash, and avoided it by taking steps within their control which would not have risked causing another kind of mishap.

6 2-50-4 Rules

N/A A. CRB personnel shall review all crashes involving Department-issued vehicles to determine whether or not the crash was preventable or non-preventable. The CRB will not hear crashes that result in a fatality or serious injury, in accordance with SOP Metro Traffic Division.

1. Fatal or serious injury crashes shall be reviewed by Traffic Division personnel who have been certified in crash reconstruction.
2. If an incident is found to be serious or fatal after it is scheduled to appear before the CRB, then it will not be reviewed by the CRB.

B. Appointments to the CRB

1. The CRB shall consist of:
 - a. The Metro Traffic Division Commander (chairperson);
 - b. The Metro Traffic Division Lieutenant;
 - c. A Metro Traffic Division Sergeant;
 - d. A Metro Traffic Division Officer;
 - e. One (1) Operations Review Section employee who shall review crashes involving Department-issued vehicles; and
 - f. The Department Safety Officer, who serves as an ex officio member and provides technical assistance to the CRB, such as loss reduction and hazard elimination principles, and recognized practices and principles applicable to the crash review process.



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2. Each calendar year, the Metro Traffic Division Commander appoints members to the CRB as follows:
 - a. The Metro Traffic Division Commander, who acts as the chairperson;
 - b. The Metro Traffic Division Lieutenant;
 - c. A Metro Traffic Division Sergeant; and
 - d. A Metro Traffic Division Officer.
3. Department personnel serving in the following positions shall serve on the CRB on a permanent basis:
 - a. The Department Safety Officer; and
 - b. An Operations Review Section employee.
4. Department personnel serving in the following positions shall complete meeting packets for the CRB on a permanent basis:
 - a. An Internal Affairs Professional Standards (IAPS) Division professional staff member; and
 - b. A Metro Traffic Division Administrative Assistant.

C. Reviewing Crashes that Involve Department-Issued Vehicles

1. CRB personnel shall:
 - a. Post a Department Memorandum in the Department's document management system with the date, time, and location where the crash review board shall meet; and
 - i. The involved personnel's attendance at the CRB's vehicle crash review is voluntary; therefore, no overtime is authorized.
 - ii. Only the involved personnel shall be allowed to attend the CRB.
 - iii. Department personnel who were not involved in the crash shall not be permitted to attend the review.
 - iv. If the involved personnel does not wish to attend the CRB, CRB personnel shall rely on the facts and information in the UCR. CRB personnel may use photographs and video from the Department-issued vehicle crash investigation.
 1. CRB personnel shall have the authority to require the involved personnel to attend the CRB if they determine it is necessary to speak with the involved personnel to make a determination regarding the Department-issued vehicle crash. If involved personnel are required to attend the CRB, overtime is authorized.
 - v. When the involved personnel wants to appear at the CRB voluntarily but cannot attend due to scheduling conflicts, such as court hearings, calls for service, previously scheduled training, or vacation, the Traffic Division Lieutenant shall reschedule the review until the next CRB meeting;



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1. CRB personnel shall reschedule the review at the request of the involved personnel; and
2. CRB personnel shall only allow the involved personnel one (1) continuance per crash.
- b. Review each Department-issued vehicle crash not resulting in a fatality or serious injury, and determine whether the crash was a preventable crash, a non-preventable crash, or a non-crash.
 - i. CRB personnel shall submit all CRB rulings to the Chief of Police, the Superintendent of Police Reform, or their designee.
 - ii. CRB's rulings are not subject to review or appeal.
 - iii. Rulings may include, but are not limited to:
 1. Remedial or refresher training for the involved personnel;
 2. Review or modification of the involved personnel's training or tactics;
 3. Modification or re-evaluation of Department-issued vehicle or equipment;
 4. Review or modification of Department policies and procedures; and
 5. Evaluation of Department personnel for vision defects, stress-related problems, or other conditions affecting their fitness for duty.
2. The Chief of Police, Superintendent of Police Reform, or their designee shall have final authority to decide who shall review the case if a conflict in the CRB's determination occurs.

N/A

D. Disciplinary Guidelines

1. CRB personnel do not have disciplinary authority.
 - a. The Chief of Police, Superintendent of Police Reform, or their designee shall have the authority and responsibility to discipline subordinates.
2. CRB personnel shall classify all preventable crashes as a Class 6 offense, in accordance with SOP Discipline System.
 - a. The Metro Traffic Division Administrative Assistant shall forward all CRB data to the IAPS Division, and the CRB.
 - b. The Chief of Police, or Superintendent of Police Reform, or their designee shall consider mitigating and aggravating circumstances when determining the amount of discipline to be imposed, in accordance with SOP Complaints Involving Department Personnel.
3. CRB personnel shall consider the incident a non-crash when a Department-issued vehicle's damage is limited to no more than one (1) tire or rim, whether intentional or accidental, and one (1) mounted spare tire can resolve the incident.
 - a. Department personnel shall report these incidents, in accordance with SOP Crashes Involving Department-Issued Vehicles.

N/A

N/A

E. Photographs for Review by the CRB



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1. The Metro Traffic Division Administrative Assistant shall request all crash-related photographs from the Scientific Evidence Division (SED).
 - a. Once the Metro Traffic Division Administrative Assistant collects the crash-related photos, CRB personnel shall review them.

REDLINED



2-50 CRASH REVIEW BOARD (CRB)

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

A. Related SOP(s)

- 1-95 Metro Traffic Division (Formerly 4-06 and 6-3)
- 2-47 Crashes Involving Department-Issued Police Vehicles (Formerly 1-18)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

B. Form(s)

State of New Mexico Uniform Crash Report (UCR)

C. Other Resource(s)

National Highway Traffic Safety Administration (NHTSA)

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-50-1 Purpose

The purpose of this policy is to convene a Crash Review Board (CRB) to review and classify all Albuquerque Police Department-issued (Department) vehicle crashes as preventable or non-preventable. The CRB reviews all preventable crashes for cause analysis to prevent similar types of crashes in the future.

2-50-2 Policy

It is the policy of the Department to provide guidelines for the CRB, which reviews all Department-issued vehicle crashes.

N/A 2-50-3 Definitions

A. Crash

An unintended event resulting in injury or damage involving one (1) or more motor vehicles as defined by the National Highway Traffic Safety Administration (NHTSA).

B. Non-Crash



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SOP 2-50 (Formerly 3-66)

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Damage caused by an intentional act that is not a crash, under normal driving conditions, which strikes a motor vehicle likely to cause damage. This includes, but is not limited to, a Pursuit Intervention (PIT) maneuver.

C. Non-Preventable Crash

A crash that involved a motor vehicle that could not have been averted by an act, or failure to act, by the driver when the driver exercised normal judgment and foresight and was unable to avoid it, or which steps would have risked causing another kind of mishap.

D. Preventable Crash

A crash in which the driver failed to do everything that reasonably could have been done to avoid the crash, and if a driver, who exercises normal judgment and foresight, could have foreseen the possibility of the crash, and avoided it by taking steps within their control which would not have risked causing another kind of mishap.

6 2-50-4 Rules

N/A A. CRB personnel shall review all crashes involving Department-issued vehicles, to determine whether or not the crash was preventable or non-preventable. The CRB will not hear crashes that result in a fatality or serious injury, in accordance consistent with SOP Metro Traffic Division. ~~(refer to SOP Metro Traffic Division for sanction classifications and additional duties).~~

1. Fatal or serious injury crashes shall be reviewed by Traffic Division personnel who have been certified in crash reconstruction.
- 4.
2. If an incident is found to be serious or fatal after it is scheduled to appear before the CRB, then it will not be reviewed by the CRB.

B. Appointments to the CRB

1. The CRB shall consist of:
 - a. The Metro Traffic Division Commander (chairperson);
 - b. The Metro Traffic Division Lieutenant;
 - c. A Metro Traffic Division Sergeant;
 - d. A Metro Traffic Division Officer;
 - e. One (1) Operations Review Section employee who shall review crashes involving Department-issued vehicles; and
 - f. The Department Safety Officer, who serves as an ex officio member and provides technical assistance to the CRB, such as loss reduction and hazard elimination principles, and recognized practices and principles applicable to the crash review process.



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SOP 2-50 (Formerly 3-66)

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2. Each calendar year, the Metro Traffic Division Commander appoints members to the CRB as follows:
 - a. The Metro Traffic Division Commander, who acts as the chairperson;
 - b. The Metro Traffic Division Lieutenant;
 - c. A Metro Traffic Division Sergeant; and
 - d. A Metro Traffic Division Officer.
3. Department personnel serving in the following positions shall serve on the CRB on a permanent basis:
 - a. The Department Safety Officer; and
 - b. An Operations Review Section employee.
4. Department personnel serving in the following positions shall complete meeting packets for the CRB on a permanent basis:
 - a. An Internal Affairs Professional Standards (IAPS) Division professional staff member; and
 - b. A Metro Traffic Division Administrative Assistant.

C. Reviewing Crashes that Involve Department-Issued Vehicles

1. ~~When reviewing Department-issued vehicle crashes,~~ CRB personnel shall:
 - a. Post a Department Memorandum in the Department's document management system with the date, time, and location where the crash review board shall meet; and
 - i. The involved personnel's attendance at the CRB's vehicle crash review is voluntary; therefore, no overtime is authorized.
 - ii. Only the involved personnel shall be allowed to attend the CRB.
 - iii. Department personnel who were not involved in the crash shall not be permitted to attend the review.
 - iv. If the involved personnel does not wish to attend the CRB, CRB personnel shall rely on the facts and information in the UCR. CRB personnel may use photographs and video from the Department-issued vehicle crash investigation.
 1. CRB personnel shall have the authority to require the involved personnel to attend the CRB if they determine it is necessary to speak with the involved personnel to make a determination regarding the Department-issued vehicle crash. If involved personnel are required to attend the CRB, overtime is authorized.
 - v. When the involved personnel wants to appear at the CRB voluntarily but cannot attend due to scheduling conflicts, such as court hearings, calls for service, previously scheduled training, or vacation, the Traffic Division Lieutenant shall reschedule the review until the next CRB meeting;



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1. CRB personnel shall reschedule the review at the request of the involved personnel; and
2. CRB personnel shall only allow the involved personnel one (1) continuance per crash.
- b. Review each Department-issued vehicle crash not resulting in a fatality or serious injury, and determine whether the crash was a preventable crash, a non-preventable crash, or a non-crash.
 - i. ~~CRB personnel shall serve in an advisory capacity, with having no disciplinary authority. The Chief of Police, or Superintendent of Police Reform, or their designee shall have the authority and responsibility to discipline subordinates.~~
 - ii. CRB personnel shall submit all CRB rulings to the Chief of Police, or the Superintendent of Police Reform, or their designee.
 - iii. ~~ii.~~ CRB's rulings are not subject to review or appeal.
 - iv. ~~iii.~~ Rulings may include, but are not limited to:
 1. Remedial or refresher training for the involved personnel;
 2. Review or modification of the involved personnel's training or tactics;
 3. Modification or re-evaluation of Department-issued vehicle or equipment;
 4. Review or modification of Department policies and procedures; and
 5. Evaluation of Department personnel for vision defects, stress-related problems, or other conditions affecting their fitness for duty.
2. The Chief of Police, ~~or~~ Superintendent of Police Reform, or their designee shall have final authority to decide who shall review the case if a conflict in the CRB's determination occurs.

D. Disciplinary Guidelines

1. CRB personnel do not have disciplinary authority.
 - a. The Chief of Police, ~~or~~ Superintendent of Police Reform, or their designee shall have the authority and responsibility to discipline subordinates.
2. CRB personnel shall classify all preventable crashes as a Class 6 offense, in accordance consistent with SOP Discipline System ~~(refer to SOP Discipline System for sanction classifications and additional duties).~~
 - a. The Metro Traffic Division Administrative Assistant shall forward all CRB data to the IAPS Division, and the CRB.
 - b. The Chief of Police, or Superintendent of Police Reform, or their designee shall consider mitigating and aggravating circumstances when determining the amount of discipline to be imposed, as outlined in accordance with SOP Complaints Involving Department Personnel ~~(refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~



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N/A

3. CRB personnel shall consider the incident a non-crash when a Department-issued vehicle's damage is limited to no more than one (1) tire or rim, whether intentional or accidental, and one (1) mounted spare tire can resolve the incident.

a. Department personnel shall report these incidents in accordance with as outlined in SOP Crashes Involving Department-Issued Police Vehicles. ~~(refer to SOP Crashes involving Police Vehicles for sanction classifications and additional duties).~~

E. Photographs for Review by the CRB

1. The Metro Traffic Division Administrative Assistant shall request all crash-related photographs from the Scientific Evidence Division (SED).

a. Once the Metro Traffic Division Administrative Assistant collects the crash-related photos, CRB personnel shall review them.



2-81 OFF-DUTY CONDUCT: POWER OF ARREST

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-07 and 1-4)
- 2-1 Uniforms (Formerly 2-06)
- 2-3 Firearms and Ammunition Authorization (Formerly 2-22)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-56 Use of Force: Reporting by Department Personnel

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, § 4-41-12 Entering Other Counties; Powers

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-81-1 Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department) sworn personnel requirements for taking law enforcement action(s) while off-duty.

2-81-2 Policy

It is the policy of the Department to determine, and regulate specific situations and locations, in which off-duty sworn personnel are permitted to take law enforcement action(s).

N/A 2-81-3 Definitions

A. Conflict of Interest

When an employee's personal interest or relationship in a transaction, business dealing, or obligation conflicts with the employee's duties to the Department or City of Albuquerque.



B. Off-Duty

Free from the performance of assigned or required tasks or responsibilities, not engaged in or responsible for an assigned task or obligation. This normally covers those periods of time when sworn personnel are not working. Driving to and from the court, overtime, and regular shift is considered on duty.

C. Personally Involved

Where off-duty sworn personnel have a personal interest in a disputed matter or are asked to intervene on behalf of a family member or someone with whom they have an established relationship, except in situations where off-duty sworn personnel are the victim of a crime.

2-81-4 Procedures

N/A A. Liability Protection

1. Sworn personnel have liability protection for both on-duty and off-duty performance of official duties.
 - a. This protection does not extend to malicious acts that result in injury or damage or to those actions that sworn personnel knew or reasonably should have known to be in conflict with the law or the established policies or customs of the Department.

7 B. Off-Duty Responsibilities

1. Off-duty sworn personnel shall not enforce non-violent misdemeanors and low-level non-violent felonies, and non-violent felony warrants, except as allowed by this Standard Operating Procedure (SOP),
 - a. Exceptions to this policy exist in circumstances where enforcement is necessary to maintain the safety of the public.
2. Off-duty sworn personnel shall immediately report any suspected or observed violent criminal activities or situations where there could be an immediate risk of physical harm to others, and/or to on-duty personnel, by notifying the Emergency Communications Center (ECC) by telephone.
 - a. However, if the situation requires an immediate response, sworn personnel may use their Department-issued police radio, if available.
3. Once on-duty sworn personnel are on-scene or responding, off-duty personnel shall remain available to relay any pertinent information to the on-duty personnel.



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SOP 2-81 (Formerly 2-15)

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Off-duty sworn personnel shall not involve themselves, unless the safety of on-duty personnel is threatened and requires their continued involvement.

N/A

4. When an arrest is necessary, off-duty sworn personnel shall abide by all Department policies and procedures, including immediately reporting a use of force to an on-duty supervisor and their chain of command in accordance with SOP Use of Force: Reporting by Department Personnel.

N/A

5. Sworn personnel shall have, in their possession, their badge, identification card, and Department-approved on-duty or off-duty firearm to effectively perform a police function, such as conducting an arrest or other police function including, but not limited to, using emergency warning equipment to alert drivers of possible danger or to slow down the situation in accordance with SOP Personnel Code of Conduct, SOP Uniforms, and SOP Firearms and Ammunition Authorization.
6. Sworn personnel shall advise their chain of command any time they act in their official capacity while off-duty, regardless of the extent of their involvement.

5

C. Permitted Off-Duty Arrest

1. While off-duty, sworn personnel may make an arrest when the following situations occur:

N/A

- a. The sworn personnel is in possession of appropriate police identification (i.e., badge, identification card, and Department-approved on-duty or off-duty firearm) in accordance with SOP Uniforms and Code of Conduct;
- b. The sworn personnel is not personally involved in the incident leading to the arrest;
- c. There is an immediate need for the prevention of a crime where there could be an immediate risk of physical harm to others or for the apprehension of a suspect for violent criminal activities;
- d. The crime would be charged as an offense requiring a full custodial arrest; and
- e. The sworn personnel is commissioned or cross-commissioned in the jurisdiction, or the sworn personnel is acting consistent with NMSA 1978, § 4-41-12.

5

D. Prohibited Off-Duty Arrest

1. Sworn personnel shall not make an arrest while off-duty under the following circumstances:
 - a. Off-duty sworn personnel who are out of uniform should not attempt to make an arrest or engage in other enforcement action(s) when the provisions of this policy are not met or when there are other reasonably effective alternatives to effect an arrest;



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N/A

- b. When off-duty sworn personnel is personally involved in the incident underlying the arrest or a conflict of interest exists;
- c. When on-duty personnel are readily available to assist with the incident;
- d. Sworn personnel are not in possession of proper Departmental identification and an authorized Department firearm;
- e. When engaged in off-duty employment of a non-police nature and when sworn personnel actions only further the interests of the private employer; or
- f. When the arrest is made solely for enforcement of minor traffic violations. Despite the fact that sworn personnel have police powers and responsibilities twenty-four (24) hours a day, throughout the jurisdiction, the off-duty sworn personnel shall not enforce minor traffic violations as in accordance with SOP Traffic Stops.

REDLINED



2-81 OFF-DUTY CONDUCT: POWER OF ARREST

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-07 and 1-4)
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- 2-41 Traffic Stops (Formerly 2-47)
- 2-56 Use of Force: Reporting by Department Personnel

B. Form(s)

None

C. Other Resource(s)

NMSA 1978, § 4-41-12 Entering Other Counties; Powers

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-81-1 Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department) sworn personnel requirements for taking law enforcement action(s) while off-duty.

2-81-2 Policy

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N/A 2-81-3 Definitions

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SOP 2-81 (Formerly 2-15)

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B. Off-Duty

Free from the performance of assigned or required tasks or responsibilities, not engaged in or responsible for an assigned task or obligation. This normally covers those periods of time when sworn personnel are not working.- Driving to and from the court, overtime ~~shift~~, and regular shift is considered on duty.

C. Personally Involved

Where off-duty sworn personnel have a personal interest in a disputed matter or are asked to intervene on behalf of a family member or someone with whom they have an established relationship ~~with~~, except in situations where off-duty sworn personnel are the victim of a crime.

2-81-4 Procedures

N/A A. Liability Protection

1. Sworn personnel have liability protection for both on-duty and off-duty performance of official duties.
 - a. This protection does not extend to malicious acts that result in injury or damage or to those actions that sworn personnel knew or reasonably should have known to be in conflict with the law or the established policies or customs of the Department.

7 B. Off-Duty Responsibilities

1. Off-duty sworn personnel shall not enforce non-violent misdemeanors and low-level non-violent felonies, and non-violent felony warrants, except as allowed by this Standard Operating Procedure (SOP),
 - a. Exceptions to this policy exist in circumstances where enforcement is necessary to maintain the safety of the public.
2. Off-duty sworn personnel shall immediately report any suspected or observed violent criminal activities or situations where there could be an immediate risk of physical harm to others, and/or ~~or physical harm to~~ on-duty personnel, by notifying the Emergency Communications Center (ECC) by telephone.
 - a. However, if the situation requires an immediate response, sworn personnel may use their Department-issued police radio, if available.
3. Once on-duty sworn personnel are on-scene or responding, off-duty personnel shall remain available to relay any pertinent information to the on-duty personnel.



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SOP 2-81 (Formerly 2-15)

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Off-duty sworn personnel shall not involve themselves, unless the safety of on-duty personnel is threatened and requires their continued involvement.

N/A

4. When an arrest is necessary, off-duty sworn personnel shall abide by all Department policies and procedures, including immediately reporting a use of force to an on-duty supervisor and their chain of command in accordance with (refer to SOP Use of Force: Reporting by Department Personnel for ~~sanction classifications and additional duties~~).

N/A

5. Sworn personnel shall have, in their possession, their badge, identification card, and Department-approved on-duty or off-duty firearm to effectively perform a police function, such as conducting an arrest or other police function including, but not limited to, using emergency warning equipment to alert drivers of possible danger or to slow down the situation in accordance with (refer to SOP Personnel Code of Conduct, SOP Uniforms, and SOP Firearms and Ammunition Authorization ~~sanction classifications and additional duties~~).
6. Sworn personnel shall advise their chain of command any time they act in their official capacity while off-duty, regardless of the extent of their involvement.

5

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1. While off-duty, sworn personnel may make an arrest when the following situations occur:

N/A

- a. The sworn personnel is in possession of appropriate police identification (i.e., badge, identification card, and Department-approved on-duty or off-duty firearm) in accordance with (refer to SOP Uniforms and Code of Conduct for ~~sanction classifications and additional duties~~);
- b. The sworn personnel is not personally involved in the incident leading to the arrest;
- c. There is an immediate need for the prevention of a crime where there could be an immediate risk of physical harm to others or for the apprehension of a suspect for violent criminal activities;
- d. The crime would be charged as an offense requiring a full custodial arrest; and
- e. The sworn personnel is commissioned or cross-commissioned in the jurisdiction, or the sworn personnel is acting consistent with NMSA 1978, § 4-41-12.

5

D. Prohibited Off-Duty Arrest

1. Sworn personnel shall not make an arrest while off-duty under the following circumstances:
 - a. Off-duty sworn personnel who are out of uniform should not attempt to make an arrest or engage in other enforcement action(s) when the provisions of this



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N/A

- policy are not met or when there are other reasonably effective alternatives to eaffect an arrest;
- b. When off-duty sworn personnel is personally involved in the incident underlying the arrest or a conflict of interest exists;
 - c. When on-duty personnel areis readily available to assist with the incident;
 - d. Sworn personnel areis not in possession of proper Departmental identification and an authorized Department firearm;
 - e. When engaged in off-duty employment of a non-police nature and when sworn personnel actions only further the interests of the private employer; or
 - f. When the arrest is made solely for enforcement of minor traffic violations.
- Despite the fact that sworn personnel have police powers and responsibilities twenty-four (24) hours a day, throughout the jurisdiction, the off-duty sworn personnel shall not enforce minor traffic violations as in accordance consistent with SOP Traffic Stops (~~refer to SOP Traffic Stops for sanction classifications and additional duties~~).



2-112 VIOLENCE INTERVENTION PROGRAM CALL-IN (GUN VIOLENCE DEMONSTRATION ENFORCEMENT ACTION)

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

A. Related SOP(s)

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

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-112-1 Purpose

The purpose of this policy is to establish the procedures for conducting a Call-In. The partnership will focus attention on an entire group or gang when any group or gang member is involved in violent crimes.

2-112-2 Policy

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with groups and gangs through a partnership of law enforcement, social service providers, and community stakeholders. Whether the forum is in a group meeting setting or an individualized Violence Intervention Program Custom Notification-style setting, the partnership delivers a unified message against violent crimes, explaining that any further acts of violent crime will initiate attention and strict enforcement to the entire group or gang, while articulating community expectations for a safe community, and offering social services as an alternative to violent crimes.

N/A

2-112-3 Definitions

A. Call-In



An initiative used to demonstrate to groups or gangs that future violent crimes will be met with swift legal consequences and penalties that are carried out by a partnership of federal, state, and local law enforcement authorities.

B. Call-In Task Force

A multi-agency law enforcement task force consisting of core partners, whenever possible, and any other public safety partners deemed necessary to fulfill the mission of the Call-In.

C. Demonstration Enforcement Action

Law enforcement activity and or responses to criminal activity.

D. Focused Deterrence

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 prosecution if there is further violence. The five key aspects of focused deterrence as it applies to the Call-In are:

1. Find those who are at high risk and recently involved with gun violence;
2. Hold an intervention;
3. Provide services to those who are willing to change;
4. Have peer community members provide support; and
5. Put those who are unwilling to change on notice and ensure that those who persist in any law violations will end in quick arrest, charges, or sanctions.

E. Gang

An organization, association, or group of three (3) or more persons, whether formal or informal, which has a common name and/or common identifying signs or symbols whose members individually and/or collectively engage in criminal activity.

F. Group

A loose association of individuals who participate in violent criminal activity. A group will not always have a name, common symbols, signs or tags and identifiable hierarchy or other shared identifiers. A group can be a subset of a gang or multiple gangs.

G. Violence Intervention Program Custom Notification (VIP CN)



An organized delivery of a violent crime intervention message to a high-risk individual, identified as a driver of violent crimes, and/or a gang or group member. These encounters or interactions are consensual and can be terminated by the individual at any time during the 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 2-112-4 Procedures

N/A A. The primary focus of the Call-In is to deliver the swift sanctioning and enforcement that is carried out on the group or gang that commits violent crimes; however, social services and resources are offered as an alternative to engaging in violent crimes. In addition, through leaders within government, the criminal justice system, and the community, each have a crucial role in delivering the community moral message of reducing the violent crimes.

B. Call-In Preparation

1. Real Time Crime Center (RTCC) personnel shall:
 - a. Identify groups or gang members who commit violent crimes from a variety of sources, including but not limited to:
 - i. Uniform Incident Reports;
 - ii. Gang cards;
 - iii. Crime analysis reports; and
 - iv. Field intelligence.
 - b. Develop background packets for each identified group or gang member.
2. Probation and Parole compels individuals identified by the Call-In Task Force who are currently on probation and parole to attend the Call-In. The verification of probation status and scheduling will be a collaboration between the Department and Probation and Parole partners.
3. The VIP Law Enforcement Lead or their designee shall identify sworn personnel within the Department to deliver the enforcement action message during the Call-In.
4. Violence Intervention Unit (VIU) personnel shall draft customized VIP letters for each group or gang member identified as a Call-In attendee.
5. VIU personnel, in collaboration with RTCC personnel, shall ensure each Call-In attendee has a complete and thorough criminal history and background packet, which shall be provided to Department personnel participating in the Call-In.



C. Call-In Delivery

1. There are different strategies and forums that can be used to conduct a successful Call-In, including but not limited to:
 - a. A traditional Gun Violence Intervention (GVI) format; and
 - i. Probation and Parole will compel several group and gang members to meet at a specific location and time, operating under the lawful authority of Probation and Parole, where they are introduced to the Call-In presenters. The Call-In occurs as a classroom or lecture-style setting;
 - b. A VIP CN Call-In strategy, consistent with SOP Violence Intervention Program Custom Notification Deliveries;
 - i. If a VIP CN Call-In strategy is used, Probation and Parole partners will be on-scene to make the first contact with the group or gang member, making it a condition of that individual's requirement to meet with the Department personnel participating in the Call-In.
 - ii. In the event that Probation and Parole coordinate the meeting and they are not on-scene, Department personnel shall not conduct the Call-In.
2. Department personnel participating in the Call-In shall notify the Emergency Communications Center (ECC) and provide them with the location of the Call-In.
3. The Law Enforcement VIP Lead or their designee shall provide this information to VIU personnel for data and tracking purposes.
4. An Area Commander shall:
 - a. Attend Call-Ins if their schedules permit. If an Area Commander is unable to attend the Call-In, they shall ensure their designee from the area command attend in their place;
 - i. The designee shall be at the rank of sergeant or above.
 - ii. The designee who attends the Call-In shall ensure the information captured during the Call-In is shared with the Area Commander.
 - b. Ensure information obtained from the Call-In that affects the area command (i.e., crime issues and/or quality of life issues) will be shared with area command personnel; and
 - c. Ensure follow-up is conducted in regard to notifying and requesting specific resources and/or divisions within the Department to assist with any crime and/or quality of life issues.

N/A

D. Post Call-In Debrief

1. The VIP Manager and the VIP Law Enforcement Lead shall hold a post Call-In debrief. The debrief shall include Department personnel who were involved in the Call-In, the Area Commanders of the geographic locations where the Call-In participants reside, and any staff deemed necessary by the Area Commanders to attend the post Call-In debrief.



2. Topics covered in the debrief shall include, but are not limited to:

- a. A critical examination of logistics;
- b. Review of Call-In team composition and its impact;
- c. Identification of Call-In participant's social service requests;
- d. A review of challenges and success; and
- e. Suggestions and recommendations for improvement;

3. The VIP Manager and the VIP Law Enforcement Lead shall share the information from the post Call-In debrief with the Call-In Task Force and any other applicable committees.

E. Call-In Enforcement

1. Sworn personnel shall take action when the first group or gang that received the Call-In message commits a violent crime, or shall take action when the most criminally active group or gang, or all known members of that group or gang commit a violent crime. Law enforcement action shall include, but is not limited to:
 - a. Citations, summons, and/or arrests;
 - b. Probation and parole notifications; and
 - c. Court enforcement.
2. As law enforcement and sanctions occur, Department personnel participating in the Call-In may be required to work with Probation and Parole Officers to reinforce to each group and/or gang member contacted that law enforcement action or probation sanctions are taken because of the group or gang member's continued participation in violent criminal activity.

F. Call-In Task Force

1. Whenever possible, the core partners of the Call-In Task Force include:
 - a. RTCC;
 - b. GANGS Unit;
 - c. Gun Violence Reduction Unit (GVRU);
 - d. Area commanders;
 - e. Violence Intervention Unit (VIU) personnel;
 - f. District Attorney prosecutor;
 - g. District Attorney's Office Crime Strategies Unit (CSU);
 - h. Probation and Parole representative;
 - i. U.S. Attorney's Office representative;
 - j. Bureau of Alcohol, Tobacco, Firearms and Explosives representative;
 - k. Drug Enforcement Agency (DEA) representative; and
 - l. Bernalillo County Sheriff's Office representative.



2. The Call-In Task Force:

- a. Meets at least quarterly, year-round;
- b. Coordinates Call-In Logistics;
- c. Identifies events that trigger law enforcement action; and
- d. Reviews Call-In data to improve future Call-Ins.

7 2-112-5 Data Collection and Analysis

A. The VIP Data Analyst shall collect and analyze data on the following populations:

1. Most criminally-active groups in the City of Albuquerque;
2. Call-In participants; and
3. Individuals arrested or sanctioned as part of the Call-In Demonstration Enforcement Action.

B. Data on the following variables shall be collected:

1. Demographics of participants;
2. Aggregate offender profiles of participants, including their:
 - a. Past charges;
 - b. Group association;
 - c. Information on gun violence victimization; and
 - d. Information on a friend or family member shot in the last twelve (12) months.
3. Group violence scorecard for the most active groups, including:
 - a. Shootings with injuries;
 - b. Homicides involving firearms;
 - c. Homicides;
 - d. Group members who have firearm-related victimization; and
 - e. Shooting circumstances or motivations of all shootings with injuries and homicides.
4. Social services requests and outcomes;
5. Actions taken through the Abandoned and Dilapidated Abatement Property Team (ADAPT);
6. Number, type, and results of any law enforcement actions;
7. Number and type of probation and parole sanctions that were applied;



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8. Prosecution and court outcomes as a result of law enforcement actions; and
 9. Court outcomes as a result of the probation and parole sanctions that were applied.
- C. The VIP Data Analyst shall provide their analysis of the Call-In to the Call-In Task Force and the Department's command staff.

REDLINED



2-112 VIOLENCE INTERVENTION PROGRAM CALL-IN (GUN VIOLENCE DEMONSTRATION ENFORCEMENT ACTION)

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

A. Related SOP(s)

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

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-112-1 Purpose

The purpose of this policy is to establish the procedures for conducting a Call-In. The partnership will focus attention on an entire group or gang when any group or gang member is involved in violent crimes.

2-112-2 Policy

It is the policy of the Albuquerque Police Department (Department) to seek out and directly communicate with groups and gangs through a partnership of law enforcement, social service providers, and community stakeholders. Whether the forum is in a group meeting setting or an individualized Violence Intervention Program Custom Notification-style setting, the partnership delivers a unified message against violent crimes, explaining that any further acts of violent crime will initiate attention and strict enforcement to the entire group or gang, while articulating community expectations for a safe community, and offering social services as an alternative to violent crimes.



N/A

2-112-3

Definitions

A. Call-In

An initiative used to demonstrate to groups or gangs that future violent crimes will be met with swift legal consequences and penalties that are carried out by a partnership of federal, state, and local law enforcement authorities.

B. Call-In Task Force

A multi-agency law enforcement task force consisting of core partners, whenever possible, and any other public safety partners deemed necessary to fulfilling the mission of the Call-In.

C. Demonstration Enforcement Action

Law enforcement activity and or responses to criminal activity.

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2. Hold an intervention;
3. Provide services to those who are willing to change;
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E. Gang

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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 2-112-4 Procedures

N/A A. The primary focus of the Call-In is to deliver the swift sanctioning and enforcement that is carried out on the group or gang that commits violent crimes; however, social services and resources are offered as an alternative to engaging in violent crimes. In addition, through leaders within government, the criminal justice system, and the community, each have a crucial role in delivering the community moral message of reducing the violent crimes.

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 - ii. Gang cards;
 - iii. Crime analysis reports; and
 - iv. Field intelligence.
- b. Develop background packets for each identified group or gang member.

2. Probation and Parole compels individuals identified by the Call-In Task Force who are currently on probation and parole to attend the Call-In. The verification of probation status and scheduling will be a collaboration between the Department and Probation and Parole partners.

3. The VIP Law Enforcement Lead or their designee shall identify sworn personnel within the Department to deliver the enforcement action message during the Call-In.



4. Violence Intervention Unit (VIU) personnel shall draft customized VIP letters for each group or gang member identified as a Call-In attendee.
5. VIU personnel, in collaboration with RTCC personnel, shall ensure each Call-In attendee has a complete and thorough criminal history and background packet, which shall be provided to Department personnel participating in the Call-In.

C. Call-In Delivery

1. There are different strategies and forums that can be used to conduct a successful Call-In, including but not limited to:
 - a. A traditional Gun Violence Intervention (GVI) format; and
 - i. Probation and Parole will compel several group and gang members to meet at a specific location and time, operating under the lawful authority of Probation and Parole, where they are introduced to the Call-In presenters. The Call-In occurs as a classroom or lecture-style setting;
 - b. A VIP CN Call-In strategy, consistent with SOP Violence Intervention Program Custom Notification Deliveries;
 - i. If a VIP CN Call-In strategy is used, Probation and Parole partners will be on-scene to make the first contact with the group or gang member, making it a condition of that individual's requirement to meet with the Department personnel participating in the Call-In.
 - ii. In the event that Probation and Parole coordinated the meeting and they are not on-scene, Department personnel shall not conduct the Call-In.
2. Department personnel participating in the Call-In shall notify the Emergency Communications Center (ECC) and provide them with the location of the Call-In.
3. ~~If the Call-In is of an individualized VIP-CN style, Department personnel shall update the ECC if the Call-In was successfully delivered and if influencers were present. The Law Enforcement VIP Lead or their designee shall provide this information to VIU personnel for data and tracking purposes.~~
4. An Area Commander shall:
 - a. Attend Call-Ins if their schedules permits. If an Area Commander is unable to attend the Call-In, they shall ensure their designee from the area command attend in their place;
 - i. The designee shall be at the rank of sergeant or above.
 - ii. The designee who attends the Call-In shall ensure the information captured during the Call-In is shared with the Area Commander.
 - b. Ensure information obtained from the Call-In that affects the area command (i.e., crime issues and/or quality of life issues) will be shared with area command personnel; and

N/A



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- c. Ensure follow-up is conducted in regard to notifying and requesting specific resources and/or divisions within the Department to assist with any crime and/or quality of life issues.

D. Post Call-In Debrief

1. The VIP Manager and the VIP Law Enforcement Lead shall hold a post Call-In debrief. The debrief shall include Department personnel who were involved in the Call-In, the Area Commanders of the geographic locations where the Call-In participants reside, and any staff deemed necessary by the Area Commanders to attend the post Call-In debrief.
2. Topics covered in the debrief shall include, but are not limited to:
 - a. A critical examination of logistics;
 - b. Review of Call-In team composition and its impact;
 - c. Identification of Call-In participant's social service requests;
 - d. A review of challenges and success; and
 - e. Suggestions and recommendations for improvement;
3. The VIP Manager and the VIP Law Enforcement Lead shall share the information from the post Call-In debrief with the Call-In Task Force and any other applicable committees.

E. Call-In Enforcement

1. Sworn personnel shall take action when the first group or gang that received the Call-In message commits a violent crime, or shall take action when the most criminally active group or gang, or all known members of that group or gang commit a violent crime. Law enforcement action shall include, but is not limited to:
 - a. Citations, summons, and/or arrests;
 - b. Probation and parole notifications; and
 - c. Court enforcement.
2. As law enforcement and sanctions occur, Department personnel participating in the Call-In may be required to work with Probation and Parole Officers to reinforce to each group and/or gang member contacted, that law enforcement action or probation sanctions are taken because of the group or gang member's continued participation in violent criminal activity.

F. Call-In Task Force

1. Whenever possible, the core partners of the Call-In Task Force include:



- a. RTCC;
- b. GANGS Unit;
- ~~b.c.~~ Gun Violence Reduction Unit (GVRU);
- ~~c.~~ Gun Violence Suppression Unit (GVSU);
- ~~d.~~ Gun Violence Street Team (GVST);
- ~~e.~~ Narcotics Unit;
- ~~f.~~ d. Area commanders;
- ~~g.~~ e. Violence Intervention Unit (VIU) personnel;
- ~~h.~~ f. District Attorney prosecutor;
- ~~i.~~ g. District Attorney's Office Crime Strategies Unit (CSU);
- ~~j.~~ h. Probation and Parole representative;
- ~~k.~~ i. U.S. Attorney's Office representative;
- ~~l.~~ j. Bureau of Alcohol, Tobacco, Firearms and Explosives representative;
- ~~m.~~ k. Drug Enforcement Agency (DEA) representative; and
- ~~n.~~ l. Bernalillo County Sheriff's Office representative.

2. The Call-In Task Force:

- a. Meets at least quarterly, year-round;
- b. Coordinates Call-In Logistics;
- c. Identifies events that trigger law enforcement action; and
- d. Reviews Call-In data to improve future Call-Ins.

7 2-112-5 Data Collection and Analysis

A. The VIP Data Analyst shall collect and analyze data on the following populations:

- 1. Most criminally-active groups in the City of Albuquerque;
- 2. Call-In participants; and
- 3. Individuals arrested or sanctioned as part of the Call-In Demonstration Enforcement Action.

B. Data on the following variables shall be collected:

- 1. Demographics of participants;
- 2. Aggregate offender profiles of participants, including their:
 - a. Past charges;
 - b. Group association;
 - c. Information on gun violence victimization; and
 - d. Information on a friend or family member shot in the last twelve (12) months.



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3. Group violence scorecard for the most active groups, including:
 - a. Shootings with injuries;
 - b. Homicides involving firearms;
 - c. Homicides;
 - d. Group members who have firearm-related victimization; and
 - e. Shooting circumstances or motivations of all shootings with injuries and homicides.
4. Social services requests and outcomes;
5. Actions taken through the Abandoned and Dilapidated Abatement Property Team (ADAPT);
6. Number, type, and results of any law enforcement actions;
7. Number and type of the probation and parole sanctions that were applied;
7. Prosecution and court outcomes as a result of law enforcement actions; and
9. Court outcomes as a result of the probation and parole sanctions that were applied.
- C. The VIP Data Analyst shall provide their analysis of the Call-In to the Call-In Task Force and the Department's command staff.



3-8 DATA GOVERNANCE PROGRAM

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

A. Related SOP(s)

2-9 Use of Computer Systems

B. Form(s)

APD Change Request Form
APD Access Request Form

C. Other Resource(s)

[Criminal Justice Information Services \(CJIS\) Security Policy](#)

D. Active Special Orders (s)

None

E. Rescinded Special Order(s)

None

3-8-1 Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department) personnel with a framework to ensure accurate, consistent, and useful data through coordinated stewardship and standardized governance practices. This policy promotes the proper use of and access to Department data in pursuit of operational effectiveness, transparency, and informed decision-making.

3-8-2 Policy

It is the policy of the Department to foster an organized system for managing data as a strategic asset. Through the Data Governance Council (DGC), the Department will enforce practices that ensure data is collected, stored, and analyzed in clean, standardized, and consistent formats across all systems and accessed only by authorized users.

N/A 3-8-3 Definitions

A. Data Governance

The formulation of data management practices to optimize, secure, and leverage information by aligning the objectives of multiple functions across the Department.



B. Data Governance Council (DGC)

The Departmental body responsible for reviewing, recommending, and guiding decisions related to data governance practices and standards.

C. Data Stewards

Subject matter advisors assigned to key enterprise systems who support the DGC by offering system-specific insight, facilitating data integrity, and promoting compliance with governance practices.

D. Change Request

A formal request to modify data systems, definitions, reports, or workflows that may impact multiple units or shared data.

E. Access Request

A formal request for a specific user or role to gain access to enterprise databases or analytical tools containing sensitive or operational data.

7 3-8-4 Rules and Responsibilities

N/A A. DGC Structure and Membership

1. DGC Chair: Deputy Chief of Police, Management Services and Support Bureau.
 - a. The DGC Chair provides authority for the program, is the accountable executive, and approves all DGC recommendations.
2. DGC Co-Chair: Director of Analytics.
 - a. The DGC Co-Chair provides strategic guidance and support for the program and has the authority to approve decisions when the DGC Chair is not present.
3. DGC voting members shall include a manager/supervisor from the following:
 - a. Records Division;
 - b. Emergency Communications Center (ECC);
 - c. Department of Technology and Innovation (DTI);
 - d. Real Time Crime Center (RTCC);
 - e. Compliance and Oversight Division;
 - f. Office of the Superintendent;
 - g. Academy Division; and
 - h. Criminal Investigations Bureau



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4. The DGC Chair may appoint additional voting members to represent additional segments of the Department or modify membership to reflect organizational changes and needs.
5. The manager/supervisor of the above divisions may appoint a designee to be the division's representative voting member of the DGC with the prior approval of the Chair or Co-Chair.
 - a. If a DGC voting member is unable to attend a meeting, they should appoint a temporary designee who is familiar with the Data Governance issues being discussed to participate in the meeting with the prior approval of the Chair or Co-Chair.

B. Data Stewards

1. Each major enterprise system (e.g., Records Management System (RMS), Computer-Aided Dispatch (CAD), Evidence, Internal Affairs) will have a Data Steward appointed by the corresponding Division Commander or Unit Manager. Stewards serve as advisors to the DGC. Their responsibilities include:
 - a. Reviewing and contributing to Change Requests;
 - b. Supporting metadata maintenance and data quality remediation; and
 - c. Liaising between system users and the DGC.
2. The DGC may escalate performance concerns to the steward's chain of command.

C. DGC members shall:

1. Recommend and support best practices in Department-wide data governance;
2. Enforce adherence to data management standards and practices;
3. Resolve escalated data-related issues and remove barriers to progress;
4. Review and vote on Change Requests submitted via the Data Governance software system;
5. Recommend new public data products and oversee the accuracy and transparency of existing public data products;
 - a. Based on the DGC's review, the DGC may vote to make a recommendation to the Chief of Police regarding the proposed public data product.
6. Maintain Departmental documentation and data definitions;
7. Coordinate with the City's DTI as needed;



8. Provide feedback related to the procurement of Departmental data systems;
9. Review proposed Standard Operating Procedures affecting data collection, maintenance, and use; and
10. Establish subcommittees or working groups as necessary.

7 3-8-5 Data Governance Procedures

A. Department personnel shall complete and submit an APD Change Request Form when:

1. Modifying data management practices in authoritative systems;
2. Addressing significant data quality concerns; or
3. Proposing changes to data collection, storage, or reporting that:
 - a. Affect more than one division or unit;
 - b. Modify shared data fields across systems;
 - c. Introduce new data entry workflows;
 - d. Redefine field meaning, format, or validation rules; or
 - e. Alter reporting outputs used by other units or external stakeholders

B. The APD Change Request Form shall include the following information:

- a. The date of request;
- b. The system name;
- c. The name of the person who requested the change;
- d. The change description;
- e. The rationale for the change; and
- f. The impact of the change and affected stakeholders.

C. Review and Voting

1. DGC shall meet quarterly, or more frequently if needed, to review Change Requests.
 - a. Meetings are open to all Department personnel and DTI stakeholders.
2. Members shall review requests in advance and come prepared for discussion and voting.
3. A quorum is met if at least half of the voting members are present; simple majority rules apply.
4. A tie vote results in a neutral recommendation to the Chair.



5. Each approval recommendation or rejection shall include:
 - a. Stated benefits of the change;
 - b. Identified risks;
 - c. Personnel who are responsible, accountable, consulted, and informed for each change:
 - i. Responsible personnel are the individuals who must implement the change;
 - ii. Accountable personnel is one individual who is responsible for ensuring that the change is successful;
 - iii. Consulted personnel are people whose input is needed to complete the change (e.g., operational subject matter experts); and
 - iv. Informed personnel are individuals who need to be informed about the change but are not directly contributing to the implementation;
 - d. DTI resource availability, if needed; and
 - e. Timelines for implementation.
6. If the APD Change Request is recommended for approval, the Chair shall decide whether to accept or reject the recommendation for approval.
7. Decisions of the DGC and Chair shall be communicated by Chair or Co-Chair to the Department through the Department's document management system, APD TV, Department email, or other appropriate method, as applicable.

D. Expedited Requests

1. For urgent needs, requestors may tag change requests as "Expedited."
2. The Chair or Co-Chair may initiate an asynchronous vote if necessary or provide temporary authorization based on their initial assessment of the change.
 - a. If temporary authorization is given, the Chair or Co-Chair shall log it in the change management system.
3. All expedited decisions shall be reviewed at the next DGC meeting.

3-8-6 Access Request Process

A. APD Access Request Form

1. Department supervisors shall complete and submit the APD Access Request Form when:
 - a. Personnel need access to backend databases or data files that contain sensitive, restricted, or CJIS-protected information.



2. The APD Request Form must not be submitted for routine front-end application use, such as standard user access to enterprise systems via their native interfaces.
3. The APD Access Request Form shall include:
 - a. Requested system, database, or dataset;
 - b. Type and level of access (read, write, admin);
 - c. Business justification and operational need;
 - d. Duration of access (temporary or permanent);
 - i. If temporary, an expiration date.
 - e. Employee or role being granted access;
 - i. Including E-number.
 - f. Requesting supervisor's name; and
 - g. Date submitted

B. Review and Approval

1. DGC Chair will be the final approver on all access requests.
 - a. The DGC Chair may delegate routine requests to Co-Chair or other alternate personnel.

N/A

2. Review may include:
 - a. Applying CJIS Security Policy access control requirements and SOP Use of Computer Systems;
 - b. Ensuring individuals have appropriate background checks;
 - c. Consulting data stewards to determine appropriate access;
 - d. Balancing operational benefit with sensitivity and risks;
 - e. Experience and training of the personnel seeking access;
 - f. Whether the access should be applied to a user or a role-based access; and
 - g. Alternative access methods that achieve the stated business goal.
3. The DGC provides access oversight by reviewing requests and decisions at the next scheduled meeting. The DGC may request clarification or recommend adjustments based on trends or compliance concerns.

N/A

4. At least annually, the DGC will review user and role privileges to ensure that they reflect organizational mission and business needs.

3-8-7 Performance Monitoring

- A. The DGC will review performance metrics on a quarterly basis, including:
1. Volume and type of requests;
 2. Average turnaround time;



3. Resolution rate and escalated issues; and

4. Data quality indicators by system.

B. The Director of Analytics will prepare performance metrics.

N/A

3-8-8 Subcommittees and Working Groups

A. The DGC may form subcommittees (ongoing) or working groups (task-specific) to address specialized governance issues.

1. The subcommittees or groups may include any Department or DTI personnel as approved by the DGC.

2. The subcommittees or groups must report recommendations to the full DGC for approval.



3-8 DATA GOVERNANCE PROGRAM

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

A. Related SOP(s)

2-9 Use of Computer Systems

B. Form(s)

APD Change Request Form
APD Access Request Form

C. Other Resource(s)

[Criminal Justice Information Services \(CJIS\) Security Policy](#)

D. Active Special Orders (s)

None

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

None

3-8-1 Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department ~~APD~~) personnel with a framework to ensure accurate, consistent, and useful data through coordinated stewardship and standardized governance practices. This policy promotes the proper use of and access to Department data in pursuit of operational effectiveness, transparency, and informed decision-making.

3-8-2 Policy

It is the policy of the Department to foster an organized system for managing data as a strategic asset. Through the Data Governance Council (DGC), the Department ~~APD~~ will enforce practices that ensure data is collected, stored, and analyzed in clean, standardized, and consistent formats across all systems and accessed only by authorized users.

N/A 3-8-3 Definitions

A. Data Governance

The formulation of data management practices to optimize, secure, and leverage information by aligning the objectives of multiple functions across the Department.



B. Data Governance Council (DGC)

~~B.~~

The Departmental body responsible for reviewing, recommending, and guiding decisions related to data governance practices and standards.

C. Data Stewards

~~C.~~

Subject matter advisors assigned to key enterprise systems who support the DGC by offering system-specific insight, facilitating data integrity, and promoting compliance with governance practices.

D. Change Request:

-A formal request to modify data systems, definitions, reports, or workflows that may impact multiple units or shared data.

~~D.~~

E. Access Request:

~~E.~~ -A formal request for a specific user or role to gain access to enterprise databases or analytical tools containing sensitive or operational data.

7 3-8-4 Rules and Responsibilities

N/A A. DGC Structure and Membership

1. DGC Chair: Deputy Chief of Police, Management Services and Support Bureau.

a. The DGC Chair provides authority for the program, is the accountable executive, and approves all DGC recommendations.

2. DGC Co-Chair: Director of Analytics.

a. The DGC Co-Chair provides strategic guidance and support for the program and has the authority to approve decisions when the DGC Chair is not present.

3. DGC voting members shall include athe manager/supervisor from the following:

- a. Records Division;
- b. Emergency Communications Center (ECC);
- c. Department of Technology and Innovation (DTI);
- d. Real Time Crime Center (RTCC);
- e. Compliance and Oversight Division;
- f. Office of the Superintendent;
- g. Academy Division; and
- h. Criminal Investigations Bureau



4. The DGC Chair may appoint additional voting members to represent additional segments of the Department or modify membership to reflect organizational changes and needs.

5. The manager/supervisor of the above divisions may appoint a designee to be the division's representative voting member of the DGC with the prior approval of the Chair or Co-Chair.

~~4.~~

a. If a DGC voting member is unable to attend a meeting, they should appoint a temporary designee who is familiar with the Data Governance issues being discussed to participate in ~~attend~~ the meeting with the prior approval of the Chair or Co-Chair.

B. Data Stewards

~~B.~~

1. Each major enterprise system (e.g., Records Management System (RMS), Computer-Aided Dispatch (CAD), Evidence, Internal Affairs) will have a Data Steward, appointed by the corresponding Division Commander or Unit Manager. Stewards serve as advisors to the DGC. Their responsibilities include:

~~4.~~

a. Reviewing and contributing to Change Requests;

b. Supporting metadata maintenance and data quality remediation; and;

c. Liaising between system users and the DGC.

~~e.~~

2. The DGC may escalate performance concerns to the steward's chain of command.

C. DGC members shall:

1. Recommend and support best practices in Department-wide data governance;

~~4.~~

2. Enforce adherence to data management standards and practices;

~~2.~~

3. Resolve escalated data-related issues and remove barriers to progress;

~~3.~~

4. Review and vote on Change Requests submitted via the Data Governance software system;

~~4.~~

5. Recommend new public data products and oversee the accuracy and transparency of existing public data products;

~~5.~~

a. Based on the DGC's review, the DGC may vote to make a recommendation to the Chief of Police regarding the proposed public data product.

~~a.~~

6. Maintain Departmental documentation and data definitions;

~~6.~~



- ~~7.~~ Coordinate with the City's ~~DTI~~ Department of Technology and Innovation as needed;
~~7.~~
- ~~8.~~ Provide feedback related to ~~the~~ procurement of ~~D~~ departmental data systems;
~~8.~~
- ~~9.~~ Review proposed Standard Operating Procedures affecting data collection, maintenance, and use; and
~~9.~~
10. Establish subcommittees or working groups as necessary.

7 3-8-5 Data Governance Procedures

A. Department personnel shall complete and submit an APD ~~the Albuquerque Police Department (APD)~~ Change Request Form when:

~~A.~~

1. Modifying data management practices in authoritative systems;
~~1.~~
2. Addressing significant data quality concerns; or
~~2.~~
3. Proposing changes to data collection, storage, or reporting that:
~~3.~~
 - a. Affect more than one division or unit;
 - b. Modify shared data fields across systems;
 - c. Introduce new data entry workflows;
 - d. Redefine field meaning, format, or validation rules; or
 - e. Alter reporting outputs used by other units or external stakeholders

~~1.~~ B. The APD Change Request F form shall include the following information:

- a. The date of request;
- b. The system name;
- c. The name of the person who requested the change;
- d. The change description;
- e. The rationale for the change; and
- f. The impact of the change and affected stakeholders.

C. Review and Voting

~~B.~~

1. DGC shall ~~will~~ meet at least quarterly, or more frequently if needed, to review Change Requests.

~~1.~~

a. Meetings are open to all Department personnel ~~APD~~ and DTI stakeholders.

~~a.~~

2. Members shall ~~must~~ review requests in advance and come prepared for discussion and voting.

~~2.~~



3. A quorum is met if at least half of the voting members are present; simple majority rules apply.
- ~~3.~~
4. A tie vote results in a neutral recommendation to the Chair.
- ~~4.~~
5. Each approval recommendation or rejection ~~must~~ shall include:
- ~~5.~~
- a. Stated benefits of the change;
 - b. Identified risks;
 - c. Personnel who are responsible, accountable, consulted, and informed for each change:
 - i. Responsible personnel are the individuals who must ~~will need to~~ implement the change;
 - ii. Accountable personnel is one individual who is responsible for ensuring that the change is successful;
 - iii. Consulted personnel are people whose input is needed to complete the change (e.g., operational subject matter experts); and
 - iv. Informed personnel are individuals who need to be informed about the change but are not directly contributing to the implementation;
 - d. DTI resource availability, if needed; and
 - e. Timelines for implementation.
- ~~e.~~
6. If the APD Change Request is recommended for approval, the Chair shall ~~will~~ decide whether to accept or reject the recommendation for approval.
- ~~6.~~
7. Decisions of the DGC and Chair shall ~~will~~ be communicated by Chair or Co-Chair to the Department through the Department's document management system ~~PowerDMS~~, APD TV, Department ~~APD~~ All-email, or other appropriate method, as applicable.

D. Expedited Requests

- ~~G.~~
1. For urgent needs, requestors may tag change requests as "Expedited."
- ~~4.~~
- 4.2. The Chair or Co-Chair may initiate an asynchronous vote if necessary or provide temporary authorization based on their initial assessment of the change.
- a. If temporary authorization is given, the Chair or Co-Chair shall log it in the change management system.
- ~~2.~~
3. All expedited decisions shall ~~will~~ be reviewed at the next DGC meeting.

3-8-6 Access Request Process



A. APD Access Request Form

1. Department supervisors shall complete and submit the APD Access Request Form when:
 1. Personnel need access to backend databases or data files that contain sensitive, restricted, or CJIS-protected information.
2. ~~Do not submit this form~~ The APD Request Form must not be submitted for routine front-end application use, such as standard user access to enterprise systems via their native interfaces.
2. ~~2.~~
3. The APD Access Request FForm shall include:

3. _____

- a. Requested system, database, or dataset;
- b. Type and level of access (read, write, admin);
- c. Business justification and operational need;
- d. Duration of access (temporary or permanent);
 - i. If temporary, an expiration date.
- e. Employee or role being granted access;
 - i. Including E-number.
- f. Requesting supervisor's name; and
- g. Date submitted

g. _____

B. Review and Approval

B. _____

1. DGC Chair will be the final approver on all access requests.

1. _____

- a. The DGC Chair may delegate routine requests to Co-Chair or other alternate personnel.

a. _____

N/A

2. Review may include:

2. _____

- a. Applying CJIS Security Policy access control requirements and SOP 2-9-Use of Computer Systems;
- b. Ensuring individuals have appropriate background checks;
- c. Consulting data stewards to determine appropriate access;
- d. Balancing operational benefit with sensitivity and risks;
- e. Experience and training of the personnel seeking access;
- f. Whether the access should be applied to a user or a role-based access; and
- g. Alternative access methods that achieve the stated business goal.

g. _____



3. The DGC provides access oversight by reviewing requests and decisions at the next scheduled meeting. The DGC may request clarification or recommend adjustments based on trends or compliance concerns.

N/A

4. At least annually, the DGC will review user and role privileges to ensure that they reflect organizational mission and business needs.

3-8-7 Performance Monitoring

- A. The DGC will review performance metrics on a quarterly basis, including:

1. Volume and type of requests;
2. Average turnaround time;
3. Resolution rate and escalated issues; and
4. Data quality indicators by system.

a.—

- B. The Director of Analytics will prepare performance metrics.

N/A

2.—

3-8-8 Subcommittees and Working Groups

- A. The DGC may form subcommittees (ongoing) or working groups (task-specific) to address specialized governance issues.

1. The subcommittees or ~~se~~ groups may include any Department or DTI personnel as approved by the DGC.
2. The subcommittees or groupsy must report recommendations to the full DGC for approval.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-29 (Formerly 2-7 and 4-12)

CPOAB Draft 09/11/2025

3-29 ISSUANCE AND USAGE OF AREA COMMAND EQUIPMENT

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

A. Related SOP(s)

- 2-48 Towing Services
- 2-94 Drone as a First Responder (DFR) Program

B. Form(s)

- PD 2059 Area Command Drone Check-Out Log
- PD 3023 Citations Log
- PD 3025 Laser Log
- PD 3026 Pool Car Check-Out Log
- Area Command Drone Log

C. Other Resource(s)

- NMSA 1978, § 66-7-369 Child Passenger Restraint; Enforcement
- National Highway Traffic Safety Administration (NHTSA) Car Seats and Booster Seats

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

3-29-1 Purpose

The purpose of this policy is to outline the guidelines for the issuance, use, and tracking of equipment from the Albuquerque Police Department (Department) area commands.

3-29-2 Policy

It is the policy of the Department to require accountability through tracking issued equipment and ensuring that Department personnel properly use equipment assigned to the area commands.

N/A 3-29-3 Definitions

None

6 3-29-4 Rules and Responsibilities



ALBUQUERQUE POLICE DEPARTMENT ADMINISTRATIVE ORDERS

SOP 3-29 (Formerly 2-7 and 4-12)

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A. Child Restraint Devices

1. New Mexico law exempts emergency vehicles from complying with the mandates for child restraint devices; however, as ordered by the Chief of Police, Department personnel shall ensure that persons who are less than eighteen (18) years of age are properly secured in a child passenger restraint device (CPRD) or by a safety belt, consistent with NMSA 1978, § 66-7-369.
2. When Department personnel are in need of transporting a child requiring a CPRD, they shall call a Police Service Aide (PSA) who can retrieve a CPRD from the area command substation.
3. When Department personnel use a CPRD from a PSA vehicle or from an area command substation, they shall return the CPRD after use.
4. Department personnel shall refer to the National Highway Traffic Safety Administration (NHTSA) guidance on car and booster seats for proper CPRD usage.

B. Laser Speed-Measuring Devices (Laser)

1. Each area command is issued lasers for use by sworn personnel.
2. Commanders for each area command shall implement the following procedures to effectively control and track lasers:
 - a. Secure the laser by lock and key for storage;
 - i. Keys shall only be given to personnel designated by the area commander.
 - b. Ensure that a Laser Log is maintained for the purpose of tracking and accountability; and
 - i. Lasers shall only be issued by those Department personnel designated by the area commander (i.e., shift lieutenant or sergeant).
 - c. Missing or damaged devices shall be reported to the commander for that area command as soon as practicable.

C. Pool Cars

1. Commander's Responsibilities
 - a. The area commander shall designate a lieutenant to supervise the issuance of pool cars.
 - b. The area commander shall identify a designated area where the pool cars are parked.
 - c. The lieutenant that the area commander designates shall ensure that the Pool Car Check-Out Log is completed, as required.
2. Issuance of Pool Cars



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SOP 3-29 (Formerly 2-7 and 4-12)

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- a. The pool car keys shall be locked in the appropriate storage cabinet.
- b. All area command supervisors shall have the keys to the cabinets in their respective areas.
- c. When Department personnel need a pool car, they shall contact an area command supervisor.
- d. Department personnel shall complete the Pool Car Check-Out Log, which both personnel and the area command supervisor shall sign the log.
- e. An area command supervisor shall not sign the Pool Car Check-Out Log if the car has not been checked in or if the log is not completely filled out.

3. Check-In of Pool Car

- a. Department personnel shall contact a supervisor when checking in a pool car, and they both shall sign the Pool Car Check-Out Log.
- b. No supervisor shall sign the log until it is completely filled out.
- c. The completed log shall then be filed and kept at the area command for three (3) years.

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4. Pool Car Maintenance

- a. Department personnel shall note if a pool car needs minor repairs on the Pool Car Check-out Log and let their direct supervisor know.
- b. If major problems develop with a pool car, Department personnel shall leave the vehicle at the City of Albuquerque's Fleet Management (Pino Yards) and note it on the Pool Car Check-Out Log.
 - i. If the vehicle must be towed, the on-call City wrecker services shall be utilized, in accordance with SOP Towing Services.

N/A

5. Issuance of Pool Cars for Extended Periods

- a. Area commanders may approve Department personnel to take home a pool car.
 - i. A supervisor has the authority to recall a pool car at any time.

D. Issuance of Citation Books

1. Area commander lieutenants and sergeants shall be responsible for the issuing and logging of citation books in the Citations Log.
2. Administrative staff shall log citation books at the time of delivery.
 - a. Administrative staff shall store citation books in a secured area, making them accessible only to commanders, lieutenants, sergeants, or their designees.

E. Issuance of Field Services Bureau (FSB) Drones



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1. Area Commander Responsibilities

- a. Area Commanders or designated Watch Commanders shall be responsible for the issuance of drones.

2. Drone Check-Out Procedures

- a. Only trained Remote Pilot In Control (RPIC)/Drone Operators are authorized to check out area command drones.
- b. The RPIC/Drone Operator shall record the transaction in the Area Command Drone Log.
- c. Drones may not be retained beyond the RPIC/Drone Operator's shift without approval of the designated Watch Commander.

3. Drone Check-In Procedures

- a. The RPIC/Drone Operator shall ensure the Area Command Drone Log is filled out completely.
- b. The RPIC/Drone Operator's supervisor or the on-duty supervisor shall verify that the Area Command Drone Log is completed correctly and initial it for completeness.
 - i. The supervisor shall ensure the RPIC/Drone Operator logs all Small Unmanned Aircraft System (sUAS)/drone operations on the UAS Mission Checklist.
- c. Any malfunction or damage to a sUAS/drone shall be reported to the RPIC/Drone Operator's immediate supervisor or the on-duty supervisor.



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3-29 ISSUANCE AND USAGE OF AREA COMMAND EQUIPMENT

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

A. Related SOP(s)

2-48 Towing Services

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

B. Form(s)

PD 2059 Area Command Drone Check-Out Log

PD 3023 Citations Log

PD 3025 Laser Log

PD 3026 Pool Car Check-Out Log

Area Command Drone Log

C. Other Resource(s)

NMSA 1978, § 66-7-369 Child Passenger Restraint; Enforcement

National Highway Traffic Safety Administration (NHTSA) Car Seats and Booster Seats

D. Active Special Orders

None

D-E. Rescinded Special Order(s)

None

3-29-1 Purpose

The purpose of this policy is to outline the guidelines for the issuance, use, and tracking of equipment from the Albuquerque Police Department (Department) area commands.

3-29-2 Policy

It is the policy of the Department to require accountability through tracking issued equipment and ensuring that Department personnel properly use equipment assigned to the area commands.

N/A

3-29-3 Definitions

None

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3-29-4 Rules and Responsibilities



ALBUQUERQUE POLICE DEPARTMENT ADMINISTRATIVE ORDERS

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A. Child Restraint Devices

1. New Mexico law exempts emergency vehicles from complying with the mandates for child restraint devices; however, as ordered by the Chief of Police, Department personnel shall ensure that persons who are less than eighteen (18) years of age are properly secured in a child passenger restraint device (CPRD) or by a safety belt, consistent with NMSA 1978, § 66-7-369.
2. When Department personnel are in need of transporting a child requiring a CPRD, they shall call a Police Service Aide (PSA) who can retrieve a CPRD from the area command substation.
3. When Department personnel use a CPRD from a PSA vehicle or from an area command substation, they shall return the CPRD after use.
4. Department personnel shall refer to the National Highway Traffic Safety Administration (NHTSA) guidance on car and booster seats for proper CPRD usage.

B. Laser Speed-Measuring Devices (Laser)

1. Each area command is issued lasers for use by sworn personnel.
2. Commanders for each area command shall implement the following procedures to effectively control and track lasers:
 - a. Secure the laser by lock and key for storage;
 - i. Keys shall only be given to personnel designated by the area commander.
 - b. Ensure that a Laser Log is maintained for the purpose of tracking and accountability; and
 - i. Lasers shall only be issued by those Department personnel designated by the area commander (i.e., shift lieutenant or sergeant).
 - c. Missing or damaged devices shall be reported to the commander for that area command as soon as practicable.

C. Pool Cars

1. Commander's Responsibilities

- a. The area commander shall designate a lieutenant to supervise the issuance of pool cars.
- b. The area commander shall identify a designated area where the pool cars are parked.
- c. The lieutenant that the area commander designates shall ensure that the Pool Car Check-Out Log is completed, as required.

2. Issuance of Pool Cars



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- a. The pool car keys shall be locked in the appropriate storage cabinet.
- b. All area command supervisors shall have the keys to the cabinets in their respective areas.
- c. When Department personnel need a pool car, they shall contact an area command supervisor.
- d. Department personnel shall complete the Pool Car Check-Out Log, which both personnel and the area command supervisor shall sign the log.
- e. An area command supervisor shall not sign the Pool Car Check-Out Log if the car has not been checked in or if the log is not completely filled out.

3. Check-In of Pool Car

- a. Department personnel shall contact a supervisor when checking in a pool car, and they both shall sign the Pool Car Check-Out Log.
- b. No supervisor shall sign the log until it is completely filled out.
- c. The completed log shall then be filed and kept at the area command for three (3) years.

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4. Pool Car Maintenance

- a. Department personnel shall note if a pool car needs minor repairs on the Pool Car Check-out Log and let their direct supervisor know.
- b. If major problems develop with a pool car, Department personnel shall leave the vehicle at the City of Albuquerque's Fleet Management (Pino Yards) and note it on the Pool Car Check-Out Log.
 - i. If the vehicle must be towed, the on-call City wrecker services shall be utilized, in accordance consistent with SOP Towing Services.

N/A

5. Issuance of Pool Cars for Extended Periods

- a. Area commanders may approve Department personnel to take home a pool car.
 - i. A supervisor has the authority to re-call a pool car at any time.

D. Issuance of Citation Books

1. Area commander lieutenants and sergeants shall be responsible for the issuing and logging of citation books in the Citations Log.
2. Administrative staff shall log citation books at the time of delivery.
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- b. The RPIC/Drone Operator shall record the transaction in the Area Command Drone Log.
- c. Drones may not be retained beyond the RPIC/Drone Operator's shift without approval of the designated Watch Commander.

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- a. The RPIC/Drone Operator shall ensure the Area Command Drone Log is filled out completely.
- b. The RPIC/Drone Operator's supervisor or the on-duty supervisor shall verify that the Area Command Drone Log is completed ~~filled out~~ correctly and initial it for completeness.
 - i. The supervisor shall ensure the RPIC/Drone Operator logs all Small Unmanned Aircraft System (sSUAS)/drone operations on the UAS Mission Checklist.
- a-c. Any malfunction or damage to a sSUAS/drone shall be reported to the RPIC/Drone Operator's immediate supervisor or the on-duty supervisor.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-42 (Formerly 2-30)

CPOAB Draft 09/18/2025

3-42 CRIMINAL INVESTIGATION OF DEPARTMENT PERSONNEL

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

A. Related SOP(s)

- 2-74 Submission of Felony Cases to the District Attorney (Formerly 2-39)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-43 Relief of Duty (Formerly 3-23 and 3-44)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

3-42-1 Purpose

The purpose of this policy is to detail the procedures to be followed when criminally investigating Albuquerque Police Department (Department) personnel, both sworn and professional staff, and sworn personnel from outside law enforcement agencies who are suspected of committing a criminal act.

3-42-2 Policy

It is the policy of the Department to investigate all assigned criminal cases in our jurisdiction involving Department personnel, both sworn and professional staff, and sworn personnel from outside law enforcement agencies who are suspected of committing a criminal act.

N/A 3-42-3 Definitions

None

5 3-42-4 Procedures



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-42 (Formerly 2-30)

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A. Criminal Investigations in our Jurisdiction

1. When Department personnel or sworn personnel from an outside law enforcement agency are the potential suspects of a non-traffic stop misdemeanor crime:
 - a. A Department supervisor shall be called to assist with a preliminary investigation;
 - i. Acting sergeants shall not assist in investigations of sworn personnel without a full-time permanent sergeant assisting.
 - b. If the accused officer is a suspect or the focus of a criminal investigation, the criminal investigation shall be handled by the appropriate agency or Department entity;
 - c. The on-scene supervisor shall notify the Internal Affairs Professional Standards (IAPS) Division immediately, and the IAPS Division shall have sole responsibility for the administrative investigation;
 - d. The on-scene supervisor shall ensure that misconduct of Department personnel that is not of a criminal nature is documented and entered into the Internal Affairs database web application system no later than seventy-two (72) hours and shall be conducted in accordance with SOP Complaints Involving Department Personnel;
 - e. If sworn personnel from an outside law enforcement agency are involved, the on-scene supervisor shall contact the outside agency head after the non-Department employee has been booked on the appropriate charges. The IAPS Division shall not be notified concerning non-Department sworn personnel; and
 - f. If Department personnel or an officer from an outside law enforcement agency has been booked on the appropriate charges, the arresting officer's commanding officer shall ensure that the proper documentation has reached the Bureau Deputy Chief of the charged Department personnel and the Bureau Deputy Chief of the charging officer, as appropriate, by 0800 hours the following day.

N/A

B. Arrests and Follow-up

1. When Department personnel or sworn personnel from an outside law enforcement agency are suspected of committing a felony crime:
 - a. The dispatched officer shall immediately request a Department supervisor who shall then assume responsibility for the investigation;
 - b. The Department supervisor shall attempt to establish probable cause and shall make the arrest with the same discretion and standards when processing any other community member;
 - c. If probable cause has established that a felony was committed, the investigating supervisor shall make the arrest in accordance with SOP Arrests, Arrest Warrants, and Booking Procedures; and
 - i. Whenever sworn Department personnel are arrested, the officer's lieutenant or a higher-ranking officer shall relieve the accused officer of all service

N/A

N/A



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weapons, badges, and police identification cards in accordance with SOP Relief of Duty.

- ii. If an arrest is appropriate, the individual(s) shall be booked. The arresting supervisor shall ensure they request the detention facility to segregate the Department personnel or outside agency officer from other inmates for their safety.
- iii. Where an arrest is not required, the chain of command shall be notified prior to the release of the individual and shall be documented in the Uniform Incident Report.

N/A

- d. A completed criminal case shall be submitted to the District Attorney's Office in accordance with SOP Submission of Felony Cases to the District Attorney.

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C. Traffic Enforcement

- 1. For traffic enforcement with sworn Department personnel or sworn personnel from an outside law enforcement agency:
 - a. Investigating sworn Department personnel shall retain the discretion to either issue a citation, write a warning, or give a verbal warning on non-mandatory appearance traffic offenses; however, the decision to cite shall not be deferred until a later date; and
 - b. Mandatory appearance for traffic offenses shall be handled in accordance with this Standard Operating Procedure (SOP).



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ADMINISTRATIVE ORDERS

SOP 3-42 (Formerly 2-30)

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3-42 CRIMINAL INVESTIGATION OF DEPARTMENT PERSONNEL

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- 3-43 Relief of Duty (Formerly 3-23 and 3-44)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

3-42-1 Purpose

The purpose of this policy is to detail the procedures to be followed when criminally investigating Albuquerque Police Department (Department) personnel, both sworn and professional staff, and sworn personnel from outside law enforcement agencies who are suspected of committing a criminal act.

3-42-2 Policy

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N/A 3-42-3 Definitions

None

5 3-42-4 Procedures



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-42 (Formerly 2-30)

CPOAB Draft 09/18/2025

A. Criminal Investigations in our Jurisdiction

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 - i. Acting sergeants shall not assist in investigations of sworn personnel without a full-time permanent sergeant assisting.
 - b. If the accused officer is a suspect or the focus of a criminal investigation, the criminal investigation shall be handled by the appropriate agency or Department entity;
 - c. The on-scene supervisor shall notify the Internal Affairs Professional Standards (IAPS) Division immediately, and the IAPS Division shall have sole responsibility for the administrative investigation;
 - d. The on-scene supervisor shall ensure that misconduct of Department personnel that is not of a criminal nature is documented and entered into the Internal Affairs database web application system no later than ~~twenty-four~~ seventy-two (7224) hours and shall be conducted in accordance with SOP Complaints Involving Department Personnel (~~refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties~~);
 - e. If sworn personnel from an outside law enforcement agency are involved, the on-scene supervisor shall contact the outside agency head after the non-Department employee has been booked on the appropriate charges. The IAPS Division shall not be notified concerning non-Department sworn personnel; and
 - f. If Department personnel or an officer from an outside law enforcement agency has been booked on the appropriate charges, the arresting officer's commanding officer shall ensure that the proper documentation has reached the Bureau Deputy Chief of the charged Department personnel and the Bureau Deputy Chief of the charging officer, as appropriate, by 0800 hours the following day.

N/A

B. Arrests and Follow-up

1. When Department personnel or sworn personnel from an outside law enforcement agency are suspected of committing a felony crime:
 - a. The dispatched officer shall immediately request a Department supervisor who shall then assume responsibility for the investigation;
 - b. The Department supervisor shall attempt to establish probable cause and shall make the arrest with the same discretion and standards when processing any other community member;
 - c. If probable cause has established that a felony was committed, the investigating supervisor shall make the arrest in accordance with SOP Arrests, Arrest Warrants, and Booking Procedures (~~refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties~~); and

N/A



ALBUQUERQUE POLICE DEPARTMENT
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SOP 3-42 (Formerly 2-30)

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N/A

- i. Whenever sworn Department personnel are arrested, the officer's lieutenant or a higher-ranking officer shall relieve the accused officer of all service weapons, badges, and police identification cards in accordance with SOP Relief of Duty ~~(refer to SOP Relief of Duty for sanction classifications and additional duties).~~
- ii. If an arrest is appropriate, the individual(s) shall be booked. The arresting supervisor shall ensure ~~that~~ they request the detention facility to segregate the Department personnel or outside agency officer from other inmates for their safety.
- iii. Where an arrest is not required, the chain of command shall be notified prior to the release of the individual and shall be documented in the Uniform Incident Report.

N/A

- d. A completed criminal case shall be submitted to the District Attorney's Office in accordance with ~~(refer to SOP Submission of Felony Cases to the District Attorney for sanction classifications and additional duties).~~

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C. Traffic Enforcement

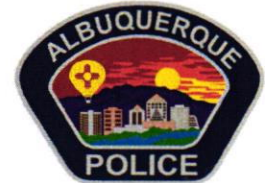
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 - b. Mandatory appearance for traffic offenses shall be handled ~~as outlined in~~ in accordance with this Standard Operating Procedure (SOP).



Timothy M. Keller
Mayor

City of Albuquerque

Albuquerque Police Department



Harold J. Medina
Chief of Police

September 11, 2025

Interoffice Memorandum

To: Diane McDermott, Executive Director, Civilian Police Oversight Agency
Zander Bolyanatz, Chair, Civilian Police Oversight Advisory Board

From: Harold Medina, Chief of Police, APD

Subject: APD Response to the CPOA Recommendation to Remove PSAs and TSOs to Investigate Crashes involving Department and City-owned Vehicles

Dear Executive Director Diane McDermott and Civilian Police Oversight Advisory Board,

The Albuquerque Police Department (APD) acknowledges receipt of the Civilian Police Oversight Advisory Board's memorandum regarding the assignment of Police Service Aides (PSAs) and Transit Safety Officers (TSOs) to investigate crashes involving city-owned and department-issued vehicles.

We appreciate the Board's careful review, the input provided by Risk Management, and the thoughtful recommendations offered to strengthen departmental practices and reduce liability exposure. APD is currently evaluating the recommendations outlined by the Board. While APD is not accepting the policy recommendation at this time to remove PSAs from responding to traffic crashes, APD is taking it under advisement and looking at implementing some of these changes after a thorough review of what would be the most effective utilization of personnel. This review process will take some time to complete.

As part of our ongoing efforts to improve training and operational consistency, several measures have already been implemented. Earlier this year, APD incorporated additional enhanced training in the Basic Academy which is additional crash investigation training for PSAs and TSOs into the Basic Academy curriculum. Current PSAs and TSOs now receive the same crash investigation instruction provided to police cadets, including scenario-based exercises and crash report completion. APD is actively developing a mandatory annual in-service training program for all PSAs and TSOs. This training will include legal updates, refreshers on investigative best practices, and updated techniques to ensure continued proficiency. APD is currently reviewing Standard Operating Procedures (SOPs) related to PSA and TSO duties and responsibilities, particularly as they relate to investigating traffic crashes involving city-owned and department-issued vehicles. This review includes assessing alignment with SOP 2-46 and SOP 2-47 to ensure consistency and eliminate potential conflicts.

We recognize the importance of ensuring high-quality investigations, mitigating liability, and maintaining public confidence in APD's practices. The department will provide an update in the near future once the SOP review is complete and any changes, if necessary, are finalized.

We appreciate the Board's collaboration and commitment to improving public safety and accountability. APD remains dedicated to enhancing training, maintaining professionalism, and ensuring that all crash investigations are conducted with accuracy, fairness, and integrity.

We look forward to continued collaboration with the Board as we work to strengthen our policies, improve training, and ensure the highest standards of professionalism in serving the community.