

# **CIVILIAN POLICE OVERSIGHT ADVISORY BOARD (CPOAB)**

**Thursday, November 13, 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  
Dep. Cmdr. Paul Skotchdopole APD, IAPS  
Cmdr. Scott Norris, APD, IAFD  
Cmdr. Sean Waite, APD Police Reform  
Lt. Sean Higdon, APD Academy  
Jeffery Bustamante, ACS  
Carolyn Tanaka, Appellee  
Alex Luce, ASL  
Caryl Williams Love, ASL

**Others Present via Zoom:**

None

## **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. October 9, 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 October 9, 2025.
  2. **Motion.** A motion was made by Chair Bolyanatz to approve the minutes as written. Member Wymark 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, October 2025*, was distributed to CPOA Board members electronically. (See attached IAPS Report)
    - ii. Deputy Commander Paul Skotchdopole was available to answer any questions. There were no questions or comments from the Board.
  2. **Internal Affairs Force Division (IAFD)– Commander Scott Norris**
    - i. A document titled *Albuquerque Police Department Monthly Use of Force Report, October 2025*, was distributed to CPOA Board members electronically. (See attached IAFD Report)
    - ii. Commander Scott Norris noted that the “shows of force” data is starting to appear in the report and 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.

b. **ACS- Jefferey Bustamante, Deputy Director**

1. Jefferey Bustamante verbally reported on calls for service trends and outreach efforts. He noted that ACS is starting its winter transportation program and partnering with the CNM ingenuity program to evaluate ACS training.

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

1. Lindsey Rosebrough verbally briefed the Board on the City's filing of three additional lawsuits. Most notably, the City of Albuquerque has filed a lawsuit against the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA) to challenge the cancellation of its \$11.5 million RAISE grant for the rail trail project.

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

1. Chris Sylvan verbally reported that CPOA OC-25-49, the CPOA FY25 1-year objectives, was passed by City Council and noted that the new Board member will be meeting with City Councilors next week.

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

1. Kelly Mensah verbally reported on CPC meetings, noting that the Police Response Team (PRT) will be reporting to CPCs on crime initiatives. He also reported on youth CPC meetings, CPC advertising, CPC policy recommendations, and provided details about 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- Diane McDermott, Executive Director**

1. **2026 CPOA Board Meeting Schedule**

- a. Diane McDermott verbally reported on complaint intakes, case assignments, and commendations received by the Civilian Police Oversight Agency (CPOA) during September 2025 and CPOA staffing updates. Ms. McDermott highlighted CPOA Standard Operating Procedure (SOP) recommendations regarding APD staff

professionalism and conduct during CPOA administrative interviews, as well as APD's enhanced supervision initiative. McDermott also provided the Board with opportunities for further APD unit training.

- b. Ms. McDermott provided the Board with the 2026 Board Meeting Calendar.
- c. The Board requested that the CPOA reschedule the October 2026 Board meeting to October 8, 2025, due to the Balloon Fiesta.

**VI. Public Comment** [Public comment is limited to three minutes unless extended by the Chairperson]

**VII. Appeal**

a. **CPC 105-25**

i. Hearing on CPC #105-25

- 1. Independent Counsel Robert Kidd reviewed the rules and procedures that the Board and the appellee will follow during the hearing process.
- 2. Appellant Carolyn Tanaka was provided 15 minutes to present her case via American Sign Language (ASL).
- 3. CPOA Executive Director Diane McDermott 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. Appellant Carolyn Tanaka was provided an additional 5 minutes to speak via American Sign Language (ASL).

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 #105-25. 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 #105-25 began at approximately 5:59 p.m. and the meeting reconvened at approximately 6:10 p.m.\*\*\****

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

**For: Bolyanatz, Budanauro, Calderon, Wymark**

2. Chair Bolyanatz explained the reasons for the Board's decision to uphold the findings of the CPOA.
3. **Motion.** Chair Bolyanatz made a motion to uphold the Civilian Police Oversight Agency's findings regarding CPC 105-25. Member Budanauro seconded the motion. The motion was passed unanimously.

**For: Bolyanatz, Budanauro, Calderon, Wymark**

**VIII. Serious Use of Force Case(s):** [Standing item]  
a. None.

**IX. Officer-Involved Shooting Case(s):** The CPOA's findings in each Officer-Involved Shooting case listed are located at: <https://www.cabq.gov/cpoa/case-outcomes/officer-involved-shootings>

- a. APD Case #24-0105124 – Zander Bolyanatz
  1. Chair Bolyanatz gave a verbal overview of Officer-Involved Shooting (OIS) Case #24-0105124.
  2. Deputy Director Ali Abbasi provided his review and findings of OIS Case #24-0105124.
  3. Commander Norris had nothing additional to report.
  4. Chair Bolyanatz facilitated feedback from Board members for OIS Case #24-0105124.
  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 #24-0105124. The motion was seconded by member Wymark. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

b. APD Case #25-0006503 – *Aaron Calderon*

1. Vice Chair Calderon gave a verbal overview of Officer-Involved Shooting (OIS) Case #25-0006503.
2. Deputy Director Ali Abbasi provided his review and findings of OIS Case #25-0006503.
3. Commander Norris had nothing additional to report.
4. Chair Bolyanatz facilitated feedback from Board members for OIS Case #25-0006503.
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 #25-0006503. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

**\*\*\*A dinner break began at 6:37 p.m., and the meeting resumed at approximately 7:17 p.m.\*\*\***

**X. Report from CPOAB Subcommittee(s):**

a. **Ad Hoc Audit Committee** – *Zander Bolyanatz*

1. Meeting was held on October 31, 2025, at 10 a.m.
2. Report from Committee
3. Next meeting TBD
  - i. Chair Bolyanatz provided a verbal report and noted that the next meeting will be scheduled in January 2026.

b. **Policy and Procedure Review Subcommittee** – *Aaron Calderon*

1. Meeting was held on November 6, 2025, at 3 p.m.
2. Report from Subcommittee
3. Next meeting December 4, 2025, at 3 p.m.
  - i. Chair of the Policy and Procedure Review Subcommittee, Aaron Calderon, gave a verbal report and noted the next subcommittee meeting will be held on December 4, 2025, at 3 p.m.

**c. Ad Hoc Rules Committee – Eduardo Budanauro**

1. Meeting scheduled for November 12, 2025, at 3:30 p.m.
2. Report from Committee
3. Next meeting TBD
  - i. Member Budanauro gave a verbal report, noting that the next subcommittee meeting is scheduled for Wednesday, January 7, 2025, at 10 a.m.

**XI. Discussion and Possible Action:**

**a. CPOA Semi-Annual Report January 2025 – June 2025 – Gabe Remer**

1. Gabe Remer, CPOA Policy Analyst, provided a PowerPoint Presentation for the CPOA Semi-Annual Report, January 2025 – June 2025. (*See attached*)
2. **Motion.** A motion by Chair Bolyanatz to approve the CPOA Semi-Annual Report for January 2026 through June 2026. The motion was seconded by Member Budanauro. The motion was carried by unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

**b. APD Policy**

1. **Motion.** A motion by Chair Bolyanatz to move no recommendation SOP 3-31 Physical Fitness Assessment to the recommendation section. Vice Chair Calderon seconded the motion. The motion passed unanimously.

**For: Bolyanatz, Budanauro, Calderon, Wymark**

**2. Recommendations**

- A. SOP 2-83 (Formerly 2-11) Hospital Procedures and Rules
  - i. Gabe Remer outlined recommendations for SOP 2-83 and provided context on the proposed new subsection SOP 2-83-5-D-2. (*See attached Policy and Procedure Review Subcommittee Report Board meeting*)
  - ii. **Motion.** A motion by Vice Chair Calderon to move forward with the recommendation for 2-83-5-D-2 to APD. Chair Bolyanatz seconded the motion. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

- iii. Gabe Remer presented recommendations for SOP 2 83 and provided content on the proposed new subsection SOP 2-83-4-D-6, noting that CPOA will be forwarding the recommendation. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
- iv. **Motion.** A motion by Vice Chair Calderon to move forward with the recommendation for 2-83-4-D-6 to APD. Chair Bolyanatz seconded the motion. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

- B. SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations
  - i. Gabe Remer outlined recommendations for SOP 2-86 and provided context on the proposed new subsection SOP 2-86-4-D-3. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
  - ii. **Motion.** A motion by Vice Chair Calderon to approve the recommendation for 2-86-4-D-3 to be submitted to APD. Member Bolyanatz seconded the motion. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

- C. SOP 3-31 Physical Fitness Assessment
  - i. Gabe Remer provided recommendations from a Community Policing Council member for SOP 3-31 and his cleanup language recommendations. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
  - ii. APD Academy Lieutenant Sean Higdon provided historical mandatory requirements regarding Physical Fitness Assessment.



- iii. The Board had no additional comments or recommendations on SOP 3-31.

**3. No Recommendation(s):**

- A. SOP 1-19 Shield Unit
  - i. There were no policy recommendations for SOP 1-19.
- B. SOP 1-24 Burglary Unit
  - i. There were no policy recommendations for SOP 1-24.
- C. SOP 1-25 Chaplain Unit
  - i. There were no policy recommendations for SOP 1-25.
- D. SOP 1-31 Court Services
  - i. There were no policy recommendations for SOP 1-31.
- E. SOP 1-85 (Formerly 6-2) Recruiting Unit
  - i. There were no policy recommendations for SOP 1-85.
- F. SOP 1-95 Metro Traffic Division
  - i. There were no policy recommendations for SOP 1-95.
- G. SOP 2-1 Uniforms
  - i. There were no policy recommendations for SOP 2-1.
- H. SOP 2-6 Use of Emergency Warning Equipment
  - i. There were no policy recommendations for SOP 2-6.
- I. SOP 2-9 (Formerly 1-37) Use of Computer Systems
  - i. There were no policy recommendations for SOP 2-9.
- J. SOP 2-21 Apparent Natural Death or Suicide of an Adult
  - i. There were no policy recommendations for SOP 2-21.
- K. SOP 2-29 (Formerly 5-4) Child Exploitation Detail (CED)
  - i. There were no policy recommendations for SOP 2-29.
- L. SOP 2-85 Certificates for Evaluation
  - i. There were no policy recommendations for SOP 2-85.
- M. SOP 3-33 Performance Evaluation and Management
  - i. There were no policy recommendations for SOP 3-33.
- N. SOP 3-53 Self-Assessments
  - i. There were no policy recommendations for SOP 3-53.

**4. PD Response to Policy Recommendation(s):**

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

- i. Gabe Remer shared APD's response related to SOP 2-8-4-B-1-a and advised the Board that the CPOA will track any negative impacts on the CPOA's ability to perform Administrative Investigations due to the change in placement of OBRD. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*
- ii. Gabe Remer shared APD's response related to SOP 2-8-d-C-10-a vehicle searches and noted that APD agreed with the CPOA's recommendation. *(See attached Policy and Procedure Review Subcommittee Report Board meeting)*

**XII. Other Business**

- a. The Board requested APD training from the APD Bomb Squad, K-9, Drone Usage, APD Records, Forensic units, and suggested after-hour or afternoon trainings.
- b. The Board requested that the APD Bomb Squad training take place in January 2026.

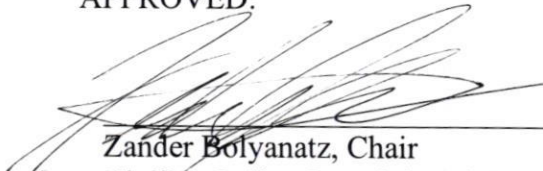
**XIII. Adjournment.**

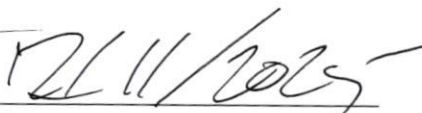
- a. **Motion.** A motion was made by Chair Bolyanatz to adjourn the meeting. The motion was seconded by Vice Chair Calderon. The motion was carried by a unanimous vote.

**For: 4 – Bolyanatz, Budanauro, Calderon, Wymark**

- b. The meeting was adjourned at approximately 8:13 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 Administrative Assistant

## **Attachments**



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD  
PUBLIC COMMENT  
SIGN-IN SHEET

Thursday, November 13, 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**  
**October 2025**

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

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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**

**23**

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

**Total Cases Completed**

**32**

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

**Cases Opened**

[By Area Commands]

**7**

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

**Cases Completed**

[By Area Commands]

**12**

Investigations completed by  
the Area Commands

**Pending Cases**

**66**

Investigations pending completion

**Average Days to Completion**

**76**

Average days to completion for  
investigations completed during  
the month

## Completed Cases with Sustained Findings

Total Sustained Cases: 19  
59% 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...	3.41. Complaints Involving Department Personnel	Suspension
I2025...	1.1. Personnel Code of Conduct	Suspension
I2025...	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Suspension
I2025...	3.30. Line Inspection Process	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Suspension
	1.1. Personnel Code of Conduct	Terminated
	2.9. Use of Computer Systems	Terminated
I2025...	2.71. Search and Seizure Without a Warrant	Letter of Reprimand
I2025...	1.1. Personnel Code of Conduct	Letter of Reprimand
I2025...	2.71. Search and Seizure Without a Warrant	Suspension
	2.71. Search and Seizure Without a Warrant	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.10. Emergency Communications Center (ECC) Division	Verbal Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
	1.1. Personnel Code of Conduct	Suspension
I2025...	1.11. Uncommon SOP	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	Letter of Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	2.16. Reports	Verbal Reprimand
I2025...	2.8. Use of on-Body Recording Devices	NDCA
I2025...	3.21. Scheduled and Unscheduled Leave	Verbal Reprimand
I2025...	2.76. Court	Letter of Reprimand
I2025...	3.21. Scheduled and Unscheduled Leave	Suspension





### Standard Operating Procedures Reviewed in Completed Investigations

Directives and SOPs	Count
1.1. Personnel Code of Conduct	24
2.76. Court	5
2.8. Use of on-Body Recording Devices	6
2.56. Use of Force: Reporting by Department Personnel	1
3.21. Scheduled and Unscheduled Leave	4
2.16. Reports	1
3.30. Line Inspection Process	1
3.41. Complaints Involving Department Personnel	1
1.11. Uncommon SOP	1
2.9. Use of Computer Systems	1
2.10. Emergency Communications Center (ECC) Division	1
2.55. Use Of Force: De-Escalation	1
2.71. Search and Seizure Without a Warrant	3

### TOP 5 Standard Operating Procedures with Sustained Findings

Directives and SOPs	Count
1.1. Personnel Code of Conduct	14
2.8. Use of on-Body Recording Devices	6
3.21. Scheduled and Unscheduled Leave	3
3.41. Complaints Involving Department P..	2
2.16. Reports	1

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

Directive	Count
1.1.5.A.1	1
1.1.5.A.5	3
1.1.6.A.1	1
1.1.6.A.1.a	2
1.1.6.A.1.b	1
1.1.6.B.3	1
1.1.6.C.1	2
1.1.6.C.3	1
1.1.6.C.4	2
<b>Total</b>	<b>14</b>

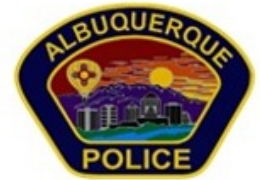
# **Albuquerque Police Department Monthly Use of Force Report October 2025**



**Prepared by:**

**Data Analytics Unit  
November 5, 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 - October 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.

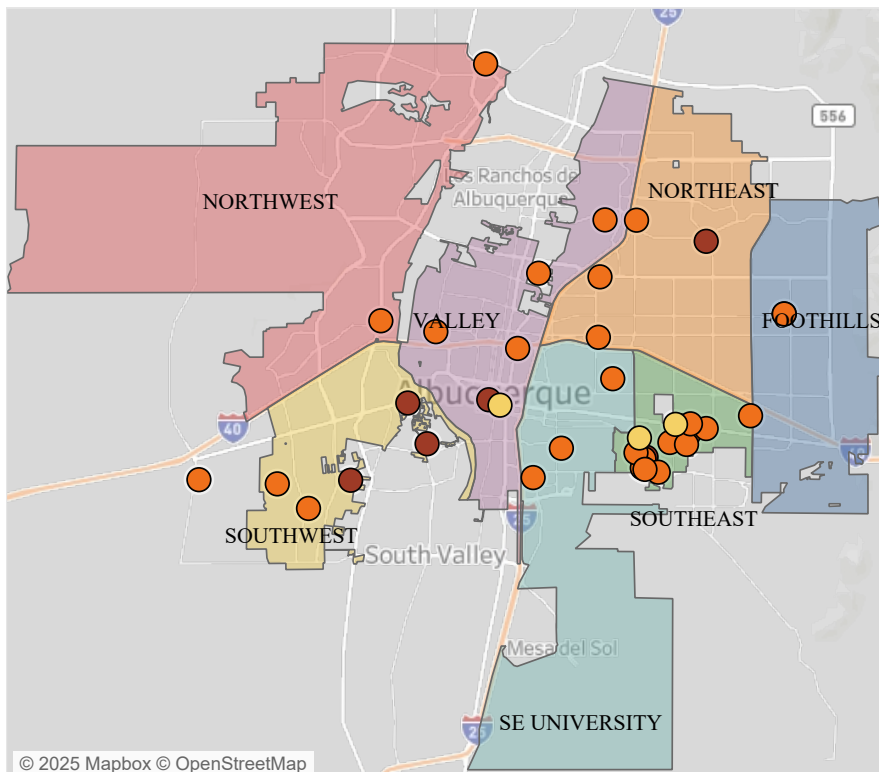
APD's jurisdiction includes the City of Albuquerque which is divided into six Area Commands. In the map below, Southeast Area Command is split into "SE University" and "Southeast". University Area Command is combined with Southeast Area Command in this report until updates to department databases are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

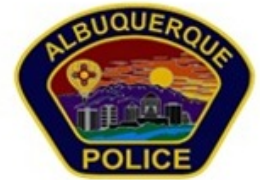
	Force Level			Grand Total
	Level 1	Level 2	Level 3	
Foothills	0	1	0	1
Northeast	0	3	1	4
Northwest	0	2	0	2
Out of Area	0	1	1	2
Southeast	2	13	1	16
Southwest	0	2	2	4
University	0	3	0	3
Valley	1	4	1	6
Grand Total	3	29	6	38

### Locations of Use of Force Cases



Force Level  
Level 1  
Level 2  
Level 3

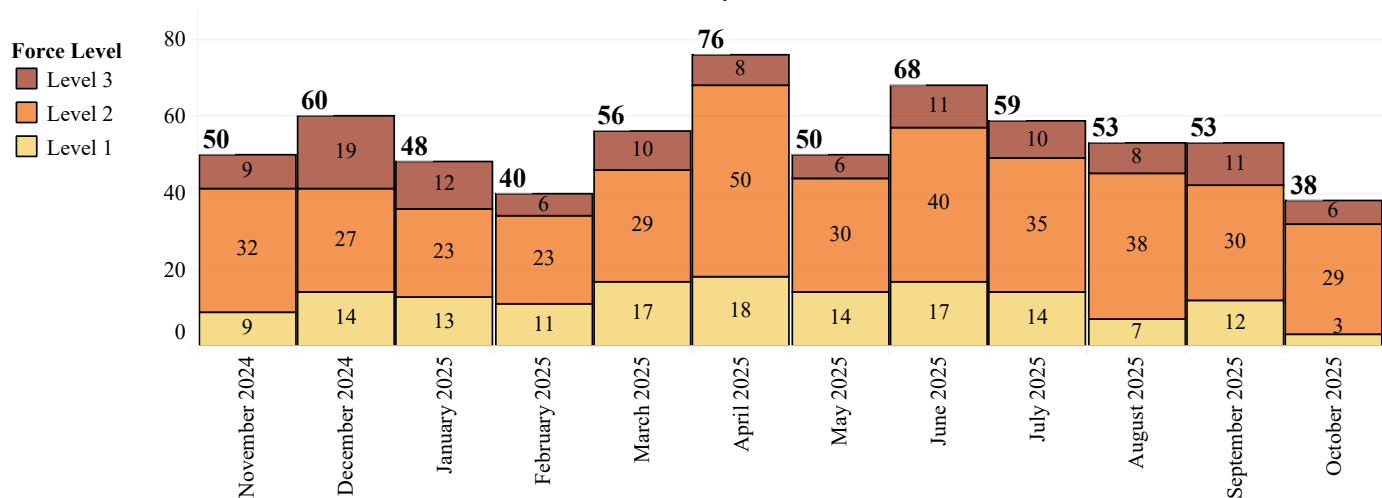
Note: Most force investigations in this report are open investigations since it reflects the previous month of data. As such, figures in this report are preliminary and subject to change as use of force investigations progress.



## 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.

Total Uses of Force by Month and Level of Force



Total Uses of Force by Month and Area Command

		November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	Grand Total
Foothills	Level 1	0	0	3	1	4	2	3	0	4	1	3	0	21
	Level 2	3	1	0	5	4	3	2	6	5	3	1	1	34
	Level 3	2	3	1	2	1	1	0	1	0	2	1	0	14
Northeast	Level 1	0	4	4	3	2	2	3	1	1	2	1	0	23
	Level 2	6	2	4	6	8	10	6	4	10	6	6	3	71
	Level 3	1	8	1	3	1	2	0	2	2	2	0	1	23
Northwest	Level 1	2	2	0	0	1	1	0	2	0	0	2	0	10
	Level 2	2	3	0	4	3	1	2	0	1	2	1	2	21
	Level 3	0	1	0	0	1	1	0	1	1	0	0	0	5
Southeast	Level 1	2	1	0	2	5	4	4	6	5	0	1	2	32
	Level 2	7	8	8	3	7	17	6	13	8	13	10	13	113
	Level 3	0	2	2	0	2	2	2	1	0	1	4	1	17
Southwest	Level 1	2	1	1	2	0	1	2	2	2	1	0	0	14
	Level 2	5	4	3	2	3	5	4	4	6	3	3	2	44
	Level 3	2	3	1	1	2	0	0	1	4	1	2	2	19
University	Level 1	1	2	1	0	2	2	0	2	1	1	1	0	13
	Level 2	2	4	4	0	0	3	2	7	4	4	6	3	39
	Level 3	0	2	1	0	1	0	1	1	2	0	2	0	10
Valley	Level 1	2	4	4	2	2	7	2	4	1	2	4	1	35
	Level 2	7	6	4	3	4	9	7	6	3	6	4	4	63
	Level 3	4	1	5	0	3	2	3	4	1	2	4	1	30
Out of Area	Level 1	0	0	0	1	1	0	0	0	0	0	0	0	2
	Level 2	0	0	0	0	0	2	1	0	0	1	0	1	5
	Level 3	0	0	1	0	0	0	0	0	0	0	0	1	2
Grand Total		50	60	48	40	56	76	50	68	59	53	53	38	651



## Use of Force Benchmarked Against Calls For Service and Arrests - October 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 2024 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

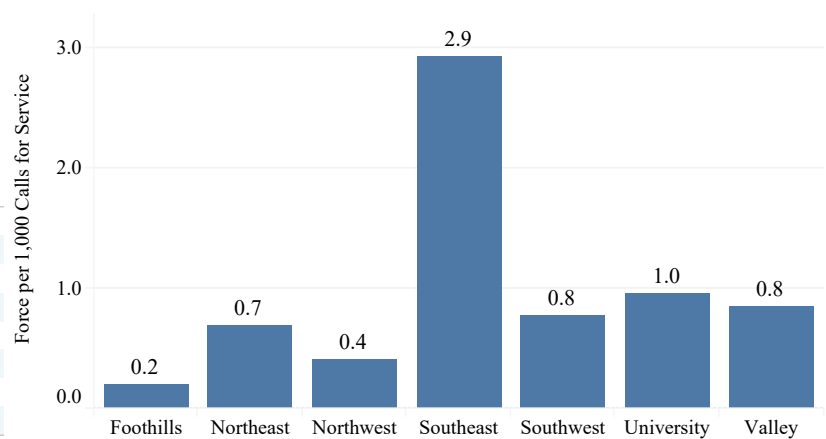
#### Total Calls for Service for Area Commands

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, October 2025

Area Command	Total Force Cases	Total CAD Calls	Force per 1,000 Calls
Foothills	1	5,067	0.2
Northeast	4	5,758	0.7
Northwest	2	4,880	0.4
Southeast	16	5,483	2.9
Southwest	4	5,211	0.8
University	3	3,128	1.0
Valley	6	7,071	0.8
Out of Area	2		

#### Force Rate per 1,000 Calls For Service



### Custodial Arrests

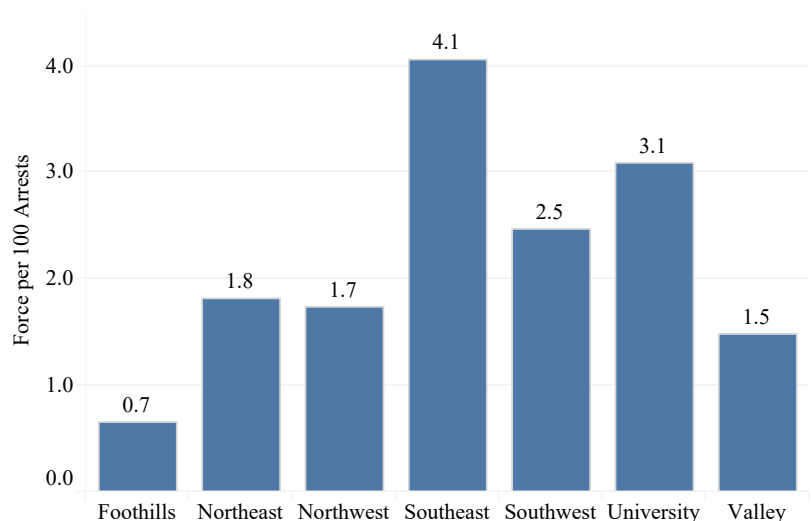
#### Total Custodial Arrests for Area Commands

Arrests include custodial arrests only and exclude summonses and citations.

#### Force per Arrest by Area Command, October 2025

Area Command	Total Force Cases	Total Arrests	Force Per 100 Arrests
Foothills	1	153	0.7
Northeast	4	220	1.8
Northwest	2	115	1.7
Southeast	16	394	4.1
Southwest	4	162	2.5
University	3	97	3.1
Valley	6	406	1.5
Out of Area	2	21	9.5
Unknown	0	28	0.0

#### Force Rate per 100 Custodial Arrests

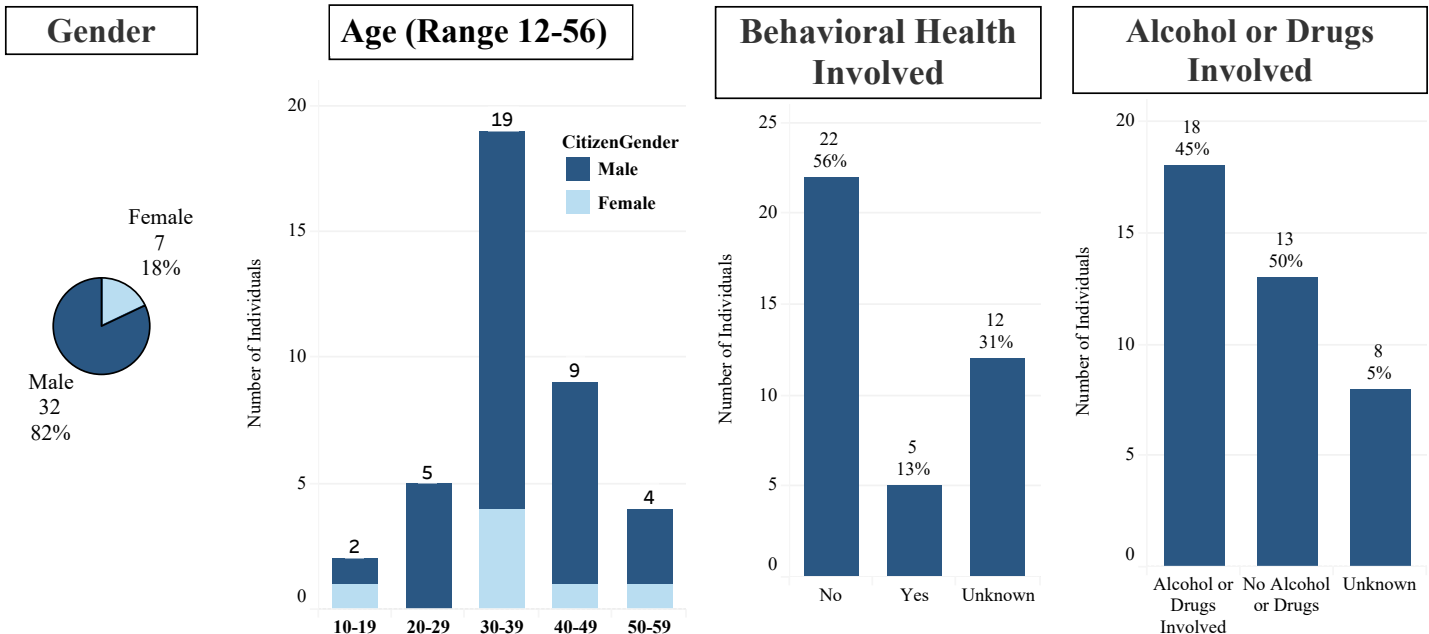




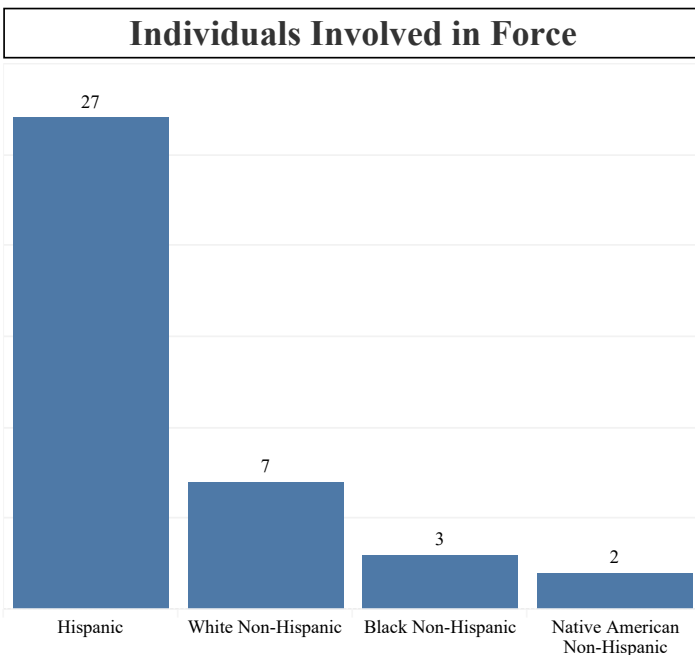
## Demographics of Individuals Involved in Force - October 2025

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 Custodial Arrests, October 2025

Race/Ethnicity	Total Force	Total Arrests	Force Rate per 100 Arrests
Hispanic	27	704	3.8
White Non-Hispanic	7	486	1.4
Black Non-Hispanic	3	133	2.3
Native American Non-Hispanic	2	161	1.2
Asian Pacific Islander Non-Hispanic	0	15	0.0
Unknown	0	97	0.0

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 - October 2025

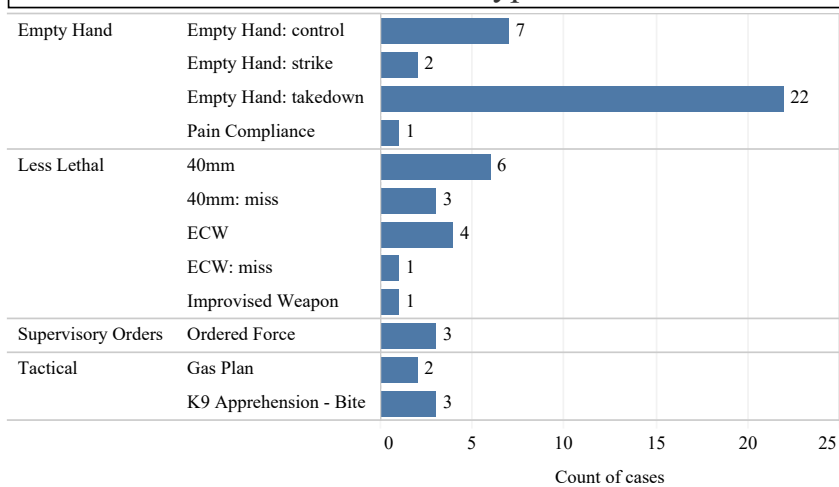
Officers are dispatched to calls for service and the original and final type of call for service are tracked. The table on the right shows the final call types for all calls involving force during the month.

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	1
Automated License Plate Reader	1
Burglary Commercial	1
Burglary Residence	1
Disturbance	2
DV Escort/Violation	1
Family Dispute	6
Fight In Progress	1
Neighbor Trouble	1
Suspicious Person(s)/Vehicle(s)	12
SWAT	1
Traffic Stop	2
Unknown	1
Vandalism	2
Wanted Person	5
Grand Total	38

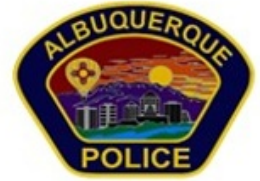
### Total Force Cases Where Each Type of Force Was Used



## Cases Where Shows of Force Are The Only Method Applied by Month

As of September 20, 2025, shows of force (i.e. pointing a firearm, ECW, or 40mm launcher) at a person are no longer uses of force according to APD policy. Due to this subset of cases no longer being counted in force totals, cases where there is a show of force only are included below to for improved comparison of force cases over time.

Type of Show of Force	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025
40mm	1		1		1	1	1			1	1
ECW	1	1	3	2		3	2	2	2	3	5
Handgun or Rifle	1	3	3	3	1	5	4	4	2	2	11
Grand Total	2	4	6	4	2	7	6	6	3	6	17



## Completed Force Investigations - October 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 three Level 2 and two Level 3 investigations with an approved 120-day extension that were completed in more than 90-days.**

Level 1 Unit		IAFD (Level 2 and Level 3)	
Total Completed Investigations		Total Completed Investigations	
9		48	
Average Days to Completion		Average Days to Completion	
13.9		82.3	
Minimum Days to Completion	Maximum Days to Completion	Minimum Days to Completion	Maximum Days to Completion
7	18	52	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.

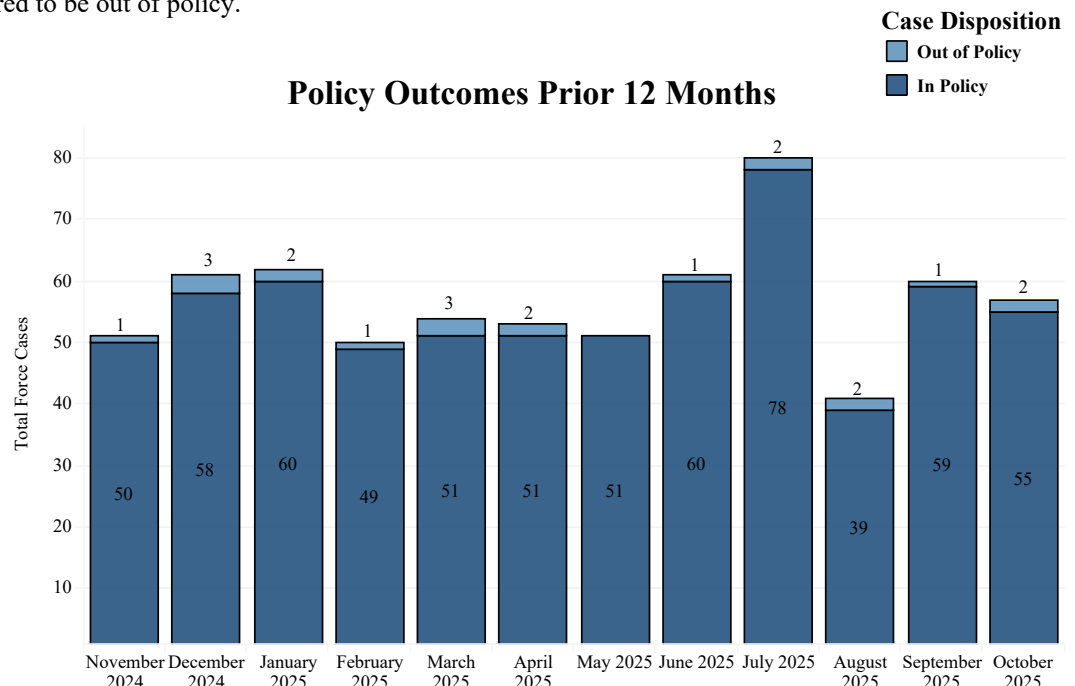
Dispositions of Force Investigations Completed in October 2025

	Total Force Cases
In Policy	55
Out of Policy	2
<b>Grand Total</b>	<b>57</b>

Out of Policy Force Cases by Area Command

Southeast	1
Southwest	1
<b>Grand Total</b>	<b>2</b>

### Policy Outcomes Prior 12 Months







**Civilian Police Oversight Advisory Board (CPOAB)  
2026 Meeting Schedule  
January – December**

**All meetings are held in the  
Vincent E. Griego Chambers  
One Civic Plaza NW  
Corner of 5<sup>th</sup> and Marquette NW  
Lower Level  
Albuquerque, NM 87102**

**Meetings will begin at 5:00 p.m. unless noted  
otherwise, and may extend beyond 8:00 p.m.**

**Thursday, January 8, 2026  
Thursday, February 12, 2026  
Thursday, March 12, 2026  
Thursday, April 9, 2026  
\*Tuesday, May 12, 2026  
Thursday, June 11, 2026  
Thursday, July 9, 2026  
Thursday, August 13, 2026  
Thursday, September 10, 2026  
Thursday, October 8, 2026  
Thursday, November 12, 2026  
Thursday, December 10, 2026**

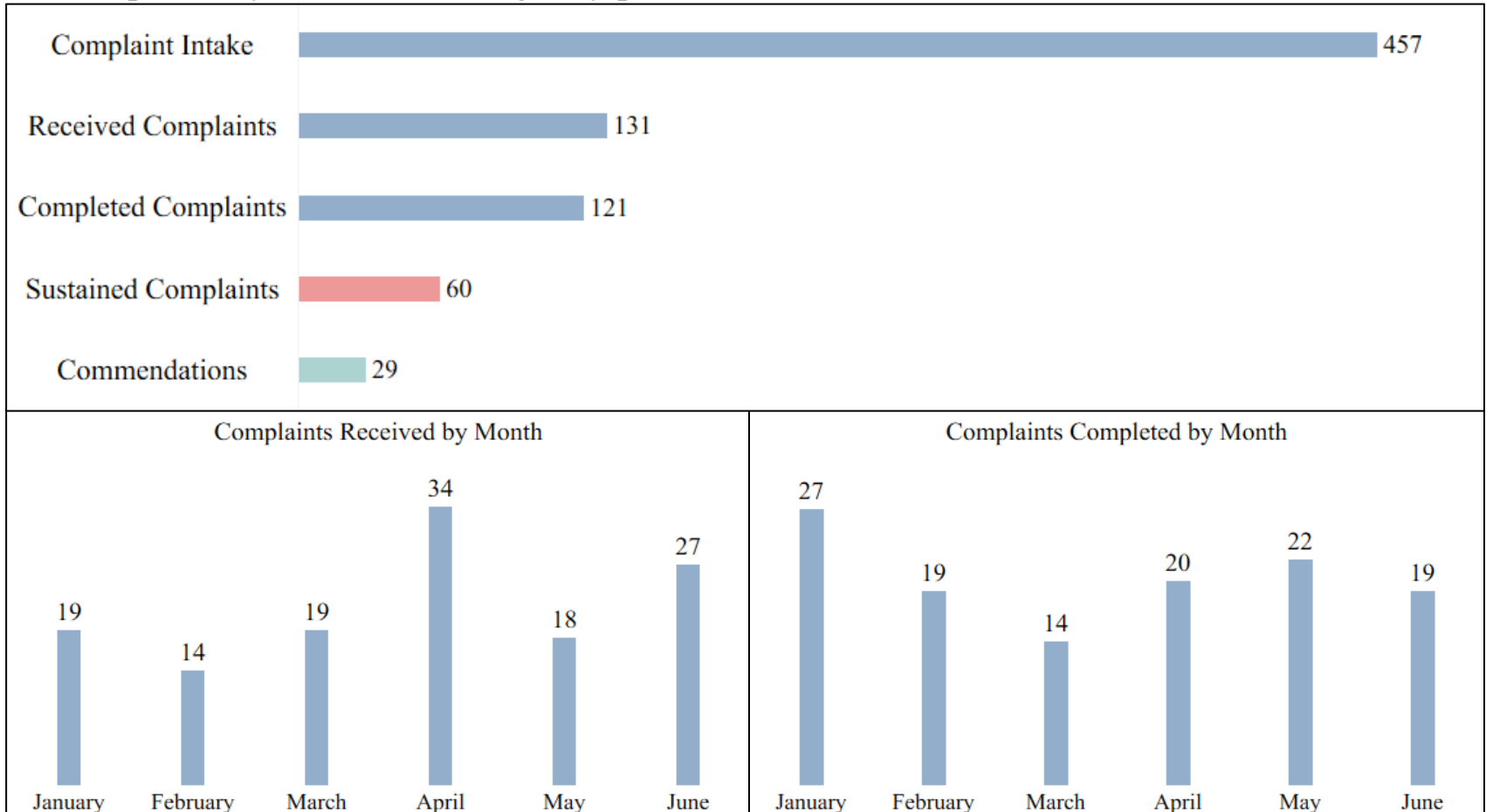
***\*The CPOAB meeting will be held on Tuesday, May 12, 2026  
to accommodate the City Council Meetings***

# CPOA Semi-Annual Report

January – June, 2025

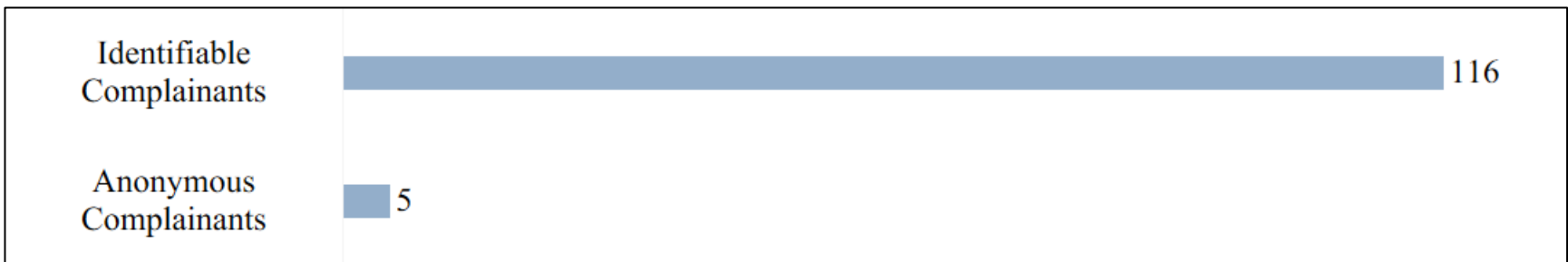
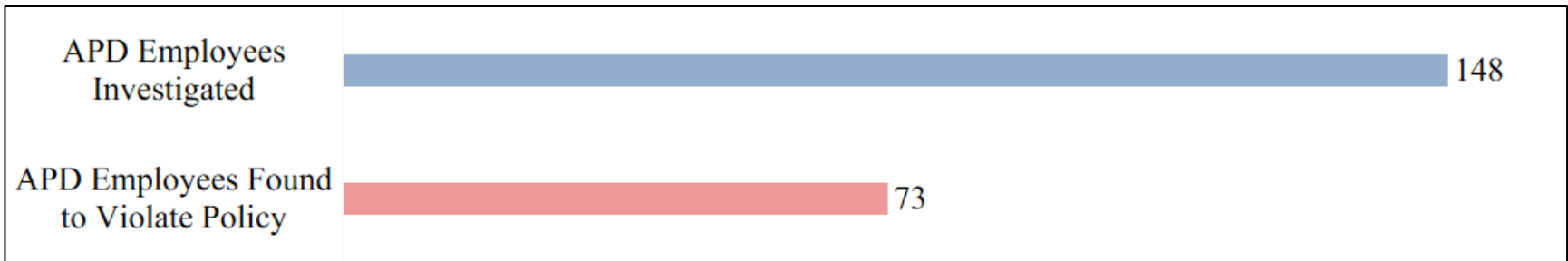
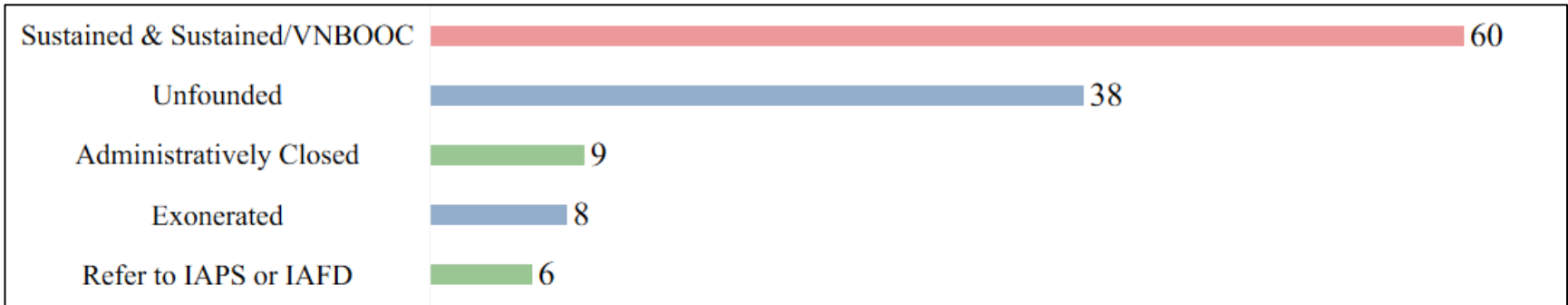
# CPOA Internal Changes and Complaint Volume

The CPOA implemented its new Civilian Complaint Request (CCR) process. This refined intake and triage process has resulted in a lower rate of administratively closed CPCs and higher rates of sustained findings. Additionally, the CPOA hired three more investigators and implemented new supervisory and lead investigatory positions.



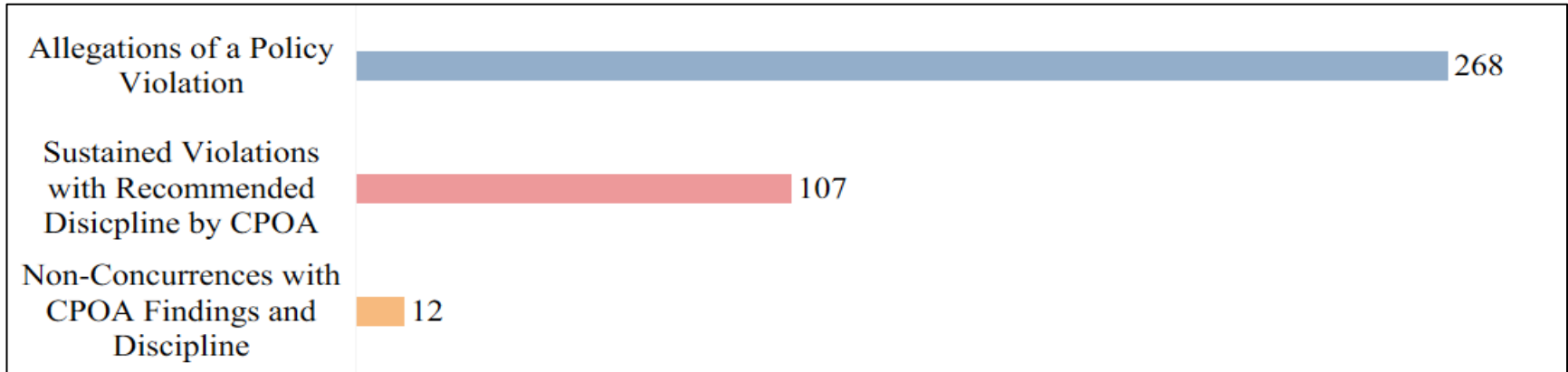
# Investigation Details

In these 121 completed complaints, the CPOA investigated 148 individual APD employees on behalf of 116 identifiable complainants. Of those employees, 73 were found to have violated APD policy.



# Findings Breakdown

In total, the CPOA sustained 107 out of 268 alleged policy violations. APD disagreed with the sustained findings for 12 alleged policy violations in 7 CPCs.



SOP Number & Title	Recommended Findings by CPOA					
	Exonerated	Unfounded	Not Sustained	Sustained	Sustained VNBOOC	Total
1-1 Personnel Code of Conduct	21	72	2	20	4	119
2-8 Use of On-Body Recording Devices (OBRD)	1		2		25	28
2-16 Reports	6	2		10	9	27
2-71 Search and Seizure Without a Warrant	3	12		1		16
2-60 Preliminary and Follow-up Criminal Investigations	5	3		6	2	16

# Discipline Breakdown

Sustained	SOP Number & Title	NDCA	Verbal Reprimand	Written Reprimand	Suspension
23	2-8 Use of On-Body Recording Devices (OBRD)	1		18	4
22	1-1 Personnel Code of Conduct	1	1	17	3
19	2-16 Reports		12	6	1
7	2-60 Preliminary and Follow-Up Criminal Investigations			4	3
6	2-48 Towing Services	1	4		1
5	2-73 Collection, Submission, and Disposition of Evidence and Property		1	3	1
3	2-46 Response to Traffic Crashes			3	
3	2-65 Language Access Procedure			3	
2	2-40 Misdemeanor, Traffic, and Parking Enforcement		1		1
2	2-41 Traffic Stops			2	
2	2-76 Court			2	
2	2-82 Restraints and Transportation of Individuals			2	
2	3-41 Complaints Involving Department Personnel	1		1	
1	2-22 Juvenile Delinquency			1	
1	2-5 Department Vehicles			1	
1	2-71 Search and Seizure Without a Warrant				1
1	2-86 Auto-Theft and Motor Vehicle Theft Related Investigations			1	

## Demographic Breakdown of APD Employees

Female	Mixed Race	Non-Hispanic	1	2
	Native American	Non-Hispanic	1	
	White	Hispanic	14	7
		Non-Hispanic	2	6
Male	Asian	Non-Hispanic		3
	Black	Non-Hispanic	1	2
	Mixed Race	Non-Hispanic	1	
	Native American	Non-Hispanic	1	2
	White	Hispanic	20	30
		Non-Hispanic	34	21

Rank of APD Employees in a Completed Complaint			Division of APD Employees in a Completed Complaint		
Police Officer 1C	26	26	Northeast Area Command	12	10
Senior Police Officer 1C	14	13	Southwest Area Command	10	8
Police Officer 2C	12	12	Foothills Area Command	11	7
Sergeant	8	6	Valley Area Command	4	13
Police Service Aide	1	10	Northwest Area Command	2	10
Master Police Officer 1C	4	2	No Designated Division	9	3
Telecommunication Oper I/cert	4		University Area Command	8	1
Police Service Aide/Training		2	Southeast Area Command	3	5
Lieutenant	2		Crisis Intervention Division	4	2
Commander	2		Metro Traffic Division	2	3
Telecommunication Operator II	1		Academy Division	1	4
Police Cadet	1		Aviation Division	3	1
Emergency Comm Ctr Admin	1		Criminal Investigations Division	1	2
Deputy Commander	1		Operations Review Divisi..	2	
Deputy Chief	1		Investigative Services Division	1	1
Crime Scene Specialist III	1		Communications Divisions	1	1
Administrative Asst	1		Police Reform IA	1	
			Command Staff	1	
			Chiefs Office	1	



## Complainant Demographic Breakdown

Female	Hispanic	Other	5
		White	14
	Non-Hispanic	Mixed Race	2
		Native American	3
		White	11
	Not Reported	Asian	1
		Not Reported	2
		White	1
	Prefer not to answer	Prefer not to answer	
Male	Hispanic	Black	1
		Mixed Race	1
		Other	3
		Prefer not to answer	1
	Non-Hispanic	White	18
		Black	3
		Native American	1
		Not Reported	1
		Other	2
		Prefer not to answer	2
	Not Reported	White	12
		Not Reported	3
		White	1
	Prefer not to answer	Prefer not to answer	4
		White	2
Not Reported	Not Reported	Not Reported	
	Prefer not to answer	Prefer not to answer	1
Prefer not to answer	Hispanic	Mixed Race	1
	Non-Hispanic	White	1
	Not Reported	Not Reported	1
	Prefer not to answer	Prefer not to answer	8

# Complaint Situations

These numbers represent the most common situations and allegations reported in complaints, based on the complainant's perspective.

Situation	
Vehicle Accident	18 (14.8%)
Responding to Emergency/Disturbance	12 (9.9%)
Investigation	10 (8.3%)
Domestic/Family/Custody Dispute	10 (8.3%)
Neighbor/Landlord Dispute	10 (8.3%)
Property Handling	8 (6.6%)
Traffic Stop	5 (4.1%)

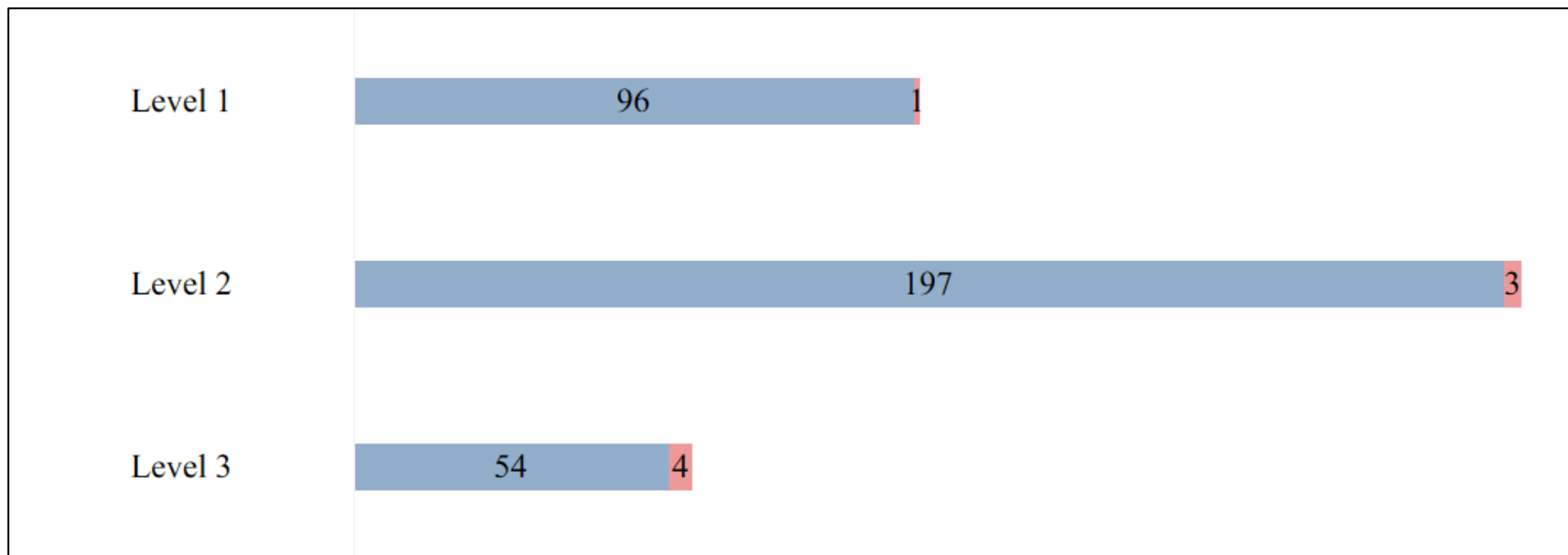
## Recurring Allegations

Lack of Service	28 (23.1%)
Report Documentation Issues	23 (19.0%)
Bias and Abuse of Authority	14 (11.6%)
Inappropriate Language	8 (6.6%)

# APD Use of Force

During this period, APD had 355 total use-of-force interactions with completed investigations: 97 at Level 1, 200 at Level 2, and 58 at Level 3. 8 interactions, or 2.3%, were found to be out of policy.

Compared to the previous period, total use of force interactions dropped from 375 to 355, and Level 3 and out-of-policy incidents both decreased.



The CPOAB reviewed 21 Serious Use of Force (10), Officer-Involved Shooting (10), and In-Custody Death (1) incidents.

**Policy Review and Recommendations:** The CPOA, CPOAB, and CPCs made *109* policy recommendations on behalf of *44* policies at 22 PPRB meetings and during *21* 35-day review processes. APD agreed with 59.6% of policy recommendations, and 65.2% were made at PPRB.

**Public Outreach:** The Community Policing Councils continued their ongoing community engagement efforts during this reporting period, hosting and participating in a wide range of meetings, presentations, and public events. These efforts culminated in significant collaboration with City leadership, APD representatives, and community stakeholders across all seven area councils.

**Mediation:** The CPOA relaunched its mediation program in May 2025, in accordance with the City's Oversight Ordinance, which designates mediation as the preferred method of resolving civilian police complaints. The program provides an impartial forum for community members and APD officers to engage in structured dialogue, promoting understanding and improving community-police relations.

Eligible cases include complaints involving communication issues, rudeness, or minor administrative concerns (typically lower-level violations). Allegations involving the use of force, bias, or injury are excluded. Sessions are typically conducted within 30 days of referral and include pre-mediation consultations, a 1-2-hour joint session, and optional follow-up.

**CASA Termination:** On May 12, 2025, the joint motion by the U.S. Department of Justice and the City of Albuquerque to terminate the Court-Approved Settlement Agreement (CASA) was granted, formally dismissing the lawsuit and ending more than a decade of DOJ oversight of the APD. The motion asserted that APD had achieved “full and effective compliance” with the agreement’s material requirements, based on sustained improvements in use of force, internal investigations, supervision, and related outcome measures, making continued federal monitoring unnecessary.



# City of Albuquerque

## Civilian Police Oversight Agency



## Policy and Procedure Review Subcommittee Report Board Meeting

11/06/2025

11/13/2025

### Policy Recommendations and Considerations

#### SOP 2-83 (Formerly 2-11) Hospital Procedures and Rules

It is the policy of the Department to ensure that medical care is provided to in-custody individuals and intoxicated persons when such care is needed based on approved medical and legal procedures.

- A CPOA investigator had two considerations for this policy. One concerns guard duty supervision when individuals use the restroom in a hospital, and the other concerns documenting the tracking of guard duty.
  - (1) The CPOA received a complaint about how a female in-custody individual felt uncomfortable that a male APD officer was supervising her use of the restroom while performing guard duty. The officer was not found to have acted out of policy or inappropriately, but policy language could prevent future complaints. In PPRB, APD denied the recommended language: "When feasible, sworn personnel of the same sex as the in-custody individual shall supervise the individual during restroom use, medical treatment, or other sensitive situations." The APD author stated this was simply unfeasible because it is too difficult to coordinate same-sex guard duty. Currently, there is no SOP language for the exact procedures APD officers must follow when on guard duty when the in-custody individual must use the restroom at a hospital or medical facility.

Discussion: The CPOA Analyst will refine the language for further consideration by the Board. The language should help standardize and guide officer conduct in such situations.

Recommendation 2-83-5-D-2: Add a new subsection as

2. Sworn personnel shall not leave an in-custody individual unattended at a hospital or medical facility.
  - a. When feasible, sworn personnel shall maintain line-of-sight supervision of the in-custody individual.
    1. When an in-custody individual requires a restroom break at a hospital or medical facility, sworn personnel shall remain at the restroom doorway, maintain access to line-of-sight supervision, and may look away from the in-custody individual when they are unclothed, unless there is an articulable safety or security concern to justify consistently observing the in-custody individual.

- (2) The CPOA received a complaint about how a family member was in custody of APD at the hospital but when they reached out to APD they could not locate him. The individual had been transferred to a different hospital but the transfer was not documented/tracked in a manner that was easily discoverable and retrievable in APD systems. The CPOA investigator watched relevant OBRD to determine the individual's location. In PPRB, the investigator raised this concern and the APD author agreed there was an issue but did not suggest a means of curing it.

2-83-4-D-6 Recommendation: Add a new subsection to 2-83-4-D Hospital Guard Duty Assignments

Whoever is responsible for guard duty shall add the name of the in-custody individual as a "Subject" in "Person Details" of the CAD.

Discussion: Move to Board. Language of the recommendation may change to align with system considerations.

### **SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations**

It is the policy of the Department for Department personnel to investigate auto theft and motor vehicle theft-related crimes, to complete the initial Uniform Incident Report, and to conduct follow-up investigations unless otherwise indicated.

- This SOP may be an appropriate place for language that restricts PSAs from unilaterally confiscating license plates.
  - Proposed and denied in PPRB: Recommended adding a new sub-section at the end of the SOP in 2-86-4-D Recovering Stolen License Plates to ensure license plate confiscation is conducted by sworn personnel. In PPRB, the APD author disagreed with the recommendation for three apparent reasons: (1) PSAs should have the authority to confiscate stolen plates because they are not legal property, (2) while understanding of safety concerns for PSAs, this is outweighed by the concern of confiscating stolen plates, (3) if the recommendation is implemented at all, it would be more appropriate for the PSA specific policy.

2-86-4-D-3 Recommendation: Add a new subsection to 2-86-4-D Recovering Stolen License Plates

3. Police Service Aides (PSAs) shall not recover a license plate that has been reported stolen. PSAs shall immediately notify or request sworn Department personnel to respond and take appropriate action.

Discussion: Move for Board consideration. Highlight in the recommendation that the primary purpose is in the interest of PSA safety.

### **SOP 3-31 Physical Fitness Assessment**

It is the policy of the Department to promote health and well-being among all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness standards and to maintain a Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

- The CPOA received comments from a member of a CPC on this SOP: “With regard to the physical fitness assessment, I don't see the criteria specified to pass or exceed the established fitness criteria. Nor do I see how often the assessment is to be given; quarterly, bi-annually, etc.”
  - It is accurate that the SOP does not specify the criteria for passing the assessment, nor exactly how often it is given (although it implies at least yearly).
    - 3-31-4-A-1-a: Scoring methods will be provided before testing
    - 3-31-4-B-2-b-i: Assessments are “scheduled with yearly biennium training” and “offered during the year at a frequency determined by the Health & Wellness Coordinator and approved by the Academy Division Commander”
    - 3-31-4-B-3: Flexible standards – “The Health and Wellness Coordinator may change the type of components assessed or the scoring methods used for the Physical Fitness Assessment in an effort to maintain up-to-date procedures and standards.”

## **No Policy Recommendations**

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### **SOP 1-19 Shield Unit**

It is the policy of the Department to provide complete discovery to prosecuting agencies in a reliable, trackable, and confidential manner.

### **SOP 1-24 Burglary Unit**

It is the policy of the Albuquerque Police Department, Burglary Unit, to concentrate its efforts on the detection, identification, apprehension, and prosecution of commercial, residential, and auto burglary offenders. Emphasis will be placed on complex investigations and property recovery.

### **SOP 1-25 Chaplain Unit**

It is the policy of the Department to have a volunteer non-denominational ministry to provide spiritual and emotional support to all Department personnel, their families, and community members. Furthermore, the purpose of the Chaplain Unit is to provide support and resources to Department personnel and community members during times of crisis.

### **SOP 1-31 Court Services Unit**

It is the policy of the Department to facilitate proper communication, information exchange, and case preparation by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

### **SOP 1-85 (Formerly 6-2) Recruiting Unit**

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

### **SOP 1-95 Metro Traffic Division**

It is the policy of the Albuquerque Police Department (Department) to establish, train, and use the Metro Traffic Division as a complementary unit to assist the field with traffic-related investigations, enforcement, and

planning. The Metro Traffic Division also assists the Department with training and administrative reviews of Department-involved crashes.

### **SOP 2-1 Uniforms**

It is the policy of the Department to outline approved, on-duty uniform requirements for all Department personnel and to establish procedures for uniform and equipment inspections. Department personnel are held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed professional staff shall meet acceptable dress requirements as established by the Chief of Police.

### **SOP 2-6 Use of Emergency Warning Equipment**

It is the policy of the Department to adhere to statutory restrictions on the use of emergency warning equipment. Emergency warning equipment is employed only under authorized conditions and circumstances to minimize the risk of crashes or injuries to personnel or the community.

### **SOP 2-9 (Formerly 1-37) Use of Computer Systems**

It is the policy of the Department to comply with the City of Albuquerque Personnel Rules and Regulations on Code of Conduct regarding technology systems and the Federal Bureau of Investigations (FBI) CJIS Security Policy.

### **SOP 2-21 Apparent Natural Death or Suicide of an Adult**

It is the policy of the Department to investigate any adult apparent natural death or suicide to document the cause(s) of such deaths and to ensure that no evidence is lost or concealed.

### **SOP 2-29 (Formerly 5-4) Child Exploitation Detail (CED)**

It is the policy of the Department to investigate allegations of predatory, preferential targeting of children.

### **SOP 2-85 Certificates for Evaluation**

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to Certificates for Evaluation in a way that protects the person's privacy and encourages a safe, compassionate response.

### **SOP 3-33 Performance Evaluation and Management System (PEMS)**

It is the policy of the Department to use a data-driven system to monitor and manage performance to advance the mission and goals of constitutional policing. This includes training supervisors to interpret data in combination with firsthand knowledge to encourage excellence, improve performance, manage risk and liability, and address underlying stressors in order to promote employee well-being.

### **SOP 3-53 Self-Assessments**

It is the policy of the Department to assess compliance, manage projects, and perform self-assessments to ensure that the Department continues to sustain reform efforts. The Performance Metrics Unit (PMU), or an identified internal subject matter expert, will conduct all self-assessments. PMU will report compliance outcomes and track all recommendations to facilitate continuous improvement of business practices.



## APD Responses to Policy Recommendations

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

The CPOAB had two recommendations for SOP 2-8 Use of On-Body Recording Devices.

- (1) The CPOAB disagrees with the revision to 2-8-4-B-1-a that includes the option to place OBRDs at the belt line for uniformed personnel. The CPOAB believes that placing OBRDs at the belt line is not the most optimal placement and could lead to a decrease public transparency and increase of potential liability for the department. This is because, in the past, they have viewed APD OBRD footage of UOF incidents from the belt line and found some of the recordings to have an inadequate perspective, making it difficult or impossible to have a clear and complete view of the incident or the circumstances that led to it. The CPOAB also believes that the risks of inadvertent covering or knock-offs of OBRDs exists whether the OBRD is at the chest or belt line, so the placement change to include the belt line option may not fix that issue. To ensure the most optimal placement, the CPOAB recommends 2-8-4-B-1-a remain as it was, listing chest level as the only placement location for uniformed personnel.

- **APD Response:** Implementing compromise “optimal” language.

Regarding 2-8-4-B-1-a, the policy to allow camera placement at the beltline and above. The Department has carefully considered the request to modify this policy. It is recognized that there are both benefits and drawbacks to placing the On-Body Recording Device (OBRD) at various locations on an officer’s body. The intent of department policy is to ensure the best possible perspective is captured during incidents, providing clear and reliable evidence. However, achieving this can be challenging depending on the specific circumstances and activity involved in a given situation. Examples of issues that have arisen are; weapon systems can inadvertently turn the OBRD off in certain situations—often during incidents where recordings are most critical, such as police shootings or other uses of force. Second, OBRDs have been falling off during a foot chase or being pulled off by resisting subjects during physical encounters. These are precisely the types of situations where video documentation is most valuable, both for the department in assessing a use of force and for the City in the event of a tort claim.

After review, it is agreed that there is no single camera placement that produces optimal results in all situations. To accommodate the wide spectrum of operational conditions faced by officers, the policy has been modified to allow limited flexibility in camera placement. This will enable officers to adjust positioning as needed to optimize evidence collection based on their training, experience, and the nature of their duties.

The factors influencing OBRD placement are numerous and will vary by individual. Therefore, the Department has determined that allowing some discretion, within defined parameters, is in the best interest of both quality evidence gathering and practicality for the user.

Considering these factors, Department leadership has approved the following policy changes:

#### 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, in a position intended to maximize the OBRD's ability to record. Optimal placement is recommended at chest level.

(2) The CPOA recommends that 2-8-5-C-10-a account for OBRD recording of searches with a warrant. For warrant vehicle searches, the policy refers to SOPs 1-87 Scientific Evidence Division and 2-70 Execution of Search Warrants; however, SOP 1-87 does not impose OBRD requirements, and SOP 2-70 refers back to SOP 2-8, creating a circular reference that does not establish any mandate to record searches of vehicles with a warrant. Vehicle searches with warrants should have an explicit mandate to be captured on OBRD to ensure transparency and provide a clear investigatory and evidentiary record that protects both officers and the public from allegations of misconduct or improper searches.

- **APD Response:** Agrees

Regarding 2-8-5-C-10-a (Vehicle searches), the policy for use of OBRD during vehicle searches with or without a warrant. This policy did have a circular reference that did not provide distinct guidance as intended. To make this clear the following changes have been made:

10. Searches;

a. Vehicle searches performed with or 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.



## **2-83 HOSPITAL PROCEDURES AND RULES**

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

#### **A. Related SOP(s)**

- 2-16 Reports (Formerly 1-05)
- 2-78 Domestic Abuse Investigations (Formerly 4-25)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)

#### **B. Form(s)**

Criminal Complaint  
APD Pre-Booking Worksheet

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

- SO 24-177 Amendment to SOP 2-83 Hospital Procedures and Rules
- SO 25-79 Amendment to SOP 2-83 Hospital Procedures and Rules

### **2-83-1 Purpose**

The purpose of this policy is to outline the procedures Albuquerque Police Department (Department) sworn personnel and Prisoner Transport Unit (PTU) personnel must follow when taking in-custody individuals to a hospital, including those individuals who have been admitted into a hospital facility for an extended period of time.

### **2-83-2 Policy**

It is the policy of the Department to ensure that medical care is provided to in-custody individuals and intoxicated persons when such care is needed based on approved medical and legal procedures.

### **N/A 2-83-3 Definition**

#### **A. Intoxicated Person**



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A person whose mental or physical functioning is substantially impaired due to the use of drugs and/or alcohol and the person has become disorderly or unable to care for their safety.

**B. Guard**

For the purpose of this policy, sworn or PTU personnel assigned to watch over an in-custody individual, to prevent them from leaving hospital facilities, and to control their access to non-medical staff.

**C. District Attorney Bridge Team**

An Office of the Second Judicial District Attorney team that meets daily to review caseloads.

**D. Violent Felony**

For the purpose of this Standard Operating Procedure (SOP), means a homicide; criminal sexual penetration; robbery with a deadly weapon; kidnapping/false imprisonment; felony aggravated battery inflicting great bodily harm and/or death; or aggravated assault with a deadly weapon, and shooting at or from a dwelling.

**6 2-83-4 Rules**

**A. Hospital Guard Duty Call for Service Determination**

**N/A**

1. Supervisors may consider having the arresting sworn personnel issue a criminal summons or submit the case to the District Attorney (DA)'s Office for prosecution as an alternative to guarding any non-violent in-custody individual suspected of committing a misdemeanor crime.
2. When sworn personnel transport an individual who is in custody for a felony crime to a hospital facility for medical treatment and hospital staff inform the officer that they will admit the individual to the hospital facility, sworn personnel shall:
  - a. Notify their immediate supervisor; and
  - b. Complete a Pre-Booking Worksheet and Criminal Complaint form.
    - i. If applicable, sworn personnel shall have a copy of any confirmed warrants.
3. The immediate supervisor shall notify the on-duty Watch Commander of the in-custody individual's admission to a hospital facility.
4. The on-duty Watch Commander shall:
  - a. Determine if the individual shall remain in custody if Department personnel transported them from the Prisoner Transport Center or other detention centers



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to a hospital facility, and Metropolitan Court personnel have stamped their Pre-Booking Worksheet as release on recognizance (ROR);

- b. Have the discretion to cancel guard duty and release from custody, individuals with non-violent felony charges and/or non-violent felony warrant(s) after they have reviewed and considered the following:
    - i. The Criminal Complaint;
    - ii. The facts of the case;
    - iii. The severity of the crime;
    - iv. The individual's previous criminal history; and
    - v. Whether they believe the individual is a danger to the community based upon their current medical status.
  - c. Ensure guard duty is not done on misdemeanor or non-violent felony warrants.
  - d. If the on-duty Watch Commander wants an additional review, they may request a further review from the Office of the DA's Bridge Team (Bridge Team).
    - i. The Bridge Team will determine whether the individual will remain in custody.
  - e. If it is determined that the individual shall be released at the hospital, the on-duty Watch Commander will ensure the charging officer submits the case to the DA for prosecution before the end of their shift in accordance with SOP Submission of Felony Cases to the District Attorney.
  - f. Ensure that misdemeanor and/or non-violent felony warrants will be refiled.
  - g. Notify the affected Area Commander before the end of their shift that the individual was released from custody, and which steps were taken to make the determination.
  - h. If the on-duty Watch Commander is unsure if the prisoner meets the criteria for release, the on-duty Watch Commander shall consult with the affected Area Commander and the on-call Duty Chief.
  - i. Send an email to the affected Deputy Chief regarding the circumstances surrounding the release from custody.
5. Sworn or PTU personnel shall notify the hospital facility charge nurse and security personnel when the individual is being released from police custody, and any police restrictions on the individual are lifted.

**N/A**

**N/A**

**N/A**

**B. Domestic Abuse**

**N/A**

- 1. Department personnel shall not leave an individual in custody for domestic abuse unguarded at a hospital facility in accordance with SOP Domestic Abuse Investigations.

**C. Hospital Guard Duty Rotation Cycle**

- 1. The hospital guard-duty rotation schedule takes effect at midnight on the first of each month and shall rotate as follows:
  - a. January is the Southwest Area Command;
  - b. February is the Foothills Area Command;



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- c. March is the Northeast Area Command;
- d. April is the Southeast Area Command;
- e. May is the University Area Command;
- f. June is the Valley Area Command;
- g. July is the Northwest Area Command;
- h. August is the Southwest Area Command;
- i. September is the Foothills Area Command;
- j. October is the Northeast Area Command;
- k. November is the Southeast Area Command; and
- l. December is the University Area Command.

**D. Hospital Guard Duty Assignments**

1. PTU personnel shall be responsible for the first (1<sup>st</sup>) in-custody individual admitted into any hospital or medical facility.
  - a. PTU personnel shall only assume guard duty once an in-custody individual has been admitted and moved to a hospital room.
  - b. When PTU personnel are unable to accommodate guard duty responsibilities due to staffing levels, area command personnel scheduled for hospital guard duty that month shall be responsible for guarding the in-custody individual until PTU personnel are able to cover the guard duty shift.
2. When a second (2<sup>nd</sup>) in-custody individual is taken to any hospital, the area command scheduled for hospital guard duty that month is responsible for guarding the second (2<sup>nd</sup>) in-custody individual.
3. If there is a third (3<sup>rd</sup>) in-custody individual taken to any hospital, area command personnel that are scheduled for the following month shall assume hospital guard duty for the third (3<sup>rd</sup>) prisoner.
  - a. This order shall continue for the fourth (4<sup>th</sup>) and subsequent in-custody individuals.
4. At no time shall area command personnel be responsible for more than one (1) in-custody individual in any given month.
5. If area command personnel for the current month are relieved of their hospital guard duty during their assigned month, and there are area command personnel from the following months who are guarding an in-custody individual, it is area command personnel who are responsible for that current month's hospital guard duty to relieve that area command's personnel.

**6**

**2-83-5**

**Procedures**

**A. In-Custody Individual Requiring Non-Emergency Medical Treatment**



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**N/A**

1. Sworn personnel shall transport the in-custody individual to a hospital within the Department's jurisdiction before booking. Sworn personnel shall follow the procedures in accordance with SOP Restraints and Transportation of Individuals when transporting the in-custody individual.

- a. If the in-custody individual has insurance that ensures their care at a specific hospital or prefers a particular hospital, sworn personnel shall transport the individual to that hospital. This procedure applies as long as the hospital is within the Department's jurisdiction.

**B. In-Custody Individual Requiring Emergency Medical Treatment**

1. Sworn personnel shall ensure when an in-custody individual needs emergency medical treatment, the in-custody individual is transported by ambulance only.
2. When possible, sworn personnel shall ensure that the in-custody individual's identification documentation is available for ambulance and hospital personnel.
  - a. If identification papers are unavailable, sworn personnel shall provide any available identification information, such as the in-custody individual's name and date of birth, to ambulance and hospital personnel.
3. In all cases involving emergency medical services (EMS) personnel, sworn personnel shall defer to their choice of a hospital.
4. Any individual who is medically rejected by PTC or Metropolitan Detention Center (MDC) medical staff shall be transported by ambulance to receive medical care and clearance.

**N/A**

- a. Sworn personnel shall not transport individuals who have been denied booking due to medical reasons.
  - b. Sworn personnel may transport individuals requiring non-life-threatening care in their vehicle prior to attempting booking.
  - c. Sworn personnel shall transport the individual for booking after receiving medical clearance from the hospital.
5. Sworn personnel shall continue to follow all requirements in accordance with SOP Hospital Procedures and Rules, SOP Restraints and Transportation of Individuals, and SOP Prisoner Transport Unit.

**C. Securing Weapons at Hospitals**

1. If sworn or PTU personnel are injured or wounded and are admitted to a hospital facility, their weapon(s) shall be secured by the accompanying sworn or PTU personnel or a supervisor.





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2. If sworn or PTU personnel are called to a hospital for any event that requires them to take law enforcement action, they shall remain armed. This includes when they must enter the interior of the hospital.
3. If sworn or PTU personnel are not responding to a call at a hospital but are on official business, they shall remain armed.

**D. Sworn or PTU Personnel's Responsibility While on Hospital Guard Duty Assignments**

**1. Sworn or PTU personnel who assume hospital guard duty shall:**

- a. Ensure that all arresting documentation is present at the start of their hospital guard duty shift;
  - i. If the arresting documentation is not with the in-custody individual, the sworn or PTU personnel who assume hospital guard duty shall contact the original arresting officer or detective to ensure those documents are on hand.
- b. Restrain in-custody individuals at all times, and this includes when hospital staff move the in-custody individual to another location within the hospital facility or when the individual uses the restroom and shower facilities. Sworn personnel may use either handcuffs or leg shackles, depending on the circumstances and the individual's condition;
  - i. Exceptions may be made for medical requirements, the elderly, or other individuals with physical handicaps that prevent using handcuffs or leg shackles.
  - ii. Department personnel shall carefully evaluate the circumstances when determining whether exceptions apply. The nature of an in-custody individual's illness, injury, or physical handicap when considering the level of threat the in-custody individual poses to Department personnel.
  - iii. Department personnel are reminded that partial restraint is preferred to having an in-custody individual not restrained at all. This principle applies to both handcuffs and leg shackles, where feasible and appropriate, to maintain security while ensuring the dignity and well-being of the individual in custody.
- c. Prohibit in-custody individuals from using any hospital telephones or cell phones;
  - i. Sworn or PTU personnel shall ensure all telephones are removed from the hospital room;
- d. Verify that only plastic utensils are used for meals and shall ensure that they collect all utensils and straws at the end of each meal;
  - i. Department personnel shall only order meals for in-custody individuals in person through hospital personnel.
- e. Request to transfer the in-custody individual to another hospital room as soon as possible if the safety or security of an in-custody individual becomes compromised;

N/A

N/A





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- f. Prohibit visits from the in-custody individual's family members and friends unless exigent circumstances exist and the visit has been pre-approved by the Bureau Deputy Chief or the on-call duty Chief;
- g. Permit in-custody individual's attorney to visit;
  - i. Before meeting with the arrestee, the attorney must consent to a pat-down search for weapons, as well as other items that the in-custody individual is not allowed access to, as outlined in this policy.
- h. Document all visits in a supplemental report to the initial Uniform Incident Report by the end of shift. The report should include the name and relationship of the visitor to the in-custody individual; and
- i. Advise anyone who asks them to deviate from the requirements in this Standard Operating Procedure (SOP) that they are prohibited from doing so.

**5**

- 2. Sworn personnel shall not leave an in-custody individual unattended at a hospital or medical facility.
  - a. When feasible, sworn personnel shall maintain line-of-sight supervision of the in-custody individual.
  - b. If the in-custody individual has a medical isolation order, sworn personnel shall perform visual checks of the in-custody individual every fifteen (15) minutes.

**E. Protective Custody of Intoxicated Persons**

**N/A**

- 1. Sworn personnel may transport intoxicated persons who have become disorderly to a health care facility for protective custody when it appears that the intoxicated person:
  - a. Has no local residence;
  - b. The intoxicated person is unable to care for their safety; or
  - c. Is a danger to others if not taken into protective custody.

**N/A**

- 2. Sworn personnel may transport intoxicated persons to the Comprehensive Assessment and Recovery through Excellence (CARE) Campus Detox (formerly Metropolitan Assessment and Treatment (MATS) as long as they are non-violent and are medically cleared for admission.

- a. Intoxicated persons must be able to walk under their own power.

- 3. Sworn personnel shall take an individual to the nearest health care facility within Bernalillo County if an individual discloses that they are using prescription medication and do not have it in their possession.

**N/A**

- 4. Sworn personnel shall complete a Uniform Incident Report on all protective custody incidents by the end of their shift, in accordance with SOP Reports.



## **2-83 HOSPITAL PROCEDURES AND RULES**

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

#### **A. Related SOP(s)**

- 2-16 Reports (Formerly 1-05)
- 2-78 Domestic Abuse Investigations (Formerly 4-25)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)

#### **B. Form(s)**

Criminal Complaint  
APD Pre-Booking Worksheet

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **D.E. \_\_\_\_\_ Rescinded Special Order(s)**

~~SO 23-99 Amendment to SOP 2-83 Hospital Procedures and Rules~~  
~~SO 24-06 Amendment to SOP 2-83 Hospital Procedures and Rules~~ SO 24-177  
Amendment to SOP 2-83 Hospital Procedures and Rules  
SO 25-79 Amendment to SOP 2-83 Hospital Procedures and Rules

### **2-83-1 Purpose**

The purpose of this policy is to outline the procedures Albuquerque Police Department (Department) sworn personnel and -Prisoner Transport Unit (PTU) personnel must follow when taking in-custody individuals to a hospital, including those individuals who have been admitted into a hospital facility for an extended period of time.

### **2-83-2 Policy**

It is the policy of the Department to ensure that medical care is provided to in-custody individuals and intoxicated persons when such care is needed based on approved medical and legal procedures.

**N/A**

### **2-83-3 Definition**

#### **A. Intoxicated Person**



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A person whose mental or physical functioning is substantially impaired due to the use of drugs and/or alcohol and the person has become disorderly or unable to care for their safety.

**B. Guard**

For the purpose of this policy, sworn or PTU personnel assigned to watch over an in-custody individual, to prevent them from leaving hospital facilities, and to control their access to non-medical staff.

**C. District Attorney Bridge Team**

An Office of the Second Judicial District Attorney team that meets daily to review caseloads.

**D. Violent Felony**

For the purpose of this Standard Operating Procedure (SOP), means a homicide; criminal sexual penetration; robbery with a deadly weapon; kidnapping/false imprisonment; felony aggravated battery inflicting great bodily harm and/or death; or aggravated assault with a deadly weapon, and shooting at or from a dwelling.

**6 2-83-4 Rules**

**A. Hospital Guard Duty Call for Service Determination**

**N/A**

1. Supervisors may consider having the arresting sworn personnel issue a criminal summons or submit the case to the District Attorney (DA)'s Office for prosecution as an alternative to guarding any non-violent in-custody individual suspected of committing a misdemeanor crime.
2. When sworn personnel transport an individual who is in custody for a felony crime to a hospital facility for medical treatment and hospital staff inform the officer that they will admit the individual to the hospital facility, sworn personnel shall:
  - a. Notify their immediate supervisor; and
  - b. Complete a Pre-Booking Worksheet and Criminal Complaint form.
    - i. If applicable, sworn personnel shall have a copy of any confirmed warrants.
3. The immediate supervisor shall notify the on-duty Watch Commander of the in-custody individual's admission to a hospital facility.
4. The on-duty Watch Commander shall:
  - a. Determine if the individual shall remain in custody if Department personnel transported them from the Prisoner Transport Center or other detention centers



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to a hospital facility, and Metropolitan Court personnel have stamped their Pre-Booking Worksheet as release on recognizance (ROR);

- b. Have the discretion to cancel guard duty and release from custody, individuals with non-violent felony charges and/or non-violent felony warrant(s) after they have reviewed and considered the following:

- i. The Criminal Complaint;
- ii. The facts of the case;
- iii. The severity of the crime;
- iv. The individual's previous criminal history; and
- v. Whether they believe the individual is a danger to the community based upon their current medical status.

N/A

- c. Ensure Guard duty is will not be done on misdemeanor or non-violent felony warrants.

- e.d. If the on-duty Watch Commander wants an additional review, they may request a further review from the Office of the DA's Bridge Team (Bridge Team).

- i. The Bridge Team will determine whether the individual will remain in custody.

N/A

- d.e. If it is determined that the individual shall be released at the hospital, the on-duty Watch Commander will ensure the charging officer submits the case to the DA for prosecution before the end of their shift in accordance with SOP Submission of Felony Cases to the District Attorney.

- f. Ensure that Mmisdemeanor and/or non-violent felony warrants will be refiled.

- e.g. Notify the affected Area Commander before the end of their shift that the individual was released from custody, and which steps were taken to make the determination.

- f.h. If the on-duty Watch Commander is unsure if the prisoner meets the criteria for release, the on-duty Watch Commander shall consult with the affected Area Commander and the on-call Duty Chief.

- g.i. Send an email ~~Complete a memo~~ to the affected Deputy Chief regarding the circumstances surrounding the release from custody.

5. Sworn or PTU personnel shall notify the hospital facility charge nurse and security personnel when the individual is being released from police custody, and any police restrictions on the individual are lifted.

N/A

B. Domestic Abuse

—Department personnel shall not leave an individual in custody for domestic abuse unguarded at a hospital facility in accordance with ~~as outlined in SOP Domestic Abuse Investigations~~ ~~(refer to SOP Domestic Abuse Investigations for sanction classifications and additional duties)~~.

N/A

1.  
C. Hospital Guard Duty Rotation Cycle



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1. The hospital guard-duty rotation schedule takes effect at midnight on the first of each month and shall rotate as follows:

- a. January is the Southwest Area Command;
- b. February is the Foothills Area Command;
- c. March is the Northeast Area Command;
- d. April is the Southeast Area Command;
- e. May is the University Area Command;
- f. June is the Valley Area Command;
- g. July is the Northwest Area Command;
- h. August is the Southwest Area Command;
- i. September is the Foothills Area Command;
- j. October is the Northeast Area Command;
- k. November is the Southeast Area Command; and
- l. December is the University Area Command.

**D. Hospital Guard Duty Assignments**

1. PTU personnel shall be responsible for the first (1<sup>st</sup>) in-custody individual admitted into any hospital or medical facility.
  - a. PTU personnel shall only assume guard duty once an in-custody individual has been admitted and moved to a hospital room.
  - b. When PTU personnel are unable to accommodate guard duty responsibilities due to staffing levels, area command personnel scheduled for hospital guard duty that month shall be responsible for guarding the in-custody individual until PTU personnel are able to cover the guard duty shift.
2. When a second (2<sup>nd</sup>) in-custody individual is taken to any hospital, the area command scheduled for hospital guard duty that month is responsible for guarding the second (2<sup>nd</sup>) in-custody individual.
3. If there is a third (3<sup>rd</sup>) in-custody individual taken to any hospital, area command personnel that are scheduled for the following month shall assume hospital guard duty for the third (3<sup>rd</sup>) prisoner.
  - a. This order shall continue for the fourth (4<sup>th</sup>) and subsequent in-custody individuals.
4. At no time shall area command personnel be responsible for more than one (1) in-custody individual in any given month.
5. If area command personnel for the current month are relieved of their hospital guard duty during their assigned month, and there are area command personnel from the following months who are guarding an in-custody individual, it is area command personnel who are responsible for that current month's hospital guard duty to relieve that area command's personnel.



**6** 2-83-5 Procedures

A. In-Custody Individual Requiring Non-Emergency Medical Treatment

N/A

1. Sworn personnel shall transport the in-custody individual to a hospital within the Department's jurisdiction before booking. Sworn personnel shall follow the procedures in accordance with outlined in SOP Restraints and Transportation of Individuals when transporting the in-custody individual. ~~(refer to SOP Restraints and Transportation of Individuals for sanction classifications and additional duties).~~
- 4.
- a. If the in-custody individual has insurance that ensures their care at a specific hospital or prefers a particular hospital, sworn personnel shall transport the individual to that hospital. This procedure applies as long as the hospital is within the Department's jurisdiction.

B. In-Custody Individual Requiring Emergency Medical Treatment

1. Sworn personnel shall ensure when an in-custody individual needs emergency medical treatment, the in-custody individual is transported by ambulance only.
2. When possible, sworn personnel shall ensure that the in-custody individual's identification documentation is available for ambulance and hospital personnel.
  - a. If identification papers are unavailable, sworn personnel shall provide any available identification information, such as the in-custody individual's name and date of birth, to ambulance and hospital personnel.
3. In all cases involving emergency medical services (EMS) personnel, sworn personnel shall defer to their choice of a hospital.
4. Any individual who is medically rejected by PTC or Metropolitan Detention Center (MDC) medical staff shall be transported by ambulance to receive medical care and clearance.
  - a. Sworn personnel shall not transport individuals who have been denied booking due to medical reasons.
  - b. Sworn personnel may transport individuals requiring non-life-threatening care in their vehicle prior to attempting booking.
  - c. Sworn personnel shall transport the individual for booking after receiving medical clearance from the hospital.

N/A





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3. Sworn personnel shall continue to follow all requirements in accordance with outlined in this SOP Hospital Procedures and Rules, SOP Restrains and Transportation of Individuals, and SOP Prisoner Transport Unit.

5.

C. Securing Weapons at Hospitals

1. If sworn or PTU personnel are injured or wounded and are admitted to a hospital facility, their weapon(s) shall be secured by the accompanying sworn or PTU personnel or a supervisor.
2. If sworn or PTU personnel are called to a hospital for any event that requires them to take law enforcement action, they shall remain armed. This includes when they must enter the interior of the hospital.
3. If sworn or PTU personnel are not responding to a call at a hospital but are on official business, they shall remain armed.

D. Sworn or PTU Personnel's Responsibility While on Hospital Guard Duty Assignments

1. Sworn or PTU personnel who assume hospital guard duty shall:
  - a. Ensure that all arresting documentation is present at the start of their hospital guard duty shift;
    - i. If the arresting documentation is not with the in-custody individual, the sworn or PTU personnel who assume hospital guard duty shall contact the original arresting officer or detective to ensure those documents are on hand.
  - b. Restrain in-custody individuals at all times, and this includes when hospital staff move the in-custody individual to another location within the hospital facility or when the individual uses the restroom and shower facilities. Sworn personnel may use either handcuffs or leg shackles, depending on the circumstances and the individual's condition;
    - i. Exceptions may be made for medical requirements, the elderly, or other individuals with physical handicaps that prevent using handcuffs or leg shackles.
    - ii. Department personnel shall carefully evaluate the circumstances when determining whether exceptions apply. The nature of an in-custody individual's illness, injury, or physical handicap when considering the level of threat the in-custody individual poses to Department personnel.
    - iii. Department personnel are reminded that partial restraint is preferred to having an in-custody individual not restrained at all. This principle applies to both handcuffs and leg shackles, where feasible and appropriate, to maintain security while ensuring the dignity and well-being of the individual in custody.
  - c. Prohibit in-custody individuals from using any hospital telephones or cell phones;

N/A

N/A



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- i. Sworn or PTU personnel shall ensure all telephones are removed from the hospital room;
- d. Verify that only plastic utensils are used for meals and shall ensure that they collect all utensils and straws at the end of each meal;
  - i. Department personnel shall only order meals for in-custody individuals in person through hospital personnel.
- e. Request to transfer the in-custody individual to another hospital room as soon as possible if the safety or security of an in-custody individual becomes compromised;
- f. Prohibit visits from the in-custody individual's family members and friends unless exigent circumstances exist and the visit has been pre-approved by the Bureau Deputy Chief or the on-call duty Chief;
- g. Permit in-custody individual's attorney to visit;
  - i. Before meeting with the arrestee, the attorney must consent to a pat-down search for weapons, as well as other items that the in-custody individual is not allowed access to, as outlined in this policy.
- h. Document all visits in a supplemental report to the initial Uniform Incident Report by the end of shift. The report should include the name and relationship of the visitor to the in-custody individual; and
- i. Advise anyone who asks them to deviate from the requirements in this Standard Operating Procedure (SOP) that they are prohibited from doing so.

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2. Sworn personnel shall not leave an in-custody individual unattended at a hospital or medical facility.
  - a. When feasible, sworn personnel shall maintain line-of-sight supervision of the in-custody individual.
  - b. If the in-custody individual has a medical isolation order, sworn personnel shall perform visual checks of the in-custody individual every fifteen (15) minutes.

E. Protective Custody of Intoxicated Persons

N/A

1. Sworn personnel may transport intoxicated persons who have become disorderly to a health care facility for protective custody when it appears that the intoxicated person:
  - a. Has no local residence;
  - b. The intoxicated person is unable to care for their safety; or
  - c. Is a danger to others if not taken into protective custody.

N/A

2. Sworn personnel may transport intoxicated persons to the Comprehensive Assessment and Recovery through Excellence (CARE) Campus Detox (formerly Metropolitan Assessment and Treatment (MATS) as long as they are non-violent and are medically cleared for admission.





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a. Intoxicated persons must be able to walk under their own power.

3. Sworn personnel shall take an individual to the nearest health care facility within Bernalillo County if an individual discloses that they are using prescription medication and do not have it in their possession.

N/A

4. Sworn personnel shall complete a Uniform Incident Report on all protective custody incidents by the end of their shift, in accordance consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).

4.



## **2-86 AUTO THEFT AND MOTOR VEHICLE THEFT-RELATED INVESTIGATIONS**

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

#### **A. Related SOP(s)**

- 1-16 Auto Theft Unit (Formerly 5-11)
- 2-48 Towing Services
- 2-49 Vehicle Identification Number (VIN) Inspections (Formerly 2-05)
- 2-71 Search and Seizure Without a Warrant

#### **B. Form(s)**

PD 1337 Waiver of Prosecution

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **2-86-1 Purpose**

The purpose of this policy is to provide procedures and guidance for Albuquerque Police Department (Department) personnel when investigating auto theft and motor vehicle theft-related crimes.

### **2-86-2 Policy**

It is the policy of the Department for Department personnel to investigate auto theft and motor vehicle theft-related crimes, to complete the initial Uniform Incident Report, and to conduct follow-up investigations unless otherwise indicated.

### **N/A 2-86-3 Definitions**

#### **A. Recovered Vehicle**

Any vehicle which is located or for which the owner regains possession.

### **6 2-86-4 Procedures**



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A. Auto Theft Investigations

1. Department personnel shall:

- a. Verify through the Motor Vehicle Division's (MVD) system that the license plate number and Vehicle Identification Number (VIN) match the motor vehicle before completing a Uniform Incident Report; and
  - i. In most cases, with assistance from an Emergency Communications Center (ECC) National Crime Information Center (NCIC) Operator, Department personnel can verify out-of-state license plates and VINs through their Mobile Dispatch Terminal (MDT).
    - 1. In some instances, the ECC NCIC Operator may need to send a teletype to the outside agency.
  - ii. If Department personnel cannot verify the license plate number and/or VIN, they shall document the reason in the narrative portion of their Uniform Incident Report.
- b. Report the stolen motor vehicle and/or license plate to NCIC Reporting Unit personnel before clearing from the call for service.
  - i. Department personnel shall document in their Uniform Incident Report:
    - 1. The time they reported the stolen motor vehicle and/or license plate to NCIC Reporting Unit personnel; and
    - 2. The name of the employee in the NCIC Reporting Unit who received the report for entry into the NCIC database.
  - ii. The NCIC Reporting Unit employee who received the report shall enter the stolen motor vehicle and/or license plate in the NCIC database as soon as they receive the report from Department personnel.

2. Department personnel shall not request for a stolen motor vehicle to be entered into the NCIC database if the victim declines to prosecute and signs the Waiver of Prosecution form.

3. Auto Theft Unit personnel shall follow the procedures for auto theft investigations in accordance with SOP Auto Theft Unit.

4. Auto Theft Unit personnel shall be called out to assist with the following:

- a. Investigations involving an altered or removed VIN; and
- b. Investigations involving any motor vehicle with an altered or removed VIN before Department personnel have it towed. This will include burned motor vehicles where a VIN cannot be determined.

5. Recovering Stolen Motor Vehicles

- a. Department personnel who recover a motor vehicle that was reported stolen and entered into the NCIC database by Department personnel shall:
  - i. Confirm with an ECC NCIC Operator that the motor vehicle is still listed as stolen; and



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**N/A**

- ii. Contact the NCIC Reporting Unit to update the status of the motor vehicle as recovered in the NCIC database.
- b. If conducting an inventory search of a recovered stolen motor vehicle, follow the requirements in accordance with SOP Search and Seizure Without a Warrant.
- c. If a search of the recovered stolen vehicle is necessary to collect evidence, to include latent prints or DNA, a warrant must be obtained unless:
  - i. Contact is made with the owner, and the owner provides consent for the search;
  - ii. There exists an articulable exigency requiring a search to be conducted immediately;
  - iii. If a search is conducted based on consent, such consent should be captured on the Department On-Body Recording Device (OBRD) and noted in the narrative of the Uniform Incident Report;
  - iv. If a search is conducted via exigency, the circumstances supporting the exigency should be noted in the narrative of the Uniform Incident Report.
- d. Department personnel may call Control to notify them of a motor vehicle recovery.
- e. The recovering officer should make reasonable efforts to notify the registered owner when a stolen vehicle is recovered. The date, time, and method of attempted contact will be documented. If personnel are unable to reach the owner or did not attempt contact, they will document the reason and any efforts made to notify the owner

**6. Report Writing for Recovering Stolen Motor Vehicles**

- a. Supplemental Reports
  - i. Department personnel shall write a Supplemental Report using the original case number, including any additional charges for the following:
    - 1. If a stolen motor vehicle is located without an individual in custody for the motor vehicle theft;
    - 2. Whether the motor vehicle was reported as stolen to the Department;
    - 3. Whether the motor vehicle is listed as embezzled, and if the individual in the recovery of the motor vehicle is listed as the individual on the original stolen motor vehicle Offense Incident (O/I) Report; and
    - 4. When no additional charges will be added.
  - ii. Department personnel shall list the following in the Supplemental Report:
    - 1. The date and time the motor vehicle was recovered;
    - 2. The recovered motor vehicle's information;
    - 3. The value of the motor vehicle, if known;
    - 4. The method used to recover the motor vehicle;
    - 5. Whether the motor vehicle was towed from the scene and the name of the towing service, or if it was released to the owner;
    - 6. Whether there was consent from the owner of the motor vehicle, or if a warrant was obtained to search the motor vehicle;
    - 7. Whether the motor vehicle was searched before it was released from the scene; and



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8. The authorization to search the motor vehicle shall be noted in the narrative.
- b. O/I Reports
  - i. Department personnel shall write an O/I Report and associate it to the original O/I Report for the following:
    1. When a stolen motor vehicle is located, and the individual in possession of the stolen motor vehicle is going to be charged with receiving or transferring a stolen motor vehicle; and
      - a. The new report may be used to document the recovery of the motor vehicle, and a supplement to the original will not be necessary. The new report needs to be associated to the original.
    2. When a motor vehicle is reported as stolen to an outside agency.
  - c. When Department personnel recover a motor vehicle that an outside agency reported as stolen and was entered into the NCIC database, they shall:
    - i. Complete a new O/I Report with the recovered motor vehicle as the statute;
      1. Department personnel shall not complete a Supplemental Report for the initial Uniform Incident Report that the outside agency completed.
    - ii. Request for an ECC NCIC Operator to notify the outside agency through a teletype that the stolen motor vehicle has been recovered; and
    - iii. After the ECC NCIC Operator sends a teletype, wait for the outside agency to confirm whether they continue to show the motor vehicle status as stolen.

**B. Disputes Involving Motor Vehicle Ownership**

1. When there is a dispute over the ownership of a motor vehicle, Department personnel shall:
  - a. Obtain from the involved party(s) paper copies of the MVD motor vehicle registration and, if it is available, the motor vehicle's Certificate of Title; and
  - b. Contact an ECC NCIC Operator to determine the following:
    - i. The registered owner;
    - ii. Whether the motor vehicle has been reported as stolen; and
    - iii. Whether the motor vehicle has been reported as embezzled.
2. Department personnel may contact the following people when there are discrepancies pertaining to the validity of the documents provided by the involved party(s) and/or the ECC NCIC inquiry:
  - a. An Auto Theft Unit Detective, including the on-call Auto Theft Unit Detective;
  - b. The Department's legal advisor; or
  - c. The on-call Assistant District Attorney.
3. When Department personnel establish beyond a reasonable doubt that the true owner of the motor vehicle can be identified by verifying the documents and/or other verification processes, they shall release the motor vehicle to the rightful owner.

**N/A**

**N/A**



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4. When Department personnel cannot verify the true owner of the motor vehicle, they shall:
  - a. Advise the parties to seek legal advice, if necessary, to have the courts determine their respective rights to the property; and
  - b. Not take the motor vehicle away from one (1) party and give it to the other party.
5. Department personnel shall complete a Uniform Incident Report detailing the facts concerning disputes involving motor vehicle ownership.

**C. Embezzled Motor Vehicles**

1. Department personnel shall only enter embezzled motor vehicles into the NCIC database at the request of investigating sworn personnel with a notation in the NCIC database entry to hold the motor vehicle and identify the occupant(s) only.
2. When possible, sworn personnel shall obtain a warrant for an individual who commits embezzlement of a motor vehicle.
3. Department personnel shall record the victim's request to prosecute using their OBRD.
4. Department personnel shall follow the same guidelines used for embezzled motor vehicles while investigating cases involving motor vehicles obtained through fraudulent means.

**D. Recovering Stolen License Plates**

1. Department personnel who recover a license plate that was reported stolen and entered into the NCIC database by Department personnel shall:
  - a. Confirm the status of the license plate through an ECC NCIC Operator;
  - b. Contact the NCIC Reporting Unit to update the status of the license plate as recovered in the NCIC database; and
  - c. Complete a Supplemental Report.
    - i. Department personnel shall duplicate the header information from the initial Uniform Incident Report in their Supplemental Report.
    - ii. Department personnel shall list the stolen license plate number in the Property section of the Supplemental Report and the motor vehicle the license plate was stolen from in the Vehicle section of the Supplemental Report.
2. When Department personnel recover a license plate that was reported stolen by an outside agency and entered into the NCIC database as stolen, they shall:
  - a. Complete an initial Uniform Incident Report;



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- i. Department personnel shall not complete a Supplemental Report for the initial Uniform Incident Report that was completed by the outside agency.
- b. Request for an ECC NCIC Operator to notify the outside agency through a teletype that the stolen license plate was recovered; and
- c. After the ECC NCIC Operator sends a teletype, wait for the outside agency to confirm that they continue to show the license plate status as stolen.

REDLINED



## **2-86 AUTO THEFT AND MOTOR VEHICLE THEFT-RELATED INVESTIGATIONS**

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

#### **A. Related SOP(s)**

- 1-16 Auto Theft Unit (Formerly 5-11)
- 2-48 Towing Services
- 2-49 Vehicle Identification Number (VIN) Inspections (Formerly 2-05)
- 2-71 Search and Seizure Without a Warrant

#### **B. Form(s)**

PD 1337 Waiver of Prosecution

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

~~SO 24-41 Amendment to SOP 2-86 Auto Theft and Motor Vehicle Theft-Related Investigations~~ None

### **2-86-1 Purpose**

The purpose of this policy is to provide procedures and guidance for Albuquerque Police Department (Department) personnel when investigating auto theft and motor vehicle theft-related crimes.

### **2-86-2 Policy**

It is the policy of the Department for Department personnel to investigate auto theft and motor vehicle theft-related crimes, to complete the initial Uniform Incident Report, and to conduct follow-up investigations unless otherwise indicated.

### **N/A 2-86-3 Definitions**

#### **A. Recovered Vehicle**

Any vehicle which is located or for which the owner regains possession.





2-86-4 Procedures

A. Auto Theft Investigations

1. Department personnel shall:

- N/A
- a. Verify through the Motor Vehicle Division's (MVD) system that the license plate number and Vehicle Identification Number (VIN) match the motor vehicle before completing a Uniform Incident Report; and
    - i. In most cases, with assistance from an Emergency Communications Center (ECC) National Crime Information Center (NCIC) Operator, Department personnel can verify out-of-state license plates and VINs through their Mobile Dispatch Terminal (MDT).
      1. ~~In~~ For some instances, the ECC NCIC Operator may need to send a teletype to the outside agency.
    - ii. If Department personnel cannot verify the license plate number and/or VIN, they shall document the reason in the narrative portion of their Uniform Incident Report.
  - b. Report the stolen motor vehicle and/or license plate to NCIC Reporting Unit personnel before clearing from the call for service.
    - i. Department personnel shall document in their Uniform Incident Report:
      1. The time they reported the stolen motor vehicle and/or license plate to NCIC Reporting Unit personnel; and
      2. The name of the employee in the NCIC Reporting Unit who received the report for entry into the NCIC database.
    - ii. The NCIC Reporting Unit employee who received the report shall enter the stolen motor vehicle and/or license plate in the NCIC database as soon as they receive the report from Department personnel.

- N/A
2. Department personnel shall not request for a stolen motor vehicle to be entered into the NCIC database if the victim declines to prosecute and signs the Waiver of Prosecution form.

- N/A
3. Auto Theft Unit personnel shall follow the procedures for auto theft investigations outlined in accordance with SOP Auto Theft Unit. ~~(refer to SOP Auto Theft Unit for sanction classifications and additional duties).~~

4. Auto Theft Unit personnel shall be called out to assist with the following:

- a. Investigations involving an altered or removed VIN; and
- b. Investigations involving any motor vehicle with an altered or removed VIN before Department personnel have it towed. This will include burned motor vehicles where a VIN cannot be determined.

5. Recovering Stolen Motor Vehicles



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N/A

- a. Department personnel who recover a motor vehicle that was reported stolen and entered into the NCIC database by Department personnel shall:
  - i. Confirm with an ECC NCIC Operator that the motor vehicle is still listed as stolen; and
  - ii. Contact the NCIC Reporting Unit to update the status of the motor vehicle as recovered in the NCIC database.
- b. Prior to conducting an inventory search of a recovered stolen motor vehicle, follow the requirements in accordance with SOP Search and Seizure Without a Warrant. ~~to conducting an inventory search of a recovered stolen motor vehicle, sworn personnel shall obtain permission from the motor vehicle owner to conduct a search. Permission shall be captured on Department On-Body Recording Device (OBRD).~~
- b.c. If a search of the recovered stolen vehicle is necessary to collect evidence, to include latent prints or DNA, a warrant must be obtained unless:
  - i. If contact is made with the owner, and the owner provides consent for the search; ~~contact is made with the motor vehicle owner and the motor vehicle owner withdraws permission to search, Department personnel shall provide the motor vehicle owner's telephone number to the Telephone Reporting Unit (TRU). This information shall be captured on Department OBRD and noted in the narrative of the Uniform Incident Report.~~
  - ii. If There exists an articulable exigency requiring a search to be conducted immediately; ~~contact with the motor vehicle owner is not made, Department personnel shall check Uniform Incident Reports for any Supplemental Reports in which the owner withdrew permission. If a withdrawal of permission is found, Department personnel shall not conduct a search.~~
  - iii. If a search is conducted based on consent, such consent should be captured on the Department On-Body Recording Device (OBRD) and noted in the narrative of the Uniform Incident Report;
  - iii.iv. If a search is conducted via exigency, the circumstances supporting the exigency should be noted in the narrative of the Uniform Incident Report. ~~contact is not made with the motor vehicle owner, and there are no Supplemental Reports rescinding permission to search the motor vehicle, sworn personnel shall proceed to process the motor vehicle for latent prints and other items of evidentiary value.~~
- d. Department personnel may call Control to notify them of a motor vehicle recovery.
- d.e. The recovering officer should make reasonable efforts to notify the registered owner when a stolen vehicle is recovered. The date, time, and method of attempted contact will be documented. If personnel are unable to reach the owner or did not attempt contact, they will document the reason and any efforts made to notify the owner

6. Report Writing for Recovering Stolen Motor Vehicles

- a. Supplemental Reports
  - i. Department personnel shall write a Supplemental Report using the original case number, including any additional charges for the following:



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1. ~~If a located~~ stolen motor vehicle is located without an individual in custody for the motor vehicle theft;
2. Whether the motor vehicle was reported as stolen to the Department;
3. Whether the motor vehicle is listed as embezzled, and if the individual in the recovery of the motor vehicle is listed as the individual on the original stolen motor vehicle Offense Incident (O/I) Report; and
4. When no additional charges will be added.
- ii. Department personnel shall list the following in the Supplemental Report:
  1. The date and time the motor vehicle was recovered;
  2. The recovered motor vehicle's information;
  3. The value of the motor vehicle, if known;
  4. The method used to recover the motor vehicle;
  5. Whether the motor vehicle was towed from the scene and the name of the towing service, or if it was released to the owner;
  6. Whether there was consent from the owner of the motor vehicle, or if a warrant was obtained to search the motor vehicle;
  7. Whether the motor vehicle was searched before it was released from the scene; and
  8. The authorization to search the motor vehicle shall be noted in the narrative.
- b. O/I Reports
  - i. Department personnel shall write an O/I Report and associate it to the original O/I Report for the following:
    1. When a stolen motor vehicle is located, and the individual in possession of the stolen motor vehicle is going to be charged with receiving or transferring a stolen motor vehicle; and
      - a. The new report may be used to document the recovery of the motor vehicle, and a supplement to the original will not be necessary. The new report needs to be associated to the original.
    2. When a motor vehicle is reported as stolen to an outside agency.
  - c. When Department personnel recover a motor vehicle that an outside agency reported as stolen and was entered into the NCIC database, they shall:
    - i. Complete a new O/I Report with the recovered motor vehicle as the statute;
      1. Department personnel shall not complete a Supplemental Report for the initial Uniform Incident Report that the outside agency completed.
    - ii. Request for an ECC NCIC Operator to notify the outside agency through a teletype that the stolen motor vehicle has been recovered; and
    - iii. After the ECC NCIC Operator sends a teletype, wait for the outside agency to confirm whether they continue to show the motor vehicle status as stolen.

B. Disputes Involving Motor Vehicle Ownership

1. When there is a dispute over the ownership of a motor vehicle, Department personnel shall:
  - a. Obtain from the involved party(s) paper copies of the MVD motor vehicle registration and, if it is available, the motor vehicle's Certificate of Title; and



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- b. Contact an ECC NCIC Operator to determine the following:
  - i. The registered owner;
  - ii. Whether the motor vehicle has been reported as stolen; and
  - iii. Whether the motor vehicle has been reported as embezzled.

**N/A**

- 2. Department personnel may contact the following people when there are discrepancies pertaining to the validity of the documents provided by the involved party(s) and/or the ECC NCIC inquiry:

- a. An Auto Theft Unit Detective, including the on-call Auto Theft Unit Detective;
- b. The Department's legal advisor; or
- c. The on-call Assistant District Attorney.

**N/A**

- 3. When Department personnel establish beyond a reasonable doubt that the true owner of the motor vehicle can be identified by verifying the documents and/or other verification processes, they shall release the motor vehicle to the rightful owner.

- 4. When Department personnel cannot verify the true owner of the motor vehicle, they shall:

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- a. Advise the parties to seek legal advice, if necessary, to have the courts determine their respective rights to the property; and
- b. Not take the motor vehicle away from one (1) party and give it to the other party.

- 5. Department personnel shall complete a Uniform Incident Report detailing the facts concerning disputes involving motor vehicle ownership.

**C. Embezzled Motor Vehicles**

- 1. Department personnel shall only enter embezzled motor vehicles into the NCIC database at the request of investigating sworn personnel with a notation in the NCIC database entry to hold the motor vehicle and identify the occupant(s) only.
- 2. When possible, sworn personnel shall obtain a warrant for an individual who commits embezzlement of a motor vehicle.
- 3. Department personnel shall record the victim's request to prosecute using their OBRD.
- 4. Department personnel shall follow the same guidelines used for embezzled motor vehicles while investigating cases involving motor vehicles obtained through fraudulent means.

**D. Recovering Stolen License Plates**



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1. Department personnel who recover a license plate that was reported stolen and entered into the NCIC database by Department personnel shall:
  - a. Confirm the status of the license plate through an ECC NCIC Operator;
  - b. Contact the NCIC Reporting Unit to update the status of the license plate as recovered in the NCIC database; and
  - c. Complete a Supplemental Report.
    - i. Department personnel shall duplicate the header information from the initial Uniform Incident Report in their Supplemental Report.
    - ii. Department personnel shall list the stolen license plate number in the Property section of the Supplemental Report and the motor vehicle the license plate was stolen from in the Vehicle section of the Supplemental Report.
2. When Department personnel recover a license plate that was reported stolen by an outside agency and entered into the NCIC database as stolen, they shall:
  - a. Complete an initial Uniform Incident Report;
    - i. Department personnel shall not complete a Supplemental Report for the initial Uniform Incident Report that was completed by the outside agency.
  - b. Request for an ECC NCIC Operator to notify the outside agency through a teletype that the stolen license plate was recovered; and
  - c. After the ECC NCIC Operator sends a teletype, wait for the outside agency to confirm that they continue to show the license plate status as stolen.



## **1-19 SHIELD UNIT**

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

#### **A. Related SOP(s)**

2-73 Collection, Submission, and Disposition of Evidence and Property  
(Formerly 2-08)

#### **B. Form(s)**

PD 3028 Discovery Cover Sheet  
PD 4230 Photo Request Form  
PD 4427 Chain of Custody

#### **C. Other Resource(s)**

Evidence.com  
Health Insurance Portability and Accountability Act (HIPAA) of 1996

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **1-19-1 Purpose**

The purpose of this policy is to outline the responsibilities of the Albuquerque Police Department's (Department) Shield Unit when facilitating the delivery of discovery to prosecuting agencies. Furthermore, the purpose of this policy is to recognize the Shield Unit as the central point of contact for discovery on felony cases involving adult individuals charged with committing a crime other than homicides and fatal crashes.

### **1-19-2 Policy**

It is the policy of the Department to provide complete discovery to prosecuting agencies in a reliable, trackable, and confidential manner.

**N/A**

### **1-19-3 Definitions**

#### **A. Additional Discovery**

All items needed for the prosecution that were not initially provided by Shield Unit personnel because they had not been approved or obtained. Additional discovery



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items are provided to the prosecuting agencies when they become available after the initial discovery is provided.

**B. Complete Discovery**

On a case-by-case basis, all items needed for prosecution to include, but are not limited to: a Uniform Incident Report, Supplemental Reports, documents that are either referenced in the Uniform Incident Report that have been tagged into evidence, or attached in the Department's records management system, Computer-Aided Dispatch (CAD) entries, Evidence.com records, printed CAD entries, photographs, digital media, and any evidence with a Department case number.

**C. Computer-Aided Dispatch (CAD) Entry**

A digital record or audio recording created through the interaction of Emergency Communications Center (ECC) personnel and Department personnel responding to calls for service or documenting calls for service and investigations.

**D. Full Non-Arrest Discovery**

Complete discovery that is provided on non-arrest cases, either requested by the District Attorney's (DA) Office or by Sworn Personnel to Shield Unit personnel.

**E. Initial Discovery**

The initial packet of discovery that is sent to the DA's Office for prosecution with all available Uniform Incident Reports, Supplemental Reports, documents, CAD entries, audio recordings, photographs, digital media, and any Evidence.com records with a Department case number that are initially available.

**F. Preventative Discovery**

Discovery provided to the DA's Office necessary to prepare for the preventative detention hearing, including all approved Uniform Incident Reports, Supplemental Reports, and accompanying documents that are available on the first day of request from the DA's office.

**G. Prosecuting Agency**

Any governmental agency that prosecutes or investigates criminal offenses, such as the DA's Office, Attorney General (AG), Federal Bureau of Investigation (FBI), Office of Superintendent of Insurance, United States Attorney's Office (USAO), or other state or local law enforcement agencies.

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**1-19-4**

**General Responsibilities**

**A. The Shield Unit Supervisor shall:**





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1. Ensure that a final review is completed of all applicable discovery before Shield Unit personnel send it to the prosecuting agency;
2. Act as liaison to prosecuting agencies on discovery issues to facilitate the prosecution of felony cases;
3. Review declination notices from prosecuting agencies, including:
  - a. Forwarding notices to Department personnel as appropriate; and
  - b. Advising the Case Preparation Specialist (CPS) of areas of concern for future case preparation.
4. Contact supervisory personnel within the various bureaus and divisions, as necessary, to meet the Shield Unit case requirements; and
5. Ensure Shield Unit personnel log all requests sent to [APDShield@cabq.gov](mailto:APDShield@cabq.gov) from prosecuting agencies in the Shield Unit's internal tracking system.
  - a. The Shield Unit Supervisor shall follow up on requests that are assigned to the CPS.
  - b. The Shield Unit Supervisor shall identify trends that the Shield Unit needs to address in the preparation of cases.

**B. The CPS shall:**

1. Be responsible for preparing and completing all discovery and any follow-up requests on a weekly basis when feasible, and providing them to prosecuting agencies in a timely manner;
2. Document the contents of each case file on a Discovery Cover Sheet;
3. Contact businesses to request the availability of videos or documents that Department personnel have not already obtained;
4. Request copies of digital media, photos, and items from the Department's Evidence Unit that they will send to the prosecuting agencies;
5. Identify, prepare, and send Evidence.com data to prosecuting agencies;
6. Follow up on all discovery and Evidence.com for three (3) months;
7. Upload copies of all discovery to the DA's Office case sharing system;
8. Retrieve copies of documents that were emailed to the Shield Unit and include them in the discovery;





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9. Retrieve CAD audio recordings from [APDParaglegals@cabq.gov](mailto:APDParaglegals@cabq.gov) email account and forward them to the prosecuting agency;

10. On a daily basis, share discovery with the DA's Office by 5:00 P.M.;

11. Make copies of all documents brought from the Evidence lab by Department personnel; and

**N/A**

a. Department personnel may bring documents to the Shield Unit to be copied by Shield Unit personnel when there is an excessive amount of documents needed for a case.

12. When notified by Shield Unit personnel, Department personnel shall retrieve and return the documents to the Evidence Unit.

**N/A**

a. Department personnel shall tag any videos they obtain into evidence in accordance with SOP Collection, Submission, and Disposition of Evidence and Property.

C. The CPS shall not contact community members, witnesses, or victims on a case unless directed to do so by the Shield Unit Supervisor.

D. Shield Unit personnel shall:

1. Assist federal agencies with information and document requests for investigations and prosecutions as appropriate; and

2. Complete additional duties as assigned by the Shield Unit Supervisor based on the needs of the Department.

**7 1-19-5 Procedures for Discovery**

A. Felony First Appearance List

1. The Shield Unit Supervisor or their designee shall assign cases to a CPS that are received from the DA's Office Felony First Appearance list.

B. Follow-up Discovery

1. The CPS shall follow up on their pending discovery on a weekly basis for up to three (3) months to ensure that all items have been provided to the DA's office.

a. Sworn personnel who complete investigations beyond three (3) months shall inform Shield Unit personnel when they complete a Uniform Incident Report, Supplemental Reports, upload or create documents or videos.



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2. The CPS shall answer the DA's office requests for all additional discovery items needed within three (3) business days.

**C. Full Non-Arrest Discovery**

1. Shield Unit personnel shall submit full non-arrest discovery to the DA's Office for review and possible prosecution when requested, and submit it to the [APDfelonyarrest@cabq.gov](mailto:APDfelonyarrest@cabq.gov) email by sworn personnel.

**D. Initial Discovery**

1. The CPS shall:
  - a. When possible, provide initial discovery to the DA's Office within four (4) business days from when an individual is arrested, including the initial day, except when the Uniform Incident Report has not been approved;
    - i. The CPS shall provide complete discovery to the DA's Office for Crimes Against Children Unit (CACU) cases, Sex Crimes Unit cases, and cases requested by a prosecuting agency or sworn personnel.
  - b. Document the contents of each case file to facilitate accurate documentation and accountability with prosecuting agencies;
    - i. The CPS shall list items missing from the initial discovery on the Discovery Cover Sheet as "Pending" and to be provided when additional discovery becomes available.
      1. If missing items cannot be obtained, the CPS shall send a written notice to the prosecuting agency noting the inability to obtain the item.
  - c. Identify errors in the case file, and notify the appropriate supervisor that corrections are needed;
  - d. Contact businesses to inquire about videos or documents when sworn personnel document on the Uniform Incident Report that they exist but were not obtained;
    - i. The CPS shall complete a Chain of Custody form when they obtain videos from businesses.
    - ii. The CPS shall send the Chain of Custody form to the prosecuting agency once they tag the video into evidence.
  - e. Order copies of photographs and digital media that were tagged into evidence from the Evidence Unit to provide to the prosecuting agency;
  - f. Review videos that Department personnel have uploaded to Evidence.com for discovery; and
    - i. The CPS shall not provide interviews conducted pursuant to internal affairs reviews with discovery.
    - ii. The CPS shall provide all remaining videos that were uploaded to Evidence.com to the prosecuting agency.
  - g. Search Evidence.com to locate videos that were not automatically labeled with the relevant case or CAD entry number as necessary.
    - i. When possible, the CPS shall label such videos as evidence for retention purposes with the appropriate case number.



E. Preventative Discovery

1. Shield Unit personnel shall:

- a. Provide all available preventative discovery by 5:00 P.M. when a prosecuting agency indicates that they have filed a preventative detention motion; and
- b. When discovery is available and obtainable from victims, honor requests from prosecuting agencies to obtain additional information in time for the preventative detention hearing.

REDLINED



## **1-19 SHIELD UNIT**

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

#### **A. Related SOP(s)**

2-73 Collection, Submission, and Disposition of Evidence and Property  
(Formerly 2-08)

#### **B. Form(s)**

PD 3028 Discovery Cover Sheet  
PD 4230 Photo Request Form  
PD 4427 Chain of Custody

#### **C. Other Resource(s)**

Evidence.com  
Health Insurance Portability and Accountability Act (HIPAA) of 1996

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

None

### **1-19-1 Purpose**

The purpose of this policy is to outline the responsibilities of the Albuquerque Police Department's (Department) Shield Unit when facilitating the delivery of discovery to prosecuting agencies. Furthermore, the purpose of this policy is to recognize the Shield Unit as the central point of contact for discovery on felony cases involving adult individuals charged with committing a crime other than homicides and fatal crashes.

### **1-19-2 Policy**

It is the policy of the Department to provide complete discovery to prosecuting agencies in a reliable, trackable, and confidential manner.

**N/A**

### **1-19-3 Definitions**

#### **A. Additional Discovery**

All items needed for the prosecution that were not initially provided by Shield Unit personnel because they had not been approved or obtained. Additional discovery



items are provided to the prosecuting agencies when they become available after the initial discovery is provided.

**B. Complete Discovery**

On a case-by-case basis, all items needed for prosecution to include, but are not limited to: a Uniform Incident Report, Supplemental Reports, documents that are either referenced in the Uniform Incident Report that have been tagged into evidence, or attached in the Department's records management system, Computer-Aided Dispatch (CAD) entries, Evidence.com records, printed CAD entries, photographs, digital media, and any evidence with a Department case number.

**C. Computer-Aided Dispatch (CAD) Entry**

A digital record or audio recording created through the interaction of Emergency Communications Center (ECC) personnel and Department personnel responding to calls for service or documenting calls for service and investigations.

**D. Full Non-Arrest Discovery**

Complete discovery that is provided on non-arrest cases, either requested by the District Attorney's (DA) Office or by Sworn Personnel to Shield Unit personnel.

**E. Initial Discovery**

The initial packet of discovery that is sent to the DA's Office for prosecution with all available Uniform Incident Reports, Supplemental Reports, documents, CAD entries or audio recordings, photographs, digital media, and any Evidence.com records with a Department case number that are initially available.

**F. Preventative Discovery**

Discovery provided to the DA's Office necessary to prepare for the preventative detention hearing, including all approved Uniform Incident Reports, Supplemental Reports, and accompanying documents that are available on the first day of request from the DA's office.

**G. Prosecuting Agency**

Any governmental agency that prosecutes or investigates criminal offenses, such as the DA's Office, Attorney General (AG), Federal Bureau of Investigation (FBI), Office of Superintendent of Insurance, United States Attorney's Office (USAO), or other state or local law enforcement agencies.

**A. The Shield Unit Supervisor shall:**



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1. Ensure that a final review is completed of all applicable discovery before Shield Unit personnel send it to the prosecuting agency;
2. Act as liaison to prosecuting agencies on discovery issues to facilitate the prosecution of felony cases;
3. Review declination notices from prosecuting agencies, including:
  - a. Forwarding notices to Department personnel as appropriate; and
  - b. Advising the Case Preparation Specialist (CPS) of areas of concern for future case preparation.
4. Contact supervisory personnel within the various bureaus and divisions, as necessary, to meet the Shield Unit case requirements; and
5. Ensure Shield Unit personnel log all requests sent to [APDShield@cabq.gov](mailto:APDShield@cabq.gov) from prosecuting agencies in the Shield Unit's internal tracking system.
  - a. The Shield Unit Supervisor shall follow up on requests that are assigned to the CPS.
  - b. The Shield Unit Supervisor shall identify trends that the Shield Unit needs to address in the preparation of cases.

B. The CPS shall:

1. Be responsible for preparing and completing all discovery and any follow-up requests on a weekly basis when feasible, and providing them to prosecuting agencies in a timely manner;
2. Document the contents of each case file on a Discovery Cover Sheet;
3. Contact businesses to request the availability of videos or documents that Department personnel have not already obtained;
4. Request copies of digital media, photos, and items from the Department's Evidence Unit that they will send to the prosecuting agencies;
5. Identify, prepare, and send Evidence.com data to prosecuting agencies;
6. Follow-up on all discovery and Evidence.com for three ~~one~~ (34) months;
7. Upload copies of all discovery to the DA's Office case sharing system;
8. Retrieve copies of documents that were emailed to the Shield Unit and include them in the discovery;



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~~10. Retrieve CAD audio recordings from APDParalegals@cabq.gov email account and forward them to the prosecuting agency;~~

9. Retrieve CAD audio recordings from APDParalegals@cabq.gov email account and forward them to the prosecuting agency;

~~10. On a daily basis, share deliver discovery with the DA's Office by 5:00 P.M. and arrange for other prosecuting agencies to collect discovery;~~

~~11. Make copies of all documents brought from the Evidence lab by Department personnel; and~~

**N/A**

a. Department personnel may bring documents to the Shield Unit to be copied by Shield Unit personnel when there is an excessive amount of documents needed for a case.

~~12. When notified by Shield Unit personnel, Department personnel shall retrieve and return the documents to the Evidence Unit.~~

**N/A**

a. Department personnel shall tag any videos they obtain into 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).~~

C. The CPS shall not contact community members, witnesses, or victims on a case unless directed to do so by the Shield Unit Supervisor.

D. Shield Unit personnel shall:

1. Assist federal agencies with information and document requests for investigations and prosecutions as appropriate; and
2. Complete additional duties as assigned by the Shield Unit Supervisor based on the needs of the Department.

**7 1-19-5**

**Procedures for Discovery**

A. Felony First Appearance List

1. The Shield Unit Supervisor or their designee shall assign cases to a CPS that are received that are received from the DA's Office Felony First Appearance list that they provide to a CPS.

B. Follow-up Discovery





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1. The CPS shall follow up on their on-pending discovery on a weekly basis for up to Uniform Incident Reports and on body recording device (OBRD) footage from Evidence.com for three one (31) months to ensure that all items have been provided to the DA's office.

- a. Sworn personnel who complete investigations beyond three one (31) months shall inform Shield Unit personnel when they complete a Uniform Incident Report, Supplemental Reports, upload or create documents or videos.

- a. The CPS shall answer the DA's office requests for all additional discovery items needed within three (3) business days.

- 2.

C. Full Non-Arrest Discovery

1. Shield Unit personnel shall submit full non-arrest discovery to the DA's Office for review and possible prosecution when requested, and submitted it to the [APDfelonyarrest@cabq.gov](mailto:APDfelonyarrest@cabq.gov) email by sworn personnel.

D. Initial Discovery

1. The CPS shall:

- a. When possible, provide initial discovery to the DA's Office within four (4) business days from when an individual is arrested, including the initial day, except when the Uniform Incident Report has not been approved;
    - i. The CPS shall provide complete discovery to the DA's Office for Crimes Against Children Unit (CACU) cases, Sex Crimes Unit cases, and cases requested by a prosecuting agency or sworn personnel.
  - b. Document the contents of each case file to facilitate accurate documentation and accountability with prosecuting agencies;
    - i. The CPS shall list items missing from the initial discovery on the Discovery Cover Sheet as "Pending" and to be provided when additional discovery becomes available.
      1. If missing items cannot be obtained, the CPS shall send a written notice to the prosecuting agency noting the inability to obtain the item.
  - c. Identify errors in the case file, and notify the appropriate supervisor that corrections are needed;
  - d. Contact businesses to inquire about videos or documents when sworn personnel document on the Uniform Incident Report that they exist but were not obtained;
    - i. The CPS shall complete a Chain of Custody form when they obtain videos from businesses.
    - ii. The CPS shall send the Chain of Custody form to the prosecuting agency once they tag the video into evidence.





- e. Order copies of photographs and digital media that were tagged into evidence from the Evidence Unit to provide to the prosecuting agency;
- f. Review videos that Department personnel have uploaded to Evidence.com for discovery; and
  - i. The CPS shall not provide interviews conducted pursuant to internal affairs reviews with discovery.
  - ii. The CPS shall provide all remaining videos that were uploaded to Evidence.com to the prosecuting agency.
- g. Search Evidence.com to locate videos that were not automatically labeled with the relevant case or CAD entry number as necessary.
  - i. ~~When possible, the CPS shall label such videos as evidence for retention purposes with the appropriate case number.~~

i.

E. Preventative Discovery

1. Shield Unit personnel shall:

- a. Provide all available preventative discovery by 5:00 P.M. ~~the end of the business day~~ when a prosecuting agency indicates that they have filed a preventative detention motion; and
- b. When discovery is available and obtainable from victims, honor requests from prosecuting agencies to obtain additional information in time for the preventative detention hearing.



## **1-24 Burglary Unit**

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

#### **A. Related SOP(s)**

1-59 Impact Teams (Formerly 4-1 and 4-4)  
2-68 Interviews and Interrogations (Formerly 2-23)  
2-60 Preliminary and Follow-Up Criminal Investigations (Formerly 2-24)  
2-70 Execution of Search Warrants (Formerly 2-16)  
2-71 Search and Seizure without a Warrant (Formerly 2-17)  
2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)  
2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

#### **B. Form(s)**

None

#### **C. Other Resource(s)**

#### **D. Rescinded Special Order(s)**

None

### **1-24-1 Purpose**

The purpose of the Burglary Unit is to conduct comprehensive follow-up investigations into residential, commercial, and auto burglaries, focusing on cases involving significant property loss, complex investigative needs, and patterns of serial offending.

The Burglary Unit alleviates the investigative burden on Field Services Bureau (FSB) sworn personnel by assuming responsibility for detailed case follow-ups and advanced investigative procedures, allowing FSB personnel to focus on responding to calls for service and conducting preliminary investigations.

### **1-24-2 Policy**

It is the policy of the Albuquerque Police Department, Burglary Unit, to concentrate its efforts on the detection, identification, apprehension, and prosecution of commercial, residential, and auto burglary offenders. Emphasis will be placed on complex investigations and property recovery.

### **N/A 1-24-3 Definitions**

#### **A. Breaking and Entering**



1. The unauthorized entry of any vehicle, watercraft, aircraft, dwelling, or other structure, movable or immovable, through fraud or deception;
2. The breaking or dismantling of any part of the vehicle, watercraft, aircraft, dwelling, or other structure; or
3. The breaking or dismantling of any device used to secure the vehicle, watercraft, aircraft, dwelling, or other structure.

**B. Burglary**

The unauthorized entry of any vehicle, watercraft, aircraft, dwelling, or other structure, movable or immovable, with the intent to commit any felony or theft therein.

**6**

**1-24-4 Roles and Responsibilities**

**A. The Burglary Unit personnel shall:**

1. Investigate cases of residential, commercial, and auto burglary. The Burglary Unit will have responsibility for the investigation of a case when:
  - a. A warrant is needed;
  - b. Suspect information is available;
  - c. Evidentiary leads can be pursued; and
  - d. The complexity of the case is time-intensive.
2. Investigate bait property activations.
3. Notify the on-call Burglary detective, and they will determine if they will respond and/or assume case responsibility.

**B. At the approval of a Burglary Unit supervisor, Burglary personnel shall assist FSB sworn personnel with the following:**

1. Obtaining arrest and search warrants;
2. Felony case follow-up;
3. Case investigation guidance; and
4. Serial breaking and entering connected with previous burglaries.

**C. Burglary Unit Case Assignment**

1. The Burglary Unit Sergeant shall assign cases to Burglary Detectives for follow-up when:



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**N/A**

- a. The case meets initial Burglary Unit case criteria as described in this SOP; and
- b. The case meets the solvability factors in accordance with SOP Preliminary and Follow-Up Criminal Investigations.

**D. Burglary Unit Call-Out Procedures**

**N/A**

1. FSB personnel shall conduct a preliminary investigation for burglaries, including interviews with all involved parties in accordance with SOP Preliminary and Follow-Up Criminal Investigations.
2. FSB personnel shall determine whether a follow-up investigation is required and/or whether the on-call Burglary Detective will be contacted.
  - a. If it is determined that a follow-up investigation is required, FSB personnel shall notify their supervisor.
  - b. The FSB supervisor shall contact the on-call Burglary Unit Detective and brief the detective about the incident.
  - c. The on-call Burglary Detective shall determine whether the incident meets call-out criteria based on:
    - i. Whether the complexity of the case requires a response by a specialized unit because it goes beyond the capabilities of FSB personnel; and
    - ii. Whether a warrant is required.
3. If there is a disagreement between the FSB supervisor and the Burglary Unit Detective, the Burglary Unit Sergeant shall make the final determination for a call-out.

**E. On-Call Status**

1. The Burglary Unit shall have a primary and secondary detective on-call at all times.
2. The Burglary Unit Sergeant shall prepare the on-call schedule.

**F. Training**

1. Burglary Unit personnel shall:
  - a. Conduct burglary-related training for Department personnel, as directed by Department unit supervisors, and outside law enforcement agency personnel; and
  - b. Provide burglary prevention training and events for the community.



## **1-24**      **Burglary Unit**

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

#### **A. Related SOP(s)**

1-59 Impact Teams (Formerly 4-1 and 4-4)  
~~2-16 Reports (Formerly 1-05)~~  
2-68 Interviews and Interrogations (Formerly 2-23)  
2-60 Preliminary and Follow-Up Criminal Investigations (Formerly 2-24)  
2-70 Execution of Search Warrants (Formerly 2-16)  
2-71 Search and Seizure without a Warrant (Formerly 2-17)  
2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)  
~~2-74 Submission of Cases to the District Attorney (Formerly 2-39)~~  
2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

#### **B. Form(s)**

None

#### **C. Other Resource(s)**

Burglary Unit Handbook ~~None~~

#### **D. Rescinded Special Order(s)**

None

## **1X-24-1**      **Purpose**

The purpose of the Burglary Unit is to conduct comprehensive follow-up investigations into residential, commercial, ~~residential~~, and auto burglaries, focusing on cases involving significant property loss, complex investigative needs, and patterns of serial offending.

The Burglary Unit alleviates the investigative burden on Field Services Bureau (FSB) sworn personnel by assuming responsibility for detailed case follow-ups and advanced investigative procedures, allowing FSB personnel to focus on responding to calls for service and conducting preliminary investigations.

~~Additionally, the Burglary Unit serves as advocates for victims of burglary, providing support and regular updates throughout the investigative process. The Unit also works proactively to prevent future crimes through public education, outreach, and collaboration with community stakeholders.~~

## **1X-24-2**      **Policy**



It is the policy of the Albuquerque Police Department, Burglary Unit, to concentrate its efforts on the detection, identification, apprehension, and prosecution of commercial, residential, and auto burglary offenders. Emphasis will be placed on complex investigations and property recovery.

N/A **1X-24-3 Definitions**

A. Breaking and Entering

1. ~~Breaking and entering consists of the~~ unauthorized entry of any vehicle, watercraft, aircraft, dwelling, or other structure, movable or immovable, through fraud or deception;
2. The breaking or dismantling of any part of the vehicle, watercraft, aircraft, dwelling, or other structure; or
3. The breaking or dismantling of any device used to secure the vehicle, watercraft, aircraft, dwelling, or other structure.

B. Burglary

The unauthorized entry of any vehicle, watercraft, aircraft, dwelling, or other structure, movable or immovable, with the intent to commit any felony or theft therein.

unauthorized entry of any vehicle, watercraft, aircraft, dwelling or other structure, movable or immovable, where entry is obtained by fraud or deception, or by the breaking or dismantling of any part of the vehicle, watercraft, aircraft, dwelling or other structure, or by the breaking or dismantling of any device used to secure the vehicle, watercraft, aircraft, dwelling or other structure.

~~Consists of the unauthorized entry of any vehicle, watercraft, aircraft, dwelling or other structure, movable or immovable, where entry is obtained by fraud or deception, or by the breaking or dismantling of any part of the vehicle, watercraft, aircraft, dwelling or other structure.~~

B. — Term

Definition:

**6 1X-24-4 Rules Roles and Responsibilities**  
~~or Procedures~~

A. T — A. The Burglary Unit personnel shall ~~investigate~~:

1. Investigate ~~In all cases of residential, commercial burglary, and auto burglary. T;~~ the Burglary Unit will have responsibility for ~~offer~~ the investigation of a ~~the~~ case when:



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- a. A warrant is needed;
- b. Suspect Individual ~~Suspect~~ information is available;
- b.c. E ~~and~~ evidentiary leads can be pursued; and
- e.d. The complexity of the case is time-intensive.

2. Investigate bait property activations, in accordance with SOP Bait Property Program and the Burglary Unit Handbook.

2.3. Notify ~~The on-call~~ Burglary detective, shall ~~will be notified and~~ they will determine if they will respond and/or assume case responsibility.

3. Bait property activations, in accordance ~~consistent with~~ SOP Bait Property Program and the Burglary Unit Handbook.

B. B. At the approval of a Burglary Unit supervisor, Burglary personnel shall assist FSB sworn personnel with the following:

1. 4. ~~Obtaining arrest and search warrants;~~
2. 2. ~~Felony case follow-up; and~~
3. 3. ~~Case investigation guidance; and~~
4. Serial breaking and entering connected with previous burglaries.

C. G. Burglary Unit Case Assignment

1. 4. The Burglary Unit Sergeant shall assign cases to Burglary Detectives for follow-up when:

- a. a. The case meets initial Burglary Unit case criteria as described in this Standard Operating Procedure (SOP); and
- b. b. The case meets the solvability factors ~~as outlined in~~ in accordance with SOP Preliminary and Follow-Up Criminal Investigations. ~~(refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classification and additional duties).~~

D. D. Burglary Unit Call-Out Procedures

1. Field Services Bureau (FSB) ~~personnel shall conduct a preliminary investigation for burglaries, including interviews with all involved parties~~ in accordance with ~~(refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties).~~

1.

N/A

N/A



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2. ~~2.~~ FSB personnel shall determine whether a follow-up investigation is required and/or whether the on-call Burglary Detective ~~shall~~ will be contacted.

a. ~~a.~~ If it is determined that a follow-up investigation is required, FSB personnel shall notify their supervisor.

b. ~~b.~~ The FSB supervisor shall contact the on-call Burglary Unit Detective and brief the detective about the incident.

c. ~~c.~~ The on-call Burglary Unit Detective shall determine whether the incident meets ~~the~~ call-out criteria based on:

- i. Whether the complexity of the case requires a response by a specialized unit because it goes beyond the capabilities of FSB personnel; and
- ii. Whether a warrant is required.

3. ~~3.~~ If there is a disagreement between the FSB supervisor and the Burglary Unit Detective, the Burglary Unit Sergeant shall make the final determination for a call-out.

E. ~~E.~~ On-Call Status

1. ~~4.~~ The Burglary Unit shall have a primary and secondary detective on-call at all times.

2. ~~2.~~ The Burglary Unit Sergeant shall prepare the on-call schedule.

F. ~~F.~~ Training

1. ~~4.~~ Burglary Unit personnel shall:

a. ~~a.~~ Conduct burglary-related training for Department personnel, as directed by Department unit supervisors, and outside law enforcement agency personnel; and

a.b. ~~b.~~ Provide burglary prevention training and events for the community.





## **1-25 CHAPLAIN UNIT**

### **Related SOPs, Form(s), Other Resource(s), and Rescinded Special Order(s):**

#### **A. Related SOP(s)**

- 1-6 Patrol Ride-Along (Formerly 2-12 and 4-5)
- 1-12 Volunteer and Internship Programs (Formerly 2-12 and 4-15)
- 2-21 Apparent Natural Death/Suicide of an Adult (Formerly 3-22)

#### **B. Form(s)**

Charitable Support Request Form  
Chaplain Shift Summary Report  
Chaplain Unit Incident Report  
[PD 1002 Ride-Along Form](#)

#### **C. Other Resource(s)**

Chaplain Unit Field Operational Manual  
New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **1-25-1 Purpose**

The purpose of this policy is to set forth the rules for the Chaplain Unit and to describe how the Albuquerque Police Department (Department) personnel may utilize the unit for support and resources.

### **1-25-2 Policy**

It is the policy of the Department to have a volunteer non-denominational ministry to provide spiritual and emotional support to all Department personnel, their families, and community members. Furthermore, the purpose of the Chaplain Unit is to provide support and resources to Department personnel and community members during times of crisis.

**N/A**

### **1-25-3 Definitions**

None



**N/A 1-25-4 Responsibilities**

**A. Chain of Command**

1. The chain of command for the Chaplain Unit is as follows:

- a. Chief of Police or their designee;
- b. Operations Review Section;
- c. Head Chaplain; and
- d. All volunteer chaplains.

2. The Chief of Police or their designee will designate a Head Chaplain.

3. The Chaplain Unit Board.

a. The Chaplain Board will be comprised of the following members:

- i. Head Chaplain;
- ii. Operations Review Section;
- iii. Special Operations; and
- iv. Volunteer Program.

b. The Chaplain Unit will vote to remove personnel from the Chaplain Unit, if needed.

- i. After it has been voted on by the Chaplain Unit Board, the Operations Review Section designee and the Head Chaplain will approve removing the volunteer from the Chaplain Unit.

**B. Training**

1. Chaplains will complete thirty-five (35) hours of training each year as approved by the Head Chaplain. The training may include, but is not limited to, the following topics:

- a. Stress management;
- b. Death notifications;
- c. Post-traumatic stress syndrome;
- d. Burnout for sworn personnel and chaplains;
- e. Legal liability;
- f. Confidentiality;
- g. Ethics;
- h. Responding to crisis situations;
- i. Law enforcement family;
- j. Substance abuse;
- k. Suicide;
- l. Officer injury or death; and
- m. Sensitivity and diversity.



2. Training may be provided by the Department or outside organizations as approved by the Head Chaplain.

**C. Requirements and Selection**

1. Candidates for the Chaplain Unit will meet the following requirements:
  - a. Be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body;
  - b. Successfully pass an appropriate level background investigation to include:
    - i. No felony convictions;
    - ii. No domestic violence or child abuse convictions; and
    - iii. No illegal drug usage within the last two (2) years.
  - c. Have at least two (2) years of successful ministry experience within a recognized ministry, church, or religious denomination;
  - d. Possess a valid New Mexico Driver's License; and
  - e. Obtain a City of Albuquerque Operator's Permit within two (2) months of appointment.
2. Chaplain Unit candidates will participate in the ride-along program before and during the selection process.
3. Prior to deploying as a chaplain, the candidate:
  - a. Will register with the Department's Volunteer and Internship Programs, in accordance with Standard Operating Procedure (SOP) Volunteer and Internship Programs;
  - b. Will be actively engaged in pastoral care;
  - c. Will provide a recommendation from their church elders, board, or council;
  - d. Will provide proof of residency in New Mexico for a minimum of one (1) year;
  - e. Will receive approval for service by the Volunteer Coordinator and the Head Chaplain;
  - f. Will attend a new volunteer Chaplain Unit orientation;
  - g. Will complete a six-month probationary period as designated by the Head Chaplain; and
  - h. Will be required to sign a Department confidentiality agreement.

**D. Duties and Responsibilities**

1. Chaplain Unit personnel will:
  - a. Assist in making notification to and supporting families of Department personnel who have been seriously injured or killed;
  - b. Assist sworn personnel by making death notifications as requested by the Department;
  - c. When requested by the Department, attend and participate in funerals of active or retired Department personnel;



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- d. When requested, respond to natural and accidental deaths and suicides, in accordance with SOP Apparent Natural Death/Suicide of An Adult;
- e. Be on-call to respond to requests made from Emergency Communications Center (ECC) personnel;
- f. When requested, assist Department personnel with personal problems;
- g. Attend Department and Academy Division graduations, ceremonies, and social events and offer invocations and benedictions, as requested;
- h. Be a liaison with various religious leaders in the community;
- i. Have a liaison(s) assigned to each cadet class.
- j. Promptly facilitate requests for representatives or ministers of various denominations;
- k. Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist;
- l. Be on-call for a period of twenty-four (24) hours daily;
- m. Serve with Department personnel a minimum of eight (8) hours per month;
- n. Complete a Chaplain Shift Summary Report and Chaplain Unit Incident Report to track their activities;
  - i. Chaplain Unit personnel will submit the documentation to the Head Chaplain or their designee at the end of each watch.
- o. Be permitted to go on ride-alongs with sworn personnel during any shift to observe Department operations after receiving authorization from the shift supervisor, in accordance with SOP Patrol Ride-Along;
- p. Serve only within the jurisdiction of the Department unless otherwise authorized by the Chief of Police or their designee; and
- q. Be familiar with state evidentiary laws and regulations pertaining to the limits of the clergy-penitent privilege and will inform Department personnel when it appears reasonably likely that they are discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring personnel to a non-Department counseling resource, consistent with New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy.

2. Chaplain Unit personnel will not:

- a. Proselytize or attempt to recruit Department personnel or community members into a religious affiliation while on duty, unless the receiving community member has solicited spiritual guidance or teaching;
  - i. If there is any question about the receiving community member's intent, chaplains should verify that the community member is requesting spiritual counseling or guidance before engaging in such discussion.
- b. Function as sworn personnel or give legal advice when responding to an incident;
- c. Accept gratuities for any service or follow-up contacts that were provided while functioning as a chaplain for the Department;
- d. Provide counsel to or receive confidential communications from Department personnel concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain;



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- e. Provide anyone outside of the Department with personal telephone numbers or contact information of Department personnel or volunteers; or
  - i. All requests for such information should be directed to the ECC.
- f. Make a Department statement to the general public or Associated Press without the expressed permission of the Department Public Information Officer (PIO).

REDLINED



## **1-25 CHAPLAIN UNIT**

### **Related SOPs, Form(s), Other Resource(s), and Rescinded Special Order(s):**

#### **A. Related SOP(s)**

- 1-6 Patrol Ride-Along (Formerly 2-12 and 4-5)
- 1-12 Volunteer and Internship Programs (Formerly 2-12 and 4-15)
- 2-21 Apparent Natural Death/Suicide of an Adult (Formerly 3-22)

#### **B. Form(s)**

Charitable Support Request Form  
Chaplain Shift Summary Report  
Chaplain Unit Incident Report  
[PD 1002 Ride-Along Form](#)

#### **C. Other Resource(s)**

Chaplain Unit Field Operational Manual  
New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy

#### **D. Active Special Order(s)**

None

#### **D-E. Rescinded Special Order(s)**

None

### **1-25-1 Purpose**

The purpose of this policy is to set forth the rules for the Chaplain Unit and to describe how the Albuquerque Police Department (Department) personnel may utilize the unit for support and resources.

### **1-25-2 Policy**

It is the policy of the Department to have a volunteer non-denominational ministry to provide spiritual and emotional support to all Department personnel, their families, and community members.- Furthermore, the purpose of the Chaplain Unit is to provide support and resources to Department personnel and community members during times of crisis.

**N/A**

### **1-25-3 Definitions**

None



**N/A 1-25-4 Responsibilities**

**A. Chain of Command**

1. The chain of command for the Chaplain Unit is as follows:

- a. Chief of Police or their designee;
- b. Operations Review Section;
- c. Head Chaplain; and
- d. All volunteer chaplains.

2. The Chief of Police or their designee ~~shall~~ will designate a Head Chaplain.

3. The Chaplain Unit Board.

a. The Chaplain Board ~~shall~~ will be comprised of the following members:

- i. Head Chaplain;
- ii. Operations Review Section;
- iii. Special Operations; and
- iv. Volunteer Program.

b. The Chaplain Unit ~~shall~~ will vote to remove personnel from the Chaplain Unit, if needed.

- i. After it has been voted on by the Chaplain Unit Board, the Operations Review Section designee and the Head Chaplain ~~shall~~ will approve removing the volunteer from the Chaplain Unit.

**B. Training**

1. Chaplains ~~will~~ shall complete thirty-five (35) hours of training each year as approved by the Head Chaplain. The training may include, but is not limited to, the following topics:

- a. Stress management;
- b. Death notifications;
- c. Post-traumatic stress syndrome;
- d. Burnout for sworn personnel and chaplains;
- e. Legal liability;
- f. Confidentiality;
- g. Ethics;
- h. Responding to crisis situations;
- i. Law enforcement family;
- j. Substance abuse;
- k. Suicide;
- l. Officer injury or death; and
- m. Sensitivity and diversity, ~~as approved by the Head Chaplain.~~



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2. Training may be provided by the Department or outside organizations as approved by the Head Chaplain.

C. Requirements and Selection

1. Candidates for the Chaplain Unit ~~shall~~will meet the following requirements:
  - a. Be ecclesiastically certified and/or endorsed, ordained, licensed, or commissioned by a recognized religious body;
  - b. Successfully pass an appropriate level background investigation to include:
    - i. No felony convictions;
    - ii. No domestic violence or child abuse convictions; and
    - iii. No illegal drug usage within the last two (2) years.
  - c. Have at least two (2) years of successful ministry experience within a recognized ministry, church, or religious denomination;
  - d. Possess a valid New Mexico Driver's License; and
  - e. Obtain a City of Albuquerque Operator's Permit within two (2) months of appointment.
2. Chaplain Unit candidates will participate in the ride-along program before and during the selection process.
3. Prior to deploying as a chaplain, the candidate:
  - a. Will register with the Department's Volunteer and Internship Programs, in accordance consistent with Standard Operating Procedure (SOP) Volunteer and Internship Programs (~~refer to SOP Volunteer and Internship Programs for sanction classifications and additional duties~~);
  - b. Will be actively engaged in pastoral care;
  - c. Will provide a recommendation from their church elders, board, or council;
  - d. Will provide proof of residency in New Mexico for a minimum of one (1) year;
  - e. Will receive approval for service by the Volunteer Coordinator and the Head Chaplain;
  - f. Will attend a new volunteer Chaplain Unit orientation;
  - g. Will complete a six-month probationary period as designated by the Head Chaplain; and
  - h. Will be required to sign a Department confidentiality agreement.

D. Duties and Responsibilities

1. Chaplain Unit personnel ~~shall~~will:
  - a. Assist in making notification to and supporting families of Department personnel who have been seriously injured or killed;
  - b. Assist sworn personnel by making death notifications as requested by the Department;





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- c. When requested by the Department, attend and participate in funerals of active or retired Department personnel;
  - d. When requested, respond to natural and accidental deaths and suicides, in accordance with ~~Standard Operating Procedure (SOP) Apparent Natural Death/Suicide of An Adult~~ (refer to ~~SOP Apparent Natural Death/Suicide of An Adult~~ for sanction classifications and additional duties);
  - e. Be on-call to respond to requests made from Emergency Communications Center (ECC) personnel;
  - f. When requested, assist Department personnel with personal problems;
  - g. Attend Department and Academy Division graduations, ceremonies, and social events and offer invocations and benedictions, as requested;
  - h. Be a liaison with various religious leaders in the community;
  - i. Have a liaison(s) assigned to each cadet class.
  - j. Promptly facilitate requests for representatives or ministers of various denominations;
  - k. Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist;
  - l. Be on-call for a period of twenty-four (24) hours daily;
  - m. Serve with Department personnel a minimum of eight (8) hours per month;
  - n. Complete a Chaplain Shift Summary Report and Chaplain Unit Incident Report to track their activities;
    - i. Chaplain Unit personnel ~~shall~~ will submit the documentation to the Head Chaplain or their designee at the end of each watch.
  - o. Be permitted to go on ride-alongs with sworn personnel during any shift to observe Department operations after receiving authorization from the shift supervisor, ~~conducted~~, in accordance with SOP Patrol Ride-Along; (~~refer to SOP Patrol Ride-Along for sanction classifications and additional duties~~);
  - p. Serve only within the jurisdiction of the Department unless otherwise authorized by the Chief of Police or their designee; and
  - q. Be familiar with state evidentiary laws and regulations pertaining to the limits of the clergy-penitent privilege and ~~shall~~ will inform Department personnel when it appears reasonably likely that they are discussing matters that are not subject to the clergy-penitent privilege. In such cases, the chaplain should consider referring personnel to a non-Department counseling resource, consistent with New Mexico Rules of Evidence, Article 5, Rule 11-506 Communications to Clergy.
2. Chaplain Unit personnel ~~shall~~ will not:
- a. Proselytize or attempt to recruit Department personnel or community members into a religious affiliation while on duty, unless the receiving community member has solicited spiritual guidance or teaching;
    - i. If there is any question about the receiving community member's intent, chaplains should verify that the community member is requesting spiritual counseling or guidance before engaging in such discussion.
  - b. Function as sworn personnel or give legal advice when responding to an incident;



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- c. Accept gratuities for any service or follow-up contacts that were provided while functioning as a chaplain for the Department;
- d. Provide counsel to or receive confidential communications from Department personnel concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain;
- e. Provide anyone outside of the Department with personal telephone numbers or contact information of Department personnel or volunteers; or
  - i. All requests for such information should be directed to the ~~Emergency Communication Center~~ (ECC).
- f. Make a Department statement to the general public or Associated Press without the expressed permission of the Department Public Information Officer (PIO).

REDLINED



## **1-31 COURT SERVICES UNIT**

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

#### **A. Related SOP(s)**

- 2-76 Court (Formerly 2-01)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

#### **B. Form(s)**

- Entry of Appearance
- Failure to Appear Notices
- Notice of Trial
- Tow-In Report

#### **C. Other Resource(s)**

- Court Service Information System (CSIS)
- Intoxilyzer Breath Alcohol Test Card

#### **D. Active Special Order(s)**

- SO 25-109 Amendment to SOP 1-31 Court Services Unit

#### **E. Rescinded Special Order(s)**

- None

### **1-31-1 Purpose**

The purpose of this policy is to outline the rules and responsibilities of the Court Services Unit.

### **1-31-2 Policy**

It is the policy of the Department to facilitate proper communication, information exchange, and case preparation by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

### **N/A 1-31-3 Definitions**

#### **A. Judicial and Administrative System Entities**

The Bernalillo County Metropolitan Court, Second Judicial District Court, United States District Court (Federal Court), Motor Vehicle Division (MVD), Office of the Attorney



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General (AG), Office of the District Attorney (DA), Law Office of the Public Defender, and private attorneys.

**6 1-31-4 Rules and Responsibilities**

**A. The Court Services Unit:**

1. Provides case preparation and evidence sharing from the Department to the judicial system and administrative system entities; and
2. Assists the public, Department personnel, and judicial and administrative system entities with case preparation, questions regarding open cases, and verification of cases on the court docket.
  - a. If Court Services personnel identify a conflict of interest while preparing a case, they shall notify a supervisor.

**B. The Court Services Unit Supervisor shall:**

1. Upon request, attend meetings about updates or any issues that may arise with any of the judicial and administrative system entities;
2. Review and respond to complaints, questions, and concerns from Department personnel about issues regarding cases or court hearings;

**N/A**

3. Receive all Failure to Appear Notices (FTA) received from judicial and administrative entities via the monitored [APDMissedCourt@cabq.gov](mailto:APDMissedCourt@cabq.gov) and compile the relevant documentation related to the FTA notice for potential policy violations in accordance with SOP Court; and
  - a. For instances in which a valid court exemption is determined, the information will be logged in the Department-approved database for review by the Performance Metrics Unit (PMU).
  - b. For instances in which there is no evidence of a valid court exemption, the information will be logged in the Department-approved database for review by the PMU and create an entry in the Internal Affairs (IA) database web application for the employee's FTA for a court hearing in accordance with SOP court.
4. Review and reassign any cases in which a conflict of interest exists with Court Services personnel preparing the case.

**C. Court Services Unit personnel shall:**

1. Coordinate court appearances for Department personnel;



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**N/A**

2. Process a Department employee's leave request from court hearings through SharePoint in accordance with SOP Court;
  - a. Court Services Unit personnel shall notify the judicial and administrative system entities of the employee's vacation, leave, and training.
  - b. Request notices of continuances for court hearings.
3. Monitor a Department employee's duty assignments throughout the Department;
4. Use the Court Service Information System (CSIS) to:
  - a. Download court docket reports;
  - b. Post the seven (7) day court docket on SharePoint within seven (7) days of the current date; and
  - c. Post the final (next day) court docket on SharePoint within twenty-four (24) hours of the current date.
5. Schedule misdemeanor pre-trial interview (PTI) requests from defense attorneys with Department personnel for cases that were filed before March 24<sup>th</sup>, 2022;

**N/A**

- a. For cases filed after March 24<sup>th</sup>, 2022, the subpoena for PTI must be signed by a Bernalillo County Metropolitan Court judge.
6. Accept service of and distribute subpoenas requesting testimony at criminal and MVD proceedings to Department personnel, including:
  - a. Accepting subpoenas that are more than two (2) business days before the hearing/trial date; and
  - b. Emailing Department personnel copies of the subpoenas.
7. Review the following citations to ensure all information is complete and accurate before submitting them to the appropriate courts:
  - a. Printed or handwritten State of New Mexico Uniform Traffic Citations; and
  - b. Printed or handwritten misdemeanor citations.
    - i. If the issuing employee did not correctly complete the citation, Court Services Unit personnel shall return the citation to the issuing employee to be corrected and resubmitted.
8. Review criminal summons documents to assure:
  - a. The charges are listed correctly;
  - b. Sworn personnel have signed the criminal summons;
  - c. A supervisor has signed the criminal summons;
  - d. The defendant's information is listed and correct; and
  - e. Whether the document is listed as a criminal summons.



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9. Complete the criminal summons log for all criminal summonses that were received from sworn personnel and sent to the Bernalillo County Metropolitan Court;

10. Submit the criminal summonses to the Bernalillo County Metropolitan Court;

N/A

a. Sworn personnel shall issue criminal summons in accordance with SOP Arrests, Arrest Warrants, and Booking Procedures.

11. Gather and submit the following information and documents to the DA's Office for discovery requests on misdemeanor crimes, such as driving while under the influence (DWI), domestic violence, and shoplifting that the DA's Office has entered on:

- a. An Intoxilyzer Breath Alcohol Test Card;
- b. A Tow-In Report;
- c. The State of New Mexico Uniform Crash Report (if applicable); and
- d. Any video footage from on-body recording devices (OBRD).

12. Be signed into the phone system and be available to take incoming phone calls.

a. If unavailable and a message is left on a direct line, return the phone call.

6

D. The Court Services Unit Specialist shall:

1. Prepare case files for Department personnel by ensuring that the case files include all paperwork needed for prosecution, including, but not limited to:

- a. Any related Uniform Incident Report or Supplemental Reports;
- b. State of New Mexico Criminal Complaints and/or criminal summons;
- c. Related citations;
- d. Witness/victim statements;
- e. Entry of Appearance forms;
- f. OBRD videos;
- g. Printed Computer Aided Dispatches (CAD);
- h. Notice of dismissal; and
- i. Any physical evidence.

2. When possible, provide case files to Department personnel three (3) or more business days before the court date as follows:

- a. Provide discovery to the defendant and/or defense attorney; and
- b. Deliver all paperwork that requires a certified hardcopy to the officer's gun locker room in the Bernalillo County Metropolitan Court.
  - i. Department personnel shall return the paperwork from the case files to the officer's gun locker room in the Bernalillo County Metropolitan Court or the Court Services Unit after the court hearing.



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3. Provide discovery to the Law Office of the Public Defender and private attorneys for all Officer Prosecution Misdemeanor (OPM) cases;
  - a. If an attorney is not listed on the Notice of Trial for traffic (TR) cases, the case shall not be processed by Court Services Unit personnel.
    - i. Exceptions to this are as follows:
      1. Suspended or revoked government-issued driver's license;
      2. Careless or reckless driving;
      3. Traffic crashes; and
      4. Parking (PR) citation cases if an attorney is listed.
4. Research and update case files as needed; and
5. Be signed into the phone system and be available to take incoming phone calls.
  - a. If unavailable and a message is left on a direct line, return the phone call.



## **1-31 COURT SERVICES UNIT**

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

#### **A. Related SOP(s)**

- 2-76 Court (Formerly 2-01)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

#### **B. Form(s)**

- Entry of Appearance
- Failure to Appear Notices
- Notice of Trial
- Tow-In Report

#### **C. Other Resource(s)**

- Court Service Information System (CSIS)
- Intoxilyzer Breath Alcohol Test Card

#### **D. Active Special Order(s)**

SO 25-109 Amendment to SOP 1-31 Court Services Unit ~~None~~

#### **D-E. Rescinded Special Order(s)**

None

### **1-31-1 Purpose**

The purpose of this policy is to outline the rules and responsibilities of the Court Services Unit.

### **1-31-2 Policy**

It is the policy of the Department to facilitate proper communication, information exchange, and case preparation by promoting a collaborative working relationship between the Albuquerque Police Department (Department) and the judicial and administrative system entities.

### **N/A 1-31-3 Definitions**

#### **A. Judicial and Administrative System Entities**

The Bernalillo County Metropolitan Court, Second Judicial District Court, United States District Court (Federal Court), Motor Vehicle Division (MVD), Office of the Attorney





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General (AG), Office of the District Attorney (DA), Law Office of the Public Defender, and private attorneys.

**6 1-31-4 Rules and Responsibilities**

A. The Court Services Unit:

1. Provides case preparation and evidence sharing from the Department to the judicial system and administrative system entities; and
2. Assists the public, Department personnel, and judicial and administrative system entities with case preparation, questions regarding open cases, and verification of cases on the court docket.
  - a. If Court Services personnel identify a conflict of interest while preparing a case, they shall notify a supervisor.

B. The Court Services Unit Supervisor shall:

1. Upon request, attend meetings about updates or any issues that may arise with any of the judicial and administrative system entities;
2. Review and respond to complaints, questions, and concerns from Department personnel about issues regarding cases or court hearings;

N/A

3. Receive all Failure to Appear Notices (FTA) received from judicial and administrative entities via the monitored [APDMissedCourt@cabq.gov](mailto:APDMissedCourt@cabq.gov) and compile the relevant documentation related to the FTA notice for potential policy violations in accordance with ~~as outlined in SOP Court (refer to SOP Court for sanction classifications and additional duties);~~ and

3.

N/A

- a. For instances in which a valid court exemption is determined, the information will be logged in the Department-approved database for review by the Performance Metrics Unit (PMU).
  - b. For instances in which there is no evidence of a valid court exemption, the information will be logged in the Department-approved database for review by the PMU and create an entry in the Internal Affairs (IA) database web application for the employee's FTA for a court hearing in accordance with SOP court.
4. ~~Create an entry in the Internal Affairs database web application for the employee's FTA for a court hearing as outlined in~~ in accordance with ~~SOP Court (refer to SOP Court for sanction classifications and additional duties); and~~
5. 4. Review and reassign any cases in which a conflict of interest exists with Court Services personnel preparing the case.



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C. Court Services Unit personnel shall:

1. Coordinate court appearances for Department personnel;
2. Process a Department employee's leave request from court hearings and submit the request through SharePoint as outlined in accordance with SOP Court (refer to SOP Court for sanction classifications and additional duties);
  - a. Court Services Unit personnel shall notify the judicial and administrative systems entities of the employee's vacation, leave, and training.
  - a.b. Request notices of continuances for court hearings.
3. Monitor a Department employee's duty assignments throughout the Department;
4. Use the Court Service Information System (CSIS) to:
  - a. Download court docket reports;
  - b. Post the seven (7) day court docket on SharePoint within seven (7) days of the current date; and
  - c. Post the final (next day) court docket on SharePoint within twenty-four (24) hours of the current date.
5. Schedule misdemeanor pre-trial interview (PTI) requests from defense attorneys with Department personnel for cases that were filed before March 24<sup>th</sup>, 2022;
  - a. For cases filed after March 24<sup>th</sup>, 2022, the subpoena for PTI must be signed by a Bernalillo County Metropolitan Court judge.
6. Accept service of and distribute subpoenas requesting testimony at criminal and MVD proceedings to Department personnel, including:
  - a. Accepting subpoenas that are more than two (2) business days before the hearing/trial date; and
  - b. Emailing Department personnel copies of the subpoenas.
7. Review the following citations to ensure all information is complete and accurate before submitting them to the appropriate courts:
  - a. Printed or handwritten State of New Mexico Uniform Traffic Citations; and
  - b. Printed or handwritten misdemeanor citations.
    - i. If the issuing employee did not correctly complete the citation, Court Services Unit personnel shall return the citation to the issuing employee to be corrected and resubmitted.
8. Review criminal summons documents to assure:
  - a. The charges are listed correctly;



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- b. Sworn personnel have signed the criminal summons;
- c. A supervisor has signed the criminal summons;
- d. The defendant's information is listed and correct; and
- e. Whether the document is listed as a criminal summons.

9. Complete the criminal summons log for all criminal summonses that were received from sworn personnel and sent to the Bernalillo County Metropolitan Court;

10. Submit the criminal summonses to the Bernalillo County Metropolitan Court;

N/A

- a. Sworn personnel shall issue criminal summons in accordance consistent with SOP Arrests, Arrest Warrants, and Booking Procedures ~~(refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classification and additional duties).~~

11. Gather and submit the following information and documents to the DA's Office for discovery requests on misdemeanors crimes, such as driving while under the influence (DWI), ~~and domestic violence,~~ and shoplifting that the DA's Office has entered on:

- a. An Intoxilyzer Breath Alcohol Test Card;
- b. A Tow-In Report;
- c. The State of New Mexico Uniform Crash Report (if applicable); and
- d. Any video footage from on-body recording devices (OBRD).

12. Be signed into the phone system and be available to take incoming phone calls.

- a. If unavailable and a message is left on a direct line, return the phone call.

6

D. The Court Services Unit Specialist shall:

1. Prepare case files for Department personnel by ensuring that the case files include all paperwork needed for prosecution, including, but not limited to:

- a. Any related Uniform Incident Report or Supplemental Reports;
- b. State of New Mexico Criminal Complaints and/or criminal summons;
- c. Related citations;
- d. Witness/victim statements;
- e. Entry of Appearance forms;
- f. OBRD videos;
- f.g. Printed Computer Aided Dispatches (CAD);
- g.h. Notice of dismissal; and
- h.i. Any physical evidence.

2. When possible, provide case files to Department personnel three (3) or more business days before the court date as follows:



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- a. Provide discovery to the defendant and/or defense attorney; and
  - b. Deliver all paperwork that requires a certified hardcopy to the officer's gun locker room in the Bernalillo County Metropolitan Court.
    - i. Department personnel shall return the paperwork from the case files to the officer's gun locker room in the Bernalillo County Metropolitan Court or the Court Services Unit after the court hearing.
3. Provide discovery to the Law Office of the Public Defender and private attorneys the DA's Office for all Officer P prosecution Misdemeanor (OPM) cases;
  - a. If an attorney is not listed on the Notice of Trial for traffic (TR) cases, the case shall not be processed by Court Services Unit personnel.
    - i. Exceptions to this are as follows:
      1. Suspended or revoked government-issued driver's license;
      2. Careless or reckless driving;
      3. Traffic crashes; and
      4. ~~Parking (PR) citation cases if an attorney is listed.~~
    - 4.
4. Research and update case files as needed; and
5. Be signed into the phone system and be available to take incoming phone calls.
  - a. If unavailable and a message is left on a direct line, return the phone call.



## **1-85 RECRUITING UNIT**

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

#### **A. Related SOPs**

3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

#### **B. Form(s)**

PD 1002 Ride-Along Form

PD 2409 No Score Physical Abilities Test (PT) Form

#### **C. Other Resource(s)**

Americans with Disabilities Act of 1990

APDonline.com

Recruiting Unit Operations Manual

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **1-85-1 Purpose**

The purpose of this policy is to outline the rules, roles, and responsibilities of the Albuquerque Police Department's (Department) Recruiting Unit in implementing the Department's Strategic Recruitment Plan. The plan is to increase the number of qualified applicants from the community who enter the selection process to become police officers or Police Service Aides (PSA). The Department shall consider applicants for employment without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or disabled veteran status.

### **1-85-2 Policy**

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

**N/A**

### **1-85-3 Definitions**

#### **A. APD Interest Card Application**

A web-based application that a person completes during the initial steps of the hiring



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process when seeking to become a police officer, which automatically assesses the applicant for eligibility to continue in the hiring process based on pre-determined criteria programmed into the application.

**B. Experienced APD Police Officer**

A current New Mexico state-certified law enforcement officer with former APD experience. Applicants must not have been separated for more than two (2) years prior to returning to qualify under this classification.

**C. Experienced Lateral Police Officer**

A state-certified law enforcement officer with two (2) years of law enforcement experience with a certified law enforcement agency. The police officer's certification may be in-state or out-of-state.

**D. No Experience Lateral Police Officer**

A state-certified law enforcement officer with less than two (2) years of law enforcement experience. The police officer's certification may be in-state or out-of-state. Certification eligibility is determined by the New Mexico Department of Public Safety.

**E. Police Applicant**

A community member who has submitted an APD Interest Card Application through APDOnline.com, meets all eligibility criteria listed on the website, and is qualified through the web-based application.

**F. Police Service Aide (PSA)**

A professional staff member who assists sworn personnel in fulfilling and responding to non-critical calls for service that do not necessitate a response by sworn personnel.

**G. Recruiting Unit Supervisor**

A sworn or professional staff Department employee, if sworn, holds the rank of sergeant or above, or if professional staff, holds the position of director.

**H. Strategic Recruitment Plan**

A plan that includes consulting with community stakeholders to develop strategies and communicating through social media platforms to attract a broad pool of qualified police applicants from diverse groups within the community. A detailed plan with clear goals, objectives, and action items can be found in the Recruiting Unit Operations Manual.



**7 1-85-4 Recruiting Unit Responsibilities**

A. The Recruiting Unit Supervisor shall:

1. Oversee the daily operations of the Recruiting Unit;
2. Create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics;
3. Collaborate with Background Investigations Unit personnel; and
4. Be knowledgeable about disqualification criteria and all steps in the selection process.

**7** B. The Recruiting Unit Detective and Collateral Recruiters shall:

1. Coordinate the Department's application process for police applicants;
2. Engage with police applicants to provide guidance or assistance with any portion of the testing process, and may provide sample tests for the physical fitness assessment and written exams;
3. Attend assigned career fairs, social gatherings, or classes for the purpose of recruiting applicants to the Department;
4. Shall possess human resources administrative knowledge, as well as knowledge of equal opportunity requirements and Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection;
5. Establish relationships with community stakeholders to gather input and develop strategies to attract a diverse pool of applicants across all demographics;
6. Organize, maintain, and keep all equipment clean and in serviceable condition. Equipment includes, but is not limited to:
  - a. Recruiting Unit display vehicle(s);
  - b. Brochures;
  - c. Tents;
  - d. Posters;
  - e. Monitors;
  - f. Current promotional items;
  - g. Recruiting Mobile Data Terminals (MDT) for display; and
  - h. Any other device, object, or material used by Recruiting Unit personnel.

**6** 7. On a daily basis, review the APDonline.com database for police applicants' status;





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8. Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;
9. On a daily basis, review Recruiting Unit mail, emails, texts, and voice messages and respond to emails or other electronic or written correspondence;
10. Maintain all online and social media platforms, concerning recruitment, including, but not limited to:
  - a. APDonline.com to ensure content reflects the latest and most accurate information; and
  - b. Social media platforms to ensure fresh content is uploaded and respond to messages as appropriate.

3

11. Be committed to providing strict security and confidentiality in the recruitment and selection process; and
  - a. All information obtained by the Recruiting Unit is restricted to authorized Department personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP).
  - b. Under no circumstances shall the information be released without a court order.
  - c. Strict adherence to established information management and confidentiality procedures is required and mandatory for all Department personnel involved in the selection process.
  - d. The files shall remain in a secure facility and shall only be accessed by authorized Department personnel.
  - e. Each full-time employee of the Recruiting Unit shall be required to sign a confidentiality agreement.
    - i. The Recruiting Unit Supervisor shall report all potential violations of Department policy by Recruiting Unit personnel outlined in the confidentiality agreement to the Internal Affairs Professional Standards (IAPS) Division, in accordance with SOP Complaints Involving Department Personnel.
  - f. Collateral recruiters are prohibited from having access to confidential applicant information and, therefore, are not required to sign a confidentiality agreement.

N/A

6

12. Act with strict professionalism when contacting candidates, including potential candidates, and shall only use Department-issued devices, social media, and applications for communication.

5

- a. Recruiting Unit Detectives and Collateral Recruiters shall not enter private residences to meet with candidates; and
  - i. The only time a Recruiting Unit Detective or a Collateral Recruiter may enter a candidate's private residence is when they have an established relationship with the candidate that existed prior to them expressing interest in employment with the Department, and the Recruiting Unit Detective or Collateral Recruiter's presence is not in the official capacity, or representative of recruiting.





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N/A

- b. Recruiting Unit Detectives and Collateral Recruiters shall not offer any special treatment or considerations to any candidate, which includes anything that may provide an advantage to that candidate that is not available to other candidates.
  - i. Recruiting Unit Detectives and Collateral Recruiters shall declare in writing to the Recruiting Unit Sergeant any pre-existing relationship, including but not limited to friendship/romantic relationship, prior to interacting with the candidate.

C. Recruiting Unit Collateral/Contracted Personnel

1. Collateral Recruiter

N/A

- a. A Collateral Recruiter may be a Police Service Aide (PSA) or hold the rank of patrolman first or second class or sergeant.
- b. A Collateral Recruiter shall:
  - i. Within one (1) year of joining the Collateral Recruiting Program, attend the Collateral Recruiter Training offered by the Recruiting Unit;
  - ii. Attend job/career fairs;
  - iii. Attend community events and make presentations on behalf of the Recruiting Unit;
  - iv. Attend a minimum of eight (8) recruiting events every twelve (12) months from the date they are assigned to the Collateral Recruiting Program;
    - 1. The Collateral Recruiter shall document the events they attend and email the results to the recruiting unit supervisor. The Collateral Recruiter shall document the approximate number of citizens present, the number of interested candidates communicated with, and if any candidates applied at the event.
    - 2. The Collateral Recruiter shall email the results to the Recruiting Unit supervisor within one (1) week from the last day of the event.
  - v. Assist Recruiting Unit personnel with no-score physical assessment test (PT);
  - vi. Accept candidate patrol ride-along requests or allow candidates to shadow them if they are assigned to an investigative unit;
  - vii. Assist interested candidate(s) with the application process;
  - viii. Assist with other events and tasks as assigned by the Recruiting Unit Sergeant; and
  - ix. Ensure their duties relating to the Collateral Recruiting Program do not interfere with their primary assigned duty.
- c. A Collateral Recruiter shall not independently perform a no-score PT or any other physical assessment test requests.
  - i. A Collateral Recruiter must plan and coordinate such requests with Recruiting Unit personnel.
  - ii. A full-time Recruiting Unit Detective shall be the only person who conducts a no-score PT or any other physical assessment test.

2. Recruiting Unit Sergeant



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- a. The Recruiting Unit Sergeant may select the necessary number of Collateral Recruiters based upon the needs of the Department, staffing, availability of funds for the Collateral Recruiter Program, and at the discretion of the Chief of Police.
  - b. The Recruiting Unit Sergeant shall:
    - i. Have the discretion to remove a Collateral Recruiter who brings disrepute upon the Department and/or who has failed to meet the standards of the Collateral Recruiter Program;
    - ii. Notify a Collateral Recruiter of their removal from the Collateral Recruiter Program by drafting an Interoffice Memorandum that indicates the reasons for their removal; and
    - iii. Send the Interoffice Memorandum through their chain of command through their division commander.
  - c. If a Collateral Recruiter disagrees with their removal from the Collateral Recruiter Program, they shall document their reasons to appeal the Recruiting Unit Sergeant's decision in an Interoffice Memorandum.
    - i. The Division Commander shall make the final decision to remove the Collateral Recruiter from the Collateral Recruiter Program.
- D. The Recruiting Unit Administrative Assistant shall:
- 1. Answer telephones, take messages when necessary, and/or refer applicants to the appropriate recruiter, background investigator, or supervisor;
    - a. If the call is unrelated to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.
  - 2. Provide only basic information to potential police applicants and shall refer interested police applicants who call in or show up in person to a recruiting detective;
  - 3. Perform data entry functions or administrative tasks; and
  - 4. Perform other duties as assigned by the supervisor of the Recruiting Unit or their designee.
- E. The Recruiting and Background Lieutenant shall determine application deadlines for any upcoming Academy Division classes posted on APDOnline.com.

**7 1-85-5 Media Recruitment Campaign**

- A. The Marketing Public Relations Coordinator shall develop a media campaign using multiple media platforms to publicize recruitment efforts.
- B. The annual recruitment campaign includes, but is not limited to:
  - 1. Print and digital advertising;



2. Radio advertising;
3. Television advertising;
4. Printed recruitment information;
5. Sponsoring recruitment job fairs;
6. Attending career and job fairs;
7. Social media; and
8. External online job sites.

**7 1-85-6 Community Outreach**

A. In order to maximize the Department's recruiting efforts, Recruiting Unit personnel shall:

1. Establish relationships with community stakeholders and exchange recruiting information with outside agencies, such as the New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, and advertising and media personnel; and
2. Consult with community stakeholders and Community Policing Councils (CPC) for recommendations to develop strategies to attract a diverse pool of applicants to apply for police officer and PSA positions in the Department.

B. Career Fairs and Conferences

1. Recruiting Unit personnel shall get approval from the Recruiting Unit Supervisor to participate in any career fair, conference, or other events to perform recruiting functions prior to attendance.
  - a. Career fairs and conferences may be held in person or virtually.
2. The Recruiting Unit Supervisor or their designee shall assign Recruiting Unit personnel to attend career fairs and conferences.
  - a. Recruiting Unit personnel are responsible for preparing exhibits.
  - b. The Recruiting Unit Supervisor shall coordinate, in cooperation with the Public Information Officer (PIO) or their designee, public service announcements that are sent to local radio and television stations when appropriate.
  - c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting



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applicants. If events are identified, every effort should be made to attend the additional event(s).

- d. Approval for and payment of expenses associated with travel shall follow Department policy regarding approval and payment.

**C. Conducting Career Fairs and Attending School Facilities**

1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Strategic Recruitment Plan by:
  - a. Conducting Department-sponsored career fairs; and
  - b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities and educating them on Department opportunities.

**6**

**1-85-7**

**Annual Reporting**

- A. At the end of the calendar year, the Recruiting Sergeant shall prepare annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, selectees, and the extent to which the Recruiting Unit was able to recruit applicants with the needed skills.
  1. The annual report shall discuss any challenges to recruiting high-quality applicants from a broad cross-section of the community. The information from the annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.



## 1-85 RECRUITING UNIT

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

#### A. Related SOPs

3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

#### B. Form(s)

PD 1002 Ride-Along Form

PD 2409 No Score Physical Abilities Test (PT) Form

#### C. Other Resource(s)

Americans with Disabilities Act of 1990

APDonline.com

Recruiting Unit Operations Manual

#### D. Active Special Order(s)

None

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

None

### 1-85-1 Purpose

The purpose of this policy is to outline the rules, roles, and responsibilities of the Albuquerque Police Department's (Department) Recruiting Unit in implementing the Department's Strategic Recruitment Plan. The plan is to increase the number of qualified applicants from the community who enter the selection process to become police officers or Police Service Aides (PSA). The Department shall consider applicants for employment without regard to race, color, religion, national origin, disability, age, gender, sexual orientation, medical condition, Vietnam Era, or disabled veteran status.

### 1-85-2 Policy

It is the policy of the Department to recruit applicants for employment and to provide clear guidance and objectives when applying the Strategic Recruitment Plan.

### N/A 1-85-3 Definitions

#### A. APD Interest Card Application

A web-based application that a person completes during the initial steps of the hiring



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process when seeking to become a police officer, which automatically assesses the applicant for eligibility to continue in the hiring process based on pre-determined criteria programmed into the application.

**B. Experienced APD Police Officer**

A currently New Mexico state-certified law enforcement officer with former APD experience. Applicants must not have been separated for more than two (2) years prior to returning to qualify under this classification.

**C. Experienced Lateral Police Officer**

A state-certified law enforcement officer with two (2) years of law enforcement experience with a certified law enforcement agency. The police officer's certification may be in-state or out-of-state.

**D. No Experience Lateral Police Officer**

A state-certified law enforcement officer with less than two (2) years of law enforcement experience. The police officer's certification may be in-state or out-of-state. Certification eligibility is determined by the New Mexico Department of Public Safety.

**E. Police Applicant**

A community member who has submitted an APD Interest Card Application through APDOnline.com, meets all eligibility criteria listed on the website, and is qualified through the web-based application.

**F. Police Service Aide (PSA)**

A professional staff member who assists sworn personnel in fulfilling and responding to non-critical calls for service that do not necessitate a response by sworn personnel.

**G. Recruiting Unit Supervisor**

A sworn or professional staff Department employee, if sworn, holds the rank of sergeant or above, or if professional staff, holds the position of director.

**H. Strategic Recruitment Plan**

A plan that includes consulting with community stakeholders to develop strategies and communicating through social media platforms to attract a broad pool of qualified police applicants from diverse groups within the community. A detailed plan with clear goals, objectives, and action items can be found in the Recruiting Unit Operations Manual.



**7 1-85-4 Recruiting Unit Responsibilities**

A. The Recruiting Unit Supervisor shall:

1. Oversee the daily operations of the Recruiting Unit;
2. Create relationships with community stakeholders in order to gather input and develop strategies to attract a diverse pool of police applicants across all demographics;
3. Collaborate with Background Investigations Unit personnel; and
4. Be knowledgeable about disqualification criteria and all steps in the selection process.

**7** B. The Recruiting Unit Detective and Collateral Recruiters shall:

1. Coordinate the Department's application process for police applicants;
2. Engage with police applicants to provide guidance or assistance with any portion of the testing process, and may provide sample tests for the physical fitness assessment and written exams;
3. Attend assigned career fairs, social gatherings, or classes for the purpose of recruiting applicants to the Department;
4. Shall possess human resources administrative knowledge, as well as knowledge of equal opportunity requirements and Americans with Disabilities Act (ADA) guidelines as they pertain to recruitment and selection;
5. Establish relationships with community stakeholders to gather input and develop strategies to attract a diverse pool of applicants across all demographics;
6. Organize, maintain, and keep all equipment clean and in serviceable condition. Equipment includes, but is not limited to:
  - a. Recruiting Unit display vehicle(s);
  - b. Brochures;
  - c. Tents;
  - d. Posters;
  - e. Monitors;
  - f. Current promotional items;
  - g. Recruiting Mobile Data Terminals (MDT) for display; and
  - h. Any other device, object, or material used by Recruiting Unit personnel.

**6** 7. On a daily basis, review the APDonline.com database for police applicants' status;





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8. Be familiar with disqualification criteria and steps in the selection process in accordance with the Recruiting Unit Operations Manual;
9. On a daily basis, review Recruiting Unit mail, emails, texts, and voice messages and respond to emails or other electronic or written correspondence;
10. Maintain all online and social media platforms, concerning recruitment, including, but not limited to:
  - a. APDonline.com to ensure content reflects the latest and most accurate information; and
  - b. Social media platforms to ensure fresh content is uploaded and respond to messages as appropriate.

3

11. Be committed to providing strict security and confidentiality in the recruitment and selection process; and
  - a. All information obtained by the Recruiting Unit is restricted to authorized Department personnel and shall only be used and maintained for the purposes outlined in this Standard Operating Procedure (SOP);
  - b. Under no circumstances shall the information be released without a court order;
  - c. Strict adherence to established information management and confidentiality procedures is required and mandatory for all Department personnel involved in the selection process;
  - d. The files shall remain in a secure facility and shall only be accessed by authorized Department personnel;
  - e. Each full-time employee of the Recruiting Unit shall be required to sign a confidentiality agreement;
    - i. The Recruiting Unit Supervisor shall report all potential violations of Department policy by Recruiting Unit personnel outlined in the confidentiality agreement to the Internal Affairs Professional Standards (IAPS) Division, in accordance consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties); and
  - f. Collateral recruiters are prohibited from having access to confidential applicant information and, therefore, are not required to sign a confidentiality agreement.

N/A

6

12. Act with strict professionalism when contacting candidates, including potential candidates, and shall only use Department-issued devices, social media, and applications for communication.

5

- a. Recruiting Unit Detectives and Collateral Recruiters shall not enter private residences to meet with candidates; and
  - i. The only time a Recruiting Unit Detective or a Collateral Recruiter may enter a candidate's private residence is when they have an established relationship with the candidate that existed prior to them expressing interest





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in employment with the Department, and the Recruiting Unit Detective or Collateral Recruiter's presence is not in the official capacity, or representative of recruiting.

- b. Recruiting Unit Detectives and Collateral Recruiters shall not offer any special treatment or considerations to any candidate, which includes anything that may provide an advantage to that candidate that is not available to other candidates.
  - i. Recruiting Unit Detectives and Collateral Recruiters shall declare in writing to the Recruiting Unit Sergeant any pre-existing relationship, including but not limited to friendship/romantic relationship, prior to interacting with the candidate.

N/A

C. Recruiting Unit Collateral/Contracted Personnel

1. Collateral Recruiter

N/A

- a. A Collateral Recruiter may be a Police Service Aide (PSA) or hold the rank of patrolman first or second class or sergeant.
- b. A Collateral Recruiter shall:
  - i. Within one (1) year of joining the Collateral Recruiting Program, attend the Collateral Recruiter Training offered by the Recruiting Unit;
  - ii. Attend job/career fairs;
  - iii. Attend community events and make presentations on behalf of the Recruiting Unit;
  - iv. Attend at minimum of eight (8) recruiting events every twelve (12) months from the date they are assigned to the Collateral Recruiting Program;
    - 1. The Collateral Recruiter shall document the events they attend and email the results to the recruiting unit supervisor. The Collateral Recruiter shall document the approximate number of citizens present, the number of interested candidates communicated with, and if any candidates applied at the event.
    - 2. The Collateral Recruiter shall email the results to the Recruiting Unit supervisor within one (1) week from the last day of the event.
  - v. Assist Recruiting Unit personnel with no-score physical assessment test (PT);
  - vi. Accept candidate patrol ride-along requests or allow candidates to shadow them if they are assigned to an investigative unit;
  - vii. Assist interested candidate(s) with the application process;
  - viii. Assist with other events and tasks as assigned by the Recruiting Unit Sergeant; and
  - ix. Ensure their duties relating to the Collateral Recruiting Program do not interfere with their primary assigned duty.
- c. A Collateral Recruiter shall not independently perform a no-score PT or any other physical assessment test requests.
  - i. A Collateral Recruiter must plan and coordinate such requests with Recruiting Unit personnel.
  - ii. A full-time Recruiting Unit Detective shall be the only person who conducts a no-score PT or any other physical assessment test.



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2. Recruiting Unit Sergeant

- a. The Recruiting Unit Sergeant may select the necessary number of Collateral Recruiters based upon the needs of the Department, staffing, availability of funds for the Collateral Recruiter Program, and at the discretion of the Chief of Police.
- b. The Recruiting Unit Sergeant shall:
  - i. Have the discretion to remove a Collateral Recruiter who brings disrepute upon the Department and/or who has failed to meet the standards of the Collateral Recruiter Program;
  - ii. Notify a Collateral Recruiter of their removal from the Collateral Recruiter Program by drafting an Interoffice Memorandum that indicates the reasons for their removal; and
  - iii. Send the Interoffice Memorandum through their chain of command through their division commander.
- c. If a Collateral Recruiter disagrees with their removal from the Collateral Recruiter Program, they shall document their reasons to appeal the Recruiting Unit Sergeant's decision in an Interoffice Memorandum.
  - i. The Division Commander shall make the final decision to remove the Collateral Recruiter from the Collateral Recruiter Program.

D. The Recruiting Unit Administrative Assistant shall:

1. Answer telephones, take messages when necessary, and/or refer applicants to the appropriate recruiter, background investigator, or supervisor;
  - a. If the call is unrelated to recruiting or backgrounds, the Recruiting Unit Administrative Assistant shall refer the caller to the appropriate agency or unit.
2. Provide only basic information to potential police applicants and shall refer interested police applicants who call in or show up in person to a recruiting detective;
3. Perform data entry functions or administrative tasks; and
4. Perform other duties as assigned by the supervisor of the Recruiting Unit or their designee.

E. The Recruiting and Background Lieutenant shall determine application deadlines for any upcoming Academy Division classes posted on APDOnline.com.

**7 1-85-5 Media Recruitment Campaign**

- A. The Marketing Public Relations Coordinator ~~Recruiting Unit personnel~~ shall develop a media campaign using multiple media platforms to publicize recruitment efforts.



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B. The annual recruitment campaign includes, but is not limited to:

1. Print and digital advertising;
2. Radio advertising;
3. Television advertising;
4. Printed recruitment information;
5. Sponsoring recruitment job fairs;
6. Attending career and job fairs;
7. Social media; and
8. External online job sites.

**7 1-85-6 Community Outreach**

A. In order to maximize the Department's recruiting efforts, Recruiting Unit personnel shall:

1. Establish relationships with community stakeholders and exchange recruiting information with outside agencies, such as the New Mexico Department of Workforce Solutions, educational institutions, military placement counselors, and advertising and media personnel; and
2. Consult with community stakeholders and Community Policing Councils (CPC) for recommendations to develop strategies to attract a diverse pool of applicants to apply for police officer and PSA positions in the Department; and

B. Career Fairs and Conferences

1. Recruiting Unit personnel shall get approval from the Recruiting Unit Supervisor to participate in any career fair, conference, or other events to perform recruiting functions prior to attendance.
  - a. Career fairs and conferences may be held in person or virtually.
2. The Recruiting Unit Supervisor or their designee shall assign Recruiting Unit personnel to attend career fairs and conferences.
  - a. Recruiting Unit personnel are responsible for preparing exhibits.
  - b. The Recruiting Unit Supervisor shall coordinate, in cooperation with the Public Information Officer (PIO) or their designee, public service announcements that are sent to local radio and television stations when appropriate.



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- c. In the event a career fair or conference is out of town, the Recruiting Unit Supervisor shall maximize recruiting opportunities by determining if other career fairs or events are being held in the same area that would aid in attracting applicants. If events are identified, every effort should be made to attend the additional event(s).
- d. Approval for and payment of expenses associated with travel shall follow Department policy regarding approval and payment.

**C. Conducting Career Fairs and Attending School Facilities**

- 1. Recruiting Unit personnel shall prepare students for a career in law enforcement as part of the Strategic Recruitment Plan by:
  - a. Conducting Department-sponsored career fairs; and
  - b. Attending classes at high schools, colleges, vocational institutions, and similar educational facilities and educating them on Department opportunities.

**6 1-85-7 Annual Reporting**

- A. At the end of the calendar year, the Recruiting Sergeant shall prepare annual statistical reports of recruiting activities and outcomes, including the number of applicants, interviewees, selectees, and the extent to which the Recruiting Unit was able to recruit applicants with the needed skills.
  - 1. The annual report shall discuss any challenges to recruiting high-quality applicants from a broad cross-section of the community. The information from the annual report is used to assist in establishing the goals and objectives for the following year's Strategic Recruitment Plan.



## **1-95 METRO TRAFFIC DIVISION**

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

#### **A. Related SOP(s)**

- 1-39 DWI Unit (Formerly 4-07 and 6-4)
- 2-12 Pursuit Intervention Technique (PIT)
- 2-40 Misdemeanor Traffic and City Ordinance Enforcement (Formerly 2-18)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-42 DWI Investigations and Revoked/Suspended License (Formerly 3-11)
- 2-46 Response to Traffic Crashes
- 2-48 Towing Services

#### **B. Form(s)**

City of Albuquerque Abandoned Vehicle Notification  
City of Albuquerque Towed Vehicle Notification

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **1-95-1 Purpose**

The purpose of this policy is to outline the procedures for Metro Traffic Division personnel, whose primary purpose is traffic enforcement, crash investigations, escorts, and special event traffic management.

### **1-95-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to establish, train, and use the Metro Traffic Division as a complementary unit to assist the field with traffic-related investigations, enforcement, and planning. The Metro Traffic Division also assists the Department with training and administrative reviews of Department-involved crashes.

**N/A**

### **1-95-3 Definitions**



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A. Multi-Agency Fatal Call-Out Team

A team comprised of the Department's Fatal Crash Unit and an outside Law Enforcement agency who respond to Police Actions that led to a serious injury crash or a fatal crash, who may take the lead on an investigation for a serious injury crash or a fatal crash.

B. Police Action

An official police activity, including, but not limited to, a vehicle pursuit, directing traffic, sobriety checkpoints, traffic stops, felony stops, and escorts or motorcades.

C. Selective Traffic Enforcement Programs (STEP)

Enforcement, which is proportional to traffic accidents concerning time, place, and type of violation.

D. Serious-Injury Crash

A crash involving serious injuries that has a high potential to result in death.

**7 1-95-4 Metro Traffic Division Generally**

**N/A** A. The Metro Traffic Division consists of the:

1. Abandoned Vehicle Unit;
2. DWI Unit;
3. Aggressive Driving Unit;
4. Motors Unit;
5. Fatal Crash Unit; and
6. Automated Speed Unit.

**N/A** B. Metro Traffic Division Unit personnel shall abide by the requirements in accordance with SOP Misdemeanor Traffic and City Ordinance Enforcement, SOP Traffic Stops, and SOP Response to Traffic Crashes.

C. The Metro Traffic Division Sergeants shall manage the on-call list for fatal crash and serious injury crash call-outs.

1. The Fatal Crash Unit shall be on an on-call rotation while in the Traffic Division; and



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2. Traffic officers may also be placed on an on-call status at the discretion of the Traffic Commander.

D. The Metro Traffic Division Lieutenant shall:

1. Manage and supervise the Metro Traffic Division Unit Sergeants;
2. Be responsible for designing and implementing traffic management plans; and
3. Issue motorcycles to Motors Unit personnel.

E. The Crime/Traffic Analyst shall:

1. Collect and review all traffic-related data which are provided to the Metro Traffic Division Lieutenant so that Selective Traffic Enforcement Programs (STEP) may be coordinated; and
2. Complete and provide annual crash analysis reports to the City of Albuquerque Traffic Engineering Division.

**6 1-95-5 Unit Rules and Responsibilities**

**N/A** A. Abandoned Vehicle Unit personnel, in accordance with SOP Towing Services, shall:

1. Take calls for service pertaining to vehicles that have been reported to the 311 Community Contact Center as abandoned;
2. Once on-scene, verify the registration information to obtain the contact information for the registered owner of the vehicle and attempt to make contact with the owner;
3. If they are unable to make contact with the registered owner, place an abandoned vehicle sticker ("red tag") on the vehicle and complete a City of Albuquerque Abandoned Vehicle Notification; and
  - a. The registered owner has seven (7) calendar days from the date the sticker was placed to remove their vehicle from the location.
  - b. If the registered owner does not remove their vehicle, a Police Service Aide (PSA) shall have the vehicle towed.
4. Once the vehicle has been towed, complete a Uniform Incident Report; then, mail a copy of the report and a copy of the City Towed Vehicle Notification to the registered owner.

**N/A** B. DWI Unit personnel shall abide by the requirements in accordance with SOP DWI Unit.

C. Aggressive Driving Unit:





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1. Complete follow-up investigations on all forwarded hit-and-run crashes with offender information;
2. Contact registered owners of hit-and-run offender vehicles to obtain insurance information;
3. File criminal complaints for cases resulting in no insurance or any other criminal offense;
4. Investigate all misdemeanor road rage incidents; and
5. Report to an appropriate investigative crime unit if a felony crime is discovered.

**D. Motors Unit**

1. Motors Unit personnel shall:
  - a. Patrol all areas of the City and enforce all traffic violations observed;
  - b. If needed, use Tact Plans to target specific traffic violations in specific areas when requested;
  - c. Respond, investigate, and complete State of New Mexico Uniform Crash Reports;
  - d. Wear their Department-issued helmet at all times while operating a police motorcycle; and
  - e. Return motorcycles to the Metro Traffic Division Lieutenant when they leave the Unit.
2. Motors Unit personnel may use pool motorcycles during the maintenance of their Department-issued motorcycles.
  - a. Upon return of pool motorcycles, the motorcycle shall be clean, fully fueled, serviced, and free of maintenance.

**E. Fatal Crash Unit**

1. Fatal Crash Unit personnel shall:
  - a. Conduct investigations for fatal crashes and serious injury crashes in accordance with SOP Response to Traffic Crashes;
    - i. Fatal Crash Unit personnel will have ten (10) working days to complete in-custody reports.
    - ii. All other reports not completed after sixty (60) working days will be reviewed by the Fatal Crash Sergeant, and a supplemental report will be submitted by the assigned detective.
  - b. Maintain the Department Fatal Crash Unit equipment, which includes the use of the pool vehicle and all equipment and software used by the Unit.





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F. Motors Unit, Fatal Crash Unit, and DWI Unit personnel shall:

1. Complete DWI investigations that are the outcome of a traffic stop or the outcome of a crash to which they are dispatched, in accordance with SOP DWI Investigations and Revoked/Suspended License;
2. Assist with major City events that require traffic management plans;
3. Assist with any traffic escorts ordered by the Chief of Police or their designee. Escorts may include:
  - a. Funeral processions for which the decedent:
    - i. Was actively employed (or volunteered) in any capacity by the Department;
    - ii. Was actively employed or honorably retired as a law enforcement officer or firefighter with any federal, state, or local agency;
    - iii. Was killed in action while on active duty with any armed forces of the United States;
    - iv. Had an immediate family relationship with an employee of the Department; or
    - v. Is determined by the Chief of Police to be a person worthy of the escort as a result of exemplary public service.
      1. Suicides and deaths suffered during the commission of or in collusion of a criminal act are not considered to be honorable deaths.
  - b. Dignitary protection; and
  - c. Over-sized load transports.
4. Not participate in collateral duties such as ERT, Honor Guard, Open Space, etc.

**7 1-95-6 Motorcycle Safety Board**

**N/A** A. The Motorcycle Safety Board shall be comprised of:

1. The Metro Traffic Division Lieutenant; and
2. Three (3) sworn and certified motorcycle instructors.

B. The Motorcycle Safety Board shall:

1. Evaluate crashes involving personnel who operate Department motorcycles;
2. Evaluate equipment for safety purposes;
3. Present guidelines, procedures, and policy on training and safety to the Metro Traffic Division Commander;



4. Organize and evaluate motorcycle instructor manuals and train Motors Unit personnel; and
5. Address personnel safety concerns.

**6 1-95-7 Training**

**A. Motors Unit personnel shall:**

1. Complete the Advanced Motorcycle Training Program to be issued and operate a motorcycle while on patrol;
2. Be certified to ride their Department-issued motorcycle within six (6) months of transferring to the unit;
  - a. Motors Unit personnel are allowed up to two (2) attempts to pass the Advanced Motorcycle Training Program certification examination.
  - b. Failure to pass the Advanced Motorcycle Training Program certification examination shall result in removal from the Motors Unit.
  - c. An operator will be removed from the Advanced Motorcycle Training Program if deemed unsafe by the safety board and will not be allowed to continue.
3. Be required to recertify yearly on their current platform; and
  - a. Motor Unit Instructors shall be required to be certified for the BMW and Harley-Davidson motorcycles.
  - b. If motor unit personnel choose to ride on a different platform, they must be certified on that platform.
  - c. Failure to recertify after two (2) attempts will result in removal from motorcycle operations until remedial training and recertification are completed.
4. Complete monthly motorcycle training.
  - a. Failure to attend three (3) consecutive full training days, regardless of reason, will result in remedial training and recertification.
  - b. Extended leave, such as but not limited to the Family Medical Leave Act (FMLA), Military, or Injured Light Duty (ILD), that exceeds sixty (60) days will result in remedial training and recertification.

- N/A** B. Metro Traffic Division personnel provide training to Department personnel, outside agencies, and the community with a focus on traffic-related topics.



## **1-95 METRO TRAFFIC DIVISION**

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

#### **A. Related SOP(s)**

- 1-39 DWI Unit (Formerly 4-07 and 6-4)
- 2-12 Pursuit Intervention Technique (PIT)
- 2-40 Misdemeanor Traffic and City Ordinance Enforcement (Formerly 2-18)
- 2-41 Traffic Stops (Formerly 2-47)
- 2-42 DWI Investigations and Revoked/Suspended License (Formerly 3-11)
- 2-46 Response to Traffic Crashes
- 2-48 Towing Services \_\_\_\_\_

#### **B. Form(s)**

City of Albuquerque Abandoned Vehicle Notification  
City of Albuquerque Towed Vehicle Notification

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **D-E. Rescinded Special Order(s)**

None

### **1-95-1 Purpose**

The purpose of this policy is to outline the procedures for Metro Traffic Division personnel, whose primary purpose is traffic enforcement, crash investigations, escorts, and special event traffic management.

### **1-95-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to establish, train, and use the Metro Traffic Division as a complementary unit to assist the field with traffic-related investigations, enforcement, and planning. The Metro Traffic Division also assists the Department with training and administrative reviews of Department-involved crashes.

### **N/A 1-95-3 Definitions**



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A. Multi-Agency Fatal Call-Out Team

A team comprised of the Department's Traffic-Fatal Crash Unit Team, Bernalillo County Sheriff's Officer personnel, and New Mexico State Police personnel and an outside Law Enforcement agency who respond to Police Actions that led to a serious injury crash or a fatal crash, who may take the lead on an investigation for a serious injury crash or a fatal crash.

B. Police Action

An official police activity, including, but not limited to, a vehicle pursuit, directing traffic, sobriety checkpoints, traffic stops, felony stops, and escorts or motorcades.

C. Selective Traffic Enforcement Programs (STEP)

Enforcement, which is proportional to traffic accidents concerning time, place, and type of violation.

D. Serious-Injury Crash

A crash involving serious injuries that has a high potential could to result in death.

**7 1-95-4 Metro Traffic Division Generally**

**N/A** A. The Metro Traffic Division consists of the:

1. Abandoned Vehicle Unit;
2. DWI Unit;
3. Aggressive Driving Unit;
4. Motors Unit;
5. Fatal Crash Team Unit; and
6. Automated Speed Unit.

**N/A** B. Metro Traffic Division Unit personnel shall abide by the requirements in accordance with SOP Misdemeanor Traffic and City Ordinance Enforcement, SOP Traffic Stops, and SOP Response to Traffic Crashes (~~refer to SOP Misdemeanor Traffic and City Ordinance Enforcement, SOP Traffic Stops, and SOP Response to Traffic Crashes for sanction classifications and additional duties~~).

C. The Metro Traffic Division Sergeants shall manage the on-call list for fatal crash and serious injury crash call-outs.



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1. The Fatal Crash Unit Traffic officers shall be on an on-call rotation while in the Traffic Division; and
2. Traffic officers may also be placed on an on-call status at the discretion of the Traffic Commander.

D. The Metro Traffic Division Lieutenant shall:

1. Manage and supervise the Metro Traffic Division Unit Sergeants;
2. Be responsible for designing and implementing traffic management plans; and
3. Issue motorcycles to Motors Unit personnel.

E. The Crime/Traffic Analyst shall:

1. Collect and review all traffic-related data, which are provided to the Metro Traffic Division Lieutenant so that Selective Traffic Enforcement Programs (STEP) may be coordinated; and
2. Complete and provide annual crash analysis reports to the City of Albuquerque Traffic Engineering Division.

**6 1-95-5 Unit Rules and Responsibilities**

**N/A** A. Abandoned Vehicle Unit personnel, in accordance with SOP Towing Services, shall:

1. Take calls for service pertaining to vehicles that have been reported to the 311 Community Contact Center as abandoned;
2. Once on-scene, verify the registration information ~~in order to~~ to obtain the contact information for the registered owner of the vehicle and attempt to make contact with the owner;
3. If they are unable to make contact with the registered owner, place an abandoned vehicle sticker ("red tag") on the vehicle and complete a City of Albuquerque Abandoned Vehicle Notification; and
  - a. The registered owner has seven (7) calendar days from the date the sticker was placed to remove their vehicle from the location.
  - b. If the registered owner does not remove their vehicle, a Police Service Aide (PSA) shall have the vehicle towed.
4. Once the vehicle has been towed, complete a Uniform Incident Report; then, mail a copy of the report and a copy of the City Towed Vehicle Notification to the registered owner.

**N/A**



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- B. DWI Unit personnel shall abide by the requirements in accordance with SOP DWI Unit. ~~(refer to SOP DWI Unit for sanction classifications and additional duties).~~
- C. Aggressive Driving Unit:
1. Complete follow-up investigations on all forwarded ~~hit and run~~ hit-and-run crashes with offender information;
  2. Contact registered owners of ~~hit-and-run~~ offender vehicles to obtain insurance information;
  3. File criminal complaints for cases resulting in no insurance or any other criminal offense;
  4. Investigate all misdemeanor road rage incidents; and
  5. Report to an appropriate investigative crime unit if a felony crime is discovered.
- D. Motors Unit
1. Motors Unit personnel shall:
    - a. Patrol all areas of the City and enforce all traffic violations observed;
    - b. If needed, use Tact Plans to target specific traffic violations in specific areas when requested;
    - c. Respond, investigate, and complete State of New Mexico Uniform Crash Reports;
    - d. ~~Conduct investigations for fatal crashes and serious injury crashes consistent with SOP Response to Traffic Crashes;~~
      - i. ~~Traffic officers will have ten (10) working days to complete in-custody fatal reports.~~
      - ii. ~~Traffic officers will have sixty (60) working days to complete all other fatal reports.~~
    - e. ~~Maintain the Department Fatal Traffic Team vehicle;~~
      - i. ~~The primary on-call Motors Unit officer may take home the Fatal Traffic Team vehicle.~~
      - ii. ~~Motors Unit personnel shall not use the Department's Fatal Traffic Team vehicle as a patrol vehicle.~~
    - f. d. Wear their Department-issued helmet at all times while operating a police motorcycle; and
    - g. e. Return motorcycles to the Metro Traffic Division Lieutenant when they leave the Unit.
  2. Motors Unit personnel may use pool motorcycles during the maintenance of their Department-issued motorcycles.



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- a. Upon return of pool motorcycles, the motorcycle shall be clean, fully fueled, serviced, and free of maintenance.

E. Fatal Crash Unit

1. Fatal Crash Unit personnel shall:

- a. Conduct investigations for fatal crashes and serious injury crashes in accordance~~consistent~~ with SOP Response to Traffic Crashes;
  - i. Fatal Crash Unit personnel will have ten (10) working days to complete in-custody reports.
  - ii. All other reports not completed after sixty (60) working days will be reviewed by the Fatal Crash Sergeant, and a supplemental report will be submitted by the assigned detective.
- b. Maintain the Department Fatal Crash Unit equipment, which includes the use of the pool vehicle and all equipment and software used by the Unit.

~~E.F.~~ Motors Unit, Fatal Crash Unit, personnel and DWI Unit personnel shall:

1. Complete DWI investigations that are the outcome of a traffic stop or the outcome of a crash to which they are dispatched, in accordance~~consistent~~ with SOP DWI Investigations and Revoked/Suspended License;
2. Assist with major City events that require traffic management plans;
3. Assist with any traffic escorts ordered by the Chief of Police or their designee. Escorts may include:
  - a. Funeral processions for which the decedent:
    - i. Was actively employed (or volunteered) in any capacity by the Department;
    - ii. Was actively employed or honorably retired as a law enforcement officer or firefighter with any federal, state, or local agency;
    - iii. Was killed in action while on active duty with any armed forces of the United States;
    - iv. Had an immediate family relationship with an employee of the Department; or
    - v. Is determined by the Chief of Police to be a person worthy of the escort as a result of exemplary public service.
      1. Suicides and deaths suffered during the commission of or in collusion of a criminal act are not considered to be honorable deaths.
  - b. Dignitary protection; and
  - c. Over-sized load transports.
4. Not participate in collateral duties such as ERT, Honor Guard, Open Space, etc.





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**N/A**

A. The Motorcycle Safety Board shall be comprised of:

1. The Metro Traffic Division Lieutenant; and
2. Three (3) sworn and certified motorcycle instructors.

B. The Motorcycle Safety Board shall:

1. Evaluate crashes involving personnel who operate Department motorcycles;
2. Evaluate equipment for safety purposes;
3. Present guidelines, procedures, and policy on training and safety to the Metro Traffic Division Commander;
4. Organizes and evaluates motorcycle instructor manuals and trains Motors Unit personnel; and
5. Address personnel safety concerns.

**6**

<sup>5-</sup>

**1-95-7**

**Training**

A. Motors Unit personnel shall:

1. Complete the Advanced Motorcycle Training Program to be issued and operate a motorcycle while on patrol;
2. Be certified to ride their Department-issued motorcycle within six (6) months of transferring to the unit;
  - a. Motors Unit personnel are allowed up to two (2) attempts to pass the Advanced Motorcycle Training Program certification examination.
  - b. Failure to pass the Advanced Motorcycle Training Program certification examination shall result in removal from the Motors Unit.
  - c. An operator will be removed from the Advanced Motorcycle Training Program if deemed unsafe by the safety board and will not be allowed to continue.
3. Be required to recertify yearly on their current platform; and
  - a. Motor Unit Instructors shall be required to be certified for the BMW and ~~Harley Davidson~~ Harley-Davidson motorcycles.
  - b. If motor unit personnel choose to ride on a different platform, they must be certified on that platform.
  - c. Failure to recertify after two (2) attempts will result in removal from motorcycle operations until remedial training and recertification are completed.





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4. Complete monthly motorcycle training.

a. Failure to attend three (3) consecutive full training days, regardless of reason, will result in remedial training and recertification.

a.b. Extended leave, such as but not limited to the Family Medical Leave Act (FMLA), Military, or Injured Light Duty (ILD), that exceeds sixty (60) days will result in remedial training and recertification.

N/A

B. Metro Traffic Division personnel provide training to Department personnel, outside agencies, and the community with a focus on traffic-related topics.



## **2-1 UNIFORMS**

### **Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s):**

#### **A. Related SOP(s)**

- 1-56 Horse Mounted Unit (Formerly 6-12)
- 2-35 Emergency Response Team (Formerly 2-29)
- 2-54 Use of Force: Intermediate Weapon Systems
- 3-12 Awards and Recognition
- 3-30 Line Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

#### **B. Form(s)**

PeopleSoft Monthly Line Inspection Form

#### **C. Other Resource(s)**

National Institute of Justice (NIJ) Standard--0101.06 Ballistic Resistance of Personal Body Armors (2008)

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

SO 24-147 Amendment to SOP 2-1 Uniforms  
SO 25-28 Amendment to SOP 2-1 Uniforms

### **2-1-1 Purpose**

The purpose of this policy is to promote a professional image and professionalism among all Albuquerque Police Department (Department) personnel by establishing requirements of dress and personal appearance.

### **2-1-2 Policy**

It is the policy of the Department to outline approved, on-duty uniform requirements for all Department personnel and to establish procedures for uniform and equipment inspections. Department personnel are held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed professional staff shall meet acceptable dress requirements as established by the Chief of Police.



**N/A 2-1-3**

### **Definitions**

**A. Alternate Duty Uniform**

A uniform that is worn by sworn personnel and uniformed professional staff, while on duty, that is less formal than the duty uniform, and includes vest carriers, tactical vests, outer vest carriers, and similar items authorized for wear by the Department.

**B. Class A Dress Uniform/Command Staff Dress Uniform**

A uniform that is worn by sworn personnel for formal occasions.

**C. Duty Uniform**

A uniform that is worn by sworn personnel while on-duty.

**D. Plainclothes Officer**

Any on-duty sworn personnel who are not wearing their duty uniform but are carrying their Department badge and firearm.

**E. Undercover Officer**

Any on-duty sworn personnel whose identity as a law enforcement officer is concealed or whose assignment requires them to work incognito while investigating individuals or organizations. The officer is working pursuant to an undercover operation, as approved by the Bureau Deputy Chief of Police, designed to obtain information about the criminal activity of individuals or organizations through the development of ongoing relationships with those individuals, organizations, or associates.

**7 2-1-4**

### **General Uniform Requirements**

**A.** Requirements for the proper wearing of uniforms shall apply to all sworn personnel and uniformed professional staff of the Department.

**B.** All sworn personnel shall wear a complete uniform. Partial uniforms shall not be worn. Uniforms shall not be mixed (e.g., tactical/Battle Dress Uniform (BDU) style pants worn with a uniform shirt).

**C. Duty Uniform**

**1. Badges, Badge Patches, and Patches**

**a. Badge**

- i.** Sworn personnel shall wear their designated official Department-issued badge when in uniform.



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N/A

- ii. The Department-issued badge, or a cloth replica of the Department-issued badge, corresponding to the employee's rank, may be worn on all jackets, coats, and tactical/BDU style shirts, consistent with the standards in this Standard Operating Procedure (SOP).
- iii. Sworn supervisors may wear an alternate supervisor badge. This badge is similar to the patrolman badge, gold in color with reversed blue and gold lettering. Supervisors who choose to wear the alternate badge shall be responsible for the purchase of the badge.
- b. Badge Patch: Sworn personnel shall wear a silver badge patch on the left chest, and sworn personnel who are supervisors shall wear a gold badge patch on the left chest. Sworn personnel shall not wear a subdued badge patch.
- c. Patch
  - i. The Department shoulder patch shall be worn on the left sleeve of all jackets, coats, and shirts. It shall be three and a half-inch by four and one half-inch (3½" x 4 ½"). It shall be centered one (1) inch below the shoulder.
  - ii. Sworn personnel and detectives shall wear the Department patch with silver trim, and supervisors shall wear the Department patch with gold trim.
  - iii. Sworn personnel assigned to the Field Services Bureau (FSB) shall wear the FSB patch.
  - iv. Sworn personnel assigned to specialized units, which have an authorized unit patch, may wear the patch on the right sleeve positioned in the same manner as the Department patch.
  - v. Optional patches are authorized to be worn by the Chief of Police, including, but not limited to:
    - 1. The small American Red Cross Law Enforcement First Aid Patch, which may be worn by qualified sworn personnel on the left sleeve, centered one inch (1") below the Department shoulder patch, on all uniform shirts and outer garments; and
    - 2. On sergeants' uniforms, the Red Cross patch shall be worn one-inch (1") below the left sleeve chevron.
  - vi. Department personnel who request approval of new patches shall submit a color image of the proposed patch to the Policy and Procedures Unit personnel.
    - 1. Policy and Procedure Unit personnel shall submit the image to the Policy and Procedure Review Board (PPRB).
    - 2. Department personnel who request approval of a new patch shall present the image to the PPRB for their approval.
  - vii. Any proposed unit patch shall not be greater in total area, height, or width than the current Department uniform patch (4 ½ x 3 ½ inches).

**2. Chevrons and Collar Devices**

- a. Sworn personnel shall wear their designated official Department chevrons and collar devices when in uniform.
- b. Sergeant chevrons shall be three and one-half by four inches (3½" x 4"), shall have a black background with three (3) stripes of royal blue with gold detail, and shall be worn on both sleeves of the uniform shirt (pointing up, centered half-



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inch (1/2") below the patch on the left sleeve and in the same position on the right sleeve).

- c. Senior Sergeant chevrons shall be three and a half by four and seven sixteenths inches (3½" x 4 7/16"), shall have a black background with three (3) stripes and one (1) rocker of royal blue with gold detail, and shall be worn on both sleeves of the uniform shirt (pointing up, centered half inch (1/2") below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven (7) continuous years' time in grade may wear Senior Sergeant Chevrons.
- d. Field Training Officer (FTO) Corporal chevrons shall be three and one-half inches by three inches (3½" x 3") and shall have a black background with two (2) stripes of royal blue with silver detail, along with the abbreviation "F.T.O." in silver lettering below the chevrons. The chevrons shall be worn on both sleeves of the uniform shirt, pointing up, centered half inch (1/2") below the Department patch (left sleeve) and the FSB patch (right sleeve). FTO Corporal chevrons shall only be worn by sworn personnel currently assigned as active or inactive status. If removed from the program, either voluntarily or involuntarily, the chevrons shall no longer be worn on the uniform.
- e. Collar devices that are worn on duty uniforms without sleeve stripes shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, one inch (1") up from the collar point.

**3. Gloves**

- a. Gloves are optional for the duty uniform, but if worn, they shall be black leather, neoprene, Nomex, or Nomex/Kevlar weave.
- b. Gloves may have high-density foam or layered cowhide padding.
  - i. Sworn personnel are prohibited from wearing hard-knuckled gloves except for:
    - 1. When responding to an Emergency Response Team (ERT) callout, ERT personnel and Horse Mounted Unit (HMU), shall be authorized to wear hard-knuckled gloves when authorized by the Incident Commander (IC), in accordance with SOP Emergency Response Team; and
    - 2. Motors Unit sworn personnel may wear hard-knuckled gloves while operating their motorcycle. When feasible, Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members.

**4. Hats**

- a. Hats are optional for the duty uniform, but if worn, they shall be in accordance with the standards of this SOP.
- b. Baseball-Style Hat
  - i. Sworn personnel may wear a baseball-style hat that is in serviceable condition, black, with a cloth front and/or a cloth or mesh-style back.
    - 1. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Department patch. The patch for sworn personnel shall have silver trim, while the patch for



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- supervisors shall have gold trim. No writing, insignias, pins, stickers, or other similar items are permitted.
- ii. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball-style hat is unprofessional and shall use appropriate discretion.
- c. Lancaster-style Hat
  - i. Sworn personnel may wear a Lancaster-style hat with a detachable or fixed cover of navy-blue wool material. The sidebands of the hat shall have one-eighth inch (1/8") royal blue piping above and below the band and may be ventilated. The hat cover grommets shall not be removed, and the hat bill shall be black patent leather. The hat shall have a silver-colored chinstrap with chrome plated "P" buttons.
  - ii. Sergeants and above may wear a hat with gold-colored straps and buttons.
  - iii. Command staff, and commanders, and above shall wear a hat with a bill adorned with gold leaf insignia as designated for each rank.
- d. Watch Cap: Sworn personnel may wear a black watch cap, plain or with a Department patch, which may be worn with a long sleeve shirt in the winter.
- e. Headgear is optional, except while operating Department motorcycles as directed by the Chief of Police or their designee.

5. Insignia

6

- a. A supervisor's uniform shall explicitly display their insignia to clearly identify their rank. This requirement applies to all Department-approved polo shirts.
- b. Supervisor rank shall be gold embroidered on the right chest side above the supervisor's name; three-eighths inch (3/8") block lettering and 0.5 cm from the bottom of the rank line to the top of the name line.
- c. Command staff insignia shall be worn on the shirt and shall be centered one half-inch (1/2") from the outer edge of the collar tab. The insignia shall lie parallel to the collar edge, and are as follows:
  - i. Lieutenant: A single gold-plated bar three-quarters inch by one-quarter inch (3/4" x 1/4").
  - ii. Deputy Commander: Two (2) gold plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
  - iii. Commander: one (1) gold plated star one-half inch (1/2") each.
  - iv. Chief of Staff: Two (2) gold plated stars three-eighths inch (3/8") each.
  - v. Deputy Chief: Three (3) gold plated stars three-eighths inch (3/8") each.
  - vi. Chief: Four (4) gold plated stars three-eighths inch (3/8") each.
- d. Optional Insignia
  - i. The Chief of Police may authorize sworn personnel to wear optional insignia including, but not limited to:
    - 1. The American flag lapel pin, the Honor Guard pin, or Crisis Intervention Unit (CIU) pin, which may be worn above the right pocket of the uniform shirt, centered half-inch (1/2") above the name tag on the vertical shirt seam;





2. Service bars, which may be worn on a long sleeve navy blue shirt to signify the number of years of sworn law enforcement service sworn personnel have completed;
  3. Silver embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by sworn personnel to signify each two (2) years of completed service; and
  4. Gold embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by supervisory sworn personnel to signify each two (2) years of completed service.
- ii. Service bars shall be worn in a diagonal direction, one and one-quarter inch (1 1/4") diagonally offset on the left sleeve of the blue long-sleeve shirt, centered, beginning one inch (1") above the cuff and proceeding up the sleeve.
  - iii. Sworn personnel may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.

#### 6. Jackets, Sweaters, and Vests

- a. All personnel may wear a black or dark navy-blue sweater. The sweater shall:
  - i. Be made of wool, or a wool blend;
  - ii. Be V-neck only, ribbed, with cloth shoulders and elbows, military style;
  - iii. The sweater shall have epaulets;
  - iv. Have a Department patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab; and
  - v. Be worn with the Department badge, not a cloth badge.
- b. The sweater may be lined, or unlined, and may be worn tucked in, or folded under.
- c. Sworn personnel may wear Department-approved, dark navy blue/black or leather jackets. Jacket liners are optional; however, liners may not be worn on their own.
- d. Sworn personnel not in a duty uniform shall wear a uniform jacket, or as an option, a raid jacket/windbreaker and vest, or tactical vest, while enforcing traffic laws.
- e. Hoodie-style sweaters, jackets, and vests are prohibited.

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#### 7. Medals and Ribbon Awards

N/A

- a. The process for obtaining medals and ribbon awards is outlined in SOP Awards and Recognition.
- b. Medals
  - i. Wearing of the Medal of Valor, Medal of Meritorious Service, Medal of Outstanding Service, and/or the Medal for Life Saving is authorized as follows:
    1. All medals may be worn for formal occasions only. They shall be worn on the right side of the uniform shirt with the top of the ribbon aligned with the bottom of the nameplate and centered below the nameplate. The medals may be worn with appropriate civilian attire, such as a suit, with



the medal worn on the right side in an area that would be consistent with where the medal would be worn on the uniform shirt. Sworn personnel who are eligible to wear more than one (1) Medal shall wear the highest-ranking medal closest to the heart.

2. On other occasions, the breast ribbon bars may be worn on the uniform shirt, centered above the right pocket with the bottom of the ribbon aligned with the top seam of the pocket. The breast ribbon bars shall not be worn on civilian clothing.
3. If sworn personnel are awarded both the Medal of Valor, and the Medal of Meritorious Service, the breast ribbon bars shall be placed side by side and centered along the top seams of the right pocket.
4. Subsequent awards for either medal shall be indicated by a gold star centered on the breast ribbon bar.
5. The Outstanding Service Award pin may be worn on the uniform shirt, centered above the right pocket with the bottom of the pin aligned with the seam of the pocket.

c. Ribbon Awards

- i. Uniformed sworn personnel shall be permitted to wear up to six (6) enamel service award ribbons earned.
- ii. The ribbons shall be arranged in order of precedence in rows from top down, inboard to outboard.
- iii. The ribbon(s) shall be worn with the lower edge of the bottom row centered one-quarter inch (1/4") above the right breast pocket and parallel to the floor utilizing a solid slide bar.
- iv. Awards shall be awarded in accordance with the criteria indicated in SOP Awards and Recognition, and shall be ranked in the following order:
  1. Medal of Valor;
  2. Medal of Meritorious Service;
  3. Medal of Outstanding Service;
  4. Medal for Life Saving;
  5. Purple Heart Medal;
  6. Courage Under Fire;
  7. Active Military Service;
  8. Master Patrol Officer;
  9. Officer/Detective of the Year;
  10. Community Recognition;
  11. Field Training Officer;
  12. Top Cadet/Top of Promotional List;
  13. Marksmanship;
  14. Department Seniority; and
  15. FSB Seniority.

8. Name Tags and Tie Bars/Tacks

- a. Sworn personnel shall wear a two and one-quarter inch by three-eighths inch (2¼" x 3/8") metal name tag on the duty uniform shirt. It shall be placed on the right pocket flap, just below the stitching, and positioned horizontally. First and





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middle initial and last name or first and last name shall be inscribed in 1/8 block letters, filled with black enamel.

- b. Nameplates for sworn personnel, Police Service Aides (PSAs), and the Transit Safety Section (TSS) personnel shall be chrome-plated metal, and nameplates for sergeants and above shall be gold colored.
  - i. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin shall be inscribed in black enamel with the employee's current rank, and the wording "SERVING SINCE." The year of the date of hire shall be inscribed in the blank space.
  - ii. A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

**9. Pants**

- a. Sworn personnel shall:
  - i. Wear straight-leg trousers that are navy blue of either, wool, wool blend, or polyester material, that shall match the uniform shirt; or
  - ii. Wear Department-approved tactical/BDU style pants.

**10. Shirts**

- a. Sworn personnel shall:
  - i. Wear a Department-approved shirt that is polyester, navy blue, tropical weave, with black buttons, and pleated pockets with flaps. All shirts shall have epaulets; and
  - ii. Wear a black or white crew neck T-shirt or a turtleneck shirt that is fine knit, not sweater knit. The turtleneck shirt may be black and may be worn under the long sleeve uniform shirt. The neck shall only extend as high as the uniform shirt collar, and shall have no markings.
    - 1. A hoodie-style undershirt and/or sweater shall not be worn under a uniform shirt, or an external body-armor carrier.

**11. Shoes and Socks**

- a. Sworn personnel, PSAs, and Transit Safety Section Officers (TSO) may wear a combination of Department-approved brand, all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots. Boots are approved for duty use and may be worn with the Class A dress uniform, and shall be in good condition, and polished and shined.
- b. Athletic footwear is only authorized with the uniform shorts, or bicycle uniform and shall be solid black in color.
- c. Socks shall be ankle high and black in color.

**12. Shorts**



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- a. Uniformed sworn personnel shall be allowed to wear uniform shorts as part of their duty uniform.
- b. Department-approved brand cargo shorts shall be navy blue in color, and a poly-cotton blend (65% polyester and 35% cotton).
- c. Sworn personnel shall wear Department-approved athletic footwear, solid black in color with the uniform shorts.

**D. Alternate Duty Uniform**

1. FSB personnel who wear an alternate duty uniform shall wear a dark navy blue, Department-approved brand men's, or women's snag free short sleeve, or long sleeve performance polo, and tactical/BDU style pants.
  - a. Supervisors shall wear the appropriate rank insignia, as authorized in this policy, on the alternate duty uniform.
  - b. The employee's first initial and last name shall be embroidered on the shirt on the right side of the chest with half-inch (1/2") white block lettering.
  - c. Badge patches, patches, and embroidering for the alternate duty uniform shirt shall be in accordance with the duty uniform standards in this SOP.
2. Professional staff may wear the alternate duty uniform upon approval from their deputy chief or their designee.

**E. Cadet Uniform**

Cadet uniforms shall be as specified by the Academy Division Commander.

**F. Chaplain Unit Uniform**

1. Hat: Hats shall be in accordance with the duty uniform standards in this SOP.
2. Jacket: Black jacket, which may be worn in the winter, or a windbreaker, which may be worn in the spring or fall.
3. Pants: Khaki tactical/BDU style pants.
4. Patch: The Chaplain Unit patch shall be worn on the right shoulder, in accordance with the duty uniform standards in this SOP.
5. Shirt: Shirts shall be in accordance with the duty uniform standards in this SOP.
6. Shoes: Black dress shoes; or boots, in accordance with the duty uniform standards in this SOP.

**G. Class A Dress Uniform/Command Staff Dress Uniform**



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1. Sworn personnel shall wear the Class A dress uniform at the direction of the Chief, Chief of Staff, or Deputy Chief of Police.
2. The Class A dress uniform and command staff dress uniform shall consist of:
  - a. Gloves: White, cotton, dress gloves.
  - b. Hat: A Lancaster-style hat, in accordance with the duty uniform standards in this SOP.
  - c. Jacket: The jacket is for command staff only.
  - d. Pants: Navy blue, wool, wool blend, or polyester, dress uniform trousers.
  - e. Shirt: Long sleeve uniform shirt.
  - f. Tie: Ties are only worn with Class A dress uniforms and shall be a regulation black uniform tie with a long sleeve shirt.

H. Crime Scene Specialist (CSS) Uniform

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1. CSS personnel are prohibited from wearing the duty uniform worn by sworn personnel.
2. Body Armor: Department-issued body armor shall be worn underneath the uniform shirt. A CSS may wear an external body armor carrier. The carrier shall be provided by the Department when the CSS is issued new body armor. A CSS wishing to purchase their own external carrier may purchase the Department-approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval by the Scientific Evidence Division (SED) Commander before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.
3. Gloves: Gloves for CSS personnel shall be in accordance with the duty uniform standards in this SOP.
4. Hats
  - a. Baseball-Style Hat: Baseball-style caps are optional. They shall be black, with a cloth front and/or a cloth or mesh style back. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Crime Scene Investigation (CSI) patch. They shall be in serviceable condition. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball-style hat is unprofessional, and shall use appropriate discretion.
  - b. Watch Cap: A black watch cap, plain, with a CSI patch may be worn with the long sleeve shirt in the winter.
5. Jacket: Jackets and coats shall be worn with the Department CSI patch. This patch shall be worn in place of a badge. Jackets shall have "Crime Scene Investigation" screen printed with reflective material on the back. CSS shall not wear leather jackets.



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6. Pants: Pants shall be black permanent press or tactical/BDU style, Department-approved brand pants.
7. Patch: The only patch authorized to be worn shall be the Department CSI patch, silver in color. This patch shall be worn in the same place as the sworn personnel badge.
8. Shirt: Shirts shall be a black, Department-approved performance polo. The polo shirt shall have "Crime Scene Investigator" screen printed on the back. A white or black crew or V-neck t-shirt shall be worn underneath. CSS may wear a black turtleneck shirt, in accordance with the duty uniform standards in this SOP.
9. Shoes: A CSS may wear a Department approved brand, combination all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots for duty use. Boots are approved for duty use only and shall not be worn with the Class A dress uniform.
10. Sweater: CSS personnel may wear sweaters in accordance with the duty uniform standards in this SOP; however, the sweater must be grey in color to match the CSS uniform shirt.

**I. PSA Uniform**

1. Patch: PSAs shall wear the PSA patch in the same place as the sworn personnel badge. No subdued patches are authorized with this uniform.
2. Body Armor: Department-issued body armor shall either be worn underneath the uniform shirt or by wearing an external body armor carrier. The external body carrier shall be provided by the Department when the PSA is issued new body armor.
  - a. PSAs wearing outer carries must display a back patch labeled "Service Aide".
3. Pants: Department-approved tactical/BDU style pants that are dark navy blue.
4. Shirt: Shirts shall be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They shall also wear a white crew or V-neck T-shirt. The PSA alternate duty uniform shirt shall be light blue.

**J. Prisoner Transport Unit (PTU) Uniform**

1. PTU personnel shall be authorized to wear the duty uniform for all PTU duties, except for Class A events.
2. PTU personnel shall wear:



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- a. Gloves: Gloves for PTU personnel shall be in accordance with the duty uniform standards in this SOP;
- b. Hats:
  - i. Baseball-Style Hat: A baseball-style hat is authorized for PTU Sergeants and PTU personnel and shall be in accordance with the duty uniform standards in this SOP. The hat patch for PTU personnel shall have the silver-colored trim, and the PTU supervisor's hat patch shall have the gold-colored trim.
  - ii. Watch Cap: PTU personnel shall wear a black watch cap, plain or with a Department patch, which may be worn with a long sleeve shirt in the winter.
- c. Headgear: Protective headgear and gas masks shall be issued to PTU Sergeants and sworn personnel for use when they are assisting the ERT with any mass arrest situations;
- d. Leather Gear: Leather gear for PTU personnel shall be in accordance with the equipment standards in this SOP;
- e. Patches: The patch for PTU supervisors shall have a gold trim, lettering, and embroidery. The patch for PTU personnel shall have a silver trim, lettering, and embroidery;
- f. Shirt: PTU shirts shall be a black, Department-approved performance polo. A white or black crew or V-neck t-shirt shall be worn underneath. PTU personnel may wear a black turtleneck shirt, in accordance with the duty uniform standards in this SOP. The shirt shall have PTU personnel's first initial and last name embroidered over the right chest area of the shirt, consistent with the duty uniform standards in this SOP;
- g. Shoes: Boots for PTU personnel shall be in accordance with the duty uniforms standards in this SOP. PTU personnel may wear a low quarter shoe, round toe. Military-style boots without steel toe or any other ornamentation are authorized; however, sharp or pointed-toe, western-styled boots or riding heels are not authorized. Athletic footwear is only authorized with the duty uniform and shall not be worn with the Class A dress uniform;
- h. Tie Bar/Tack: A tie bar/tack of conservative taste may be worn with the tie. No name brands or advertisement shall be allowed and shall only be worn with the class A uniform;
  - i. Pants: Pants shall be "TDU green" permanent press or tactical/BDU style, Department-approved brand pants;
  - j. Windbreaker Jacket: Jackets shall include a Department shoulder patch, unit patch, and badge patch. The jacket shall be worn with body armor, and the Department issued duty belt; and
  - k. Camelback-style hydration systems and backpacks that cover-up the Department "APD Transport Unit" identifiers on the rear of the shirts are not authorized.

**K. TSS Uniform**

- 1. Shirt: Shirts shall be a blue over black polo, short sleeve, or long sleeve shirt with a silver reflective band around the torso.



- a. The shirt shall have the TSO's first initial and last name embroidered over the right chest area of the shirt, in accordance with the duty uniform standards in this SOP.
  - b. The employee's first initial and last name shall be embroidered on the shirt on the right side of the chest with half-inch (1/2") white block lettering
2. Badge Patch: TSOs shall wear a silver badge patch on the left chest, and TSOs who are supervisors shall wear a gold badge patch on the left chest. TSOs shall not wear a subdued badge patch.
  3. Pants: Black BDU pants.
  4. Shoes: Black boots.

**7 2-1-5 Uniform Requirements for Specialized Personnel**

- A. All sworn personnel shall wear the duty uniform as described in this SOP. Exceptions to the duty uniform requirements for sworn personnel who work in a specialized capacity are outlined in this SOP.

1. Bicycle Patrol Uniform

- a. Eyewear: Solid black frame; only the manufacturer logo may be in a different color. Sunglasses or clear protective lenses may be worn during the day. Clear protective lenses shall be worn at night.
- b. Gear: Bicycle sworn personnel may utilize nylon web, or the Department-issued leather gear. The nylon web gear shall only be worn with the bicycle uniform.
- c. Gloves: Bicycle patrol specific, full or half finger, primarily black with accent colors.
- d. Helmet: Bicycle patrol approved with strap, solid black. The helmet shall comply with federal safety standards for bicycle helmets.
- e. Jacket: The Department-issued high visibility, reversible jacket with the high visibility side out is recommended. However, any Department-approved jacket is allowed, with the exception of the leather jacket.
- f. Pants and Shorts: Plain black nylon or nylon/spandex blend, cargo pockets, bicycle patrol specific. Length shall come to at least the top of the knee. No other material or type of pant/short is authorized.
- g. Shirts: Short sleeve or long sleeve, collared Department-approved brand performance polo. Plain black with cloth or embroidered badge and name in standard position. Patches shall be colored and on both shoulders. Subdued gray or subdued black patches are not authorized. No other material or style of shirt is authorized. Reflective sleeve striping is optional.
- h. Shoes: Black athletic shoes. Shoes shall be primarily black.
- i. Socks: Socks shall be solid black and athletic.

2. ERT Uniform





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- a. Badge: The standard ERT uniform shall have subdued patches as indicated above, plus a subdued American flag patch over the right pocket. A subdued badge shall be sewn on the front of the shirt over the left breast area of the shirt. Supervisors shall have a subdued supervisor badge.
- b. Gloves: ERT personnel shall wear gloves, in accordance with the duty uniform standards in this SOP. Furthermore, ERT personnel shall be authorized to wear hard-knuckled gloves when authorized by the IC, in accordance with SOP Emergency Response Team.
- c. Pants: Tactical/BDU style pants shall be black.
- d. Patch: The subdued Department patch and subdued ERT patch shall be sewn on the respective shoulders.
- e. Personal Protective Equipment (PPE): Additional hard PPE may be worn when there is a danger of violence, and the IC has authorized the use of such PPE, in accordance with SOP Emergency Response Team.
- f. Shirt: The shirt shall be a short or long sleeve black shirt; a cool wear, Department-approved brand, collared polo made of polyester; or a BDU style button, or zip-up.
- g. The Chief of Police or their designee or ERT Commander/Lieutenant may designate the optional ERT uniform.

**3. Horse Mounted Unit (HMU) Uniform**

- a. In accordance with SOP Horse Mounted Unit, HMU personnel shall purchase the following as part of their HMU uniform:
  - i. Gloves: Hard-knuckled gloves. The gloves shall be issued and/or approved by the HMU Sergeant. Because hands are essential for control of the horse and for the safety of the rider and community members during ERT activations, hard-knuckled gloves are only to be worn in conjunction with full riot gear;
  - ii. Hat: In the winter, a four-inch (4") brim, black felt cowboy hat with the Department-approved hat badge or HMU hat badge shall be worn; in the summer, a four-inch (4") brim straw hat. A baseball hat may be worn, at the discretion of the HMU Sergeant. The HMU Sergeant must approve all hats prior to going on-duty;
  - iii. Pants: Black Wrangler jeans while on horseback;
  - iv. Shirt: Black long or short sleeve polo-style shirt, or duty-style shirt with colored patches on both sleeves. Polo shirts shall have a cloth badge and name tag. Duty-style shirts shall have colored patches on the shoulders, an HMU or standard badge, and a name tag;
  - v. Shoes: Cowboy boots with a heel and spur platform. They must be solid black, or the design must be covered by the pant leg. Boots with a smooth sole are preferred; and
  - vi. The Open Space Unit uniform when designated by their lieutenant or their designee.

**4. Motorcycle Uniform**



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- a. Sworn personnel assigned to motorcycle duty shall wear:
  - i. Armored Motorcycle Jacket: Only uniformed Motors Unit sworn personnel may wear the Department-approved brand men's black/pewter jacket. It shall be black with a stripe, reflective piping, and a removable liner;
  - ii. Gloves: Motors Unit sworn personnel may wear hard-knuckled gloves while operating their motorcycle. Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members when feasible;
  - iii. Helmet: A white and black motorcycle helmet when operating a Department motorcycle;
  - iv. Dress Hat: A white and black Keystone eight (8) point cap with ventilated mesh braid; the hat shall have a silver regal strap with "P" buttons affixed to both sides of the brim. Sergeants and above shall have a gold regal strap with "P" buttons affixed to both sides of the brim;
  - v. Pants: Navy blue elastic riding breeches with a one-inch (1") white stripe down the sides;
  - vi. Shirt: Motors Unit sworn personnel who are assigned to motorcycle duty shall wear the long sleeve or short sleeve uniform shirt;
  - vii. Shoes: English field or riding boots with round toe and block heel; and
  - viii. Trouser legs shall be worn inside of the boot.

5. Open Space Unit Uniform

- a. Open Space Unit personnel shall wear short or long sleeve black/navy blue polo shirts with colored patches, cloth badge, and name tag. The Open Space Unit shall wear tan or brown tactical/BDU style pants and brown boots.

6. Plainclothes Officer Uniform

- a. Sworn personnel working in a plainclothes capacity shall wear the duty uniform or appropriate professional staff attire designated by their chain of command.
  - i. A plainclothes officer may wear an alternate duty uniform, which includes the Department-approved short-sleeve or long-sleeve performance polo, tactical/BDU style pants, and properly marked Department-issued vest carrier.
- b. A plainclothes officer shall wear a properly marked, Department-issued vest carrier, when necessary. The vest shall be black in color and shall include the following:
  - i. The Department shoulder patch, gold for the rank of sergeant and above;
  - ii. A badge patch;
  - iii. White lettering on the back identifying the wearer as "Police". The lettering may also include "Impact Team", "Traffic", "Narcotics", etc.; and
  - iv. A Department-issued on-body recording device (OBRD) mounting apparatus.

7. Undercover Officer Uniform





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- a. Sworn Personnel working in an undercover capacity shall ensure they are prepared and equipped to wear the duty or alternate duty uniform when directed by the bureau Deputy Chief of Police.

8. Police Honor Guard Team Uniform

- a. The Police Honor Guard Team uniform shall be as specified by the Chief of Police.

9. Proactive Response Team (PRT)

N/A

- a. At the discretion of the area commander, PRT personnel may wear short or long sleeve black/navy blue polo shirts with colored patches, a cloth badge, nametag, and tan or brown tactical/BDU style pants and brown boots.

10. Special Operations Division (SOD) Uniform

- a. SOD personnel shall wear:
  - i. Green tactical/BDU style pants and matching top with shoulder patches, cloth badges, and cloth name tags; and
  - ii. Green Nomex flight suit and green tactical shirt.
- b. When working calls for service:
  - i. K-9 sworn personnel shall wear black, long or short sleeve polo shirts with colored patches, cloth badges, and name tags. K-9 sworn personnel shall wear a black tactical/BDU top and tactical/BDU style pants, and black boots.
  - ii. Special Weapons and Tactics (SWAT) and Explosive Ordnance Disposal (EOD) Unit (Bomb Squad) sworn personnel may wear blue long or short sleeve polo shirts or tactical shirts with colored patches, cloth badges, and cloth name tags.
  - iii. Tactical Section sworn personnel may wear the following uniform:
    - 1. Be dressed in the same daily uniform as directed by the SOD chain of command;
    - 2. For tactical activations;
      - a. SWAT sworn personnel shall wear their green tactical/BDU style pants and matching top with shoulder patches, cloth badges, and cloth name tags or a green Nomex flight suit and green tactical shirt during tactical activations only. Green subdued Department-approved patches will be worn on the uniform, including the SOD green tactical carrier. Call sign patches may be displayed on the left shoulder directly above the Department patch and shall be subdued in SOD green with black lettering for officers and gold lettering for supervisors. Any patches adorned on the external carrier will be in a specific fashion as dictated by the chain of command.
    - 3. During day-to-day operations; and
      - a. SWAT sworn personnel shall wear a navy blue tactical/BDU top and tactical/BDU style pants, and black boots. SWAT shall wear the Department and unit patch with silver trim (black background) and



- supervisors shall wear the Department and unit patch with gold trim (black background). Call sign patches will be displayed on the left shoulder directly above the Department patch and shall be black in color with white lettering for officers and gold lettering for supervisors.
- b. A black external tactical carrier shall be used, unless utilizing soft armor with the alternate duty uniform. Only patches authorized by the SOD chain of command are to be worn by tactical personnel.
- c. During training days, the training uniform shall consist of a plain black t-shirt/long sleeve or green BDU top and green BDU style pants.
- 4. SWAT Unit Patch
  - a. SWAT sworn personnel shall be authorized to wear the SWAT patch after achieving the requirements that are outlined in the SWAT Handbook.

**7 2-1-6 Equipment Standards**

**A. Body Armor**

**1. Wearing of Body Armor**

- a. Body armor shall be worn by all uniformed, Department personnel who are exposed to direct public contact.
  - i. Non-uniformed sworn personnel shall wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.
- b. If sworn personnel are in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor shall be readily available.

**2. External Body Armor Carrier**

- a. Property Unit personnel shall issue sworn personnel an external body armor carrier when they choose to wear one.
- b. Department personnel may wear the external body armor carrier with the approved duty uniform or alternate duty uniforms.
  - i. For officer safety and retention requirements, sworn personnel shall continue to carry their Electronic Control Weapon (ECW) on their duty belt in a weak-side holster or in a weak-side holster on the weak-side of the external body carrier to reduce the chances of accidentally drawing and/or firing a firearm, in accordance with SOP Use of Force: Intermediate Weapon Systems.
  - ii. For officer safety and retention requirements, sworn personnel shall continue to wear their firearm on their duty belt on their dominant, strong side.
- c. Sworn personnel who use an external body armor carrier shall attend mandatory training with the equipment at the Firearms Range.
- d. Sworn personnel who choose to use an external body armor carrier shall pass their firearm qualification while wearing their external body armor carrier.



- e. Sworn personnel at the rank of deputy commander or above may wear an external body armor carrier without the modular lightweight load-carrying equipment (MOLLE) system.
- f. Sworn personnel at the rank of lieutenant or below may wear an external body armor carrier with the MOLLE system.
- g. Sworn personnel shall wear an external body armor carrier that is the same brand as their internal body armor.
  - i. If the body armor company's manufacturer does not offer a specific external body armor carrier, sworn personnel may substitute a brand-name external body armor carrier with a generic universal uniform-style carrier upon approval from the Operations Review Section Commander and the Chief of Staff.
- h. Sworn personnel shall wear equipment holders that are the same color and material as their external body armor carrier.
- i. Sworn personnel may wear Velcro badges and nameplates on their external body armor carrier.
  - i. An officer shall wear a silver Velcro badge.
  - ii. A sergeant and lieutenant shall wear a gold Velcro badge.
  - iii. The officer's nameplate shall have their last name or the first initial of their first name and their last name.
- j. Special Operations Division, specialized investigative unit, and Metro Traffic Division personnel shall obtain the Chief of Police's approval to wear a non-uniform style external body armor carrier.
- k. Firearm holsters shall not be worn, mounted, or affixed on the external body armor carrier.
  - i. Personnel working in the following sections may be exempt from this requirement with the prior written approval of the personnel's Bureau Deputy Chief of Police:
    - 1. Special Operations Division;
    - 2. Operational undercover capacity; and
    - 3. Open space collateral officers engaged in an active rescue operation.

### 3. Classification and Issuance of Body Armor

- a. Property Unit personnel shall issue wraparound body armor of threat level II or III A as classified in National Institute of Justice to all sworn personnel.
- b. Body armor is a mandatory uniform item and shall be worn all year round by sworn personnel and supervisors assigned to uniform duties.
- c. The following are exemptions and limitations to this mandatory rule:
  - i. Department personnel who wish to be exempt shall submit a letter for exemption consideration through the employee's/requester's chain of command. Physician statements and other documentation must accompany the letter of request; and
  - ii. Department personnel who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.



4. Care of Body Armor

- a. Department personnel shall be trained in the care and cleaning of their body armor and shall be held responsible for proper maintenance.
- b. Any damage to the body armor, or other unsafe condition, shall be reported to the Department personnel's immediate supervisor for appropriate action.
- c. Department personnel shall report to the Department's Property Unit any condition in which the body armor no longer fits properly as the result of a gain or loss of body weight.

5. Inspection of Body Armor

**N/A**

- a. Body armor shall be visually inspected by the Department personnel's immediate supervisor every month. If Department personnel are the opposite gender of the supervisor, the supervisor shall designate Department personnel of the same gender to perform the inspection. FSB inspections shall follow the bid. The inspections shall be documented on the Monthly Line Inspection Form, in accordance with SOP Line Inspection Process, which can be found in PeopleSoft.

B. Leather Gear

1. Leather gear for sworn personnel shall be black basket weave design and shall consist of the following:

- a. Ammunition Carriers: Carriers for semi-automatic pistol magazines shall be capable of holding two (2) magazines.
  - i. Detectives may have an ammunition carrier that holds one (1) magazine.
- b. Belt Keepers: Belt keepers shall be one-inch (1") wide with concealed snaps or Velcro fasteners. A single, four-inch (4") wide keeper may be worn at the back of the belt.
- c. Buckle (optional): The buckle shall be shined chrome or nickel-plated for sworn personnel and shined brass or gold-plated for Sergeants and above.
- d. Chemical Agent Holder: As appropriate for issued chemical agent container.
- e. Collapsible Baton Holder (optional): May be basket weave, leather, or plastic.
- f. Equipment Belt: Two inches (2") wide, basket weave leather, or synthetic.
- g. Flashlight Holder: Required for uniform wear.
- h. Handcuff Case: The case may be an open or closed (cover) type. The cover of the case may be secured with either a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt, or held with a belt keeper.
  - i. Detectives shall wear a handcuff case that holds at least one (1) pair of handcuffs.
- i. Holster: All sworn personnel, while in any on-duty status, shall carry their qualified duty weapon in a holster with a manual retention device.
  - i. For officer safety and retention requirements, sworn personnel shall continue to carry their ECW on their leather gear in a weak-side holster to



reduce the chances of accidentally drawing and/or firing a firearm, in accordance with SOP Use of Force: Intermediate Weapon Systems.

- ii. For officer safety and retention requirements, sworn personnel shall continue to wear their firearm on their leather gear on their dominant, strong side.
- iii. Personnel working in an operational undercover capacity may be exempt from this requirement with the prior written approval of the personnel's Bureau Deputy Chief of Police.
- j. Key Holder (optional): Shall be a pear-shaped piece of leather, five inches long and three inches (5" x 3") wide at the widest point, tapering to one-inch (1") wide at the top. A three-quarter inch (3/4") wide strap shall be used for attachment to the belt.

**N/A** C. Leather Gear for Administrative Assignments

- 1. Uniformed personnel who are normally assigned to administrative duties may make the following modifications for the wearing of leather gear by:
  - a. Eliminating the equipment belt, and substituting a black belt with brass snaps or Velcro closure; and
  - b. Wearing a high-ride or off-duty type holster and ammunition carriers. Basket weave and plain leather may not be mixed.

D. Nylon Gear

- 1. Nylon Gear shall not be worn by personnel wearing duty uniforms. Nylon gear is only authorized for use while wearing tactical/BDU style pants or the bicycle uniform.

E. Wearing of Safety Equipment While Directing Traffic

- 1. Sworn personnel, PSAs, and TSOs who are directing traffic on any City street shall wear a day-glow reflective safety vest.
- 2. Sworn personnel may wear the Department-provided, high visibility jacket with the high visibility, reflective side out, in lieu of the traffic vest.

**2-1-7 Command Staff and Supervisor Responsibilities**

- A. The Chief of Police may authorize retired sworn personnel in good standing to wear a designated Department uniform of the Chief of Police's choosing at specified official functions.

**7**

- B. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command.



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Deputy Chiefs shall not authorize uniforms to be worn that have not been previously approved in this SOP.

**6**

C. Supervisors are responsible for the appearance of personnel under their command. Supervisors shall:

1. Ensure uniforms and equipment are neat, clean, and worn properly;
2. Ensure uniforms, insignia, accessories, and equipment conform to the standards described in this SOP;
3. Ensure supervisors assigned to the FSB shall conduct a uniform and equipment inspection every month, which includes completion of the Monthly Line Inspection Form, in accordance with SOP Line Inspection Process; and
4. Ensure supervisors, regardless of assignment, shall take corrective action on any uniform regulation violation that comes to their attention in accordance with SOP Complaints Involving Department Personnel.

**N/A**





## **2-1 UNIFORMS**

### **Related SOP(s), Forms, Other Resource(s), and Rescinded Special Order(s):**

#### **A. Related SOP(s)**

- 1-56 Horse Mounted Unit (Formerly 6-12)
- 2-35 Emergency Response Team (Formerly 2-29)
- 2-54 Use of Force: Intermediate Weapon Systems
- 3-12 Awards and Recognition
- 3-30 Line Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

#### **B. Form(s)**

PeopleSoft Monthly Line Inspection Form

#### **C. Other Resource(s)**

National Institute of Justice (NIJ) Standard--0101.06 Ballistic Resistance of Personal Body Armors (2008)

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

SO 243-1476—Amendment to SOP 2-1 Uniforms  
SO 25-28 Amendment to SOP 2-1 Uniforms

### **2-1-1 Purpose**

The purpose of this policy is to promote a professional image and professionalism among all Albuquerque Police Department (Department) personnel by establishing requirements of dress and personal appearance.

### **2-1-2 Policy**

It is the policy of the Department to outline approved, on-duty uniform requirements for all Department-sworn personnel and to establish procedures for uniform and equipment inspections. Departmentsworn personnel are held accountable for the security, proper care, and use of Department-issued uniforms and equipment. Non-uniformed professional staff~~civilian personnel~~ shall meet acceptable dress requirements as established by the Chief of Police.



N/A

### 2-1-3 Definitions

#### A. Alternate Duty Uniform

A uniform that is worn by sworn personnel and uniformed professional staff ~~civilian personnel~~, while on duty, that is less formal than the duty uniform, and includes vest carriers, tactical vests, outer vest carriers, and similar items authorized for wear by the Department.

#### B. Class A Dress Uniform/Command Staff Dress Uniform

A uniform that is worn by sworn personnel for formal occasions.

#### C. Duty Uniform

A uniform that is worn by sworn personnel while on-duty.

#### D. Plainclothes Officer

Any on-duty sworn personnel who are not wearing their duty uniform but are carrying their Department badge and firearm.

#### E. Undercover Officer

Any on-duty sworn personnel whose identity as a law enforcement officer is concealed or whose assignment requires them to work incognito while investigating individuals or organizations. The officer is working pursuant to an undercover operation, as approved by the Bureau Deputy Chief of Police, designed to obtain information about the criminal activity of individuals or organizations through the development of ongoing relationships with those individuals, organizations, or associates.

### 7 2-1-4 General Uniform Requirements

A. Requirements for the proper wearing of uniforms shall apply to all sworn personnel and uniformed professional staff ~~civilian personnel~~ of the Department.

B. All sworn personnel shall wear a complete uniform. Partial uniforms shall not be worn. Uniforms shall not be mixed (e.g., tactical/Battle Dress Uniform (BDU) style pants worn with a uniform shirt).

#### C. Duty Uniform

##### 1. Badges, Badge Patches, and Patches

##### a. Badge





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- i. Sworn personnel shall wear their designated official Department-issued badge when in uniform.
- ii. The Department-issued badge, or a cloth replica of the Department-issued badge, corresponding to the employee's rank, may be worn on all jackets, coats, and tactical/BDU style shirts, consistent with the standards in this Standard Operating Procedure (SOP).
- iii. Sworn supervisors may wear an alternate supervisor badge. This badge is similar to the patrolman badge, gold in color with reversed blue and gold lettering. Supervisors who choose to wear the alternate badge shall be responsible for the purchase of the badge.
- b. Badge Patch: Sworn personnel shall wear a silver badge patch on the left chest, and sworn personnel who are supervisors shall wear a gold badge patch on the left chest. Sworn personnel shall not wear a subdued badge patch.
- c. Patch
  - i. The Department shoulder patch shall be worn on the left sleeve of all jackets, coats, and shirts. It shall be three and a half-inch by four and one half-inch (3½" x 4 ½"). It shall be centered one (1) inch below the shoulder.
  - ii. Sworn personnel and detectives shall wear the Department patch with silver trim, and supervisors shall wear the Department patch with gold trim.
  - iii. Sworn personnel assigned to the Field Services Bureau (FSB) shall wear the FSB patch.
  - iv. Sworn personnel assigned to specialized units, which have an authorized unit patch, may wear the patch on the right sleeve positioned in the same manner as the Department patch.
  - v. Optional patches are authorized to be worn by the Chief of Police, including, but not limited to:
    - 1. The small American Red Cross Law Enforcement First Aid Patch, which may be worn by qualified sworn personnel on the left sleeve, centered one inch (1") below the Department shoulder patch, on all uniform shirts and outer garments; and
    - 2. On sergeants' uniforms, the Red Cross patch shall be worn one-inch (1") below the left sleeve chevron.
  - vi. Department personnel who request approval of new patches shall submit a color image of the proposed patch to the Policy and Procedures Unit personnel.
    - 1. Policy and Procedure Unit personnel shall submit the image to the Policy and Procedure Review Board (PPRB).
    - 2. Department personnel who request approval of a new patch shall present the image to the PPRB for their approval.
  - vii. Any proposed unit patch shall not be greater in total area, height, or width than the current Department uniform patch (4 ½ x 3 ½ inches).

N/A

vii.

## 2. Chevrons and Collar Devices

- a. Sworn personnel shall wear their designated official Department chevrons and collar devices when in uniform.



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- b. Sergeant chevrons shall be three and one-half by four inches (3½" x 4"), shall have a black background with three (3) stripes of royal blue with gold detail, and shall be worn on both sleeves of the uniform shirt (pointing up, centered half-inch (1/2") below the patch on the left sleeve and in the same position on the right sleeve).
- c. Senior Sergeant chevrons shall be three and a half by four and seven ~~sixteenths~~ sixteenths inches (3½" x 4 7/16"), shall have a black background with three (3) stripes and one (1) rocker of royal blue with gold detail, and shall be worn on both sleeves of the uniform shirt (pointing up, centered half inch (1/2") below the patch on the left sleeve and in the same position on the right sleeve). Sergeants who have attained seven (7) continuous years' time in grade may wear Senior Sergeant Chevrons.
- d. Field Training Officer (FTO) Corporal chevrons shall be three and one-half inches by three inches (3½" x 3") and shall have a black background with two (2) stripes of royal blue with silver detail, along with the abbreviation "F.T.O." in silver lettering below the chevrons. The chevrons shall be worn on both sleeves of the uniform shirt, pointing up, centered half inch (1/2") below the Department patch (left sleeve) and the FSB patch (right sleeve). FTO Corporal chevrons shall only be worn by sworn personnel currently assigned as active or inactive status. If removed from the program, either voluntarily or involuntarily, the chevrons shall no longer be worn on the uniform.
- e. Collar devices that are worn on duty uniforms without sleeve stripes shall be centered on both collars, with the centerline of the insignia bisecting the points of the collar, one inch (1") up from the collar point.

e.

### 3. Gloves

- a. Gloves are optional for the duty uniform, but if worn, they shall be black leather, neoprene, Nomex, or Nomex/Kevlar weave.
- b. Gloves may have high-density foam or layered cowhide padding.
  - i. Sworn personnel are prohibited from wearing hard-knuckled gloves except for:
    - 1. When responding to an Emergency Response Team (ERT) callout, ERT personnel and Horse Mounted Unit (HMU), shall be authorized to wear hard-knuckled gloves when authorized by the Incident Commander (IC), in accordance ~~consistent~~ with SOP Emergency Response Team; and
    - 2. ~~Motors Unit~~ sworn personnel may wear hard-knuckled gloves while operating their motorcycle. When feasible, Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members.

2.

### 4. Hats

- a. Hats are optional for the duty uniform, but if worn, they shall be in accordance ~~consistent~~ with the standards of ~~in~~ this SOP.
- b. Baseball-Style Hat



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- i. Sworn personnel may wear a baseball-style hat that is in serviceable condition, black, with a cloth front and/or a cloth or mesh-style back.
  - 1. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Department patch. The patch for sworn personnel shall have silver trim, while the patch for supervisors shall have gold trim. No writing, insignias, pins, stickers, or other similar items are permitted.
- ii. Personnel shall remain aware that there are instances, locations, and situations where wearing a baseball-style hat is unprofessional and shall use appropriate discretion.
- c. Lancaster-style Hat
  - i. Sworn personnel may wear a Lancaster-style hat with a detachable or fixed cover of ~~navy blue~~ navy-blue wool material. The sidebands of the hat shall have one-eighth inch (1/8") royal blue piping above and below the band and may be ventilated. The hat cover grommets shall not be removed, and the hat bill shall be black patent leather. The hat shall have a silver-colored chinstrap with chrome plated "P" buttons.
  - ii. Sergeants and above may wear a hat with gold-colored straps and buttons.
  - iii. Command staff, and commanders, and above shall wear a hat with a bill adorned with gold leaf insignia as designated for each rank.
- d. Watch Cap: Sworn personnel may wear a black watch cap, plain or with a Department patch, which may be worn with a long sleeve shirt in the winter.
- e. Headgear is optional, except while operating Department motorcycles as directed by the Chief of Police or their designee.

e.

5. Insignia

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- a. A supervisor's uniform shall explicitly display their insignia to clearly identify their rank. This requirement applies to all Department-approved polo shirts.
- b. Supervisor rank shall be gold embroidered on the right chest side above the supervisor's name; three-eighths inch (3/8") block lettering and 0.5 cm from the bottom of the rank line to the top of the name line.
- c. Command staff insignia shall be worn on the shirt and shall be centered one half-inch (1/2") from the outer edge of the collar tab. The insignia shall lie parallel to the collar edge, and are as follows:
  - i. Lieutenant: A single gold-plated bar three-quarters inch by one-quarter inch (3/4" x 1/4").
  - ii. Deputy Commander: Two (2) gold plated bars one-quarter inch by three-eighths inch (1/4" x 3/8") each.
  - iii. Commander: one (1) gold plated star one-half inch (1/2") each.
  - iv. Chief of Staff: Two (2) gold plated stars three-eighths inch (3/8") each.
  - v. Deputy Chief: Three (3) gold plated stars three-eighths inch (3/8") each.
  - vi. Chief: Four (4) gold plated stars three-eighths inch (3/8") each.
- d. Optional Insignia
  - i. The Chief of Police may authorize sworn personnel to wear optional insignia including, but not limited to:



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1. The American flag lapel pin, the Honor Guard pin, or Crisis Intervention Unit (CIU) pin, which may be worn above the right pocket of the uniform shirt, centered half-inch (1/2") above the name tag on the vertical shirt seam;
  2. Service bars, which may be worn on a long sleeve navy blue shirt to signify the number of years of sworn law enforcement service sworn personnel have completed;
  3. Silver embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by sworn personnel to signify each two (2) years of completed service; and
  4. Gold embroidered service bars, which shall be two inches by one-quarter inch (2" x 1/4") on a blue background and may be worn by supervisory sworn personnel to signify each two (2) years of completed service.
- ii. Service bars shall be worn in a diagonal direction, one and one-quarter inch (1 1/4") diagonally offset on the left sleeve of the blue long-sleeve shirt, centered, beginning one inch (1") above the cuff and proceeding up the sleeve.
  - iii. Sworn personnel may not wear service bars, first aid patches, or firearms badges for which they are not entitled or qualified.

6. Jackets, Sweaters, and Vests

- a. All personnel may wear a black or dark navy blue navy-blue sweater. The sweater shall:
  - i. Be made of wool, or a wool blend;
  - ii. Be V-neck only, ribbed, with cloth shoulders and elbows, military style;
  - iii. The sweater shall have epaulets;
  - iv. Have a Department patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab; and
  - v. Be worn with the Department badge, not a cloth badge.
- b. The sweater may be lined, or unlined, and may be worn tucked in, or folded under.
- c. Sworn personnel may wear Department-approved, dark navy blue/black or leather jackets. Jacket liners are optional; however, liners may not be worn on their own.
- d. Sworn personnel not in a duty uniform shall wear a uniform jacket, or as an option, a raid jacket/windbreaker and vest, or tactical vest, while enforcing traffic laws.
- d.e. Hoodie-style sweaters, jackets, and vests are prohibited.

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7. Medals and Ribbon Awards

N/A

- a. The process for obtaining medals and ribbon awards is outlined in SOP Awards and Recognition (~~refer to SOP Awards and Recognition for sanction classifications and additional duties~~).
- b. Medals



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- i. Wearing of the Medal of Valor, Medal of Meritorious Service, Medal of Outstanding Service, and/or the Medal for Life Saving is authorized as follows:
  1. All medals may be worn for formal occasions only. They shall be worn on the right side of the uniform shirt with the top of the ribbon aligned with the bottom of the nameplate and centered below the nameplate. The medals may be worn with appropriate civilian attire, such as a suit, with the medal worn on the right side in an area that would be consistent with where the medal would be worn on the uniform shirt. Sworn personnel who are eligible to wear more than one (1) Medal shall wear the ~~highest~~ highest-ranking medal closest to the heart.
  2. On other occasions, the breast ribbon bars may be worn on the uniform shirt, centered above the right pocket with the bottom of the ribbon aligned with the top seam of the pocket. The breast ribbon bars shall not be worn on civilian clothing.
  3. If sworn personnel are awarded both the Medal of Valor, and the Medal of Meritorious Service, the breast ribbon bars shall be placed side by side and centered along the top seams of the right pocket.
  4. Subsequent awards for either medal shall be indicated by a gold star centered on the breast ribbon bar.
  5. The Outstanding Service Award pin may be worn on the uniform shirt, centered above the right pocket with the bottom of the pin aligned with the seam of the pocket.
- c. Ribbon Awards
  - i. Uniformed sworn personnel shall be permitted to wear up to six (6) enamel service award ribbons earned.
  - ii. The ribbons shall be arranged in order of precedence in rows from top down, inboard to outboard.
  - iii. The ribbon(s) shall be worn with the lower edge of the bottom row centered one-quarter inch (1/4") above the right breast pocket and parallel to the floor utilizing a solid slide bar.
  - iv. Awards shall be awarded in accordance ~~consistent~~ with the criteria indicated in SOP Awards and Recognition, and shall be ranked in the following order:
    1. Medal of Valor;
    2. Medal of Meritorious Service;
    3. Medal of Outstanding Service;
    4. Medal for Life Saving;
    5. Purple Heart Medal;
    6. Courage Under Fire;
    7. Active Military Service;
    8. Master Patrol Officer;
    9. Officer/Detective of the Year;
    10. Community Recognition;
    11. Field Training Officer;
    12. Top Cadet/Top of Promotional List;
    13. Marksmanship;
    14. Department Seniority; and





15. FSB Seniority.

8. Name Tags and Tie Bars/Tacks

- a. Sworn personnel shall wear a two and one-quarter inch by three-eighths inch (2¼" x 3/8") metal name tag on the duty uniform shirt. It shall be placed on the right pocket flap, just below the stitching, and positioned horizontally. First and middle initial and last name or first and last name shall be inscribed in 1/8 block letters, filled with black enamel.
- b. Nameplates for sworn personnel, Police Service Aides (PSAs), and the Transit Safety Section (TSS) personnel shall be chrome-plated metal, and nameplates for sergeants and above shall be gold colored.
  - i. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin shall be inscribed in black enamel with the employee's current rank, and the wording "SERVING SINCE." The year of the date of hire shall be inscribed in the blank space.
  - ii. A plain, silver tie bar may be worn with the tie. Supervisors may wear a plain gold tie bar.

9. Pants

- a. Sworn personnel shall:
  - i. Wear straight-leg trousers that are navy blue of either, wool, wool blend, or polyester material, that shall match the uniform shirt; or
  - ii. Wear Department-approved tactical/BDU style pants.

10. Shirts

- a. Sworn personnel shall:
  - i. Wear a Department-approved shirt that is polyester, navy blue, tropical weave, with black buttons, and pleated pockets with flaps. All shirts shall have epaulets; and
  - ii. Wear a black or white crew neck T-shirt or a turtleneck shirt that is fine knit, not sweater knit. The turtleneck shirt may be black and may be worn under the long sleeve uniform shirt. The neck shall only extend as high as the uniform shirt collar, and shall have no markings.
    - ii.1. A hoodie-style undershirt and/or sweater shall not be worn under a uniform shirt, or an external body-armor carrier.

11. Shoes and Socks

- a. Sworn personnel, PSAs, and Transit Safety Section Officers (TSO)S may wear a combination of Department-approved brand, all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots. Boots are approved for duty use and may be worn with the Class A dress uniform, and shall be in good condition, and polished and shined.



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- b. Athletic footwear is only authorized with the uniform shorts, or bicycle uniform and shall be solid black in color.
- c. Socks shall be ankle high and black in color.

12. Shorts

- a. Uniformed sworn personnel shall be allowed to wear uniform shorts as part of their duty uniform.
- b. Department-approved brand cargo shorts shall be navy blue in color, and a poly-cotton blend (65% polyester and 35% cotton).
- c. Sworn personnel shall wear Department-approved athletic footwear, solid black in color with the uniform shorts.

D. Alternate Duty Uniform

- 1. FSB personnel who wear an alternate duty uniform shall wear a dark navy blue, Department-approved brand men's, or women's snag free short sleeve, or long sleeve performance polo, and tactical/BDU style pants.
  - a. Supervisors shall wear the appropriate rank insignia, as authorized in this policy, on the alternate duty uniform.
  - b. The employee's first initial and last name shall be embroidered on the shirt on the right side of the chest with half-inch (1/2") white block lettering.
  - c. Badge patches, patches, and embroidering for the alternate duty uniform shirt shall be in accordance consistent with the duty uniform standards in this SOP.
- 2. Professional staff ~~Civilian personnel~~ may wear the alternate duty uniform upon approval from their deputy chief or their designee.

E. Cadet Uniform

Cadet uniforms shall be as specified by the Academy Division Commander.

F. Chaplain Unit Uniform

- 1. Hat: Hats shall be in accordance consistent with the duty uniform standards in this SOP.
- 2. Jacket: Black jacket, which may be worn in the winter, or a windbreaker, which may be worn in the spring or fall.
- 3. Pants: Khaki tactical/BDU style pants.
- 4. Patch: The Chaplain Unit patch shall be worn on the right shoulder, in accordance consistent with the duty uniform standards in this SOP.



5. Shirt: Shirts shall be in accordance consistent with the duty uniform standards in this SOP.
6. Shoes: Black dress shoes; or boots, in accordance consistent with the duty uniform standards in this SOP.

**G. Class A Dress Uniform/Command Staff Dress Uniform**

1. Sworn personnel shall wear the Class A dress uniform at the direction of the Chief, Chief of Staff, or Deputy Chief of Police.
2. The Class A dress uniform and command staff dress uniform shall consist of:
  - a. Gloves: White, cotton, dress gloves.
  - b. Hat: A Lancaster-style hat, in accordance consistent with the duty uniform standards in this SOP.
  - c. Jacket: The jacket is for command staff only.
  - d. Pants: Navy blue, wool, wool blend, or polyester, dress uniform trousers.
  - e. Shirt: Long sleeve uniform shirt.
  - f. Tie: Ties are only worn with Class A dress uniforms and shall be a regulation black uniform tie with a long sleeve shirt.

**H. Crime Scene Specialist (CSS) Uniform**

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1. CSS personnel are prohibited from wearing the duty uniform worn by sworn personnel.
2. Body Armor: Department-issued body armor shall be worn underneath the uniform shirt. A CSS may wear an external body armor carrier. The carrier shall be provided by the Department when the CSS is issued new body armor. A CSS wishing to purchase their own external carrier may purchase the Department-approved carrier or a carrier of their choice. Any carrier which is not the same make and model as the Department carrier must seek approval by the Scientific Evidence Division (SED) Commander before deploying with the carrier. The carrier must match the approved uniform shirt it is worn over in appearance.
3. Gloves: Gloves for CSS personnel shall be in accordance consistent with the duty uniform standards in this SOP.
4. Hats
  - a. Baseball-Style Hat: Baseball-style caps are optional. They shall be ~~grey~~ black, with a cloth front and/or a cloth or mesh style back. Affixed to the front of the cap shall be the small one and seven-eighths inch by two and three-eighths inch (1 7/8" x 2 3/8") Crime Scene Investigation (CSI) patch. They shall be in serviceable condition. Personnel shall remain aware that there are instances,





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- locations, and situations where wearing a baseball-style hat is unprofessional, and shall use appropriate discretion.
- b. Watch Cap: A ~~grey~~black watch cap, plain, with a CSI patch may be worn with the long sleeve shirt in the winter.
5. Jacket: Jackets and coats shall be worn with the Department CSI patch. This patch shall be worn in place of a badge. Jackets shall have "Crime Scene Investigation" screen printed with reflective material on the back. CSS shall not wear leather jackets.
6. Pants: Pants shall be black permanent press or tactical/BDU style, Department-approved brand pants.
7. Patch: The only patch authorized to be worn shall be the Department ~~Crime Scene Investigation~~ (CSI) patch, silver in color. This patch shall be worn in the same place as the sworn personnel badge.
8. Shirt: Shirts shall be a black, Department-approved performance polo. The polo shirt shall have "Crime Scene Investigator" screen printed on the back. A white or black crew or V-neck t-shirt shall be worn underneath. CSS may wear a black turtleneck shirt, in accordance consistent with the duty uniform standards in this SOP.
9. Shoes: A CSS may wear a Department approved brand, combination all-black leather or synthetic leather (excluding suede) and nylon mesh tactical boots for duty use. Boots are approved for duty use only and shall not be worn with the Class A dress uniform.
10. Sweater: CSS personnel may wear sweaters in accordance consistent with the duty uniform standards in this SOP; however, the sweater must be grey in color to match the CSS uniform shirt.
- I. PSA Uniform
1. Patch: PSAs shall wear the PSA patch in the same place as the sworn personnel badge. No subdued patches are authorized with this uniform.
2. Body Armor: Department-issued body armor shall either be worn underneath the uniform shirt or by wearing an external body armor carrier. The external body carrier shall be provided by the Department when the PSA is issued new body armor.
- 2.a. PSAs wearing outer carries must display a back patch labeled "Service Aide". ~~be worn underneath the uniform shirt.~~
3. Pants: Department-approved tactical/BDU style pants that are dark navy blue.



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4. Shirt: Shirts shall be tropical weave, Bahama blue in color with blue buttons and pleated pockets with flaps. They shall also wear a white crew or V-neck T-shirt. The PSA alternate duty uniform shirt shall be light blue.

J. Prisoner Transport Unit (PTU) Uniform

1. PTU personnel shall be authorized to wear the duty uniform for all PTU duties, except for Class A events.
2. PTU personnel shall wear:
  - a. Gloves: Gloves for PTU personnel shall be in accordance consistent with the duty uniform standards in this SOP;
  - b. Hats:
    - i. Baseball-Style Hat: A baseball-style hat is authorized for PTU Sergeants and PTU personnel and shall be in accordance consistent with the duty uniform standards in this SOP. The hat patch for PTU personnel shall have the silver-colored trim, and the PTU supervisor's hat patch shall have the gold-colored trim.
    - ii. Watch Cap: PTU personnel shall wear a black watch cap, plain or with a Department patch, which may be worn with a long sleeve shirt in the winter.
  - c. Headgear: Protective headgear and gas masks shall be issued to PTU Sergeants and sworn personnel for use when they are assisting the ERT with any mass arrest situations;
  - d. Leather Gear: Leather gear for PTU personnel shall be in accordance consistent with the equipment standards in this SOP;
  - e. Patches: The patch for PTU supervisors shall have a gold trim, lettering, and embroidery. The patch for PTU personnel shall have a silver trim, lettering, and embroidery;
  - f. Shirt: PTU shirts shall be a black, Department-approved performance polo. A white or black crew or V-neck t-shirt shall be worn underneath. PTU personnel may wear a black turtleneck shirt, in accordance consistent with the duty uniform standards in this SOP. The shirt shall have PTU personnel's first initial and last name embroidered over the right chest area of the shirt, consistent with the duty uniform standards in this SOP;
  - g. Shoes: Boots for PTU personnel shall be in accordance consistent with the duty uniforms standards in this SOP. PTU personnel may wear a low quarter shoe, round toe. Military-style boots without steel toe or any other ornamentation are authorized; however, sharp or pointed-toe, western-styled boots or riding heels are not authorized. Athletic footwear is only authorized with the duty uniform and shall not be worn with the Class A dress uniform;
  - h. Tie Bar/Tack: A tie bar/tack of conservative taste may be worn with the tie. No name brands or advertisement shall be allowed and shall only be worn with the class A uniform;
  - i. Pants: Pants shall be "TDU green" permanent press or tactical/BDU style, Department-approved brand pants;



- j. Windbreaker Jacket: Jackets shall include a Department shoulder patch, unit patch, and badge patch. The jacket shall be worn with body armor, and the Department issued duty belt; and
- k. Camelback-style hydration systems and backpacks that cover-up the Department "APD Transport Unit" identifiers on the rear of the shirts are not authorized.

K. ~~TSS Transit Safety Section~~ Uniform

- 1. Shirt: Shirts shall be a blue over black polo, short sleeve, or long sleeve shirt with a silver reflective band around the torso.
  - a. The shirt shall have the ~~TSS personnel's~~ first initial and last name embroidered over the right chest area of the shirt, in accordance consistent with the duty uniform standards in this SOP.
  - b. The employee's first initial and last name shall be embroidered on the shirt on the right side of the chest with half-inch (1/2") white block lettering
- 2. Badge Patch: ~~TSS personnel~~ shall wear a silver badge patch on the left chest, and ~~TSS personnel~~ who are supervisors shall wear a gold badge patch on the left chest. ~~TSS personnel~~ shall not wear a subdued badge patch.
- 3. Pants: Black BDU pants.
- 4. Shoes: Black boots.

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2-1-5

**Uniform Requirements for Specialized Personnel**

- A. All sworn personnel shall wear the duty uniform as described in this SOP. Exceptions to the duty uniform requirements for sworn personnel who work in a specialized capacity are outlined in this SOP.
  - 1. Bicycle Patrol Uniform
    - a. Eyewear: Solid black frame; only the manufacturer logo may be in a different color. Sunglasses or clear protective lenses may be worn during the day. Clear protective lenses shall be worn at night.
    - b. Gear: Bicycle sworn personnel may utilize nylon web, or the Department-issued leather gear. The nylon web gear shall only be worn with the bicycle uniform.
    - c. Gloves: Bicycle patrol specific, full or half finger, primarily black with accent colors.
    - d. Helmet: Bicycle patrol approved with strap, solid black. The helmet shall comply with federal safety standards for bicycle helmets.
    - e. Jacket: The Department-issued high visibility, reversible jacket with the high visibility side out is recommended. However, any Department-approved jacket is allowed, with the exception of the leather jacket.



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- f. Pants and Shorts: Plain black nylon or nylon/spandex blend, cargo pockets, bicycle patrol specific. Length shall come to at least the top of the knee. No other material or type of pant/short is authorized.
- g. Shirts: Short sleeve or long sleeve, collared Department-approved brand performance polo. Plain black with cloth or embroidered badge and name in standard position. Patches shall be colored and on both shoulders. Subdued gray or subdued black patches are not authorized. No other material or style of shirt is authorized. Reflective sleeve striping is optional.
- h. Shoes: Black athletic shoes. Shoes shall be primarily black.
- i. Socks: Socks shall be solid black and athletic.

2. ~~Emergency Response Team (ERT)~~ Uniform

- a. Badge: The standard ERT uniform shall have subdued patches as indicated above, plus a subdued American flag patch over the right pocket. A subdued badge shall be sewn on the front of the shirt over the left breast area of the shirt. Supervisors shall have a subdued supervisor badge.
- b. Gloves: ERT personnel shall wear gloves, in accordance consistent with the duty uniform standards in this SOP. Furthermore, ERT personnel shall be authorized to wear hard-knuckled gloves when authorized by the IC, in accordance consistent with SOP Emergency Response Team.
- c. Pants: Tactical/BDU style pants shall be black.
- d. Patch: The subdued Department patch and subdued ERT patch shall be sewn on the respective shoulders.
- e. Personal Protective Equipment (PPE): Additional hard PPE may be worn when there is a danger of violence, and the IC has authorized the use of such PPE, in accordance consistent with SOP Emergency Response Team.
- f. Shirt: The shirt shall be a short or long sleeve black shirt; a cool wear, Department-approved brand, collared polo made of polyester; or a BDU style button, or zip-up.
- g. The Chief of Police or their designee or ERT Commander/Lieutenant may designate the optional ERT uniform.

3. Horse Mounted Unit (HMU) Uniform

- a. In accordance Consistent with SOP Horse Mounted Unit, HMU personnel shall purchase the following as part of their HMU uniform:
  - i. Gloves: Hard-knuckled gloves. The gloves shall be issued and/or approved by the HMU Sergeant. Because hands are essential for control of the horse and for the safety of the rider and community members ~~civilians~~ during ERT activations, hard-knuckled gloves are only to be worn in conjunction with full riot gear;
  - ii. Hat: In the winter, a four-inch (4") brim, black felt cowboy hat with the Department-approved hat badge or HMU hat badge shall be worn; in the summer, a four-inch (4") brim straw hat. A baseball hat may be worn, at the discretion of the HMU Sergeant. The HMU Sergeant must approve all hats prior to going on-duty;



- iii. Pants: Black Wrangler jeans while on horseback;
- iv. Shirt: Black long or short sleeve polo-style shirt, or duty-style shirt with colored patches on both sleeves. Polo shirts shall have a cloth badge and name tag. Duty-style shirts shall have colored patches on the shoulders, an HMU or standard badge, and a name tag;
- v. Shoes: Cowboy boots with a heel and spur platform. They must be solid black, or the design must be covered by the pant leg. Boots with a smooth sole are preferred; and
- vi. The Open Space Unit uniform when designated by their lieutenant or their designee.

#### 4. Motorcycle Uniform

- a. Sworn personnel assigned to motorcycle duty shall wear:
  - i. Armored Motorcycle Jacket: Only uniformed Motors Unit sworn personnel may wear the Department-approved brand men's black/pewter jacket. It shall be black with a stripe, reflective piping, and a removable liner;
  - ii. Gloves: Motors Unit sworn personnel may wear hard-knuckled gloves while operating their motorcycle. Motors Unit sworn personnel shall remove their hard-knuckled gloves when interacting with community members when feasible;
  - iii. Helmet: A white and black motorcycle helmet when operating a Department motorcycle;
  - iv. Dress Hat: A white and black Keystone eight (8) point cap with ventilated mesh braid; the hat shall have a silver regal strap with "P" buttons affixed to both sides of the brim. Sergeants and above shall have a gold regal strap with "P" buttons affixed to both sides of the brim;
  - v. Pants: Navy blue elastic riding breeches with a one-inch (1") white stripe down the sides;
  - vi. Shirt: Motors Unit sworn personnel who are assigned to motorcycle duty shall wear the long sleeve or short sleeve uniform shirt;
  - vii. Shoes: English field or riding boots with round toe and block heel; and
  - viii. Trouser legs shall be worn inside of the boot.

#### 5. Open Space Unit Uniform

- a. Open Space Unit personnel shall wear short or long sleeve black/navy blue polo shirts with colored patches, cloth badge, and name tag. The Open Space Unit shall wear tan or brown tactical/BDU style pants and brown boots.

#### 6. Plainclothes Officer Uniform

- a. Sworn personnel working in a plainclothes capacity shall wear the duty uniform or appropriate professional staff attire designated by their chain of command.
  - i. A plainclothes officer may wear an alternate duty uniform, which includes the Department-approved short-sleeve or long-sleeve performance polo,



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tactical/BDU style pants, and properly marked Department-issued vest carrier.

- b. A plainclothes officer shall wear a properly marked, Department-issued vest carrier, when necessary. The vest shall be black in color and shall include the following:
  - i. The Department shoulder patch, gold for the rank of sergeant and above;
  - ii. A badge patch;
  - iii. White lettering on the back identifying the wearer as "Police". The lettering may also include "Impact Team", "Traffic", "Narcotics", etc.; and
  - iv. A Department-issued on-body recording device (OBRD) mounting apparatus.

7. Undercover Officer Uniform

- a. Sworn Personnel working in an undercover capacity shall ensure they are prepared and equipped to wear the duty or alternate duty uniform when directed by the bureau Deputy Chief of Police.

8. Police Honor Guard Team Uniform

- a. The Police Honor Guard Team uniform shall be as specified by the Chief of Police.

9. Proactive Response Team (PRT)

N/A

- a. At the discretion of the area commander, PRT personnel may wear short or long sleeve black/navy blue polo shirts with colored patches, a cloth badge, ~~name tag~~nametag, and tan or brown tactical/BDU style pants and brown boots.

10. Special Operations Division (SOD) Uniform

- a. SOD personnel shall wear:
  - i. Green tactical/BDU style pants and matching top with shoulder patches, cloth badges, and cloth name tags; and
  - ii. Green Nomex flight suit and green tactical shirt.
- b. When working calls for service:
  - i. K-9 sworn personnel shall wear black, long or short sleeve polo shirts with colored patches, cloth badges, and name tags. K-9 sworn personnel shall wear a black tactical/BDU top and tactical/BDU style pants, and black boots.
  - ii. Special Weapons and Tactics (SWAT) and Explosive Ordnance Disposal (EOD) Unit (Bomb Squad) sworn personnel may wear blue long or short sleeve polo shirts or tactical shirts with colored patches, cloth badges, and cloth name tags.
  - iii. Tactical Section sworn personnel may wear the following uniform:
    - 1. Be dressed in the same daily uniform as directed by the SOD chain of command;
    - 2. For tactical activations;





- a. SWAT sworn personnel shall wear their green tactical/BDU style pants and matching top with shoulder patches, cloth badges, and cloth name tags or a green Nomex flight suit and green tactical shirt during tactical activations only. Green subdued Department-approved patches will be worn on the uniform, including the SOD green tactical carrier. Call sign patches may be displayed on the left shoulder directly above the Department patch and shall be subdued in SOD green with black lettering for officers and gold lettering for supervisors. Any patches adorned on the external carrier will be in a specific fashion as dictated by the chain of command.
3. During day-to-day operations; and
  - a. SWAT sworn personnel shall wear a navy blue tactical/BDU top and tactical/BDU style pants, and black boots. SWAT shall wear the Department and unit patch with silver trim (black background) and supervisors shall wear the Department and unit patch with gold trim (black background). Call sign patches will be displayed on the left shoulder directly above the Department patch and shall be black in color with white lettering for officers and gold lettering for supervisors.
  - b. A black external tactical carrier shall be used, unless utilizing soft armor with the alternate duty uniform. Only patches authorized by the SOD chain of command are to be worn by tactical personnel.
  - c. During training days, the training uniform shall consist of a plain black t-shirt/long sleeve or green BDU top and green BDU style pants.
4. SWAT Unit Patch
  - a. SWAT sworn personnel shall be authorized to wear the SWAT patch after achieving the requirements that are outlined in the SWAT Handbook.

**7 2-1-6 Equipment Standards**

**A. Body Armor**

**1. Wearing of Body Armor**

- a. Body armor shall be worn by all uniformed, Department sworn personnel who are exposed to direct public contact.
  - i. Non-uniformed sworn personnel shall wear body armor when serving arrest and search warrants, or any other time as determined by the unit supervisor.
- b. If sworn personnel are in civilian clothes or modified uniform and occupying a take-home police vehicle, the personal body armor shall be readily available.

**2. External Body Armor Carrier**

- a. Property Unit personnel shall issue sworn personnel an external body armor carrier when they choose to wear one.
- b. Department personnel may wear the external body armor carrier with the approved duty uniform or alternate duty uniforms.



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- i. For officer safety and retention requirements, sworn personnel shall continue to carry their Electronic Control Weapon (ECW) on their duty belt in a weak-side holster or in a weak-side holster on the weak-side of the external body carrier to reduce the chances of accidentally drawing and/or firing a firearm, in accordance ~~consistent~~ with SOP Use of Force: Intermediate Weapon Systems.
- ii. For officer safety and retention requirements, sworn personnel shall continue to wear their firearm on their duty belt on their dominant, strong side.
- c. Sworn personnel who ~~may~~ use an external body armor carrier shall attend mandatory training with the equipment at the Firearms Range.
- d. Sworn personnel who choose to use an external body armor carrier shall pass their firearm qualification while wearing their external body armor carrier.
- e. Sworn personnel at the rank of deputy commander or above may wear an external body armor carrier without the modular lightweight load-carrying equipment (MOLLE) system.
- f. Sworn personnel at the rank of lieutenant or below may wear an external body armor carrier with the MOLLE system.
- g. Sworn personnel shall wear an external body armor carrier that is the same brand as their internal body armor.
  - i. If the body armor company's manufacturer does not offer a specific external body armor carrier, sworn personnel may substitute a brand-name external body armor carrier with a generic universal uniform-style carrier upon approval from the Operations Review Section Commander and the Chief of Staff ~~Director of the Office of the Chief~~.
- h. Sworn personnel shall wear equipment holders that are the same color and material as their external body armor carrier.
- i. Sworn personnel may wear Velcro badges and nameplates on their external body armor carrier.
  - i. An officer shall wear a silver Velcro badge.
  - ii. A sergeant and lieutenant shall wear a gold Velcro badge.
  - iii. The officer's nameplate shall have their last name or the first initial of their first name and their last name.
- j. Special Operations Division, specialized investigative unit, and Metro Traffic Division personnel shall obtain the Chief of Police's approval to wear a non-uniform style external body armor carrier.
- k. Firearm holsters shall not be worn, mounted, or affixed on the external body armor carrier.
  - i. Personnel working in the following sections may be exempt from this requirement with the prior written approval of the personnel's Bureau Deputy Chief of Police:
    - 1. Special Operations Division;
    - 2. Operational undercover capacity; and
    - 3. Open space collateral officers engaged in an active rescue operation.





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- a. Property Unit personnel shall issue wraparound body armor of threat level II or III A as classified in National Institute of Justice to all sworn personnel.
- b. Body armor is a mandatory uniform item and shall be worn all year round by sworn personnel and supervisors assigned to uniform duties.
- c. The following are exemptions and limitations to this mandatory rule:
  - i. Departmentsworn personnel who wish to be exempt shall submit a letter for exemption consideration through the employee's/requester's chain of command. Physician statements and other documentation must accompany the letter of request; and
  - ii. Department personnel who are unable to wear body armor, and would normally do so as a requirement of their duties, shall not serve in a capacity where potentially violent encounters may occur.

4. Care of Body Armor

- a. Departmentsworn personnel shall be trained in the care and cleaning of their body armor and shall be held responsible for proper maintenance.
- b. Any damage to the body armor, or other unsafe condition, shall be reported to the Departmentsworn personnel's immediate supervisor for appropriate action.
- c. Departmentsworn personnel shall report to the Department's Property Unit any condition in which the body armor no longer fits properly as the result of a gain or loss of body weight.

5. Inspection of Body Armor

N/A

- a. Body armor shall be visually inspected by the Departmentsworn personnel's immediate supervisor every month. If Departmentsworn personnel are the opposite gender of the supervisor, the supervisor shall designate ~~sworn~~ Department personnel of the same gender to perform the inspection. FSB inspections shall follow the bid. The inspections shall be documented on the Monthly Line Inspection Form, in accordanceconsistent with SOP Line Inspection Process, which can be found in PeopleSoft. ~~(refer to SOP Line Inspection Process for sanction classifications and additional duties).~~

B. Leather Gear

1. Leather gear for sworn personnel shall be black basket weave design and shall consist of the following:
  - a. Ammunition Carriers: Carriers for semi-automatic pistol magazines shall be capable of holding two (2) magazines.
    - i. Detectives may have an ammunition carrier that holds one (1) magazine.
  - b. Belt Keepers: Belt keepers shall be one-inch (1") wide with concealed snaps or Velcro fasteners. A single, four-inch (4") wide keeper may be worn at the back of the belt.
  - c. Buckle (optional): The buckle shall be shined chrome or nickel-plated for sworn personnel and shined brass or gold-plated for Sergeants and above.



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- d. Chemical Agent Holder: As appropriate for issued chemical agent container.
- e. Collapsible Baton Holder (optional): May be basket weave, leather, or plastic.
- f. Equipment Belt: Two inches (2") wide, basket weave leather, or synthetic.
- g. Flashlight Holder: Required for uniform wear.
- h. Handcuff Case: The case may be an open or closed (cover) type. The cover of the case may be secured with either a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt, or held with a belt keeper.
  - i. Detectives shall wear a handcuff case that holds at least one (1) pair of handcuffs.
- i. Holster: All sworn personnel, while in any on-duty status, shall carry their qualified duty weapon in a holster with a manual retention device.
  - i. For officer safety and retention requirements, sworn personnel shall continue to carry their ECW on their leather gear in a weak-side holster to reduce the chances of accidentally drawing and/or firing a firearm, in accordance consistent with SOP Use of Force: Intermediate Weapon Systems.
  - ii. For officer safety and retention requirements, sworn personnel shall continue to wear their firearm on their leather gear on their dominant, strong side.
  - iii. Personnel working in an operational undercover capacity may be exempt from this requirement with the prior written approval of the personnel's Bureau Deputy Chief of Police.
- j. Key Holder (optional): ~~A key holder is optional.~~ It shall be a pear-shaped piece of leather, five inches long and three inches (5" x 3") wide at the widest point, tapering to one-inch (1") wide at the top. A three-quarter inch (3/4") wide strap shall be used for attachment to the belt.

**N/A**

**C. Leather Gear for Administrative Assignments**

- 1. Uniformed personnel who are normally assigned to administrative duties may make the following modifications for the wearing of leather gear by:
  - a. Eliminating the equipment belt, and substituting a black belt with brass snaps or Velcro closure; and
  - b. Wearing a high-ride or off-duty type holster and ammunition carriers. Basket weave and plain leather may not be mixed.

**D. Nylon Gear**

- 1. Nylon Gear shall not be worn by personnel wearing duty uniforms. Nylon gear is only authorized for use while wearing tactical/BDU style pants or the bicycle uniform.

**E. Wearing of Safety Equipment While Directing Traffic**

- 1. Sworn personnel, PSAs, and TSOs who are directing traffic on any City street shall wear a day-glow reflective safety vest.



2. Sworn personnel may wear the Department-provided, high visibility jacket with the high visibility, reflective side out, in lieu of the traffic vest.

#### **2-1-7 Command Staff and Supervisor Responsibilities**

- A. The Chief of Police may authorize retired sworn personnel in good standing to wear a designated Department uniform of the Chief of Police's choosing at specified official functions.
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 B. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command.

Deputy Chiefs shall not authorize uniforms to be worn that have not been previously approved in this SOP.

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 C. Supervisors are responsible for the appearance of personnel under their command. Supervisors shall:

1. Ensure uniforms and equipment are neat, clean, and worn properly;
2. Ensure uniforms, insignia, accessories, and equipment conform to the standards described in this SOP;
3. Ensure supervisors assigned to the FSB shall conduct a uniform and equipment inspection every month, which includes completion of the Monthly Line Inspection Form, in accordance consistent with SOP Line Inspection Process; and

N/A

4. Ensure supervisors, regardless of assignment, shall take corrective action on any uniform regulation violation that comes to their attention in accordance with (refer to SOP Complaints Involving Department Personnel ~~for sanction classifications and additional duties~~).



## **2-6 USE OF EMERGENCY WARNING EQUIPMENT**

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

#### **A. Related SOP(s)**

2-19 Response to Behavioral Health Issues  
2-45 (Formerly 2-55) Pursuit by Motor Vehicle  
2-100 Emergency Communications Center (ECC) Division

#### **B. Form(s)**

None

#### **C. Other Resource(s)**

NMSA 1978, § 66-7-6 Authorized Emergency Vehicles

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **2-6-1 Purpose**

The purpose of this policy is to outline the requirements for the use of emergency vehicle warning equipment by Albuquerque Police Department (Department) personnel.

### **2-6-2 Policy**

It is the policy of the Department to adhere to statutory restrictions on the use of emergency warning equipment. Emergency warning equipment is employed only under authorized conditions and circumstances to minimize the risk of crashes or injuries to personnel or the community.

**N/A**

### **2-6-3 Definitions**

#### **A. Authorized Emergency Vehicle**

An authorized law enforcement vehicle displaying a government-issued license plate that is equipped with authorized emergency warning equipment and other emergency warning devices required by New Mexico state statute and used for emergency response situations.



**B. Authorized Emergency Warning Equipment**

Equipment on authorized emergency vehicles that emits audible or visual signals in order to warn others that law enforcement services are in the process of being delivered, such as a siren, flashing or rotating red and blue lights, or amber lights.

**C. Code 1 Response**

Response in compliance with all traffic regulations without the use of emergency equipment. Calls that require a Code 1 response are non-emergency in nature.

**D. Code 3 Response**

Response with full emergency equipment in operation. Calls that require a Code 3 response are life-threatening in nature or meet any other criteria for an emergency response.

**1. Priority 1 Call**

Any immediate life-threatening situation with a great possibility of death or life-threatening injury, or any confrontation between people that could threaten the life or safety of any person where weapons are involved.

**2. Priority 2 Call**

Any crime in progress that may result in a threat of injury to a person, major loss of property, or immediate apprehension of an individual. A Priority 2 call also includes accidents with injury for situations in progress or situations that just occurred.

**6 2-6-4**

**Procedures**

**A. Authority for Code Response**

1. When sworn personnel respond to an emergency call, or when in pursuit of an individual who has violated, or is suspected of violating a law, sworn personnel shall be authorized to exercise the right-of-way privilege, pursuant to the New Mexico state statute on authorized emergency vehicles.

**a. This authority does not:**

- i. Relieve the officer whom is driving an authorized emergency vehicle from their duty to drive with due regard for the safety of others; or
- ii. Protect the officer from the consequences of reckless disregard for the safety of others.



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2. Non-sworn personnel are not allowed to respond in a Code 3 Response, but are allowed to use their emergency equipment for situations such as traffic control or scene security.

**B. Code Responses by Sworn Personnel**

1. Primary and secondary sworn personnel who are dispatched to a life-threatening call for service may respond as a Code 3.
2. An officer may request additional unit(s) to respond as a Code 3.
3. A supervisor may authorize a Code 3 response to an in-progress felony to prevent the likelihood of an individual's escape and/or to protect life and property.
4. Sworn personnel shall downgrade from a Code 3 to a Code 1 response when any of the following conditions are known:
  - a. The call for service is no longer life-threatening;
  - b. Information indicates a violent felony is no longer in progress; or
  - c. The scene is secure.
5. When it is safe to do so, an officer shall disengage their siren upon arrival to the area of an in-progress call for service.
6. Sworn personnel shall use a Code 1 response for all other calls for service.

**C. Supervisor Responsibilities**

1. A supervisor shall monitor the number of units responding to a Code 3 incident.
2. A supervisor may direct a code response, other than as provided in this Standard Operating Procedure (SOP), if warranted.

**N/A**



## **2-6 USE OF EMERGENCY WARNING EQUIPMENT**

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

#### **A. Related SOP(s)**

2-19 Response to Behavioral Health Issues  
2-45 (Formerly 2-55) Pursuit by Motor Vehicle  
2-100 Emergency Communications Center (ECC) Division

#### **B. Form(s)**

None

#### **C. Other Resource(s)**

NMSA 1978, § 66-7-6 Authorized Emergency Vehicles

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

None

### **2-6-1 Purpose**

The purpose of this policy is to outline the requirements for the use of emergency vehicle warning equipment by Albuquerque Police Department (Department) personnel.

### **2-6-2 Policy**

It is the policy of the Department to adhere to statutory restrictions on the use of emergency warning equipment. Emergency warning equipment is employed only under authorized conditions and circumstances to minimize the risk of crashes or injuries to personnel or the community.

### **N/A 2-6-3 Definitions**

#### **A. Authorized Emergency Vehicle**

An authorized law enforcement vehicle displaying a government-issued license plate that is equipped with authorized emergency warning equipment and other emergency warning devices required by New Mexico state statute and used for emergency response situations.





**B. Authorized Emergency Warning Equipment**

Equipment on authorized emergency vehicles that emits audible or visual signals in order to warn others that law enforcement services are in the process of being delivered, such as a siren, flashing or rotating red and blue lights, or amber lights.

**C. Code 1 Response**

Response in compliance with all traffic regulations without the use of emergency equipment. Calls that require a Code 1 response are non-emergency in nature.

**D. Code 3 Response**

Response with full emergency equipment in operation. Calls that require a Code 3 response are life-threatening in nature or meet any other criteria for an emergency response.

**1. Priority 1 Call**

Any immediate life-threatening situation with a great possibility of death or life-threatening injury, or any confrontation between people that could threaten the life or safety of any person where weapons are involved.

**2. Priority 2 Call**

Any crime in progress that may result in a threat of injury to a person, major loss of property, or immediate apprehension of an individual. A Priority 2 call also includes accidents with injury for situations in progress or situations that just occurred.

**6 2-6-4 Procedures**

**A. Authority for Code Response**

1. When sworn personnel respond to an emergency call, or when in pursuit of an individual who has violated, or is suspected of violating a law, sworn personnel shall be authorized to exercise the right-of-way privilege, pursuant to the New Mexico state statute on authorized emergency vehicles.

**a. This authority does not:**

- i. Relieve the officer whom is driving an authorized emergency vehicle from their duty to drive with due regard for the safety of others; or





- ii. Protect the officer from the consequences of reckless disregard for the safety of others.

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2. Non-sworn personnel are not allowed to respond in a Code 3 Response, but are allowed to use their emergency equipment for situations such as traffic control or scene security.

**B. Code Responses by Sworn Personnel**

1. Primary and secondary sworn personnel who are dispatched to a life-threatening call for service may respond as a Code 3.
2. An officer may request additional unit(s) to respond as a Code 3.
3. A supervisor may authorize a Code 3 response to an in-progress felony to prevent the likelihood of an individual's escape and/or to protect life and property.
4. Sworn personnel shall downgrade from a Code 3 to a Code 1 response when any of the following conditions are known:
  - a. The call for service is no longer life-threatening;
  - b. Information indicates a violent felony is no longer in progress; or
  - c. The scene is secure.
5. When it is safe to do so, an officer shall disengage their siren upon arrival to the area of an in-progress call for service.
6. Sworn personnel shall use a Code 1 response for all other calls for service.

**C. Supervisor Responsibilities**

N/A

1. A supervisor shall monitor the number of units responding to a Code 3 incident.
2. A supervisor may direct a code response, other than as provided in this Standard Operating Procedure (SOP), if warranted.



## **2-9 USE OF COMPUTER SYSTEMS**

### **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)

**B. Form(s)**

None

**C. Other Resource(s)**

City of Albuquerque Bring Your Own Device (BYOD) Policy  
City of Albuquerque Personnel Rules and Regulations, Section 301 Code of Conduct  
[City of Albuquerque Cybersecurity Policy](#)  
28 C.F.R. Part 20 Criminal Justice Information Services  
[Criminal Justice Information Services \(CJIS\) Security Policy](#)  
Inspection of Public Records Act of 1978

**D. Active Special Orders**

None

**E. Rescinded Special Order(s)**

None

### **2-9-1 Purpose**

The purpose of this policy is to provide procedures for the proper use of Albuquerque Police Department (Department) computers and Criminal Justice Information Systems (CJIS) information.

### **2-9-2 Policy**

It is the policy of the Department to comply with the City of Albuquerque Personnel Rules and Regulations on Code of Conduct regarding technology systems and the Federal Bureau of Investigations (FBI) CJIS Security Policy.

**N/A**

### **2-9-3 Definitions**

**A. Criminal History Record Information**



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Information on specific individuals relating to their recorded history of interactions with the criminal justice system, including but not limited to, arrests, charges, detentions, and indictments.

**B. Criminal Justice Information Systems (CJIS)**

A division of the FBI that administers Security Policy that contains information security requirements, guidelines, and agreements reflecting the will of law enforcement and criminal justice agencies for protecting the sources, transmission, storage, and generation of Criminal Justice Information (CJI).

**C. Criminal Justice Information (CJI)**

An abstract term used to refer to all FBI CJIS-provided data necessary for law enforcement agencies to perform their mission and enforce laws, including but not limited to: biometrics, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data.

In addition, transaction control type numbers, when not accompanied by information that reveals CJI or personally identifiable information, are exempt from the protection levels required for CJI.

**D. Dissemination**

The act of spreading criminal history record information or the absence of criminal history record information to any person or agency outside of the Department.

**E. National Crime Information Center (NCIC) Interstate Identification Index (Triple I)**

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 a nationwide interest.

**F. Technical Services Unit (TSU)**

The unit commonly known within the Department as the "APD Help Desk."

**G. Technology System**

1. Any electronic device, including but not limited to:

- a. A Computer system: any computer, including but not limited to a desktop computer/personal computer (PC), laptop PC, Notebook PC, or tablet that runs on a Windows or Macintosh operating system (OSX);
- b. A Mobile device: any cellular phone, smartphone, or tablet that runs an operating system, for example, an Android or Apple operating system (iOS); or



- c. An externally-owned device: Any computer system or mobile device not provided or managed by TSU personnel.

H. Terminal Agency Coordinator (TAC)

The point of contact for the New Mexico Department of Public Safety (NMDPS) and the FBI who ensures compliance with state and Triple I policies and regulations.

**6 2-9-4 Procedures**

A. General Computer Use

1. TSU personnel shall:

- a. Maintain proper licensing restrictions and requirements for all technology assets;
- b. Coordinate all technology efforts, including but not limited to the effective acquisition and implementation of all technology systems, system applications, and hardware components under the direction of TSU; and
- c. Manage data and systems in a secure manner that is responsive to evolving technology threats.

2. Department personnel shall:

- a. Contact TSU personnel at (505) 768-2359 or [APDHelpdesk@cabq.gov](mailto:APDHelpdesk@cabq.gov) for all computer/information technology questions/issues/needs;
- b. Be given access to Department records, systems, CJIS, and the files located within CJIS only as permitted in the performance of official duties and for criminal justice purposes; and
- c. Cooperate with the audit and/or investigation of any technology system, including externally-owned devices used for work purposes, subject to audit and public information disclosure requirements, consistent with the Inspection of Public Records Act.

3. Department personnel shall not:

- a. Disseminate or reveal any CJI without the permission of the Chief of Police or otherwise required by law;
- b. Use City-issued computers, hardware, and/or software, including computer applications that are hosted elsewhere, for any personal compensation or profit; or
- c. Create or run unauthorized jobs, operate a computer in an unauthorized mode, or intentionally cause any operational malfunction or failure.

B. Computer Training



1. Supervisors shall ensure all their Department personnel have the training required to properly operate applications and comply with all relevant policies, rules, regulations, and statutes governing the security and dissemination of CJI.

**C. Computer Access**

1. Department personnel shall:

- a. Be given the least possible access to computer systems according to their assignment, duties, and responsibilities, and follow CJIS requirements using the least possible access;
- b. Comply with all application access rules;
- c. Only use their own password or username to gain access to their designated systems;
- d. Adhere to system procedural requirements as set forth within the application or the system user manuals; and
- e. Ensure that user passwords are unique and follow City guidelines.

2. Department personnel shall not:

- a. Lend or share their password(s) or username(s) to anyone; or
- b. Use their City credentials (e.g., email address) for personal use, software, and/or services.

**D. Terminating Sessions**

1. Department personnel shall lock or sign off of the computer system they are using before leaving it unattended.
2. TSU personnel shall enforce at the group policy level, consistent with CJIS, a session lock of no greater than thirty (30) minutes.

**E. Network-Connected Technology System**

1. Within five (5) business days in advance of the move or installation, Department personnel shall notify TSU personnel of any technology system connected to the network that needs to be installed or moved. Examples of such technology systems include, but are not limited to:
  - a. Network-connected computers;
  - b. Multi-function printers (MFP);
  - c. Smart thermostats; and
  - d. Scanners.
2. Department personnel may access Department or City-secured networks with externally-owned technology systems as long as they follow the City's Bring Your Own Device (BYOD) policy and the following guidelines:



- a. There shall be no reasonable expectation of privacy for any device connected to a City network.
- b. Any externally-owned device connected to the Department or City network must have current, up-to-date, City-approved antivirus software, and meet the minimum operating system and security standards.

**F. Loading of Software on Technology Systems**

1. To maintain support and licensing requirements, Department personnel shall contact TSU personnel before installing software on any Department-owned technology system (e.g., smartphone or computer).
2. Department personnel shall not load personal software, games, or any software that is unrelated to City business on Department-owned computers, cellphones, or smartphones. Violations shall immediately be reported to a supervisor.
- 7 3. Department personnel shall not remove Department-owned software from any Department-owned computer without prior approval from TSU personnel.
4. TSU personnel shall maintain a list of approved software and applications. TSU personnel shall install software and applications on an employee's technology system according to the employee's roles.
5. TSU personnel shall work with Department command staff or their designees to ensure the list of approved software and applications are reviewed periodically to meet the operational needs of Department personnel.

**7 G. Computer Files**

1. Department personnel shall encrypt data stored on removable storage devices, including but not limited to a universal serial bus (USB) device, unless the device is only used within areas of controlled access.
  - a. Department personnel may request TSU personnel to assist with encrypting data stored on removable storage devices.
  - b. Any media containing CJI that does not remain within physically secure locations or controlled areas, must be marked as "For Official Use Only", "Law Enforcement Sensitive", and/or "CJIS Information."
2. Department personnel shall retain data in accordance with the City and Department data and evidence retention schedules and policies.
3. TSU personnel shall salvage removable storage media. All digital storage media used to store CJI shall be sanitized in accordance with CJIS Security Policies prior to disposal, reuse, or reassignment.



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4. When using cloud services with City data, Department personnel shall be aware of what data types are being stored and with whom it is being shared.

**5**

- a. CJIS data shall only be stored on approved cloud services and only shared with authorized individuals.

**7**

**H. Security**

1. Department personnel shall immediately report violations or suspected violations of this Standard Operating Procedure (SOP) to their supervisor.
  - a. The supervisor shall immediately inform either TAC or TSU personnel and the Internal Affairs Professional Standards (IAPS) Division of the alleged policy violations in accordance with SOP Complaints Involving Department Personnel.
2. Department personnel shall immediately report any security breaches or suspected security breaches to their supervisor.
  - a. The supervisor shall immediately inform TAC or TSU personnel of the alleged violations.
3. Failure to report security violations or breaches may result in disciplinary action.
4. Unless an exception has been approved by TSU personnel, all technology systems shall be maintained by TSU with up-to-date software versions, including software patches and bug fixes. TSU personnel shall install anti-virus software and ensure it is running and up-to-date.
  - a. If Department personnel notice that their Department-issued device is not up-to-date, they shall contact the TSU Helpdesk.

**5**

**2-9-5**

**Use of CJIS**

- A. The CJIS may contain additional or overriding requirements. In the event of a conflict with sections of this SOP, the provisions in CJIS will prevail.

**6**

**B. Authorized User Access to CJIS**

1. Only Department personnel or Department-authorized agents shall access CJIS information.
2. Department personnel shall obtain CJIS information for authorized criminal justice purposes only, as determined by the Chief of Police.
3. Department personnel shall not use CJIS for personal use or non-law enforcement-related activities.

**3**





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- a. Inquiries made for personal use, unauthorized use, or dissemination of the information shall result in internal discipline, as well as penalties under federal and state law.
4. Inquiries through any CJIS, including but not limited to the Motor Vehicle Division Database, Triple I, New Mexico Law Enforcement Telecommunications Service (NMLETS/NLETS), inquiries to other jurisdictions, and Law Enforcement Information Exchange (LINX) inquiries are only to be made for law enforcement purposes, as authorized by the Department.
5. Department personnel shall not discuss or provide CJIS information to any person who is not a member of the justice system in accordance with CJIS security policy and without the permission of the Chief of Police or otherwise required by law.
6. Department personnel shall complete all required security training.
7. Department personnel shall not use an externally-owned information system or a publicly-accessed computer to access CJIS information.

**6**

**C. Department CJIS Requirements**

**N/A**

1. The Department must remain in compliance with the NCIC User Acknowledgement or risk termination of one (1) or more of the services provided.
  - a. The Chief of Police signs the User Acknowledgement, which is the formal agreement between the Department and the NMDPS.
    - i. This document acknowledges the standards established in the FBI's CJIS Security Policy.
    - ii. The standards require accuracy, completeness, timeliness, and security in the dissemination and recording of information.

**N/A**

2. Violations of the rules, regulations, policies, or procedures developed by the FBI and adopted by the NMDPS or any other misuse or abuse of the NCIC system may result in NMDPS disciplinary measures and/or criminal prosecution.
  - a. Disciplinary measures imposed by the NMDPS may include revocation of individual certification, discontinuing system access to the Department, or purging the Department's records.

**7**

3. Department personnel shall have access to CJIS systems according to their role.
4. Advanced authentication, such as two-factor authentication (2FA) or multi-factor authentication (MFA), shall be used wherever required by CJIS.
5. Department personnel shall have TSU personnel register all technology systems, including software and web services, before installation or use.





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6. TSU personnel shall install antivirus software on every Department-issued PC. Any security incidents must be reported to a supervisor.
7. All hardware purchases shall be approved through TSU and follow the City's Technology Review Committee (TRC) approval guidelines.
8. Department personnel operating the terminal, the TAC, and the Chief of Police shall be responsible for maintaining the security of the terminal sites and information.
9. Department personnel shall secure terminal locations from unauthorized access. Department personnel who are authorized to use the system shall be instructed on the proper use of the equipment and the dissemination of information received.

**D. Rules Specific to NCIC**

1. Department personnel certified to use the NCIC system shall adhere to the following NCIC policies:
  - a. All Department personnel who use terminals that have access to information in NCIC files shall be trained and certified to use NCIC;
  - b. Any document obtained or generated through NCIC shall not be disseminated to unauthorized persons or agencies; and
    - i. Examples of agencies, organizations, and persons who cannot receive any document obtained or generated through NCIC include, but are not limited to:
      1. Passport agencies;
      2. New Mexico Children, Youth, and Families Department (CYFD);
      3. Adult Protective Services;
      4. Albuquerque Crime Stoppers Program;
      5. Victims;
      6. Witnesses;
      7. Families; and
      8. Media.
  - c. Inquiries into these systems shall not be made in response to a request by another criminal justice agency or by any retired Department personnel.
2. Use of the NCIC system is regulated by the FBI and shall be in accordance with Title 28 of the Code of Federal Regulations, Part 20 Criminal Justice Information Services. Improper use of the NCIC system may result in severe penalties for the Department and the individual user.
  - a. Consistent with FBI and NMDPS requirements, every five (5) years, the TAC shall perform a criminal background check on Department personnel who are certified to use the NCIC system.
  - b. Any misuse of the NCIC system shall be reported to the TAC.



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N/A

- c. The TAC shall report any misuse to the NMDPS and the IAPS Division for investigation, in accordance with SOP Complaints Involving Department Personnel.
- 3. Department personnel shall not directly contact a software vendor for assistance with Department-approved and Department-supported software.
- 4. Department personnel shall contact the Department's Tech Services Unit for assistance with Department-approved and Department-supported software.
- 5. Printouts of criminal history record information from the Department's computerized and hardcopy files are prohibited except when:
  - a. They are required for the investigating officer's case file;
  - b. They are required by a prosecuting attorney;
  - c. They are required in a mutual criminal investigation with a court or government agency that is authorized to receive criminal history record information; or
  - d. They are required by a section or unit supervisor because they are required for an investigation or during an emergency.



## **2-9 USE OF COMPUTER SYSTEMS**

### **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)

#### **B. Form(s)**

None

#### **C. Other Resource(s)**

City of Albuquerque Bring Your Own Device (BYOD) Policy  
City of Albuquerque Personnel Rules and Regulations, Section 301 Code of Conduct  
[City of Albuquerque Cybersecurity Policy](#)  
28 C.F.R. Part 20 Criminal Justice Information Services  
[Criminal Justice Information Services \(CJIS\) Security Policy](#)  
Inspection of Public Records Act of 1978

#### **D. Active Special Orders**

None

#### **D.E. Rescinded Special Order(s)**

None

### **2-9-1 Purpose**

The purpose of this policy is to provide procedures for the proper use of Albuquerque Police Department (Department) computers and Criminal Justice Information Systems (CJIS) information.

### **2-9-2 Policy**

It is the policy of the Department to comply with the City of Albuquerque Personnel Rules and Regulations on Code of Conduct regarding technology systems and the Federal Bureau of Investigations (FBI) CJIS Security Policy.

**N/A**

### **2-9-3 Definitions**

#### **A. Criminal History Record Information**



Information on specific individuals relating to their recorded history of interactions with the criminal justice system, including but not limited to, arrests, charges, detentions, and indictments.

**B. Criminal Justice Information Systems (CJIS)**

A division of the FBI that administers Security Policy that contains information security requirements, guidelines, and agreements reflecting the will of law enforcement and criminal justice agencies for protecting the sources, transmission, storage, and generation of Criminal Justice Information (CJI).

**C. Criminal Justice Information (CJI)**

An abstract term used to refer to all FBI CJIS-provided data necessary for law enforcement agencies to perform their mission and enforce laws, including but not limited to: biometrics, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data.

In addition, transaction control type numbers, when not accompanied by information that reveals CJI or personally identifiable information, are exempt from the protection levels required for CJI.

**D. Dissemination**

The act of spreading criminal history record information or the absence of criminal history record information to any person or agency outside of the Department.

**E. National Crime Information Center (NCIC) Interstate Identification Index (Triple I)**

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 a nationwide interest.

**F. Technical Services Unit (TSU)**

The unit commonly known within the Department as the "APD Help Desk."

**G. Technology System**

1. Any electronic device, including but not limited to:

- a. A Computer system: any computer, including but not limited to a desktop computer/personal computer (PC), laptop PC, Notebook PC, or tablet that runs on a Windows or Macintosh operating system (OSX);



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- b. A Mobile device: any cellular phone, smartphone, or tablet that runs an operating system, for example, an Android or Apple operating system (iOS); or
- c. An externally-owned device: Any computer system or mobile device- not provided or managed by TSU personnel.

H. Terminal Agency Coordinator (TAC)

The point of contact for the New Mexico Department of Public Safety (NMDPS) and the FBI who ensures compliance with state and Triple I policies and regulations.

**6 2-9-4 Procedures**

A. General Computer Use

1. TSU personnel shall:

- a. Maintain proper licensing restrictions and requirements for all technology assets;
- b. Coordinate all technology efforts, including but not limited to the effective acquisition and implementation of all technology systems, system applications, and hardware components under the direction of TSU personnel; and
- c. Manage data and systems in a secure manner that is responsive to evolving technology threats.

2. Department personnel shall:

- a. Contact TSU personnel at (505) 768-2359 or [APDHelpdesk@cabq.gov](mailto:APDHelpdesk@cabq.gov) for all computer/information technology questions/issues/needs;
- b. Be given access to Department records, systems, CJIS, and the files located within CJIS only as permitted in the performance of official duties and for criminal justice purposes; and
- c. Cooperate with the audit and/or investigation of any technology system, including externally-owned devices that are used for work purposes, subject to audit and public information disclosure requirements, consistent with the Inspection of Public Records Act.

3. Department personnel shall not:

- a. Disseminate or reveal any CJI without the permission of the Chief of Police or otherwise required by law proper authorization;
- b. Use City-issued computers, hardware, and/or software, including computer applications that are hosted elsewhere, for any personal compensation or profit; or
- c. Create or run unauthorized jobs, operate a computer in an unauthorized mode, or intentionally cause any operational malfunction or failure.



**B. Computer Training**

1. Supervisors shall ensure all their Department personnel~~employees~~ have the training required to properly operate applications and comply with all relevant policies, rules, regulations, and statutes governing the security and dissemination of CJI.

**C. Computer Access**

1. Department personnel shall:
  - a. Be given the least possible access to computer systems according to their assignment, duties, and responsibilities, and follow CJIS requirements using the least possible access;
  - b. Comply with all application access rules;
  - c. Only use their own password or username to gain access to their designated systems;
  - d. Adhere to system procedural requirements as set forth within the application or the system user manuals; and
  - e. Ensure that user passwords are unique and follow City guidelines.
2. Department personnel shall not:
  - a. Lend or share their password(s) or username(s) to anyone; or
  - b. Use their City credentials (e.g., email address) for personal use, software, and/or services.

**D. Terminating Sessions**

1. Department personnel shall lock or sign-off of the computer system they are using before leaving it unattended.
2. TSU personnel shall enforce at the group policy level, consistent with CJIS, a session lock of no greater than thirty (30) minutes.

**E. Network-Connected Technology System**

1. Within five (5) business days in advance of the move or installation, Department personnel shall notify TSU personnel of any technology system connected to the network that needs to be installed or moved. Examples of such technology systems include, but are not limited to:
  - a. Network-connected computers;
  - b. Multi-function printers (MFP);
  - c. Smart thermostats; and
  - d. Scanners.



2. Department personnel may access Department, or City-secured networks with externally-owned technology systems as long as they follow the City's Bring Your Own Device (BYOD) policy and the following guidelines:
  - a. There shall be no reasonable expectation of privacy for any device connected to a City network.
  - b. Any externally-owned device connected to the Department or City network must have current, and up-to-date, City-approved antivirus software, and ~~must~~ meet the minimum operating system and security standards.

#### F. Loading of Software on Technology Systems

1. To maintain support and licensing requirements, Department personnel shall contact TSU personnel before installing software on any Department-owned technology system (e.g., smartphone or computer).
2. Department personnel shall not load personal software, games, or any software that is unrelated to City business on Department-owned computers, cellphones, or smartphones. Violations shall immediately be reported to a supervisor.
- 7 3. Department personnel shall not remove Department-owned software from any Department-owned computer without prior approval from TSU personnel.
4. TSU personnel shall maintain a list of approved software and applications. TSU personnel shall install software and applications on an employee's technology system according to the employee's roles.
5. TSU personnel shall work with Department command staff or their designees to ensure the list of approved software and applications are reviewed periodically to meet the operational needs of Department personnel.

#### 7 G. Computer Files

1. Department personnel shall encrypt data stored on removable storage devices, including but not limited to a universal serial bus (USB) device, unless the device is only used within areas of controlled access.
  - a. Department personnel may request TSU personnel to assist with encrypting data stored on removable storage devices.
  - a.b. Any media containing CJI that does not remain within physically secure locations or controlled areas, must need to be marked as "For Official Use Only", "Law Enforcement Sensitive", and/or "CJIS Information."
2. Department personnel shall retain data in accordance with the City and Department data and evidence retention schedules and policies.





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3. TSU personnel shall salvage removable storage media. TSU personnel shall ensure that the device is either erased one (1) time before release or reuse or is physically destroyed. All digital storage media used to store CJJ shall be sanitized in accordance with CJIS Security Policies prior to disposal, reuse, or reassignment.
4. When using cloud services with City data, Department personnel shall be aware of what data types are being stored and with whom it is being shared ~~with~~.

**5**

- a. CJIS data shall only be stored on approved cloud services and only shared with authorized individuals.

a.

**7**

H. Security

1. Department personnel shall immediately report violations or suspected violations of this Standard Operating Procedure (SOP) to their supervisor.
  - a. The supervisor shall immediately inform either TAC or TSU personnel and the Internal Affairs Professional Standards (IAPS) Division of the alleged policy violations ~~consistent~~ in accordance with SOP Complaints Involving Department Personnel.
2. Department personnel shall immediately report any security breaches or suspected security breaches to their supervisor.
  - a. The supervisor shall immediately inform TAC or TSU personnel of the alleged violations.
3. Failure to report security violations or breaches may result in disciplinary action.
4. Unless an exception has been approved by TSU personnel, all technology systems shall be maintained by TSU with up-to-date software versions, including software patches and bug fixes. TSU personnel shall install anti-virus software and ensure it is running and up-to-date.
  - a. If Department personnel notice that their Department-issued device is not up-to-date, they shall contact the TSU Helpdesk.

**5**

**2-9-5**

**Use of CJIS**

- A. The CJIS may contain additional or overriding requirements. In the event of a conflict with sections of this SOP, the provisions in CJIS will prevail.

**6**

B. Authorized User Access to CJIS

1. Only Department personnel or Department-authorized agents shall access CJIS information.



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2. Department personnel shall obtain CJIS information for authorized criminal justice purposes only, as determined by the Chief of Police.
3. Department personnel shall not use CJIS for personal use or non-law enforcement-related activities.
  - a. Inquiries made for personal use, unauthorized use, or dissemination of the information shall result in internal discipline, as well as penalties under federal and state law.
4. Inquiries through any CJIS, including but not limited to the Motor Vehicle Division Database, Triple I, New Mexico Law Enforcement Telecommunications Service (NMLETS/NLETS), inquiries to other jurisdictions, and Law Enforcement Information Exchange (LINX) inquiries are only to be made for law enforcement purposes, as authorized by the Department.
5. Department personnel shall not discuss or provide CJIS information to any person who is not a member of the justice system in accordance with CJIS security policy and without the permission of the Chief of Police or otherwise required by law.
6. Department personnel shall complete all required security training.
7. Department personnel shall not use an externally-owned information system or a publicly-accessed computer to access CJIS information.

6

C. Department CJIS Requirements

N/A

1. The Department must remain in compliance with the NCIC User Acknowledgement or risk termination of one (1) or more of the services provided.
  - a. The Chief of Police signs the User Acknowledgement, which is the formal agreement between the Department and the NMDPS.
    - i. This document acknowledges the standards established in the FBI's CJIS Security Policy.
    - ii. The standards require accuracy, completeness, timeliness, and security in the dissemination and recording of information.
2. Violations of the rules, regulations, policies, or procedures developed by the FBI and adopted by the NMDPS or any other misuse or abuse of the NCIC system may result in NMDPS disciplinary measures and/or criminal prosecution.
  - a. Disciplinary measures imposed by the NMDPS may include revocation of individual certification, discontinuance of system access to the Department, or purging the Department's records.
3. Department personnel shall have access to CJIS systems according to their role.

N/A



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4. Advanced authentication, such as two-factor authentication (2FA) or multi-factor authentication (MFA), shall be used wherever required by CJIS.
5. Department personnel shall have TSU personnel register all technology systems, including software and web services, before installation or use.
6. TSU personnel shall install antivirus software on every Department-issued PC. Any security incidents must be reported to a supervisor.
7. All hardware purchases shall be approved through TSU and follow the City's Technology Review Committee (TRC) approval guidelines.
8. Department personnel operating the terminal, the TAC, and the Chief of Police shall be responsible for maintaining the security of the terminal sites and information.
9. Department personnel shall secure terminal locations from unauthorized access. Department personnel who are authorized to use the system shall be instructed on the proper use of the equipment and the dissemination of information received.

D. Rules Specific to NCIC

1. Department personnel certified to use the NCIC system shall adhere to the following NCIC policies:
  - a. All Department personnel employees who use terminals that have access to information in NCIC files shall be trained and certified to use NCIC;
  - b. Any document obtained or generated through NCIC shall not be disseminated to unauthorized persons or agencies; and
    - i. Examples of agencies, organizations, and persons who cannot receive any document obtained or generated through NCIC include, but are not limited to:
      1. Passport agencies;
      2. New Mexico Children, Youth, and Families Department (CYFD);
      3. Adult Protective Services;
      4. Albuquerque Crime Stoppers Program;
      5. Victims;
      6. Witnesses;
      7. Families; and
      8. Media.
  - c. Inquiries into these systems shall not be made in response to a request by another criminal justice agency or by any retired Department personnel employees.
2. Use of the NCIC system is regulated by the FBI and shall be in accordance with Title 28 of the Code of Federal Regulations, Part 20 Criminal Justice Information



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N/A

Services. Improper use of the NCIC system may result in severe penalties for the Department and the individual user.

- a. Consistent with FBI and NMDPS requirements, every five (5) years, the TAC shall perform a criminal background check on Department personnel who are certified to use the NCIC system.
- b. Any misuse of the NCIC system shall be reported to the TAC.
- c. The TAC shall report any misuse to the NMDPS and the IAPS Division for investigation, consistent in accordance with SOP Complaints Involving Department Personnel.
- e. ~~(refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~

2. Department personnel shall not:

- ~~f. Disseminate or reveal any CJIS information without proper authorization;~~
- ~~g. Use City issued computers, hardware, and/or software, including computer applications that are hosted elsewhere, for any personal compensation or profit;~~
- ~~h. Create or run unauthorized jobs, operate a computer in an unauthorized mode, or intentionally cause any kind of operational malfunction or failure; or~~
- i. 3. d Directly contact a software vendor for assistance with Department-approved and Department-supported software.

3.4. Department personnel shall contact the Department's Tech Services Unit for assistance with Department-approved and Department-supported software.

4.5. Printouts of criminal history record information from the Department's computerized and hardcopy files are prohibited except when:

- a. They are required for the investigating officer's case file;
- b. They are required by a prosecuting attorney;
- c. They are required in a mutual criminal investigation with a court or government agency that is authorized to receive criminal history record information; or
- d. They are required by a section or unit supervisor because they are required for an investigation or during an emergency.



## **2-21 APPARENT NATURAL DEATH/SUICIDE OF AN ADULT**

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

#### **A. Related SOP(s)**

- 2-72 (Formerly 2-98 and 2-91) Procedures for Serious Crimes Call-Outs
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

#### **B. Form(s)**

PD 3066 Apparent Natural Death Worksheet (In TraCS)

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **2-21-1 Purpose**

The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel when responding to and investigating adult apparent natural deaths and suicides.

### **2-21-2 Policy**

It is the policy of the Department to investigate any adult apparent natural death or suicide to document the cause(s) of such deaths and to ensure that no evidence is lost or concealed.

### **N/A 2-21-3 Definitions**

#### **A. Natural Death**

Death caused by advanced age or disease, as opposed to an accident or violence.

#### **B. Next of Kin**

The nearest adult relative, spouse, child, parent, or sibling of a person who has died.



**6 2-21-4 Procedures**

**A. Apparent Natural Death**

1. For all adult apparent natural death calls, except calls for service where a death occurs in a hospital, hospice care facility, or nursing home, sworn personnel shall:
  - a. Secure the scene;
  - b. Check for signs of life;
  - c. Investigate the incident;
  - d. Complete a Uniform Incident Report;
  - e. Complete the Apparent Natural Death Worksheet;
  - f. Call the Office of the Medical Investigator (OMI) for all unattended deaths, including apparent overdoses; and
    - i. Sworn personnel shall call a Crime Scene Specialist (CSS) to the scene if the OMI suspects the death to be suspicious.
    - ii. When questions arise about whether a death is suspicious or not, the reporting officer is encouraged to contact an on-duty or on-call Scientific Evidence Division (SED)/CSS supervisor for guidance.
  - g. Coordinate with the OMI to make a death notification to the next of kin and document that they coordinated with the OMI in their Uniform Incident Report.
    - i. An officer shall only make a death notification to the next of kin when accompanied by another officer.
    - ii. Sworn personnel may request Emergency Communications Center (ECC) personnel to dispatch a Chaplain to assist in a death notification to the next of kin.
      1. Telephonic death notifications to the next of kin do not require a second officer.
      2. Telephonic death notifications should only be attempted when all other attempts at contact have been unsuccessful.

N/A

N/A

**B. Apparent Suicide, Accidental Death or Apparent Overdoses**

1. For apparent suicides, accidental deaths or apparent overdoses, sworn personnel shall:
  - a. Secure the scene;
  - b. Check for signs of life;
  - c. Conduct a preliminary investigation;
    - i. Sworn personnel shall take statements from witnesses if witnesses are present.
  - d. Complete a Uniform Incident Report;
  - e. Request that a CSS respond to the scene;
    - i. After confirming through the OMI that the death is by suicide, only the investigating CSS shall make arrangements with the Evidence Unit for the

N/A



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release of evidence to the next of kin, in accordance with SOP Collection, Submission, and Disposition of Evidence and Property.

- ii. When questions arise about whether a death is suspicious or not, the reporting officer is encouraged to contact an on-duty or on-call Scientific Evidence Division (SED)/CSS supervisor for guidance.
- f. Request that the OMI respond to the scene; and
  - i. Sworn personnel shall coordinate with the OMI to make a death notification to the next of kin and document the information in their Uniform Incident Report.
- g. Make the death notification to the next of kin when accompanied by another officer.
  - i. Sworn personnel may call a Chaplain to assist in a notification of death to the next of kin.
    - 1. Telephonic death notifications to the next of kin do not require a second officer.
    - 2. Telephonic death notifications should only be attempted when all other attempts at contact have been unsuccessful.

N/A

N/A

- 2. The dispatched supervisor shall ensure the investigation is comprehensive and complete.

N/A

- C. Crimes Against Children Unit (CACU) Detectives investigate child deaths when the child is seventeen (17) years old or younger, in accordance with SOP Crimes Against Children Investigations.





## **2-21 APPARENT NATURAL DEATH/SUICIDE OF AN ADULT**

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

#### **A. Related SOP(s)**

- 2-72 (Formerly 2-98 and 2-91) Procedures for Serious Crimes Call-Outs
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

#### **B. Form(s)**

PD 3066 Apparent Natural Death Worksheet (In TraCS)

#### **C. Other Resource(s)**

None

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

None

### **2-21-1 Purpose**

The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel when responding to and investigating adult apparent natural deaths and suicides.

### **2-21-2 Policy**

It is the policy of the Department to investigate any adult apparent natural death or suicide to document the cause(s) of such deaths and to ensure that no evidence is lost or concealed.

### **N/A 2-21-3 Definitions**

#### **A. Natural Death**

Death caused by advanced age or disease, as opposed to an accident or violence.

#### **B. Next of Kin**

The nearest adult relative, spouse, child, parent, or sibling of a person who has died.



**6** 2-21-4      **Procedures**

A. Apparent Natural Death

1. For all adult apparent natural death calls, except calls for service where a death occurs in a hospital, hospice care facility, or nursing home, sworn personnel shall:
  - a. Secure the scene;
  - b. Check for signs of life;
  - c. Investigate the incident;
  - d. Complete a Uniform Incident Report;
  - e. Complete the Apparent Natural Death Worksheet;
  - f. Call the Office of the Medical Investigator (OMI) for all unattended deaths, including apparent overdoses; and
    - i. Sworn personnel shall call a Crime Scene Specialist (CSS) to the scene if the OMI suspects the death to be suspicious.
    - ii. When questions arise about whether a death is suspicious or not, the reporting officer is encouraged to contact an on-duty or on-call Scientific Evidence Division (SED)/CSS supervisor for guidance.
  - g. Coordinate with the OMI to make a death notification to the next of kin and document that they coordinated with the OMI in their Uniform Incident Report.
    - i. An officer shall only make a death notification to the next of kin when accompanied by another officer.
    - ii. Sworn personnel may request Emergency Communications Center (ECC) personnel to dispatch a Chaplain to assist in a death notification to the next of kin.
      1. Telephonic death notifications to the next of kin do not require a second officer.
      2. Telephonic death notifications should only be attempted when all other attempts at contact have been unsuccessful.

N/A

N/A

B. Apparent Suicide ~~or~~ Accidental Death or Apparent Overdoses

1. For apparent suicides ~~or~~ accidental deaths or apparent overdoses, sworn personnel shall:
  - a. Secure the scene;
  - b. Check for signs of life;
  - c. Conduct a preliminary investigation;
    - i. Sworn personnel shall take statements from witnesses if witnesses are present.
  - d. Complete a Uniform Incident Report;



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N/A

- e. Request that a CSS respond to the scene;
  - i. After confirming through the OMI that the death is by suicide, only the investigating CSS shall make arrangements with the Evidence Unit for the release of evidence to the next of kin, in accordance consistent with 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~~).
  - ii. When questions arise about whether a death is suspicious or not, the reporting officer is encouraged to contact an on-duty or on-call Scientific Evidence Division (SED)/CSS supervisor for guidance.
- f. Request that the OMI respond to the scene; and
  - i. Sworn personnel shall coordinate with the OMI to make a death notification to the next of kin and document the information in their Uniform Incident Report.

N/A

N/A

- g. Make the death notification to the next of kin when accompanied by another officer.
    - i. Sworn personnel may call a Chaplain to assist in a notification of death to the next of kin.
- 4.—Telephonic death notifications to the next of kin do not require a second officer.

1.

2.—Telephonic death notifications should only be attempted when all other attempts at contact have been unsuccessful.

2.

2. The dispatched supervisor shall ensure ~~that~~ the investigation is comprehensive and complete.

N/A

- C. Crimes Against Children Unit (CACU) Detectives investigate child deaths when the child is seventeen (17) years old or younger, in accordance consistent with SOP Crimes Against Children Investigations (~~refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties~~).



## **2-29 CHILD EXPLOITATION DETAIL (CED)**

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

**A. Related SOP(s)**

1-26 Special Victims Section (Formerly 5-4)

**B. Form(s)**

None

**C. Other Resource(s)**

None

**D. Active Special Order(s)**

None

**E. Rescinded Special Order(s)**

None

### **2-29-1 Purpose**

The purpose of this policy is to outline the duties and responsibilities of detectives and Albuquerque Police Department (Department) personnel assigned to the Child Exploitation Detail (CED).

### **2-29-2 Policy**

It is the policy of the Department to investigate allegations of predatory, preferential targeting of children.

### **N/A 2-29-3 Definitions**

**A. Preferential Offender**

An individual whose offense is associated with their preferred sexual behavior and related to children aged twelve (12) and younger, and related to the child's gender.

**B. Undercover Officer**

Any on-duty sworn personnel whose identity as a law enforcement officer is concealed or whose assignment requires them to work incognito while investigating individuals or organizations. The officer is working pursuant to an undercover operation, as



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approved by the Bureau Deputy Chief of Police, designed to obtain information about the criminal activity of individuals or organizations through the development of ongoing relationships with those individuals, organizations, or associates.

**6**

**2-29-4**

**Procedures**

**N/A**

A. CED Detectives shall abide by all requirements in accordance with SOP Special Victims Section.

B. Investigations

1. CED Detectives shall conduct investigations involving individuals who conduct predatory, preferential targeting of children as their victims in sexual crimes based on the following:
  - a. The non-familial individual must be in a position where there is ongoing access to children; and/or
  - b. There was a delayed sexual multi-victim crime perpetrated by a single known, non-familial, preferential offender.
2. CED Detectives shall investigate Child Sexual Abuse Material (CSAM) cases, including the manufacturing, possession, and distribution of CSAM.
3. CED Detectives shall be members of the New Mexico Internet Crimes Against Children Task Force (NMICACTF) and shall maintain minimum task force requirements.

**N/A**

4. The Special Victims Section Lieutenant may require CED Detectives to work in an undercover capacity, both in person and, as necessary, in an online and/or chat operation.

C. Case Handling

1. CED Detectives shall:
  - a. Handle sensitive case information in an appropriate manner so as not to subject others to disturbing material; and
  - b. Ensure all assigned cases are entered into the appropriate case tracking program for case de-confliction and supervisory follow-up.
2. Only the Special Victims Section Lieutenant or their designee shall determine which material or case information may be released.



## **2-29 CHILD EXPLOITATION DETAIL (CED)**

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

**A. Related SOP(s)**

1-26 Special Victims Section (Formerly 5-4)

**B. Form(s)**

None

**C. Other Resource(s)**

None

**D. Active Special Order(s)**

None

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

None

### **2-29-1 Purpose**

The purpose of this policy is to outline the duties and responsibilities of detectives and Albuquerque Police Department (Department) personnel assigned to the Child Exploitation Detail (CED).

### **2-29-2 Policy**

It is the policy of the Department to investigate allegations of predatory, preferential targeting of children.

### **N/A 2-29-3 Definitions**

**A. Preferential Offender**

An individual whose offense is associated with their preferred sexual behavior and related to children aged twelve (12) and younger, and related to the child's gender.

**B. Undercover Officer**

Any on-duty sworn personnel whose identity as a law enforcement officer is concealed or whose assignment requires them to work incognito while investigating individuals or organizations. The officer is working pursuant to an undercover operation, as



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approved by the Bureau Deputy Chief of Police, designed to obtain information about the criminal activity of individuals or organizations through the development of ongoing relationships with those individuals, organizations, or associates.

**6**

**2-29-4**

**Procedures**

**N/A**

A. CED Detectives shall abide by all requirements outlined in in accordance with SOP Special Victims Section. ~~(refer to SOP Special Victims Section for sanction classifications and additional duties).~~

B. Investigations

1. CED Detectives shall conduct investigations involving individuals who conduct predatory, preferential targeting of children as their victims in sexual crimes based on the following:
  - a. The non-familial individual must be in a position where there is ongoing access to children; and/or
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3. CED Detectives shall be members of the New Mexico Internet Crimes Against Children Task Force (NMICACTF) and shall maintain minimum task force requirements.

**N/A**

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  - a. Handle sensitive case information in an appropriate manner so as to ~~not~~ not to subject others to disturbing material; and
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2. Only the Special Victims Section Lieutenant or their designee shall determine which material or case information may be released.





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## **2-85 CERTIFICATES FOR EVALUATION**

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

#### **A. Related SOP(s)**

- 2-19 Response to Behavioral Health Issues
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)

#### **B. Form(s)**

Crisis Intervention Team (CIT) Contact Sheet

#### **C. Other Resource(s)**

NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

#### **D. Active Special Order(s)**

None

#### **E. Rescinded Special Order(s)**

None

### **2-85-1 Purpose**

The purpose of this policy is to provide specific guidance to Emergency Communications Center (ECC) personnel, sworn personnel, and supervisors for responding to incidents relating to the completion of Certificates for Evaluation.

### **2-85-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to Certificates for Evaluation in a way that protects the person's privacy and encourages a safe, compassionate response.

**N/A**

### **2-85-3 Definitions**

#### **A. Certificate for Evaluation (CforE)**

A document, completed by a qualified, licensed mental health professional, which certifies that a 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 will



be considered expired seventy-two (72) hours after they are issued, unless explicitly stated otherwise.

**B. Qualified Mental Health Professional**

A physician, psychologist, licensed independent social worker, licensed professional clinical mental health counselor, marriage and family therapist, certified nurse practitioner, or a clinical nurse specialist with a specialty in mental health who is qualified to work with persons having behavioral health crises or with behavioral health disorders.

**N/A 2-85-4 Statutory Basis for Certificates for Evaluation**

- A. NMSA 1978, § 43-1-10 allows qualified mental health professionals to write Certificates for Evaluation that provide sworn personnel the authority to detain and transport persons to the psychiatric evaluation location indicated on the Certificate for Evaluation.
- B. The qualified mental health professional's order is based on their evaluation that a person, as a result of a behavioral health disorder, presents a likelihood of committing serious harm to themselves or others and that immediate detention is necessary to ensure the safety of the person or others.

**6 2-85-5 Procedure for Serving Certificates for Evaluation**

- A. The ECC shall be the central hub for the intake of Certificates for Evaluation.
  - 1. When qualified mental health professionals call the ECC to create a call for service to serve a Certificate for Evaluation, ECC personnel shall:
    - a. Request that the qualified mental health professional provide an electronic copy of the Certificate for Evaluation to [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov). ECC personnel shall accept Certificates that are submitted by facsimile;
    - b. Generate a mental health call for service and attempt to dispatch Enhanced Crisis Intervention Team (ECIT) sworn personnel to all Certificate for Evaluation calls for service when available;
    - c. Generate Certificate for Evaluation calls for service only between the hours of 0600 and 2200 hours. Any Certificate for Evaluation call still pending or generated after 2200 hours shall be reviewed by the on-duty sergeant to weigh the dangerousness of the person against the late hour of service; and
      - i. If the decision is made not to dispatch the call for the Certificate after 2200, ECC personnel shall reschedule the call for service for the following shift after 0600 hours.
    - d. Send the primary responding officer an electronic copy of the Certificate for Evaluation to their City email account.



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- B. Sworn personnel may print a physical copy of the Certificate for Evaluation prior to contact when printing is possible. The person being served may receive a physical copy of the Certificate at the time of service, when available. This copy may be helpful in gaining the compliance of the person for whom the Certificate was issued.
- C. Sworn personnel who are provided with a Certificate for Evaluation shall attempt to call the facility or qualified professional who issued the Certificate. The purpose of this call is to gain more information about the person for whom the Certificate was issued. This could include history, likelihood of being armed, or any other information that would be helpful to bring the person to a provider safely. If contact with the issuer cannot be made, the officer shall still attempt to serve the Certificate for Evaluation. The Real Time Crime Center (RTCC) should also be used to gather additional information when available.
- N/A** D. Sworn personnel shall make reasonable efforts to detain any persons for whom Certificate for Evaluations are issued; however, these Certificates shall not be used as a basis for forcing entry into any structure in order to take persons into custody in accordance with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments.
- E. Sworn personnel who have detained an individual for a Certificate for Evaluation shall immediately take the individual to an evaluation facility. Most Certificates for Evaluation include the treatment location to which the issuer would like the individual transported. Sworn personnel should utilize the listed location, and if no destination is indicated, sworn personnel should proceed to the nearest psychiatric emergency room or, if known, the location where the individual has received treatment in the past.
- F. Whenever a person is transported to a mental health facility by an officer or by another transporting entity, under the authority of a Certificate for Evaluation, a Uniform Incident Report shall be prepared by the primary officer documenting the transport, in addition to the required Crisis Intervention Team (CIT) Contact Sheet.
1. When completing the CIT Contact Sheet for an incident involving a Certificate for Evaluation where contact with the individual was made, the officer shall check the box on the contact sheet indicating that a Certificate for Evaluation was either written or the original reason for the call.
- G. If sworn personnel are unable to contact the person listed on the Certificate for Evaluation physically, the primary officer shall advise ECC personnel that the service was not completed. The officer shall ensure the destruction of any physical copy of the Certificate by the end of their duty shift.
1. ECC personnel shall generate an additional call for service for the next shift. Sworn personnel shall notify the ECC dispatcher of recommended times to have the best likelihood of service if known.



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**N/A**

2. If a Certificate for Evaluation has not been served after seventy-two (72) hours, the dispatched officer may contact the on-call Crisis Intervention Unit (CIU) Detective for assistance.
  - a. The primary responsibility of service remains with Field Services Bureau (FSB) sworn personnel unless otherwise dictated by a CIU supervisor.
3. If FSB sworn personnel attempt to serve the Certificate for Evaluation and fail to do so, and seventy-two (72) hours have passed, the officer shall be responsible for notifying issuing providers of the expiration of the Certificates for Evaluation due to unsuccessful service.
- H. At the conclusion of every call involving a Certificate for Evaluation, sworn personnel shall enter comments on the Computer-Aided Dispatch (CAD) system indicating the outcome. If there was no service, the officer shall comment on the reason (i.e., the person is not home, there is no answer at the door, etc.).

**6 2-85-6 Certificate for Evaluation Monitoring**

- A. The CIU Coordinator supervisor shall monitor the [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) email account in an effort to identify training needs and monitor the quality of service.
- B. If a Certificate for Evaluation is not completed within two (2) attempts or within seventy-two (72) hours, ECC personnel shall notify CIU personnel via email to the [APDCIT@cabq.gov](mailto:APDCIT@cabq.gov) email address, which is monitored by CIU supervisory staff. Any email should include the corresponding CAD number(s).
- C. CIU shall maintain a repository of all past Certificates for Evaluation for future reference.



## **2-85 CERTIFICATES FOR EVALUATION**

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

#### **A. Related SOP(s)**

- 2-19 Response to Behavioral Health Issues
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)

#### **B. Form(s)**

Crisis Intervention Team (CIT) Contact Sheet

#### **C. Other Resource(s)**

NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

#### **D. Active Special Order(s)**

None

#### **D.E. Rescinded Special Order(s)**

None

### **2-85-1 Purpose**

The purpose of this policy is to provide specific guidance to Emergency Communications Center (ECC) personnel, sworn personnel, and supervisors for responding to incidents relating to the completion of Certificates for Evaluation.

### **2-85-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to Certificates for Evaluation in a way that protects the person's privacy and encourages a safe, compassionate response.

**N/A**

### **2-85-3 Definitions**

#### **A. 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 will be considered expired seventy-two (72) hours after they are issued, unless explicitly stated otherwise.

**B. Qualified Mental Health Professional**

A physician, psychologist, licensed independent social worker, licensed professional clinical mental health counselor, marriage and family therapist, certified nurse practitioner, or a clinical nurse specialist with a specialty in mental health who is qualified to work with persons having behavioral health crises or with behavioral health disorders.

**N/A 2-85-4 Statutory Basis for Certificates for Evaluation**

- A. NMSA 1978, § 43-1-10 allows qualified mental health professionals to write Certificates for Evaluation that provide sworn personnel the authority to detain and transport persons to the psychiatric evaluation location indicated on the Certificate for Evaluation.
- B. The qualified mental health professional's order is based on their evaluation that a person, as a result of a behavioral health disorder, presents a likelihood of committing serious harm to themselves or others and that immediate detention is necessary to ensure the safety of the person or others.

**6 2-85-5 Procedure for Serving Certificates for Evaluation**

- A. The ECC shall be the central hub for the intake of Certificates for Evaluation.
  - 1. When qualified mental health professionals call the ECC to create a call for service to serve a Certificate for Evaluation, ECC personnel shall:
    - a. Request that the qualified mental health professional provide an electronic copy of the Certificate for Evaluation to [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov). ECC personnel shall accept Certificates that are submitted by facsimile;
    - b. Generate a mental health call for service and attempt to dispatch Enhanced Crisis Intervention Team (ECIT) sworn personnel to all Certificate for Evaluation calls for service when available;
    - c. Generate Certificate for Evaluation calls for service only between the hours of 0600 and 2200 hours. Any Certificate for Evaluation call still pending or generated after 2200 hours shall be reviewed by the on-duty sergeant to weigh the dangerousness of the person against the late hour of service; and
      - i. If the decision is made not to dispatch the call for the Certificate after 2200, ECC personnel shall reschedule the call for service for the following shift after 0600 hours.
    - d. Send the primary responding officer an electronic copy of the Certificate for Evaluation to their City email account.





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- B. Sworn personnel may print a physical copy of the Certificate for Evaluation prior to contact when printing is possible. The person being served may receive a physical copy of the Certificate at the time of service, when available. This copy may be helpful in gaining the compliance of the person for whom the Certificate was issued.
- C. Sworn personnel who are provided with a Certificate for Evaluation shall attempt to call the facility or qualified professional who issued the Certificate. The purpose of this call is to gain more information about the person for whom the Certificate was issued. This could include history, likelihood of being armed, or any other information that would be helpful to bring the person to a provider safely. If contact with the issuer cannot be made, the officer shall still attempt to serve the Certificate for Evaluation. The Real Time Crime Center (RTCC) should also be used to gather additional information when available.

N/A

- D. Sworn personnel shall make reasonable efforts to detain any persons for whom Certificate for Evaluations are issued; however, these Certificates shall not be used as a basis for forcing entry into any structure in order to take persons into custody ~~(refer to~~ in accordance with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments. ~~D. for sanction classifications and additional duties).~~
- E. Sworn personnel who have detained an individual for a Certificate for Evaluation shall immediately take the individual to an evaluation facility. Most Certificates for Evaluation include the treatment location to which the issuer would like the individual transported. Sworn personnel should utilize the listed location, and if no destination is indicated, sworn personnel should proceed to the nearest psychiatric emergency room or, if known, the location where the individual has received treatment in the past.
- F. Whenever a person is transported to a mental health facility by an officer or by another transporting entity, under the authority of a Certificate for Evaluation, a Uniform Incident Report shall be prepared by the primary officer documenting the transport, in addition to the required Crisis Intervention Team (CIT) Contact Sheet.
  - 1. When completing the CIT Contact Sheet for an incident involving a Certificate for Evaluation where contact with the individual was made, the officer shall check the box on the contact sheet indicating that a Certificate for Evaluation was either written or the original reason for the call.
- G. If sworn personnel are unable to ~~physically~~ physically contact the person listed on the Certificate for Evaluation physically, the primary officer shall advise ECC personnel that the service was not completed. The officer shall ensure the destruction of any physical copy of the Certificate by the end of their duty shift.
  - 1. ECC personnel shall generate an additional call for service for the next shift. Sworn personnel shall notify the ECC dispatcher of recommended times to have the best likelihood of service if known.



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**N/A**

2. If a Certificate for Evaluation has not been served after seventy-two (72) hours, the dispatched officer may contact the on-call Crisis Intervention Unit (CIU) Detective for assistance.
  - a. The primary responsibility of service remains with Field Services Bureau (FSB) sworn personnel unless otherwise dictated by a CIU supervisor.
3. If FSB sworn personnel attempt to serve the Certificate for Evaluation and fail to do so, and seventy-two (72) hours have passed, the officer shall be responsible for notifying issuing providers of the expiration of the Certificates for Evaluation due to unsuccessful service.
- H. At the conclusion of every call involving a Certificate for Evaluation, sworn personnel shall enter comments on the Computer-Aided Dispatch (CAD) system indicating the outcome. If there was no service, the officer shall comment on the reason (i.e., the person is not home, there is no answer at the door, etc.).

**6 2-85-6 Certificate for Evaluation Monitoring**

- A. The CIU Coordinator supervisor shall monitor the [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) email account in an effort to identify training needs and monitor the quality of service.
- B. If a Certificate for Evaluation is not completed within two (2) attempts or within seventy-two (72) hours, ECC personnel shall notify CIU personnel via email to the [APDCIT@cabq.gov](mailto:APDCIT@cabq.gov) email address, which is monitored by CIU supervisory staff. Any email should include the corresponding CAD number(s).
- C. CIU shall maintain a repository of all past Certificates for Evaluation for future reference.



## **3-31 PHYSICAL FITNESS ASSESSMENT**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Physical Activity Readiness Questionnaire (PAR-Q)

**C. Other Resource(s)**

American College of Sports Medicine  
Cooper Institute of Aerobic Research

**D. Active Special Orders**

None

**E. Rescinded Special Order(s)**

None

### **3-31-1 Purpose**

The purpose of this policy is to establish the guidelines and standards for the Albuquerque Police Department (Department) Physical Fitness Assessment.

### **3-31-2 Policy**

It is the policy of the Department to promote health and well-being among all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness standards and to maintain a Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

### **N/A 3-31-3 Definitions**

**A. Physical Fitness Assessment**

An assessment administered by the Health and Wellness Coordinator and Academy Division personnel that includes completion of a Physical Activity Readiness Questionnaire (PAR-Q), a blood pressure measurement, and participation in the established physical fitness assessment components.



**B. Time-Off Bank (TOBANK)**

Incentive hours for the regular exercise program are stored in the employee's time-off bank (TOBANK). TOBANK time is available for all Department personnel. Hours are stored for personnel use and will expire after one (1) year if they are not used. TOBANK hours are not paid out when an employee discontinues their employment with the City of Albuquerque.

**N/A 3-31-4 Physical Fitness Assessment**

**A. General Principles**

**1. Type of Assessment**

- a. The type of assessment and the scoring methods to be used will be made available to all sworn personnel prior to the start of the assessment. In most test periods, the assessment will cover, but is not limited to:
  - i. Aerobic Power;
  - ii. Anaerobic Power;
  - iii. Dynamic Strength;
  - iv. Absolute Strength; and
  - v. Flexibility.

**2. Criteria**

- a. Criteria used in the Physical Fitness Assessment are derived from science-based literature and practices recommended by nationally recognized organizations, such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine.
- b. Physical Fitness Assessment criteria are also utilized by the State of New Mexico Department of Public Safety (DPS) and have been adopted by the International Association of Chiefs of Police. Rewards for each Physical Fitness Assessment category are based upon a minimum score for the TOBANK incentive.

**3. Components of Physical Fitness Assessment**

- a. The currently established Physical Fitness Assessment consists of the following components:
  - i. One (1) minute push-up test (dynamic strength);
  - ii. An aerobic capacity option: One-and-a-half (1.5) mile run, the two thousand (2,000) meter row, or the five (5) mile air bike assessment; and
  - iii. Department obstacle course (anaerobic power and agility).



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1. The Academy Division Commander shall clear assessment changes made by the Health and Wellness Coordinator, and notification of assessment changes shall be provided to all sworn personnel in advance.
2. The Health and Wellness Coordinator shall:
  - a. Maintain the criteria for the Physical Fitness Assessment;
  - b. Coordinate scheduling for the Physical Fitness Assessment;
    - i. Physical Fitness Assessments shall be scheduled in conjunction with yearly biennium training and be made available throughout the year at a frequency determined by the Health and Wellness Coordinator and approved by the Academy Division Commander.
  - c. Conduct all Physical Fitness Assessments and training with the assistance of the Advanced Training Unit and Academy Division personnel;
  - d. Maintain the confidentiality of all records pertaining to Physical Fitness Assessments in the Health and Wellness Coordinator's office; and
  - e. Consult with sworn personnel about health and wellness issues.
    - i. All documentation relating to the Physical Fitness Assessment shall be kept confidential, including but not limited to the PAR-Q.
3. The Health and Wellness Coordinator may change the type of components assessed or the scoring methods used for the Physical Fitness Assessment in an effort to maintain up-to-date procedures and standards.
4. Sworn personnel shall:
  - a. Remain onsite throughout the duration of the Physical Fitness Assessment period;
  - b. Prior to the Physical Fitness Assessment, complete a PAR-Q;
  - c. Complete a screening procedure, which includes, but is not limited to, blood pressure, resting pulse, and height/weight; and
  - d. Based on the screening results and review by the Health and Wellness Coordinator, be allowed to perform the Physical Fitness Assessment to determine their level of fitness if they pass the criterion.
5. Sworn personnel who do not pass the screening process or fall into a high-risk category may be referred to the City of Albuquerque Employee Health Center by contacting the Telephonic Nurse Triage Service.
6. Sworn personnel who do not pass the screening process shall not be allowed to reassess until the Employee Health Center clears them.

**N/A 3-31-5**

**Health and Wellness Improvement Plan**

- A. If an officer's overall fitness score for the Physical Fitness Assessment is below the minimum fitness standard, the Health and Wellness Coordinator will advise the officer of the score. The officer will have the option, with approval from their chain of



command, to participate in a Health and Wellness Improvement Plan developed by the Health and Wellness Coordinator. If the officer elects to participate in a Health and Wellness Improvement Plan:

1. The officer's immediate supervisor will be notified, with a copy of the officer's Physical Fitness Assessment results and the Health and Wellness Improvement Plan that the Health and Wellness Coordinator recommends;
2. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Health and Wellness Improvement Plan program;
3. The Health and Wellness Coordinator will provide monthly updates to the officer's supervisor; and
4. On a monthly basis, the Health and Wellness Coordinator will evaluate the officer's performance in the Health and Wellness Improvement Plan in order to determine continued participation.

**N/A 3-31-6 Incentives**

**A. Physical Fitness Incentives**

1. At the directive of the Chief of Police and based on criteria provided by the Health and Wellness Coordinator, an officer may receive incentives, including TOBANK time, for obtaining certain performance levels. The incentives are subject to change and may be modified at the discretion of the Chief of Police.
2. Physical fitness incentives will be determined prior to the start of any Physical Fitness Assessment. For information on the incentives, sworn personnel should contact the Health and Wellness Coordinator.
3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards shall be based on the following criteria:
  - a. A Most Physically Fit Ribbon with a "Superior" designation will be awarded to sworn personnel who achieve a superior score, as outlined in the determined incentive and scoring criteria approved prior to the start of the assessment process.
  - b. A Most Physically Fit Ribbon with an "Excellence" designation will be awarded to sworn personnel who achieve an excellent score, as outlined in the determined incentive and scoring criteria approved prior to the start of the assessment process.
  - c. Recognition honors will be awarded to the highest scoring male and female officer in the following categories: Lieutenant and above; Sergeant; and Uniformed Officer and Non-Uniformed Officer.



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4. To be eligible for any incentive or Most Physically Fit award, an officer must complete the Physical Fitness Assessment within the testing timeframe specified in this SOP. All portions of the Physical Fitness Assessment must be completed on the same day during the assessment process.

REDLINED





## **3-31 PHYSICAL FITNESS ASSESSMENT**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Physical Activity Readiness Questionnaire (PAR-Q)

**C. Other Resource(s)**

American College of Sports Medicine  
Cooper Institute of Aerobic Research

**D. Active Special Orders**

None

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

None

### **3-31-1 Purpose**

The purpose of this policy is to establish the guidelines and standards for the Albuquerque Police Department (Department) Physical Fitness Assessment.

### **3-31-2 Policy**

It is the policy of the Department to promote health and well-being among all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness standards and to maintain a Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

### **N/A 3-31-3 Definitions**

**A. Physical Fitness Assessment**

An assessment administered by the Health and Wellness Coordinator and Academy Division personnel that includes completion of a Physical Activity Readiness Questionnaire (PAR-Q), a blood pressure measurement, and participation in the established physical fitness assessment components.



**B. Time-Off Bank (TOBANK)**

Incentive hours for the regular exercise program are stored in the employee's time-off bank (TOBANK). TOBANK time is available for all Department personnel. Hours are stored for personnel use and will expire after one (1) year if they are not used. TOBANK hours are not paid out when an employee discontinues their employment with the City of Albuquerque.

**N/A 3-31-4 Physical Fitness Assessment**

**A. General Principles**

**1. Type of Assessment**

- a. The type of assessment and the scoring methods to be used ~~will~~ shall be made available to all sworn personnel prior to the start of the assessment. In most test periods, the assessment ~~will~~ shall cover, but is not limited to:
  - i. Aerobic Power;
  - ii. Anaerobic Power;
  - iii. Dynamic Strength;
  - iv. Absolute Strength; and
  - v. Flexibility.

**2. Criteria**

- a. Criteria used in the Physical Fitness Assessment are derived from science-based literature and practices recommended by nationally recognized organizations, such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine.
- b. Physical Fitness Assessment criteria are also utilized by the State of New Mexico Department of Public Safety (DPS) and have been adopted by the International Association of Chiefs of Police. Rewards for each Physical Fitness Assessment category are based upon a minimum score for the TOBANK incentive.

**3. Components of Physical Fitness Assessment**

- a. The currently established Physical Fitness Assessment consists of the following components:
  - i. One (1) minute push-up test (dynamic strength);
  - ii. An aerobic capacity option: One-and-a-half (1.5) mile run, the two thousand (2,000) meter row, or the five (5) mile air bike assessment; and
  - iii. Department obstacle course (anaerobic power and agility).



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**B. Procedures**

1. The Academy Division Commander shall clear assessment changes made by the Health and Wellness Coordinator, and notification of assessment changes shall be provided to all sworn personnel in advance.
2. The Health and Wellness Coordinator shall:
  - a. Maintain the criteria for the Physical Fitness Assessment;
  - b. Coordinate scheduling for the Physical Fitness Assessment;
    - i. Physical Fitness Assessments shall be scheduled in conjunction with yearly biennium training and be made available throughout the year at a frequency determined by the Health and Wellness Coordinator and approved by the Academy Division Commander.
  - c. Conduct all Physical Fitness Assessments and training with the assistance of the Advanced Training Unit and Academy Division personnel;
  - d. Maintain the confidentiality of all records pertaining to Physical Fitness Assessments in the Health and Wellness Coordinator's office; and
  - e. Consult with sworn personnel about health and wellness issues.
    - i. All documentation relating to the Physical Fitness Assessment shall be kept confidential, including but not limited to the PAR-Q.
3. The Health and Wellness Coordinator may change the type of components assessed or the scoring methods used for the Physical Fitness Assessment in an effort to maintain up-to-date procedures and standards.
4. Sworn personnel shall:
  - a. Remain onsite throughout the duration of the Physical Fitness Assessment period;
  - b. Prior to the Physical Fitness Assessment, complete a PAR-Q;
  - c. Complete a screening procedure, which includes, but is not limited to, blood pressure, resting pulse, and height/weight; and
  - d. Based on the screening results and review by the Health and Wellness Coordinator, be allowed to perform the Physical Fitness Assessment to determine their level of fitness if they pass the criterion.
5. Sworn personnel who do not pass the screening process or fall into a high-risk category may be referred to the City of Albuquerque Employee Health Center by contacting the Telephonic Nurse Triage Service.
6. Sworn personnel who do not pass the screening process shall not be allowed to reassess until the Employee Health Center clears them.



6.

**N/A 3-31-5 Health and Wellness Improvement Plan**

- A. If an officer's overall fitness score for the Physical Fitness Assessment is below the minimum fitness standard, the Health and Wellness Coordinator ~~will~~shall advise the officer of the score. The officer ~~shall~~will have the option, with approval from their chain of command, to participate in a Health and Wellness Improvement Plan developed by the Health and Wellness Coordinator. If the officer elects to participate in a Health and Wellness Improvement Plan:
1. The officer's immediate supervisor ~~will~~shall be notified, with a copy of the officer's Physical Fitness Assessment results and the Health and Wellness Improvement Plan that the Health and Wellness Coordinator recommends;
  2. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Health and Wellness Improvement Plan program;
  3. The Health and Wellness Coordinator ~~will~~shall provide monthly updates to the officer's supervisor; and
  4. On a monthly basis, the Health and Wellness Coordinator ~~will~~shall evaluate the officer's performance in the Health and Wellness Improvement Plan in order to determine continued participation.

**N/A 3-31-6 Incentives**

- A. Physical Fitness Incentives
1. At the directive of the Chief of Police and based on criteria provided by the Health and Wellness Coordinator, an officer may receive incentives, including TOBANK time, for obtaining certain performance levels. The incentives are subject to change and may be modified at the discretion of the Chief of Police.
  2. Physical fitness incentives ~~will~~shall be determined prior to the start of any Physical Fitness Assessment. For information on the incentives, sworn personnel should contact the Health and Wellness Coordinator.
  3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards shall be based on the following criteria:
    - a. A Most Physically Fit Ribbon with a "Superior" designation ~~will~~shall be awarded to sworn personnel who achieve a superior score, as outlined in the determined incentive and scoring criteria approved prior to the start of the assessment process. ~~this SOP;~~



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- b. A Most Physically Fit Ribbon with an "Excellence" designation ~~will~~ shall be awarded to sworn personnel who achieve an excellent score, as outlined in the determined incentive and scoring criteria approved prior to the start of the assessment process ~~this SOP~~; and
  - c. Recognition honors ~~will~~ shall be awarded to the highest scoring male and female officer in the following categories: Lieutenant and above; Sergeant; and Uniformed Officer and Non-Uniformed Officer.
4. ~~In order to~~ To be eligible for any incentive or Most Physically Fit award, an officer shall ~~must~~ complete the Physical Fitness Assessment within the testing timeframe specified in this SOP. All portions of the Physical Fitness Assessment ~~must~~ shall be completed on the same day during the assessment process.



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**3-33 PERFORMANCE EVALUATION AND MANAGEMENT SYSTEM  
(PEMS) (FORMERLY EARLY INTERVENTION AND  
RECOGNITION SYSTEM (EIRS))**

**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 (OBRD) (Formerly 1-39)
- 2-53 Use of Force: Definitions
- 3-14 Supervision (Formerly 3-9 and 3-18)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

**B. Form(s)**

**C. Other Resource(s)**

NM Inspection of Public Records Act Compliance Guide, Eighth Edition, 2015  
PeopleSoft Supervisors Handbook  
City of Albuquerque Personnel Rules and Regulations Section 902 Disciplinary  
Actions

**D. Active Special Order(s)**

None

**E. Rescinded Special Order(s)**

SO 25-95 Amendment to SOP 3-33 Performance Evaluation and Management  
Systems (PEMS)

**3-33-1 Purpose**

The purpose of this policy is to provide procedures for the Performance Evaluation and Management System (PEMS), a proactive management tool that promotes employee and supervisory awareness using an automated notification program and a standardized review process. The primary purpose of PEMS is to provide timely and reliable data to designated personnel and supervisors in order to make informed decisions, as early as possible, regarding personnel's well-being, training, career development, and performance concerns. PEMS is a non-punitive process designed to identify both commendable performance and areas that need improvement, in order to enhance the overall performance of sworn personnel and the efficiency of the Albuquerque Police Department (Department).

**3-33-2 Policy**

It is the policy of the Department to use a data-driven system to monitor and manage performance to advance the mission and goals of constitutional policing. This includes



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training supervisors to interpret data in combination with firsthand knowledge to encourage excellence, improve performance, manage risk and liability, and address underlying stressors in order to promote employee well-being.

### **N/A 3-33-3 Definitions**

#### **A. Assessment Form**

The collection of forms used to document a performance assessment and any actions taken to improve performance. When an assessment has been assigned to a supervisor for action, it shall not be transferred to another supervisor without the approval of the PEMS Section Head.

#### **B. Assessment Notification**

A notification generated by PEMS that the performance of a designated employee has a high predicted likelihood of a failure to meet minimum job requirements, or a sustained Internal Affairs investigation in the next year.

1. **Actionable Alert:** Indicates that an employee is highly likely to experience an adverse situation that requires intervention to get back on track.
2. **Advisable Alert:** Indicates that an employee's performance patterns are trending towards experiencing an adverse situation and may need intervention to get back on track.

#### **C. Command-Initiated Assessment**

Initiated by a Department supervisor with the permanent rank of Sergeant or higher, including equivalent non-sworn Department personnel, when they have identified a performance deficiency that requires immediate action to correct.

#### **D. Designated Employee**

All sworn personnel with the rank of lieutenant or below, including equivalent non-sworn Department personnel.

#### **E. Evaluation Period**

A rolling twelve (12) month period over which data are analyzed to compare the performance of a designated employee with the established norms based on historical data.

#### **F. Great Bodily Harm**





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An injury to a person which creates a high probability of death, results in serious disfigurement, results in loss of any member or organ of the body, or results in permanent or prolonged impairment of the use of any member or organ of the body.

### G. Monitoring Plan

A non-punitive plan developed by the supervisor and designated employee, based on performance assessment, to establish specific required actions and scheduled deadlines for reviews of progression/regression and completion of the plan. The purpose of the plan is to support the designated employee in achieving improved performance, and career development.

### H. Performance Evaluation and Management System (PEMS)

A process that analyzes employee data that are derived from City of Albuquerque and Department systems that enable the Department to assess whether an employee is likely to have sustained misconduct in the next year.

### I. Performance Evaluation and Management Review Board (PEM Board)

A team consisting of Deputy Chiefs of Police designated Internal Affairs (IA) Major(s), Field Services Bureau (FSB) Major(s), Commanders, and the Chief of Staff to review a sample of PEMS assessments to ensure consistency throughout the Department.

### J. Performance Evaluation and Management Unit (PEMU)

The unit responsible for implementing, developing, and maintaining the overall data-driven strategy to support employee well-being and professional growth. The PEMU supervisors will assign assessment responsibility to the appropriate supervisor for action.

### K. Performance Measure

The identified categories for which data are collected and analyzed to capture performance consistent with the Department's goals, values, and mission.

### L. Supervisors

1. A Department employee at the permanent rank of sergeant or above, including equivalent non-sworn Department personnel, who is responsible for completing a performance assessment when they receive an assessment notification. They are responsible for developing and implementing any required Monitoring Plans.
  - a. Supervisors are any employee hired in a supervisory capacity to oversee employees of the Department.
  - b. Supervisors are assigned assessment responsibility by the PEMU and cannot transfer the responsibility for the assessment to another supervisor.



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2. Reviewing Supervisor: A Department employee at the rank of lieutenant or above, including equivalent non-sworn Department personnel, who is responsible for reviewing a performance assessment completed by a supervisor. They are responsible for ensuring Monitoring Plans address all identified commendable performance or performance areas that need improvement, and monitoring the designated employee's progress.
3. Approving Supervisor: A Department employee at the rank of commander or above, including equivalent non-sworn Department personnel, who is responsible for ensuring performance assessments are thorough and accurate, and that deadlines are met for assessments and Monitoring Plan reviews or completion.

### **3-33-4 General Requirements**

#### **A. System Access**

1. Department personnel will have access to PEMS data as follows:
  - a. The Chief of Police and all ranks above commander will have access to the data for all Department personnel;
  - b. Commanders/division heads will have access to data for personnel assigned to their division;
  - c. Lieutenant/Deputy Commanders/management-level supervisors, not including those in an acting capacity, will have access to the data for Department personnel under their direct supervision;
  - d. Sergeants/immediate supervisors, not including those in an acting capacity, will have access to data for personnel under their direct supervision;
  - e. Department personnel will have access to their own data;
  - f. Department personnel assigned to the PEMU will have access to the data for all Department personnel;
  - g. The Director of Analytics and personnel assigned to the Analytics Division will have access to all PEMS data; and
  - h. The PEMS Board will have access to the assessments selected for review by the board.
2. Acting sergeants and acting lieutenants, including equivalent non-sworn Department personnel, will not have access to the data in their capacity as acting supervisors. In those situations, the next-level supervisor will be responsible for conducting the necessary reviews.

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#### **B. Confidentiality**

1. All PEMS information is considered confidential, as a PEMS contains matters of opinion. Only authorized Department personnel may share PEMS information, and that information shall only be shared with the employee and their chain of command.



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- a. Sharing PEMS information with any unauthorized person or outside agency without prior approval of the Chief of Police, or their designee, or the employee is prohibited.

2. Information shall be released only per applicable laws.

**N/A**

3. PEMS assessments should not be utilized for investigative purposes. Information that is determined to be a violation of policy shall be investigated through the normal investigative process.

- a. An employee's participation in a PEMS assessment or Monitoring Plan shall not be referenced in any administrative investigation unless the Commander of the Internal Affairs Division, in writing, approves the sharing of those PEMS documents and states affirmatively that the requested PEMS documents are required as part of the fact-finding process.
- b. The request must be specific as to the documents required, and at a minimum, include the dates or date range of the requested documents.

**N/A**

**C. Training**

1. Upon promotion to the rank of sergeant or higher, including equivalent non-sworn Department personnel, supervisors will receive PEMS training, including, but not limited to:

- a. Using the PEMS electronic program;
- b. Evaluating performance measures and making appropriate comparisons to identify any significant individual or group patterns;
- c. Identifying and developing strategies to improve or commend employee performance; and
- d. Assessing updates to PEMS processes or performance measures.

**N/A**

**3-33-5 Data Analysis**

**A. PEMS Data**

1. The system will analyze data compiled from various digital platforms and data sources regarding:

- a. Use of force incidents;
- b. All civilian or administrative complaints and their dispositions;
- c. All vehicle pursuits and traffic collisions involving Department-issued equipment;
- d. All disciplinary action taken against a designated employee;
- e. All non-disciplinary corrective action required of a designated employee as a result of an Administrative Investigation.



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2. Each designated employee will monitor their performance data for accuracy and report any discrepancies via an Interoffice Memorandum addressed to the PEMU Sergeant, through their chain of command.
  - a. PEMU personnel will review all submitted reports of discrepancies to verify data or make appropriate modifications and will advise the designated employee and chain of command of their findings.

**B. Storage and Retrieval**

1. All data used in PEMS will be extracted from City-approved or Department-approved systems. Systems will include, but are not limited to:
  - a. Human resources management;
  - b. Training;
  - c. Payroll;
  - d. Records Management System;
  - e. Internal Affairs data;
  - f. Dispatch data; and
  - g. Data collected by partner agencies.
2. All PEMS assessments and Monitoring Plans for a designated employee will be retained throughout the term of their employment and for five (5) years following the employee's separation from employment.

**C. Analysis and Reporting**

1. PEMS data will be sorted into four (4) performance measures for analysis and evaluation:
  - a. Uses of force;
  - b. Complaints against sworn personnel;
  - c. Vehicle crashes; and
  - d. Vehicle pursuits;
2. The PEMU, in consultation with Analytics Division personnel, will evaluate data displayed in the Department-approved analytics system.
3. Performance measures displayed show an officer's score in relation to their peers, determined by rank and by similar duties and responsibilities

**7 3-33-6 Performance Evaluation and Management Unit (PEMU)**

- A. PEMU personnel shall:**



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1. Be a separate unit with the responsibility of establishing, administering, and maintaining the system and the overall management of PEMS;
2. Ensure the integrity and validity of the data used by PEMS; and
3. Evaluate PEMS data based on a rolling twelve (12) month period.

**B. Performance Measures**

1. PEMU personnel shall:
  - a. Assess performance measures of officers who receive an actionable or advisable alert relative to their peers;
  - b. Send assessment notifications to appropriate supervisors, then monitor supervisory response to notifications to ensure all documentation is completed in the allotted time; and
  - c. Regularly evaluate system performance and make recommendations for changes as appropriate.

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- C. PEMU personnel shall submit an annual report for internal use by the Office of the Chief, Superintendent of Police Reform, and executive staff. The annual report shall include, at a minimum:

1. Number of data-driven assessments by division;
2. Number of command-initiated assessments by division; and
3. Number of Monitoring Plans in effect for the year, including:
  - a. The designated employee and the responsible supervisor;
  - b. The successful completion of Monitoring Plans;
  - c. The unsuccessful completion of Monitoring Plans; and
  - d. The Monitoring Plans that are currently active.

**N/A**

**3-33-7**

**PEMS Assessments**

**A. Command-Initiated Assessments**

1. Any supervisor or higher may submit a command-initiated assessment request when they identify a particular performance deficiency that requires immediate correction for any Department employee. Policy violations will still be submitted and investigated by IAPS. Command-initiated assessment will be used as a means of preventing the employee from violating policy, or continuing to violate policy.
  - a. The supervisor will identify a particular performance pattern that requires immediate correction, including failure to meet minimum job requirements; or



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- b. A unique incident that requires an immediate assessment to identify any performance factors that may have led to the incident's occurrence. Unique incidents include, but are not limited to:
    - i. Officer-involved shooting (OIS); and
    - ii. Department personnel involved a City vehicle crash with great bodily harm or a fatality.
- 2. Command-Initiated Assessments are submitted using the Command-Initiated course of action form in the Department's early intervention system software.
  - a. The Command-Initiated Assessment request is forwarded through the chain of command to the PEMS Unit.
  - b. A supervisor at the rank of Commander or higher will have the final decision authority for initiating a Command-Initiated Assessment.
  - c. If a supervisor at the rank of Commander or higher denies a request for a Command-Initiated Assessment, they will document, in writing, the justification for the denial.
- B. Data-Driven Assessments
  - 1. A designated employee's performance data are analyzed to predict whether the employee is likely to have a sustained misconduct complaint in the next year.
    - a. Data-Driven alerts are designated as an Actionable or Advisable alert.
    - b. Sworn personnel are the only employees affected by Data-Driven alerts.
- C. Documentation
  - 1. All assessments are documented in PeopleSoft PEM eForms and available to supervisors in the Manager Self Service page.

**7 3-33-8 Supervisory Use Responsibility**

**A. PEMU Procedures**

- 1. When a sworn employee has been identified at high risk of sustained misconduct, the supervisor and PEMU shall receive an automated e-mail message notifying the Department that an alert has been generated. The PEMU shall then:
  - a. Confirm that the alert is a valid new alert for the employee by comparing the new alert to any past alerts and ensuring the alert was generated as a result of new data; and
  - b. Notify the employee's chain of command via e-mail if:
    - i. The alert is valid and requires action; or
    - ii. The alert is a duplicate and shall be canceled.

**B. Chain of Command Procedures**





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1. The employee's chain of command is responsible for acting on any valid alerts upon notification from the PEMU that the alert requires action.
  - a. Assessment notifications are predictions based on a statistical model, which require supervisory follow-up. Predictions can generate false positives as well as true positives that may indicate commendable performance or areas that need improvement, respectively.
2. The Supervisor is responsible for:
  - a. Conducting a performance evaluation for the officer.
    - i. Thoroughly reviewing each incident that led to the alert to determine if the employee has a pattern of commendable performance or performance that needs improvement; and
    - ii. Holistically assessing the employee's general performance to ensure that the employee is meeting job expectations, including, but not limited to, expectations around professionalism, daily activities, interactions with peers, and performance of job duties. General performance issues may indicate emerging concerns or well-being issues that should be addressed in the assessment.
      1. For commendable performance, determine the appropriate response to encourage continued excellence; and
      2. For any area identified that needs improvement, develop a Monitoring Plan to help the employee make the required improvement in performance and document the employee's progress.
  - b. Meeting with the employee, when possible, to review the information in the alert to assist in determining if there is a need for improvement;
    - i. In instances, such as long-term Temporary Duty (TDY), Family Medical Leave Act (FMLA), and military deployment, this initial meeting may not be possible; the supervisor shall complete the assessment and forward it through the chain of command for review.
  - c. Upon approval of the assessment by the Approving supervisor, the supervisor shall:
    - i. Meet with the employee to go over the final assessment and any follow-up actions that shall take place;
    - ii. Forward the assessment electronically to the officer;
    - iii. Ensure the employee either:
      1. Electronically signs the assessment, or
      2. Chooses not to sign the assessment.
    - iv. Ensure the employee forwards the assessment to the witness officer; and
    - v. Ensure the witness officer electronically signs the assessment.
  - d. When a Monitoring Plan is implemented, the supervisor shall:
    - i. Conduct Monitoring Plan status meetings with the employee as required by the plan;
    - ii. Document the employee's progression or regression on the Monitoring Plan Status reports in PeopleSoft PEM eForms;



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- iii. Forward the status report to the employee during the meeting and ensure the employee either;
    - 1. Signs the status report; or
    - 2. Refuses to sign the status report;
  - iv. Ensure the employee forwards the status report to the witness officer; and
  - v. Ensure the witness officer signs the status report and forwards it for review.
3. The Reviewing Supervisor is responsible for ensuring:
- a. The supervisor completes the assessment within the required timelines;
  - b. The supervisor completes a thorough review of the officer's performance and ensures that the assessment addresses all areas of commendable performance or that might need improvement;
    - i. For any area that needs improvement, the supervisor has developed a Monitoring Plan that adequately addresses any performance identified that needs improvement.
  - c. The supervisor completes all required meetings with the employee; and
  - d. That the immediate supervisor completes Monitoring Plan status reports as required by the approved Monitoring Plan.
4. The Approving supervisor is responsible for ensuring:
- a. That timelines are met for all stages of the performance assessment;
  - b. That the Reviewing supervisor has thoroughly reviewed the assessment to ensure it is accurate and adequately addresses any areas identified that need improvement; and
  - c. The Monitoring Plan status reports are completed and forwarded through the chain of command per the approved Monitoring Plan.

**7 3-33-9 Assessment Process**

**A. Supervisors**

- 1. When a supervisor receives an assessment notification, they shall:
  - a. Assess the designated employee's performance for the past twelve (12) months to determine if:
    - i. The employee's performance is commendable and deserves recognition or encouragement; or
    - ii. The employee's performance needs improvement to meet the minimum requirements of the job they are assigned to.
  - b. Develop a Monitoring Plan to help the employee make the required improvements, when any performance area is identified as needing improvement. The plan shall include:
    - i. The performance area(s) that require improvement;
    - ii. What the employee is expected to do to improve their performance;





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- iii. How the supervisor shall monitor the employee's progress to bring their performance to the minimum levels expected by the Department;
- iv. How long the Monitoring Plan shall be in place; and
- v. How often progress meetings shall be held with the employee.

**B. Reviewing Supervisor Process**

1. Upon receipt of the performance assessment, the Reviewing supervisor shall either:
  - a. Approve the assessment and Monitoring Plan; or
  - b. Reject the assessment and/or Monitoring Plan.
    - i. If rejected, meet with the supervisor and make necessary modifications or adjustments to the assessment and/or Monitoring Plan.
2. The Reviewing supervisor shall forward the assessment and Monitoring Plan to the Approving supervisor.

**C. Approving Supervisor Responsibility**

1. The Approving supervisor shall either:
  - a. Approve the assessment and Monitoring Plan and ensure the supervisor implements any Monitoring Plans or completes any actions required in the assessment; or
  - b. Reject the assessment and/or Monitoring Plan.
    - i. If rejected, meet with the supervisor and the Reviewing supervisor to make modifications or adjustments.

**N/A**

**D. Supervisors shall continue to exercise all supervisory duties (refer to SOP Supervision for sanction classifications and additional duties).**

1. If a potential violation of Department policy is identified, a supervisor shall report the violation to the IAPS Division (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).

**7 3-33-10**

**Required Timelines**

**A. Supervisors shall document all assessments and Monitoring Plans generated in response to PEMS.**

1. When required, supervisors have fourteen (14) calendar days to complete their assessment and Monitoring Plan and to forward them to the Reviewing supervisor.
  - a. Upon approval of the assessment, the supervisor shall:
    - i. Ensure the employee electronically signs the assessment, or selects the refusal to sign option on the day the meeting is held with the employee; and



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- ii. Ensure the witness signs the assessment on the date the meeting was held with the employee.
- 2. Reviewing supervisors have seven (7) calendar days to complete their review and forward it to the approving supervisor.
- 3. Approving supervisors have seven (7) calendar days to complete their review and approve the assessment and any Monitoring Plan.
- 4. Deadlines for completion of the assessment and reviews may be extended by up to seven (7) calendar days with the written approval of the appropriate:
  - a. Commander/division head for the supervisor or Reviewing supervisor; or
  - b. Bureau Deputy Chief for the Approving supervisor.

**7 3-33-11 Closure of Assessment and Monitoring Plan**

A. Supervisors are responsible for completing and closing out Data-Driven Assessments and Command Initiated Assessments as either successful, unsuccessful, or commendable actions.

- 1-3** B. Department personnel who do not successfully complete their Monitoring Plan and demonstrate continued inability, inefficiency, or inadequate performance of an employee's duties may be removed, or terminated on a case-by-case basis.
- 1. Employees, including classified and unclassified employees of the Department who do not successfully complete their Command Initiated Monitoring Plans, and fail to meet minimum job requirements, may also be removed or terminated according to City of Albuquerque Rules and Regulations Section 902 Disciplinary Actions.
    - a. The supervisor will consult with the Department's HR Division and Division Commander to initiate the removal or termination.



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**3-33 PERFORMANCE EVALUATION AND MANAGEMENT SYSTEM  
(PEMS) (FORMERLY EARLY INTERVENTION AND  
RECOGNITION SYSTEM (EIRS))**

**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 (OBRD) (Formerly 1-39)
- 2-53 Use of Force: Definitions
- 3-14 Supervision (Formerly 3-9 and 3-18)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

**B. Form(s)**

- PD 2049 Command Initiated Assessment
- PD 2050 Employee Self-Assessment
- PD 2051 Performance Assessment
- PD 2052 Approving Supervisor Review
- PD 2053 Monitoring Plan
- PD 2054 Monitoring Plan Status Report
- Policy and Procedure Unit SOP Recommendation Form

**C. Other Resource(s)**

- *United States of America v. City of Albuquerque*, No. 1:14-cv-01025—Document 465 (D.N.M. 2019)
- NM Inspection of Public Records Act Compliance Guide, Eighth Edition, 2015
- [PeopleSoft Supervisors Handbook](#)
- [City of Albuquerque Personnel Rules and Regulations Section 902.2 Disciplinary Actions Procedures](#)

**D. Active Special Order(s)**

None

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

- [SO 25-95 Amendment to SOP 3-33 Performance Evaluation and Management Systems \(PEMS\)](#) None

**3-33-1 Purpose**

The purpose of this policy is to provide procedures for the Performance Evaluation and Management System (PEMS), a proactive management tool that promotes employee and supervisory awareness using an automated notification program and a standardized review process. The primary purpose of PEMS is to provide timely and reliable data to designated



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personnel and supervisors in order to make informed decisions, as early as possible, regarding personnel's well-being, training, career development, and performance concerns. PEMS is a non-punitive process designed to identify both commendable performance and areas that need improvement, in order to enhance the overall performance of sworn personnel and the efficiency of the Albuquerque Police Department (Department).

### **3-33-2 Policy**

It is the policy of the Department to use a data-driven system to monitor and manage performance to advance the mission and goals of constitutional policing. ~~It is also the policy of the Department to train supervisors~~ This includes training supervisors to interpret data in combination with firsthand knowledge ~~to that to~~ encourage excellence, improve performance, manage risk and liability, and address underlying stressors in order to promote employee well-being.

### **N/A 3-33-3 Definitions**

#### **A. Assessment Form**

The collection of forms used to document a performance assessment and any actions taken to improve performance. When an assessment has been assigned to a supervisor for action, it shall not be transferred to another supervisor without the approval of the PEMS Section Head.

#### **B. Assessment Notification**

A notification generated by PEMS that the performance of a designated employee has a high predicted likelihood of a failure to meet minimum job requirements, or a sustained Internal Affairs investigation in the next year ~~exceeded an assessment threshold.~~

1. Actionable Alert: Indicates that an employee is highly likely to experience an adverse situation that requires intervention to get back on track.
2. Advisable Alert: Indicates that an employee's performance patterns are trending towards experiencing an adverse situation and may need intervention to get back on track.

#### **C. Assessment Threshold**

~~The upper and lower limits of the established performance ranges for the evaluation period.~~

#### **D. C. Command-Initiated Assessment**

Initiated by a Department supervisor with the permanent rank of Sergeant or higher, including equivalent non-sworn Department personnel, when they have identified a performance deficiency that requires immediate action to correct.



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**E.D. \_\_\_\_\_ Designated Employee**

All sworn personnel with the rank of lieutenant or below, including equivalent non-sworn Department personnel.

**F.E. \_\_\_\_\_ Evaluation Period**

A rolling twelve (12) month period over which data are analyzed to compare the performance of a designated employee with the established norms based on historical data.

**G.F. \_\_\_\_\_ Great Bodily Harm**

An injury to a person which creates a high probability of death, results in serious disfigurement, results in loss of any member or organ of the body, or results in permanent or prolonged impairment of the use of any member or organ of the body.

**H.G. \_\_\_\_\_ Monitoring Plan**

A non-punitive plan developed by the supervisor and designated employee, based on performance assessment, to establish specific required actions taken and scheduled deadlines for reviews of progression/regression and completion of the plan. The purpose of the plan is to support the designated employee in achieving professional goals, improved performance, and career development.

**I.H. \_\_\_\_\_ Performance Evaluation and Management System (PEMS)**

A process that analyzes employee data that are derived from City of Albuquerque and Department systems that enable the Department to assess whether an employee officer is likely to have sustained misconduct in the next year ~~define performance ranges and thresholds.~~

**J.I. \_\_\_\_\_ Performance Evaluation and Management Review Board (PEM Board)**

A team consisting of Deputy Chiefs of Police designated Internal Affairs (IA) Major(s), Field Services Bureau (FSB) Major(s), and Commanders, and the Chief of Staff ~~designated by the Chief of Police~~ to review a sample of PEMS assessments to ensure consistency throughout the Department.

**K.J. \_\_\_\_\_ Performance Evaluation and Management Unit (PEMU)**

The unit responsible for implementing, developing, and maintaining the overall data-driven strategy to support employee well-being and professional growth. The PEMU supervisors will assign assessment responsibility to the appropriate supervisor for action.



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### L-K. Performance Measure

The identified categories for which data are collected and analyzed to capture performance consistent with the Department's goals, values, and mission.

### M-L. Supervisors

1. A Department employee at the permanent rank of sergeant or above, including equivalent non-sworn Department personnel, who is responsible for completing a performance assessment when they receive an assessment notification. They are responsible for developing and implementing any required Monitoring Plans.
  - a. Supervisors are any employee hired in a supervisory capacity to oversee employees of the Department.
  - a.b. Supervisors are assigned assessment responsibility by the PEMU and cannot transfer the responsibility for the assessment to another supervisor.
2. Reviewing Supervisor: A Department employee at the rank of lieutenant or above, including equivalent non-sworn Department personnel, who is responsible for reviewing a performance assessment completed by a supervisor. They are responsible for ensuring Monitoring Plans address all identified commendable performance or performance areas that need improvement, and monitoring the designated employee's progress.
3. Approving Supervisor: A Department employee at the rank of commander or above, including equivalent non-sworn Department personnel, who is responsible for ensuring performance assessments are thorough and accurate, and that deadlines are met for assessments and Monitoring Plan reviews or completion.

### **3-33-4 General Requirements**

#### **A. System Access**

1. Department personnel will have access to PEMS data as follows:
  - a. The Chief of Police and all ranks above commander will have access to the data for all Department personnel;
  - b. Commanders/division heads will have access to data for personnel assigned to their division;
  - c. Lieutenant/Deputy Commanders/management-level supervisors, not including those in an acting capacity, will have access to the data for Department personnel under their direct supervision;
  - d. Sergeants/immediate supervisors, not including those in an acting capacity, will have access to data for personnel under their direct supervision;
  - e. Department personnel will have access to their own data;
  - f. Department personnel assigned to the PEMU will have access to the data for all Department personnel;





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- g. The Director of Analytics and personnel assigned to the Analytics Division will have access to all PEMS data; and
- h. The PEMS Board will have access to the assessments selected for review by the board.

- 2. Acting sergeants and acting lieutenants, including equivalent non-sworn Department personnel, will not have access to the data in their capacity as acting supervisors. In those situations, the next-level supervisor will be responsible for conducting the necessary reviews.

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**B. Confidentiality**

- 1. All PEMS information is considered confidential, as a PEMS contains matters of opinion. Only authorized Department personnel may share PEMS information, and that information shall only be shared with the employee and their chain of command.
  - a. Sharing PEMS information with any unauthorized person or outside agency without prior approval of the Chief of Police, or their designee, or the employee is prohibited.
- 2. Information shall be released only per applicable laws.

**N/A**

- 3. PEMS assessments should not be utilized for investigative purposes. Information that is determined to be a violation of policy shall be investigated through the normal investigative process.
  - a. An employee's participation in a PEMS assessment or Monitoring Plan shall not be referenced in any administrative investigation unless the Commander of the Internal Affairs Division, in writing, approves the sharing of those PEMS documents and states affirmatively that the requested PEMS documents are required as part of the fact-finding process.
  - b. The request must be specific as to the documents required, and at a minimum, include the dates or date range of the requested documents.

**N/A**

**C. Training**

- 1. Upon promotion to the rank of sergeant or higher, including equivalent non-sworn Department personnel, supervisors will receive PEMS training, including, but not limited to:
  - a. Using the PEMS electronic program;
  - b. Evaluating performance measures and making appropriate comparisons to identify any significant individual or group patterns;
  - c. Identifying and developing strategies to improve or commend employee performance; and
  - d. Assessing updates to PEMS processes or performance measures.





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N/A 3-33-5 Data Analysis

A. PEMS Data

1. The system will analyze data compiled from various digital platforms and data sources regarding:

a. Use of force incidents;

~~a.~~ as well as the supervisors' use of force reviews;

~~b.~~ Injuries and deaths of persons in custody;

~~c.~~ Identified violations of SOP Use of On-Body Recording Devices (OBRD);

~~d.~~ b. All civilian or administrative complaints and their dispositions;

~~e.~~ All judicial proceedings where a designated employee is the subject of a protective or restraining order;

~~f.~~ All vehicle pursuits and traffic collisions involving Department-issued equipment;

~~g.~~ c. All instances in which the Department is informed by a prosecuting authority that a declination to prosecute any crime occurred, in whole or in part, because the officer failed to activate their OBRD;

~~h.~~ d. All disciplinary action taken against a designated employee;

~~i.~~ All non-disciplinary ~~punitive~~ corrective action required of a designated employee as a result of an Administrative Investigation;

~~j.~~ All awards and commendations awarded to a designated employee, including those received from community members, as well as special acts performed by a designated employee;

~~k.~~ Demographic category for civilians involved in a use of force or search and seizure incident sufficient to assess officer bias;

~~l.~~ All criminal proceedings initiated against an officer, as well as all civil or administrative claims filed, and all civil lawsuits served upon the City and/or its sworn personnel or agents, allegedly resulting from Department operations or the actions of a Department-designated employee; and

~~m.~~ e. All reports in which a designated employee is a suspect or offender.

2. The system will also include the following information for Department pattern analysis:

~~a.~~ Reports regarding all critical firearm discharges, and discharges at animals consistent with SOP Use of Force: Definitions;

~~b.~~ The number of electronic control weapons (ECW) assigned to a designated employee and the number of ECW uses;

~~c.~~ Information contained in any use of force tracking system; and

~~d.~~ Data regarding specialized unit deployments and tactical deployments, including, but not limited to:

~~i.~~ Locations;

~~ii.~~ Number of arrests;

~~iii.~~ Type of evidence or property seized;

~~iv.~~ Whether a forcible entry was required;



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- ~~v. Whether a weapon was discharged by sworn personnel;~~
- ~~vi. Whether a person attempted to flee from sworn personnel;~~
- ~~vii. Whether a person was killed or injured; and~~
- ~~viii. Whether a domestic animal was killed or injured.~~

3.2. Each designated employee will monitor their performance data for accuracy and report any discrepancies via an Interoffice Memorandum addressed to the PEMU Sergeant, through their chain of command.

- a. PEMU personnel will review all submitted reports of discrepancies to verify data or make appropriate modifications and will advise the designated employee and chain of command of their findings.

### B. Storage and Retrieval

1. All data used in PEMS will be extracted from City-approved or Department-approved systems. Systems will include, but are not limited to:

- a. Human resources management;
- b. Training;
- c. Payroll;
- e.d. Records Management System;
- ~~d. On-the-job actions;~~
- ~~e. Internal Affairs Force Division (IAFD) data;~~
- f. Dispatch data; and
- g. Data collected by partner agencies; and
- ~~h. Publicly available data.~~

2. All PEMS assessments and Monitoring Plans for a designated employee will be retained throughout the term of their employment and for five (5) years following the employee's separation from employment.

### C. Analysis and Reporting

1. PEMS data will be sorted into four (4) performance measures for analysis and evaluation:

- a. Uses of force;
- b. Complaints against sworn personnel;
- c. Vehicle crashes; and
- d. Vehicle pursuits;

2. The PEMU, in consultation with Analytics Division personnel, will evaluate data ~~collected for each performance measure using a~~ displayed in the Department-approved analytics system.



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2. 3. Performance measures displayed show an officer's score in relation to their peers, determined by rank and by similar duties and responsibilities to determine the performance ranges and assessment thresholds by rank, and by similar duties and responsibilities, consistent with the PEMS Procedure Manual. Data analysis will identify patterns in performance that exceed the expected ranges for that performance measure.

**3-33-6 Performance Evaluation and Management Unit (PEMU)**

A. PEMU personnel shall:

1. Be a separate unit with the responsibility of establishing, administering, and maintaining the system and the overall management of PEMS;
2. Ensure the integrity and validity of the data used by PEMS; and
3. Evaluate PEMS data based on a rolling twelve (12) month period;
4. Establish assessment thresholds by analyzing the historical norms of all Department personnel functioning in the same or similar assignments; and
5. Analyze data by comparing the performance of each designated employee to an established assessment threshold.

B. Assessment Thresholds for Each Performance Measures

1. PEMU personnel shall:

a. Assess performance measures of officers who receive an actionable or advisable alert relative to their peers;

- a. Analyze performance data of designated personnel during the data period and compare that data to the historical data of all Department personnel functioning in the same or similar assignments to establish data-driven assessment thresholds;
- b. Send assessment notifications to appropriate supervisors, then monitor supervisory response to notifications to ensure all documentation is completed in the allotted time; and
- c. Regularly evaluate system performance the thresholds, data tables, data fields, list of documents used, reports generated, and queries used, and make recommendations for changes as appropriate.

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2. The Parties to the Court-Approved Settlement Agreement (CASA) shall jointly review all proposals that may limit the functions of the Early Intervention System that the CASA requires before such proposals are implemented to ensure that they continue to comply with the requirements of the CASA.

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C. PEMU personnel shall submit an annual report for internal use by the Office of the Chief, Superintendent of Police Reform, and executive staff. The annual report shall include, at a minimum:

1. Number of data-driven assessments by division;
2. ~~Number of policy-mandated assessments by division;~~
3. 2. Number of command-initiated assessments by division; and
4. 3. Number of Monitoring Plans in effect for the year, including:
  - a. The designated employee and the responsible supervisor;
  - b. The successful completion of Monitoring Plans;
  - c. The unsuccessful completion of Monitoring Plans; and
  - d. The Monitoring Plans that are currently active.

N/A

3-33-7

**PEMS Assessments**

A. Command-Initiated Assessments

1. Any ~~officer with the permanent rank of Sergeant~~ supervisor or higher may submit a command-initiated assessment request when they identify a particular performance deficiency that requires immediate correction for any Department employee. Policy violations will still be submitted and investigated by IAPS. Command-initiated assessment will be used as a means of preventing the employee from violating policy, or continuing to violate policy.-
  - a. The supervisor will identify a particular performance pattern that requires immediate correction, including failure to meet minimum job requirements; or
  - b. A unique incident that requires an immediate assessment to identify any performance factors that may have led to the incident's occurrence. Unique incidents include, but are not limited to:
    - i. Officer-involved shooting (OIS); and
    - ii. Department personnel ~~Officer~~ -involved a City vehicle crash with great bodily harm or a fatality.
2. Command-Initiated Assessments are submitted using the Command-Initiated course of action form in the Department's early intervention system software.
  - a. The Command-Initiated Assessment request is forwarded through the chain of command to the PEMS Unit.
  - b. A supervisor at the rank of Commander or higher will have the final decision authority for initiating a Command-Initiated Assessment.
  - c. If a supervisor at the rank of Commander or higher denies a request for a Command-Initiated Assessment, they will document, in writing, the justification for the denial.



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B. Data-Driven Assessments

1. A designated employee's performance data are analyzed to predict whether the employee is likely to have a sustained misconduct complaint in the next year and compared to the expected performance range and calculated thresholds to identify personnel that have exceeded the upper and lower assessment thresholds. These performance ranges and calculated thresholds compare designated personnel with similar rank, assignments, geographical locations, and duties.

a. Data-Driven threshold alerts are designated as an Actionable or Advisable alert.  
a.b. Sworn personnel are the only employees affected by Data-Driven alerts.

C. Documentation

1. All assessments are documented in PeopleSoft PEM eForms and available for supervisors in the Manager Self Service page. in the Department approved early intervention software.

**7** 3-33-8 Supervisory Use Responsibility

A. PEMU Procedures

1. When a sworn employee has been identified at high risk of sustained misconduct exceeded an alert threshold, the supervisor and PEMU shall receive an automated e-mail message notifying the Department that an alert has been generated. The PEMU shall then:
  - a. Confirm that the alert is a valid new alert for the employee by comparing the new alert to any past alerts and ensuring the alert was generated as a result of new data; and
  - b. Notify the employee's chain of command via e-mail if:
    - i. The alert is valid and requires action; or
    - ii. The alert is a duplicate and shall be canceled.

B. Chain of Command Procedures

1. The employee's chain of command is responsible for acting on any valid alerts upon notification from the PEMU that the alert requires action.
  - a. Assessment notifications are only an indicator predictions based on of a deviation from expected standards a statistical model, which require supervisory follow-up. Predictions can generate false positives and do not draw any conclusions or determinations as well as true positives that may indicate commendable performance or areas that need improvement, respectively.
2. The Supervisor is responsible for:



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a. Conducting a performance evaluation for the officer.

- i. Thoroughly reviewing each incident that led to the alert to determine if the employee has a pattern of commendable performance or performance that needs improvement; and
  - ii. Holistically assessing the employee's general performance to ensure that the officer employee is meeting job expectations, including, but not limited to, expectations around professionalism, daily activities, and interactions with peers, and performance of job duties. General performance issues may indicate emerging concerns or well-being issues that should be addressed in the assessment.
    - i. 1. For commendable performance, determine the appropriate response to encourage continued excellence; and
    - ii. 2. For any area identified that needs improvement, develop a Monitoring Plan to help the employee make the required improvement in performance and document the employee's progress.
- b. Meeting with the employee, when possible, to review the information in the alert to assist in determining if there is a need for improvement;
- i. In instances, such as long-term Temporary Duty (TDY), Family Medical Leave Act (FMLA), and military deployment, this initial meeting may not be possible; the supervisor shall complete the assessment and forward it through the chain of command for review.
- c. Upon approval of the assessment by the Approving supervisor, the supervisor shall:
- i. Meet with the employee to go over the final assessment and any follow-up actions that shall take place;
  - ii. Forward the assessment electronically to the officer;
  - iii. Ensure the employee either:
    1. Electronically signs the assessment, or
    2. Chooses not to sign the assessment.
  - iv. Ensure the employee forwards the assessment to the witness officer; and
  - v. Ensure the witness officer electronically signs the assessment and forwards it back to the supervisor.
- d. When a Monitoring Plan is implemented, the supervisor and shall:
- i. Conduct Monitoring Plan status meetings with the employee as required by the plan;
  - ii. Document the employee's progression ion or regression on the Monitoring Plan Status reports s in the early intervention system software PeopleSoft PEM eForms;
  - iii. Forward the status report to the employee during the meeting and ensure the employee either:
    1. Signs the status report; or
    2. Refuses to sign the status report;
  - iv. Ensure the employee forwards the status report to the witness officer; and
  - v. Ensure the witness officer signs the status report and forwards it for review.

6

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3. The Reviewing Supervisor is responsible for ensuring:





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- a. The supervisor completes the assessment within the required timelines;
- b. The supervisor completes a thorough review of the officer's performance and ensures that the assessment addresses all areas of commendable performance or that might need improvement;
  - i. For any area that needs improvement, the supervisor has developed a Monitoring Plan that adequately addresses any performance identified that needs improvement.
- c. The supervisor completes all required meetings with the employee; and
- d. That the immediate supervisor completes Monitoring Plan status reports as required by the approved Monitoring Plan.

**6**

4. The Approving supervisor is responsible for ensuring:

- a. That timelines are met for all stages of the performance assessment;
- b. That the Reviewing supervisor has thoroughly reviewed the assessment to ensure it is accurate and adequately addresses any areas identified that need improvement; and
- c. The Monitoring Plan status reports are completed and forwarded through the chain of command per the approved Monitoring Plan.

**7**

**3-33-9**

**Assessment Process**

**A. Supervisors**

1. When a supervisor receives an assessment notification, they shall:

- a. Assess the designated employee's performance for the past twelve (12) months to determine if:
  - i. The employee's performance is commendable and deserves recognition or encouragement; or
  - ii. The employee's performance needs improvement to meet the minimum requirements of the job they are assigned to.
- b. Develop a Monitoring Plan to help the employee make the required improvements, when any performance area is identified as needing improvement. The plan shall include:
  - i. The performance area(s) that require improvement;
  - ii. What the employee is expected to do to improve their performance;
  - iii. How the supervisor shall monitor the employee's progress to bring their performance to the minimum levels expected by the Department;
  - iv. How long the Monitoring Plan shall be in place; and
  - v. How often progress meetings shall be held with the employee.

**B. Reviewing Supervisor Process**

1. Upon receipt of the performance assessment, the Reviewing supervisor shall either:





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- a. Approve the assessment and Monitoring Plan; or
- b. Reject the assessment and/or Monitoring Plan.
  - i. If rejected, meet with the supervisor and make necessary modifications or adjustments to the assessment and/or Monitoring Plan.

2. The Reviewing supervisor shall forward the assessment and Monitoring Plan to the Approving supervisor.

**C. Approving Supervisor Responsibility**

1. The Approving supervisor shall either:
  - a. Approve the assessment and Monitoring Plan and ensure the supervisor implements any Monitoring Plans or completes any actions required in the assessment; or
  - b. Reject the assessment and/or Monitoring Plan.
    - i. If rejected, meet with the supervisor and the Reviewing supervisor to make modifications or adjustments.

- N/A** D. Supervisors shall continue to exercise all supervisory duties (refer to SOP Supervision for sanction classifications and additional duties).

1. If a potential violation of Department policy is identified, a supervisor shall report the violation to the IAPS Division (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).

**7 3-33-10 Required Timelines**

- A. Supervisors shall document all assessments and Monitoring Plans generated in response to PEMS.

1. When required, supervisors have fourteen (14) calendar days to complete their assessment and Monitoring Plan and to forward them to the Reviewing supervisor.
  - a. Upon approval of the assessment, the supervisor shall:
    - i. Ensure the employee electronically signs the assessment, or selects the refusal to sign option on the day the meeting is held with the employee; and
    - ii. Ensure the witness signs the assessment on the date the meeting was held with the employee.
2. Reviewing supervisors have seven (7) calendar days to complete their review and forward it to the approving supervisor.
3. Approving supervisors have seven (7) calendar days to complete their review and approve the assessment and any Monitoring Plan.



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4. Deadlines for completion of the assessment and reviews may be extended by up to seven (7) calendar days with the written approval of the appropriate:
  - a. Commander/division head for the supervisor or Reviewing supervisor; or
  - b. Bureau Deputy Chief for the Approving supervisor.

**7 3-33-11 Closure of Assessment and Monitoring Plan**

A. Supervisors are responsible for completing and closing out Data-Driven Assessments and Command Initiated Assessments as either successful, unsuccessful, or commendable actions.

**1-** B. Sworn employees of the Department personnel who do not successfully complete their Monitoring Plan and demonstrate continued inability, inefficiency, or inadequate performance of an employee's duties may be removed~~don not meet minimum job requirements may be removed~~, or terminated on a case-by-case basis.

1. Employees, including cClassified and Uunclassified employees of the Department who do not successfully complete their Command Initiated Monitoring Plans, and fail to meet minimum job requirements, may also be removed or terminated according to City of Albuquerque Rules and Regulations Section 902-2 Disciplinary ProceduresActions.

a. The supervisor will consult with the Department's HR Division and Division Commander to initiate the removal or termination.



### **3-53 SELF-ASSESSMENTS**

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

**A. Related SOP(s)**

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 3-30 Line of Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

**B. Form(s)**

None

**C. Other Resource(s)**

*United States of America v. City of Albuquerque*, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)

**D. Active Special Order(s)**

None

**E. Rescinded Special Order(s)**

None

#### **3-53-1 Purpose**

The purpose of this policy is to outline the rules and responsibilities of Albuquerque Police Department (Department) and Performance Metrics Unit (PMU) personnel when conducting self-assessments.

#### **3-53-2 Policy**

It is the policy of the Department to assess compliance, manage projects, and perform self-assessments to ensure that the Department continues to sustain reform efforts. The Performance Metrics Unit (PMU), or an identified internal subject matter expert, will conduct all self-assessments. PMU will report compliance outcomes and track all recommendations to facilitate continuous improvement of business practices.

#### **N/A 3-53-3 Definitions**

**A. Auditor**



A Department employee authorized to review and verify the accuracy of records and ensures that Department personnel comply with Standard Operating Procedures (SOP).

**B. Project Lead**

A Department employee assigned as the leader of a specific deliverable and the main point of contact during a self-assessment.

**C. Self-Assessment**

An internal inspection by PMU personnel or an identified internal subject matter expert of Department processes, or unit or division programs that further the mission of the Department.

**7 3-53-4 Authority to Conduct a Self-Assessment**

**A. PMU Personnel**

1. By the authority of the Chief of Police, PMU personnel shall:
  - a. Have full and unrestricted access to all Department functions, data, records (manual or electronic), physical property, and personnel who may be relevant to the self-assessment unless specifically limited in writing by the Chief of Police;
  - b. Be responsible for ensuring independent and objective review of procedures and practices to proactively identify risk for the Department; and
  - c. Report observations or recommendations that have been identified during a self-assessment.
2. PMU personnel shall maintain independence and objectivity and shall not:
  - a. Have direct responsibility or any kind of authority over the activities or operations that are subject to review; or
  - b. Develop or install procedures, prepare records, or engage in activities that would normally be subject to review.
    - i. Implementation Unit personnel may consult with PMU personnel when new systems or procedures are designed to ensure they adequately address internal controls.

**6 B. PMU Auditor**

1. A PMU Auditor who encounters internal or external efforts to interfere with or limit the scope of audit work while conducting a self-assessment shall immediately notify the PMU Manager.



- a. The PMU Manager shall attempt to resolve the issues.
  - i. If the PMU Manager cannot resolve the issues, they shall evaluate the severity of the interference and disclose it in writing to the Division Deputy Director.
- b. The Division Deputy Director shall attempt to mediate any interference in the work performed by PMU and notify executive leadership if unable to remedy it.

**3**

2. All PMU personnel shall maintain the confidentiality of all documentation and information that is given to them during a self-assessment in accordance with SOP.

**6**

#### **3-53-5 Initiating a Self-Assessment**

- A. The PMU Manager shall have the authority to initiate and schedule self-assessments.

**N/A**

- B. Executive command staff, including the Chief of Police, may initiate a self-assessment of any area within the Department:

**N/A**

1. Requests to initiate a self-assessment may come from other sources, including, but not limited to:
  - a. As required by an SOP; and
  - b. As required by state laws and regulations or other external sources who have authority to oversee or direct the operations of the Department.
- C. The PMU Manager shall submit to the Division Deputy Director an annual list of self-assessments that are planned for the following year for review and approval.
  1. The list of planned self-assessments is subject to change based on the needs and priorities of the Department throughout the year.
- D. The PMU Manager shall identify a Project Lead as a main point of contact for data requests for each self-assessment and shall notify the Project Lead in advance regarding the duration of the self-assessment.

**7**

#### **3-53-6 Data Collection and Responses for Self-Assessments**

**N/A**

- A. The types of data that are collected for self-assessments include, but are not limited to:
  1. Physical data obtained through observation and inquiry;
  2. Testimonial data based on interviews and statements from involved Department personnel;



3. Documentary data that consists of legislation, ledgers, reports, handbooks, policies, minutes, memoranda, contracts, extracts from accounting records, formal charts, and specifications of process maps, systems design, or operational structure; and
4. Analytical data collected by a PMU Auditor.

**7**

- B. Department personnel shall have fifteen (15) calendar days to respond to any data request from PMU or Implementation Unit (IU) personnel.
- C. Department personnel shall fully cooperate with PMU personnel who conduct internal self-assessments.
- D. The Project Lead shall provide clarification on any data or documents submitted to PMU personnel for the self-assessment.
- E. The Project Lead, or their designee, shall:

1. Collect and submit data and/or records (hardcopy or electronic) as requested by PMU or IU personnel;
2. Respond to self-assessment findings that require a response no later than fifteen (15) calendar days; and
3. Identify team members to assist in deliverables for the self-assessment.

**6**

#### **3-53-7 Reporting on Self-Assessment Findings**

- A. The PMU Manager or Division Deputy Director shall provide the results of a self-assessment to executive command staff.
  1. PMU personnel may detail the results from the self-assessment through a report, compliance scorecards, or an Interoffice Memorandum.
  2. When PMU personnel provide the results of the self-assessment through a self-assessment report, they may include recommendations for corrective action as needed.
    - a. If corrective action is needed, PMU personnel shall provide the draft self-assessment report to the Project Lead to develop a corrective action plan to address non-compliant findings.
    - b. The Project Lead shall provide a formal managerial response, including target dates for implementation in response to the corrective action.
      - i. The Project Lead shall submit the managerial response to the PMU Manager within fifteen (15) calendar days.



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- c. The PMU Manager may request clarification from the Project Lead or more details regarding the corrective action the Project Lead has outlined in the draft managerial response.
  - d. The Project Lead shall document the managerial response using a memorandum.
  - e. Prior to finalizing a draft self-assessment report that requires a managerial response, PMU personnel shall forward the draft report to the Project Lead for review.
- B. The PMU Manager shall finalize and forward the self-assessment report to the Project Lead, the Implementation Unit Manager, and the Division Deputy Director.
- C. The Division Deputy Director shall review and distribute the report to executive command staff.
- D. Implementation Unit personnel shall track all data requests and corrective action plans, including the target start and finish dates, within the Department's project management tool.
- E. Duty to Report
- 1. During a self-assessment, when a PMU Auditor identifies a potential policy violation and/or criminal misconduct by a Department employee, they shall notify the PMU Manager.
  - 2. The PMU Manager shall notify the chain of command in accordance with SOP Complaints Involving Department Personnel.

**N/A**





### **3-53 SELF-ASSESSMENTS**

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

##### **A. Related SOP(s)**

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 3-30 Line of Inspection Process (Formerly 3-42)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

##### **B. Form(s)**

None

##### **C. Other Resource(s)**

*United States of America v. City of Albuquerque*, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)

##### **D. Active Special Order(s)**

None

##### **D.E. Rescinded Special Order(s)**

None

#### **3-53-1 Purpose**

The purpose of this policy is to outline the rules and responsibilities of Albuquerque Police Department (Department) and Performance Metrics Unit (PMU) personnel when conducting self-assessments.

#### **3-53-2 Policy**

It is the policy of the Department to assess compliance, manage projects, and perform self-assessments to ensure that the Department continues to sustain reform efforts. The Performance Metrics Unit (PMU), or an identified internal subject matter expert, will conduct all self-assessments. PMU will report compliance outcomes and track all recommendations to facilitate continuous improvement of business practices.

#### **N/A 3-53-3 Definitions**

##### **A. Auditor**



A Department employee authorized to review and verify the accuracy of records and ensures that Department personnel comply with Standard Operating Procedures (SOP).

**B. Project Lead**

A Department employee assigned as the leader of a specific deliverable and the main point of contact during a self-assessment. ~~The Project Lead identifies team members to assist in deliverables or self-assessment; however, they are primarily responsible for the coordination of gathering the necessary data sources in order for the PMU to conduct a self-assessment.~~

**C. Self-Assessment**

An internal inspection by PMU personnel or an identified internal subject matter expert of Department processes, or unit or division programs that further the mission of the Department. ~~An internal inspection by PMU personnel, or the management of Department processes, or the management of unit or division programs that further the mission of the Department.~~

**7 3-53-4 Authority to Conduct a Self-Assessment**

**A. PMU Personnel**

1. By the authority of the Chief of Police, PMU personnel shall:
  - a. Have full and unrestricted access to all Department functions, data, records (manual or electronic), physical property, and personnel who may be relevant to the self-assessment unless specifically limited in writing by the Chief of Police;
  - b. Be responsible for ensuring independent and objective review of procedures and practices to proactively identify risk for the Department; and
  - c. Report observations or recommendations that have been identified during a self-assessment.
2. PMU personnel shall maintain independence and objectivity and shall not:
  - a. Have direct responsibility or any kind of authority over the activities or operations that are subject to review; or
  - b. Develop or install procedures, prepare records, or engage in activities that would normally be subject to review.
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**B. PMU Auditor**

4.—A PMU Auditor who encounters internal or external efforts to interfere with or limit the scope of audit work while conducting a self-assessment shall immediately notify the PMU Manager.

1.

- a. The PMU Manager shall attempt to resolve the issues.
  - i. If the PMU Manager cannot resolve the issues, they shall evaluate the severity of the interference and disclose it in writing to the ~~Compliance and Oversight Division (COD)~~ Division Deputy Director.
- b. The Division ~~COD~~ Deputy Director shall attempt to mediate any interference in the work performed by PMU and notify executive leadership if unable to remedy it.

- 3**
2. All PMU personnel shall maintain the confidentiality of all documentation and information that is given to them during a self-assessment in accordance with ~~Department Standard Operating Procedures (SOP)~~.

**6 3-53-5 Initiating a Self-Assessment**

A. The PMU Manager shall have the authority to initiate and schedule self-assessments.

**N/A** B. Executive command staff, including the Chief of Police, may initiate a self-assessment of any area within the Department:

- N/A**
1. Requests to initiate a self-assessment may come from other sources, including, but not limited to:
    - a. As required by an SOP; and
    - b. As required by state laws and regulations or other external sources who have authority to oversee or direct the operations of the Department.

C. The PMU Manager shall submit to the Division ~~COD~~ Deputy Director an annual list of self-assessments that are planned for the following year for review and approval.

1. The list of planned self-assessments is subject to change based on the needs and priorities of the Department throughout the year.

D. The PMU Manager shall identify a Project Lead as a main point of contact for data requests for each self-assessment and shall notify the Project Lead in advance regarding the duration of the self-assessment.

**7 3-53-6 Data Collection and Responses for Self-Assessments**

**N/A**



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- A. The types of data that are collected for self-assessments include, but are not limited to:
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- 7** B. Department personnel shall have fifteen (15) calendar days to respond to any data request from PMU or Implementation Unit (IU) personnel.
- C. Department personnel shall fully cooperate with PMU personnel who conduct internal self-assessments.
- D. The Project Lead shall provide clarification on any data or documents submitted to PMU personnel for the self-assessment.
- E. The Project Lead, or their designee, and all Department personnel who are involved in the self-assessment shall:
1. Collect and submit data and/or records (hardcopy or electronic) as requested by PMU or IU personnel; and
  - 6** 2. Respond to self-assessment findings that require a response no later than fifteen (15) calendar days; and-
  - 2.3. Identify team members to assist in deliverables for the self-assessment.

**6 3-53-7 Reporting on Self-Assessment Findings**

- A. The PMU Manager or Division-~~COD~~ Deputy Director shall provide the results of a self-assessment to executive command staff.
1. PMU personnel may detail the results from the self-assessment through a report, compliance scorecards, or an Interoffice Memorandum.



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2. When PMU personnel provide the results of the self-assessment through a self-assessment report, they may include recommendations for corrective action as needed.
  - a. If corrective action is needed, PMU personnel shall provide the draft self-assessment report to the Project Lead to develop a corrective action plan to address non-compliant findings.
  - b. The Project Lead shall provide a formal managerial response, including target dates for implementation in response to the corrective action.
    - i. The Project Lead shall submit the managerial response to the PMU Manager within fifteen (15) calendar days.
  - c. The PMU Manager may request clarification from the Project Lead or more details regarding the corrective action the Project Lead has outlined in the draft managerial response.
  - d. The Project Lead shall document the managerial response using a memorandum.
  - e. Prior to finalizing a draft self-assessment report that requires a managerial response, PMU personnel shall forward the draft report to the Project Lead for review.
- B. The PMU Manager shall finalize and forward the self-assessment report to the Project Lead, the Implementation Unit Manager, and the Division ~~COD~~ Deputy Director.
- C. The Division ~~COD~~ Deputy Director shall review and distribute the report to executive command staff.
- D. Implementation Unit personnel shall track all data requests and corrective action plans, including the target start and finish dates, within the Department's project management tool.
- E. Duty to Report
  1. During a self-assessment, when a PMU Auditor identifies a potential policy violation and/or criminal misconduct by a Department employee, they shall notify the PMU Manager.
  2. The PMU Manager shall notify the chain of command in accordance with SOP as outlined in ~~SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~

N/A