

**CIVILIAN POLICE OVERSIGHT ADVISORY BOARD**  
**POLICY AND PROCEDURE REVIEW SUBCOMMITTEE**

*Aaron Calderon, Chair*

*Rowan Wymark, Member*

Diane McDermott, CPOA Executive Director

Ali Abbasi, CPOA Deputy Director

**Thursday, May 1, 2025, at 3 p.m.**  
**Plaza Del Sol Building, 600 2<sup>nd</sup> Street NW**  
**Basement Hearing Room**

**Members Present:**

Aaron Calderon, Chair  
Rowan Wymark

**Members Absent:**

**Others Present**

Diane McDermott, CPOA  
Ali Abbasi, CPOA  
Gabe Remer, CPOA  
Katrina Sigala, CPOA  
Valerie Barela, CPOA  
Omotayo Olubiyi, CCO

**Minutes**

- I. Welcome and Call to Order.** Chair Calderon called to order the Policy and Procedure Review Subcommittee meeting at 3:01 p.m.
- II. Approval of the Agenda**
- a. Motion.** A motion was made by Chair Calderon to approve the agenda as written. Member Wymark seconded the motion. The motion was passed unanimously.
- III. Public Comment**
- a. None.** (*See attached*)
- IV. Approval of Minutes from April 3, 2025**
- a. Motion.** A motion was made by Chair Calderon that the minutes from April 3, 2025, be approved as written. Member Wymark seconded the motion. The motion was passed unanimously.
- V. APD Policy-Related Activities/Discussion Items:**
- a. PPRB Drafts Awaiting CPOAB Comment**
- 1. SOP 1-6 (Formerly 4-15) Patrol Ride-Along Program**
- i. There were no policy recommendations regarding SOP 1-6.**

2. SOP 1-15 Air Support Unit
  - i. There were no policy recommendations regarding SOP 1-15.
3. SOP 1-17 Aviation Division
  - i. There were no policy recommendations regarding SOP 1-17.
4. SOP 1-46 (Formerly 6-1-5) Field Training and Evaluation Program (FTEP)
  - i. CPOA Data Analyst Gabe Remer presented policy recommendations from the CPOA SOP 1-46. (*See attached Policy and Procedure Review Subcommittee Report*)
  - ii. **Motion.** A motion was made by Chair Calderon that the subcommittee approve the recommendation from the CPOA and to be sent to the full board. Member Wymark seconded the motion. The motion was passed unanimously.
5. SOP 1-48 Fiscal Division
  - i. There were no policy recommendations regarding SOP 1-48.
6. SOP 1-54 (Formerly 4-2) Honor Guard Team
  - i. There were no policy recommendations regarding SOP 1-54.
7. SOP 1-90 (Formerly 5-1) Investigative Services Division
  - i. There were no policy recommendations regarding SOP 1-90.
8. SOP 1-92 (Formerly 6-8) Special Weapons and Tactics (SWAT)
  - i. CPOA Data Analyst Gabe Remer presented policy recommendations from the CPOA SOP 1-46. (*See attached Policy and Procedure Review Subcommittee Report*)
  - ii. Executive Director McDermott recommended that the policy cross-reference SOP 2-71.
  - iii. **Motion.** A motion was made by Chair Calderon that the subcommittee approve the recommendation to be pushed off to the full board for consideration for SOP 1-92 (Formerly 6-8) Special Weapons and Tactics (SWAT). The motion was passed unanimously
9. SOP 2-18 (Formerly 2-09) Contact with Individuals with Hearing, Speech, and or Vision Impairments or Disabilities

- i. There were no policy recommendations regarding SOP 1-90.

**10. SOP 2-63 Crime Stoppers Investigations**

- i. There were no policy recommendations regarding SOP 2-63.

**11. SOP 3-15 Sworn Personnel Positions and Seniority**

- i. There were no policy recommendations regarding SOP 3-15.

**12. SOP 3-20 Timesheets, Overtime, Compensatory Time, and Work Shift Designation**

- i. CPOA Data Analyst Gabe Remer presented policy recommendations from the CPOA SOP 3-20. (*See attached Policy and Procedure Review Subcommittee Report*)
- ii. The subcommittee, Executive Director, Deputy Director, staff, and CCO discussed overtime reporting, transparency, and oversight.
- iii. **Motion.** A motion was made by Chair Calderon to approve the recommendation to go to the full Board for consideration once the CPOA reviews and rewrites the recommendation. The motion was seconded by Member Wymark. The motion passed unanimously.

**13. SOP 3-40 Civil Litigation Process**

- i. There were no policy recommendations regarding SOP 3-40.

**14. SOP 3-44 (Formerly 3-24 and 3-45) Review of Completed Administrative Investigation Cases**

- i. There were no policy recommendations regarding SOP 3-44.

**b. APD Response to Policy Recommendations**

- i. Data Analyst Gabe Remer shared the responses received from APD related to policy recommendations for SOP 1-13, SOP 1-41, SOP 2-3, SOP 2-52, SOP 2-92, SOP 2-104, and SOP 1-78.

**c. Examination of SOP 2-21 Apparent Natural Death/Suicide of an Adult**

- i. The subcommittee and CPOA staff discussed the policy, and there were no recommendations for SOP 2-21.

**VI. Other Business**

- a. None.

**VII. Next Meeting Thursday, June 5, 2025, at 3 p.m.**

**VIII. Adjournment.**

- a. Motion.** A motion by Chair Calderon to adjourn the meeting. Member Wymark seconded the motion. The motion was passed unanimously.
- b.** The meeting was adjourned at 4:27 p.m

DRAFT

APPROVED:

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Aaron Calderon, Chair  
Policy & Procedure Review Subcommittee

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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, Administrative Assistant

DRAFT

## **ATTACHMENTS**



**CIVILIAN POLICE OVERSIGHT ADVISORY BOARD  
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE  
PUBLIC COMMENT SIGN-IN SHEET**

SUBCOMMITTEE MEETING DATE: April 3, 2025

NAME (PLEASE PRINT)

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



# City of Albuquerque

## Civilian Police Oversight Agency



Diane McDermott  
Executive Director

### Policy and Procedure Review Subcommittee Report Board Meeting

05/01/2025  
5/07/2025

### Policy Recommendations

**SOP 1-46 Field Training and Evaluation Program (FTEP):** The purpose of the Field Training and Evaluation Program (FTEP) is to provide a standardized and objective program in order to facilitate an officer's transition from the academic setting to the actual performance of law enforcement duties. FTEP personnel shall ensure that new officers, lateral officers, and newly promoted supervisors develop the necessary technical and practical knowledge, skills, abilities, and attitudes required to perform their duties in accordance with Albuquerque Police Department (Department) policy and applicable law. FTEP personnel shall reinforce the Department's articulated values, core principles, and commitment to community-oriented policing. Field Training Officers (FTO) must demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

- **Recommendations from CPOA, if any:** Consider a discipline sanction for 1-46-6. The policy instructs that personnel "shall" and therefore should have a corresponding sanction for violation.
- **PnP Subcommittee Discussion:**

**SOP 1-92 Special Weapons and Tactics (SWAT):** The purpose of this policy is to outline the tactical duties and processes that are used in response to crisis negotiation team activities, hostage situations, barricaded and armed individuals, high-risk arrests, execution of search and arrest warrants with exigent or dangerous circumstances, major jail disturbances, civil disturbances, and specialized patrol functions

- **Recommendations from CPOA, if any:** This policy frequently relies on the term "exigent circumstances" but does not define it.
  - Use the definition directly from 2-71 (Search and Seizure)  
Exigent Circumstances  
An emergency situation(s) requiring swift action to prevent imminent danger to life, to forestall the imminent escape of an individual, or to prevent the destruction of evidence.
- **PnP Subcommittee Discussion:**

**SOP 3-20 Timesheets, Overtime, Compensatory Time, and Work Shift Designation:** The purpose of this policy is to outline the rules and procedures for Albuquerque Police Department (Department) personnel who work and are compensated for overtime or compensatory time. This policy also provides for the designations of shifts worked by Department personnel, as well as Chief's Overtime (COT) Program review, approval, and oversight.

- **Recommendations from CPOA, if any:** Points of consideration – (1) Clarify whether a payroll/overtime report is reviewed outside the chain of command (e.g., by IA, CPOA, or some other city agency)? (2) Ensure the correct units are not given unreasonable exceptions for overtime caps.
- **PnP Subcommittee Discussion:**



**SOP 3-44 Review of Completed Administrative Investigation Cases:** It is the policy of the Albuquerque Police Department (Department) to review completed administrative investigations and to ensure that accurate findings are properly documented.

- **Recommendations from CPOA, if any:** Page 3. 3-44-4-a-1-e and f. The chief can no longer grant extensions (CBA – APOA contract does not grant extensions). This should be removed as Commander Skotchdopole recommended in 15-day commentary.
- **PnP Subcommittee Discussion:**

## **No Policy Recommendations**

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**SOP 1-6 (Formerly 4-15) Patrol Ride-Along Program:** It is the policy of the Department to provide ride-alongs for Department professional staff members and community members as an opportunity to advance their knowledge of law enforcement.

- **PnP Subcommittee Discussion:**

**SOP 1-15 Air Support Unit:** It is the policy of the Department to safely and legally operate its aircraft in accordance with all Federal Aviation Administration (FAA) Regulations. It is also the Department's policy to promote Albuquerque's public safety through a quick response to life-threatening incidents, to provide professional aerial support for Department personnel, and to increase efficiency in detecting, preventing, and reducing crime through effective aerial patrols.

- **PnP Subcommittee Discussion:**

**SOP 1-17 Aviation Division:** It is the policy of the Albuquerque Police Department (Department) to provide guidelines and procedures for the Aviation Division. It is also the policy of the Department for personnel assigned to the Aviation Division to follow the Airport Security Program (ASP), Security Directives (SD), the Transportation Security Administration (TSA) Other Transaction Agreement (OTA), and the Aviation Division Operational Manual (AOM).

- **PnP Subcommittee Discussion:**

**SOP 1-48 Fiscal Division:** It is the policy of the Department to establish requirements to control the administration and implementation of the Department's financial resources by adhering to City of Albuquerque ordinances and Administrative Instructions (AIs) for purchasing, as well as City of Albuquerque Department of Finance and Administrative Services guidance documents to ensure that the Department is properly safeguarding its assets, to make sound financial decisions, and to provide accurate financial reports to the Support Services Bureau Deputy Chief.

- **PnP Subcommittee Discussion:**

**SOP 1-54 Honor Guard Team:** It is the policy of the Department to provide an Honor Guard Team to attend funerals of Department personnel in addition to assisting City of Albuquerque officials, foreign dignitaries, and other public safety agencies as determined by the Chief of Police or their designee.

- **PnP Subcommittee Discussion:**

**SOP 1-90 Investigative Services Division:** The purpose of this policy is to identify the duties, functions, and responsibilities of personnel assigned to the Investigative Services Division (ISD), which includes each specialized investigative unit within the Albuquerque Police Department (Department) organizational structure.

- **PnP Subcommittee Discussion:**

**SOP 2-18 Contact with Individuals with Hearing, Speech, and or Vision Impairments or Disabilities:** The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel who interact with individuals and **PnP Subcommittee Discussion:**



**SOP 2-63 Crime Stoppers Investigations:** The purpose of this policy is to implement the Crime Stoppers Program to prevent and reduce crime by forming a partnership between the community, law enforcement, and the media and offering anonymity and cash rewards to anyone who provides information leading to an arrest. The Crime Stoppers Program encourages community members to overcome impediments, including fear and apathy, to assist local law enforcement agencies in the fight against crime, and thus, furthers the goal of making the community a safer place for all who live or work in the region.

- **PnP Subcommittee Discussion:**

**SOP 3-15 Sworn Personnel Positions and Seniority:** The purpose of this policy is to establish ranks and recognize seniority among Albuquerque Police Department (Department) sworn personnel based upon the current Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

- **PnP Subcommittee Discussion:**

**SOP 3-40 Civil Litigation Process:** It is the policy of the Department, through the City of Albuquerque Risk Management Division, to designate private contractors to conduct investigations involving civil suits filed against the Department and its personnel.

- **PnP Subcommittee Discussion:**

## **APD Responses to Policy Recommendations**

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### **SOP 1-3 Grooming Standards**

- **Recommendation:** Recommend moving the cosmetic section to 1-3-4-B because both males and females wear cosmetics.
- **Response:** Does not concur.
  - "Reviewed comment with Lt. Stephenson, leave SOP as-is. If uniformed male identifies as a female than they would fall under the guidelines of female cosmetics."

### **SOP 1-41 Evidence Unit**

- **Recommendation:** Remove or edit the section about a finder being able to claim unclaimed items in 90 days and the APD unit holding the item for 180 days. Make policy define standard practice.
- **Response:** Partially Concur.
  - After review of the policy, it is our recommendation to remove 1-41-4-G-1-a-i and move a.iii to a.i removing the confusion of the 90 days and 180 days completely from the policy.

### **SOP 2-3 Firearms and Ammunition Authorization**

- **Recommendation:** CPOA recommended stating a specific date, rather than using the date of the "publication of the policy." Rationale: to prevent confusion/misapplication when the policy is republished.
- **Response:** Concur. Specific date chosen.

### **SOP 2-52 Use of Force: General**

- **Recommendation:** The only mention of use of force involving a horse is concerning the "use of a horse rein strike on an individual's extremities." 1-56-4-B-2 says that certain interactions that an officer directs, like horse biting, horse stepping, and horse kicking are considered use of force. The policy holder of 1-56 said during PPRB that use of force involving a horse extends beyond the "use of a horse rein strike on an individual's extremities." The use of force policy suite needs to reflect that in order for 1-56 and use of force to be in alignment. Lieutenant Nicko suggested during the meeting that this issue be directed to Commander Norris.
- **Response:** Concur.



- "I concur only if these actions are intentional and directed by the rider. If they are unintentional, the proper on-scene investigations still need to be conducted. Recommendation will be incorporated at next revision."

#### **SOP 2-92 Crimes Against Children investigations**

- **Recommendation:** SOP 2-92 Crimes Against Children Investigations does not include language addressing the procedure for searching/examining children for evidence of crimes against them. The CPOAB recommends that the APD include a policy statement that defines the standard and procedure for searching children under these circumstances. To facilitate this, the CPOAB has provided an example of general language that the APD could incorporate into the policy where APD finds appropriate. This sample paragraph is being recommended as a language that could be directly added into 2-92 as is or as an example for APD to expand or revise upon as needed. The aim is to ensure searches/examinations of children are reasonable and conducted in a manner that is in the best interest of the child.
  - Example policy statement that could be incorporated into SOP 2-92: "Sworn Personnel may conduct a search or examination of a child or juvenile only when they have reasonable suspicion that the search or examination could lead to evidence of a criminal or safety concern. If a search or examination is conducted, it should be conducted in a manner that is reasonable under the circumstances and respects the child's or juvenile's privacy and dignity."
- **Response:** Partially Concur.
  - "Added a version of the recommendation to section 2-92- 4.B.2. The added version of the recommendation removes the word "search" as that means something different in our context. It also changes may to "shall" and lists factors to consider when determining the reasonableness of the examination, consistent with training.
    - In policy →
      - "Conducting a visual examination of a child when they have reason to believe this examination will aid in their investigation.
        - i. When feasible, sworn personnel shall conduct this examination in a manner that considers the child's age, development capabilities, and privacy."

#### **SOP 2-104 Civil Disputes**

- **Recommendation:** List the number of days it takes for a renter to establish residency.
- **Response:** Does not concur.
  - "Cmdr. Barraza reviewed and with the guidance of City Legal concurs that since there is no case law about timeline of occupancy in NM officers cannot give the disputing tenants and landlords a definite number of days of occupancy, therefore officers are required to restore order to the status quo. Furthermore, this is why officers refer persons in dispute of occupancy to seek legal advice from an attorney because the situation falls to a civil matter and any eviction will need to be decided by the courts and then if granted the evicting agency will be the governing county which for APD it will be BCSO."

#### **SOP 1-78 Police Service Aide Program**

- **Recommendation:**
  - 1- Specify within SOP 1-78 when and how a PSA may be authorized to use OC spray, ensuring alignment with their training and operational responsibilities.
  - 2- Require within SOP 1-78 that PSAs must document any use of OC spray in an incident report and notify their supervisor immediately. This would not be equivalent to the reporting and investigative procedures required for use of force incidents involving sworn personnel but would ensure each deployment is properly recorded.
  - 3- Include a provision to SOP 1-78 outlining the PSA supervisory reporting chain and requiring a supervisor to respond to the scene whenever a PSA deploys OC spray.

- 4- Establish a process in SOP 1-78 for tracking and reviewing OC spray use by non-sworn personnel to assess its effectiveness and identify any necessary adjustments to training or policy. Clearly defining the PSA supervisory reporting chain will clarify which department is responsible for tracking and reviewing OC spray deployments. a. Add two auto-tags to Mark43 so that the Academy and the reviewing department receive all PSA OC deployment information.
  - 5- Mirror TSS policy language to that of the PSA policy, when appropriate.
- **Response:** Concur with all recommendations. They want CSS and TSS policies to be consistent and want all policy owners to come together to discuss before moving forward.







## **1-6 PATROL RIDE-ALONG PROGRAM**

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

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

1-12 Volunteer and Internship Programs (Formerly 1-45)

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

Confidentiality Agreement Form  
Liability Waiver Agreement Form  
PD 1002 Ride-Along Request Form

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

City of Albuquerque One Albuquerque Volunteers Program

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

NONE

### **1-6-1 Purpose**

The purpose of the Patrol Ride-Along Program is to provide education for professional staff members and community members involved with the Albuquerque Police Department (Department).

### **1-6-2 Policy**

It is the policy of the Department to provide ride-alongs for Department professional staff members and community members as an opportunity to advance their knowledge of law enforcement.

### **N/A 1-6-3 Definitions**

None

### **N/A 1-6-4 Rules**

#### **A. Eligibility for Participation in the Patrol Ride-Along Program**

1. The Patrol Ride-Along Program is neither a public relations program nor is it intended to satisfy a community member's curiosity about police work.
2. Professional staff members or community members are permitted to participate in patrol ride-alongs for the purpose of meeting their educational needs. If they want



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**SOP 1-6 (Formerly 4-15)**

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to participate in the Patrol Ride-Along Program, they must be eligible for the Department's Volunteer Program or Internship Program, in accordance with SOP Volunteer and Internship Programs, and belong to one (1) of the following qualifying groups:

- a. Another law enforcement agency;
  - b. Civilian Police Oversight Agency (CPOA);
  - c. Civilian Police Oversight Agency Board (CPOAB);
  - d. Community Policing Council (CPC);
  - e. Department Professional Staff member;
  - f. Police Officer applicant;
  - g. A volunteer in the Department's Chaplain Unit;
  - h. A volunteer in the Department's Volunteer Program;
  - i. An intern in the Department's Intern Program; or
  - j. With approval from the Office of the Chief of Police.
3. A Department professional staff member, community member, or Police Service Aide (PSA) applicant who applies to participate in the Patrol Ride-Along Program who is under the age of eighteen (18) is only eligible for a ride-along through the PSA program.
  4. A Department professional staff member or community member shall only be permitted to participate in two (2) patrol ride-alongs per year.
  5. A member of the CPOA and the CPOAB is permitted to participate in two (2) ride-alongs every six (6) months.

**B. Unauthorized Patrol Ride-Along**

- 6**
1. Sworn personnel and PSAs shall abide by the Patrol Ride-Along requirements prior to authorizing any community member or professional staff member to ride along on patrol.

**7 1-6-5 Procedures**

**A. Submission of Ride-Along Request Form**

- N/A**
1. A community member must register to participate through [oneabqvolunteers.com](http://oneabqvolunteers.com) in accordance with SOP Volunteer and Internship Program, including completion of the Liability Waiver Form and the Confidentiality Agreement Form.
  2. The Volunteer Coordinator must submit a completed Ride-Along Request Form to the area commander or their designee prior to their scheduled ride-along.
    - a. The Volunteer Coordinator shall track all ride-along forms to ensure a professional staff member or community member, except for the CPOA and CPOAB does not exceed two (2) patrol ride-alongs per year.



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**SOP 1-6 (Formerly 4-15)**

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B. Control by Area Commander

1. An Area Commander or their designee shall schedule the ride-along and shall assign the officer who will take the professional staff member or community member on a ride-along.
2. An Area Commander may establish additional requirements that are necessary to carry out the Patrol Ride-Along Program.
3. A professional staff member, community member, or CPOA member shall not be permitted to participate in a ride-along prior to submission of the Ride-Along Request Form and approval from an Area Commander or their designee.

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## **1-6 PATROL RIDE-ALONG PROGRAM**

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

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

1-12 Volunteer and Internship Programs (Formerly 1-45)

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

Confidentiality Agreement Form  
Liability Waiver Agreement Form  
PD 1002 Ride-Along Request Form

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

City of Albuquerque One Albuquerque Volunteers Program

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

~~Amendment to SOP 1-6 Patrol Ride-Along Program~~ NONE

### **1-6-1 Purpose**

The purpose of the Patrol Ride-Along Program is to provide education ~~and training~~ for professional staff members and community members involved with the Albuquerque Police Department (Department).

### **1-6-2 Policy**

It is the policy of the Department to provide ride-alongs for Department professional staff members and community members as an opportunity to advance their knowledge of law enforcement.

### **N/A 1-6-3 Definitions**

None

### **N/A 1-6-4 Rules**

#### **A. Eligibility for Participation in the Patrol Ride-Along Program**

1. The Patrol Ride-Along Program is neither a public relations program nor is it intended to satisfy a community member's curiosity about police work.





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~~2. Professional Staff members and community members are permitted to participate in patrol ride-alongs for the purpose of meeting their training and educational needs.~~

~~3.2.~~ 2. A professional staff member or community member is permitted to participate in patrol ride-alongs for the purpose of meeting their educational needs. If they who wants to participate in the Patrol Ride-Along Program, they must be eligible for the Department's Volunteer Program or Internship Program, in accordance consistent with SOP Volunteer and Internship Programs, and belong to one (1) of the following qualifying groups:

- a. Another law enforcement agency;
- b. Civilian Police Oversight Agency (CPOA);
- c. Civilian Police Oversight Agency Board (CPOAB);
- d. Community Policing Council (CPC);
- e. Department ~~A~~ Professional Staff member;
- f. Police Officer applicant;
- g. A volunteer in the Department's Chaplain Unit;
- h. A volunteer in the Department's Volunteer Program;
- i. An intern in the Department's Intern Program; or
- j. With approval from the Office of the Chief of Police.

~~4.3.~~ 3. A Department professional staff member, community member, or Police Service Aide (PSA) applicant who applies to participate in the Patrol Ride-Along Program who is under the age of eighteen (18) is only eligible for a ride-along through the PSA program.

~~5.4.~~ 4. A Department professional staff member or community member shall only be permitted to participate in two (2) patrol ride-alongs per year.

~~6.5.~~ 5. A member of the CPOA and the CPOAB is permitted to participate in two (2) ride-alongs every six (6) months.

B. Unauthorized Patrol Ride-Along

- 6** 1. Sworn personnel ~~Officers~~ and PSAs shall abide by the Patrol Ride-Along requirements prior to authorizing any community member or professional staff member to ride along on patrol.

**7** 1-6-5 **Procedures**

A. Submission of Ride-Along Request Form

- N/A** 1. A community member must register to participate through [oneabqvolunteers.com](http://oneabqvolunteers.com) in accordance consistent with SOP Volunteer and Internship Program ~~(refer to SOP Volunteer and Internship Program for sanction classifications and additional duties)~~, including completion of the Liability Waiver Form and the Confidentiality Agreement Form.



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**SOP 1-6 (Formerly 4-15)**

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2. The Volunteer Coordinator must submit a completed Ride-Along Request Form to the area commander or their designee prior to their scheduled ride-along.
  - a. The Volunteer Coordinator shall track all ride-along forms to ensure a professional staff member or community member, except for the CPOA and CPOAB does not exceed two (2) patrol ride-alongs per year.

**B. Control by Area Commander**

1. An Area Commander or their designee shall schedule the ride-along and shall assign the officer who will take the professional staff member or community member on a ride-along.
2. An Area Commander may establish additional requirements that are necessary to carry out the Patrol Ride-Along Program.
3. A professional staff member, community member, or CPOA member shall not be permitted to participate in a ride-along prior to submission of the Ride-Along Request Form and approval from an Area Commander or their designee.



## **1-15 AIR SUPPORT UNIT**

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

**A. Related SOP(s)**

2-45 Pursuit by Motor Vehicle (Formerly 2-55)

**B. Form(s)**

None

**C. Other Resource(s)**

14 CFR Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors  
14 CFR Part 91 General Operating and Flight Rules  
Air Support Unit (ASU) Operations Manual

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

None

### **1-15-1 Purpose**

The purpose of this policy is to provide operating guidelines for the Air Support Unit (ASU), using fixed-wing aircraft and helicopters, to perform observation patrol and assist Albuquerque Police Department (Department) personnel on the ground during apprehensions, surveillance, searches, and calls for service.

### **1-15-2 Policy**

It is the policy of the Department to safely and legally operate its aircraft in accordance with all Federal Aviation Administration (FAA) Regulations. It is also the Department's policy to promote Albuquerque's public safety through a quick response to life-threatening incidents, to provide professional aerial support for Department personnel, and to increase efficiency in detecting, preventing, and reducing crime through effective aerial patrols.

**N/A**

### **1-15-3 Definitions**

**A. Aircraft**

Any category of flying apparatus, be it "fixed-wing" (airplane) or "rotorcraft" (helicopter), categorized by the FAA.



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**SOP 1-15 (Formerly 5-2)**

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**B. Aircraft Movement Area**

Any area where aircraft movement is possible or probable, including all ramp areas, taxiways, and runways.

**C. Collateral Tactical Flight Officer (TFO)**

A part-time, collateral Air Support Unit (ASU)-certified TFO assigned to conduct visual observation of ground activity and communicate such observations with other sworn personnel working on the ground. This officer is not assigned to the ASU full-time but is assigned on a part-time basis. However, Collateral TFOs may be requested to serve with the ASU for extended periods. In addition, sworn personnel in this capacity must have three (3) years of non-probationary experience as sworn personnel within the Department.

**D. Flight Crew**

At a minimum, a Pilot in Command and a TFO.

**E. Ground Unit**

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

**F. Pilot in Command (PIC)**

A sworn or civilian employee who is an FAA-licensed individual qualified to operate the aircraft controls for which they are in command.

**G. Tactical Flight Officer (TFO)**

An ASU-certified TFO is assigned to conduct visual observation of ground activity and communicate such observations with other sworn personnel and units working on the ground. In addition, sworn personnel serving in this capacity must have five (5) years of non-probationary experience as sworn personnel within the Department.

**7 1-15-4 Rules and Responsibilities**

**A. Surveillance**

**N/A**

1. Upon request from Department personnel, ASU personnel may observe areas of known criminal activity for varying lengths of time based on crime trends and the needs of the Department.

**N/A**

2. Upon request from Department personnel, ASU personnel may observe individuals suspected of criminal activity, vehicles, residences, businesses, or areas.



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3. When conducting requested surveillance, ASU personnel shall provide information to the ground or investigative unit personnel when conducting requested surveillance.

**B. Searches**

1. ASU personnel shall assist ground unit personnel in searching for:

- a. Lost children;
- b. Missing persons;
- c. Wanted persons; and
- d. Escapees.

**N/A**

2. ASU personnel may check various locations, particularly remote areas, for abandoned or stolen vehicles and car stripping activities.

**N/A**

3. ASU personnel may provide nighttime illumination by searchlight for crime scenes or area searches as necessary.

**C. Crowd Management**

**N/A**

1. ASU personnel may observe civil disturbances, parades, marches, visits by dignitaries, or other events where crowd management or intelligence is necessary.
2. The TFO/Collateral TFO shall update the Incident Commander (IC) and ground unit personnel on the crowd's actions, movements, and demeanor.
3. If the aircraft is equipped with the video downlink system, the TFO/Collateral TFO shall transmit video of the incident to the appropriate personnel if requested.

**N/A**

4. Upon approval of the ASU Lieutenant, ASU personnel may assist other agencies if requested.

**D. Special Events/Traffic Management**

**N/A**

1. ASU personnel may be tasked with assisting Field Services Bureau (FSB) personnel or the Metro Traffic Division during special events or other events that require traffic management.
  - a. When assisting with these events, the TFO/Collateral TFO shall update ground unit personnel with traffic conditions, movements, and other pertinent information that may impact the traffic flows.
2. The TFO/Collateral TFO shall provide traffic re-routing recommendations and additional options, which may assist ground unit personnel with increasing traffic flow efficiency and safety.



E. Patrol/Operations

1. The PIC is ultimately and solely responsible for the aircraft's operation and safety during flight.

N/A

- a. Department personnel may refer to the ASU Operations Manual for complete minimum requirements, licensing, and certifications for PIC.

2. The TFO/Collateral TFO shall be responsible for the operation and documentation of calls the aircraft responds to and shall do so by using the equipment in the TFO/Collateral TFO station of the aircraft, such as the infrared camera system (thermal imager/video camera) and the police radio.

N/A

- a. Department personnel may refer to the ASU Operations Manual for the minimum requirements, licensing, and certifications for TFO/Collateral TFOs.

3. The Flight Crew shall go in-service, notwithstanding any mechanical problems or inclement weather, and assume aerial patrol responsibilities over the greater Albuquerque metropolitan area during assigned shift times.

4. The Flight Crew shall conduct aerial observation patrols and provide additional focused patrols on areas deemed as hot spots or areas the Department recognizes as having high criminal activity rates.

5. The ASU Lieutenant shall approve or deny requests from another public safety agency if they request assistance from the ASU outside the Albuquerque metropolitan area.

6

6. ASU personnel shall not use Department aircraft to transport any member of the public from one predetermined location to another for commercial purposes (compensation or hire).

N/A

- a. However, ASU personnel may use Department aircraft to transport Department personnel in the course of their duties, provided such personnel are on duty and conducting Department or City business.
  - i. Approved for transport shall be made through the ASU's chain of command.

6

F. Motor Vehicle Pursuits

1. ASU personnel shall respond to calls for service involving active motor vehicle pursuits.

- a. Once ASU personnel have responded to the call and confirmed that they have a visual observation of the pursued vehicle, ASU personnel shall be the primary unit of the authorized pursuit.

N/A

- b. ASU personnel shall relay the direction of travel of the pursued vehicle to ground unit personnel, including during a successful StarChase Pursuit



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**N/A**

Management System activation (refer to SOP Pursuit by Motor Vehicle for sanction classifications and additional duties).

- c. Pursuing ground unit personnel shall stop the motor vehicle pursuit and provide enough distance so as not to affect the driving of the pursued vehicle (refer to SOP Pursuit by Motor Vehicle for sanction classifications and additional duties).

2. ASU personnel shall direct pursuing ground unit personnel to provide enough distance between themselves and the individual's vehicle if they haven't already done so.

- a. ASU personnel shall notify the supervisor in charge of the motor vehicle pursuit if ground unit personnel fail to provide enough distance.
- b. When notifying the supervisor, ASU personnel shall identify the pursuing ground unit personnel by the number on the Department-issued vehicle when possible.

**6**

**G. Response to Incidents at the Double Eagle II Airport**

**N/A**

1. ASU personnel may respond to incidents at the Double Eagle II Airport.
2. The Emergency Communications Center (ECC) shall immediately contact the Flight Crew via radio or telephone and advise them of any incidents at the Double Eagle II Airport.

**N/A**

- a. Depending on the incident, the Flight Crew may be able to handle the incident without assistance from Department personnel.
3. If ASU personnel are not available to respond, Department personnel shall contact airfield maintenance or the tower/ground control before entering any controlled area in the airport.

- a. Before arrival, dispatched personnel shall attempt to make contact with ASU personnel in the following order:
  - i. The hanger at (505) 768-3999;
  - ii. On ECC frequencies;
  - iii. The ASU Sergeant, after hours or when there is no response at the hanger or via radio; and
  - iv. On-call ASU personnel after hours or when there is no response at the hanger or via radio.
- b. The ECC shall have the ASU on-call roster.
- c. Department personnel shall only enter controlled areas with tower/ground control approval.
- d. Department personnel shall follow all tower/ground control directions when in a controlled area.

**N/A**

- i. Airport properties are marked with both ground signage and painted markings that are not easily understood if not trained.





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1. Department personnel shall use caution when working around or near aircraft for moving parts and non-visible hazards, such as propellers and jet blasts.
  - ii. Department personnel shall be aware that ground and flight operations may continue during a call for service at the Double Eagle II Airport (airport), which is a general aviation airport governed by the FAA.
  - iii. Department personnel shall use extreme care and caution at all times due to inherent dangers. Aircraft have the right of way at all times unless otherwise directed by the tower/ground control.
4. Upon arrival, Department personnel shall:
- a. Engage their emergency lights when entering controlled areas;
  - b. Follow Double Eagle II Airport personnel or ASU personnel as directed and as available;
  - c. Proceed with caution as directed by the tower/ground control or Double Eagle II Airport personnel; and
  - d. Remain in contact with tower/ground control, Double Eagle II Airport personnel, or ASU personnel via:
    - i. Telephone;
    - ii. ECC to tower/ground control; or
    - iii. A very high frequency (VHF) radio at frequency 120.15, that is available from ASU personnel.
5. Department personnel shall not make any movements in the controlled area without prior approval.
6. The IC shall ensure that the tower/ground control is notified when all units are clear from controlled areas at the conclusion of the call for service.

**H. Call-Outs**

1. ASU personnel shall be subject to call-outs when not on regular duty times for certain types of situations, including, but not limited to:
  - a. Surveillance for felonious activities with exigent circumstances or high-profile conditions in which ASU coverage is needed for Department personnel's safety (e.g., surveillance on individuals, vehicles, residences, businesses, etc.);
  - b. Searches for lost children; missing or wanted persons; perimeter searches for felons; and searches for escapees;
    - i. ASU personnel may be called out to assist with Search and Rescue missions, provided conditions are safe to do so.
  - c. Small Unmanned Aircraft Systems (SUAS) support;
  - d. Crowd management to assist in civil disturbances, parades, marches, dignitary visits, or any event where crowd management intelligence is needed; or
  - e. At the discretion of the ASU Lieutenant or command staff.

**N/A**





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**N/A**

2. Sworn personnel may only request support from ASU personnel for misdemeanor crimes in special circumstances.

- a. The ASU Sergeant or the ASU chain of command has final authority to authorize ASU support for misdemeanor crimes.

**N/A**

3. Flight Crews may be held over for calls provided such a holdover does not constitute a safety hazard or exceed any limits, consistent with FAA Regulations (14 C.F.R. Part 91 General Operating and Flight Rules).

4. The ASU Sergeant shall be responsible for determining if a Flight Crew shall be held over or if a Flight Crew shall be called out.

- a. The ASU Sergeant and PIC shall approve Flight Crew call-outs based upon the available resources, weather, and the conditions of the area they are called to.
- b. The ASU Sergeant shall be responsible for approving requests from Department personnel for assistance from ASU personnel during off-duty hours.
- c. If Department personnel request assistance from ASU personnel and the ASU Sergeant cannot be reached, the ASU Lieutenant or command staff shall be contacted in that order.

5. The ASU Sergeant shall ensure the ECC has a current on-call list with the contact phone numbers of current on-call ASU personnel.

I. ASU Data

1. ASU personnel shall compile and categorize the following data:

- a. The maintenance conducted on Department aircraft;
- b. The amount of gas and oil used by ASU personnel for Department aircraft;
- c. ASU downtime due to weather, maintenance, or pilot unavailability; and
- d. The number of felony and misdemeanor arrests achieved with assistance from ASU personnel.



## **1-15 AIR SUPPORT UNIT**

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

**A. Related SOP(s)**

2-45 Pursuit by Motor Vehicle (Formerly 2-55)

**B. Form(s)**

None

**C. Other Resource(s)**

14 CFR Part 61 Certification: Pilots, Flight Instructors, and Ground Instructors  
14 CFR Part 91 General Operating and Flight Rules  
Air Support Unit (ASU) Operations Manual

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

None

### **1-15-1 Purpose**

The purpose of this policy is to provide operating guidelines for the Air Support Unit (ASU), using fixed-wing aircraft and helicopters, to perform observation patrol and assist Albuquerque Police Department (Department) personnel on the ground during apprehensions, surveillance, searches, and calls for service.

### **1-15-2 Policy**

It is the policy of the Department to safely and legally operate its aircraft in accordance with all Federal Aviation Administration (FAA) Regulations. It is also the Department's policy to promote Albuquerque's public safety through a quick response to life-threatening incidents, to provide professional aerial support for Department personnel, and to increase efficiency in detecting, preventing, and reducing crime through effective aerial patrols.

**N/A**

### **1-15-3 Definitions**

**A. Aircraft**

Any category of flying apparatus, be it "fixed-wing" (airplane) or "rotorcraft" (helicopter), categorized by the FAA.



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**B. Aircraft Movement Area**

Any area where aircraft movement is possible or probable, including all ramp areas, taxiways, and runways.

**C. Collateral Tactical Flight Officer (TFO)**

A part-time, collateral Air Support Unit (ASU)-certified TFO assigned to conduct visual observation of ground activity and communicate such observations with other sworn personnel working on the ground. This officer is not assigned to the ASU full-time but is assigned on a part-time basis. However, Collateral TFOs may be requested to serve with the ASU for extended periods. In addition, sworn personnel in this capacity must have three (3) years of non-probationary experience as sworn personnel within the Department.

**D. Flight Crew**

At a minimum, a Pilot in Command and a TFO.

**E. Ground Unit**

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

**F. Pilot in Command (PIC)**

A sworn or civilian employee who is an ASU-certified TFO and an FAA-licensed individual qualified to operate the aircraft controls for which they are in command.

**G. Tactical Flight Officer (TFO)**

An ASU-certified TFO is assigned to conduct visual observation of ground activity and communicate such observations with other sworn personnel and units working on the ground. In addition, sworn personnel serving in this capacity must have five (5) years of non-probationary experience as sworn personnel within the Department.

**7 1-15-4 Rules and Responsibilities**

**A. Surveillance**

**N/A**

1. Upon request from Department personnel, ASU personnel may observe areas of known criminal activity for varying lengths of time based on crime trends and the needs of the Department.

**N/A**

2. Upon request from Department personnel, ASU personnel may observe individuals suspected of criminal activity, vehicles, residences, businesses, or areas.



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3. When conducting requested surveillance, ASU personnel shall provide information to the ground or investigative unit personnel when conducting requested surveillance.

**B. Searches**

1. ASU personnel shall assist ground unit personnel in searching for:

- a. Lost children;
- b. Missing persons;
- c. Wanted persons; and
- d. Escapees.

**N/A**

2. ASU personnel may check various locations, particularly remote areas, for abandoned or stolen vehicles and car stripping activities.

**N/A**

3. ASU personnel may provide nighttime illumination by searchlight for crime scenes or area searches as necessary.

**C. Crowd Management**

**N/A**

1. ASU personnel may observe civil disturbances, parades, marches, visits by dignitaries, or other events where crowd management or intelligence is necessary.
2. The TFO/Collateral TFO shall update the Incident Commander (IC) and ground unit personnel on the crowd's actions, movements, and demeanor.
3. If the aircraft is equipped with the video downlink system, the TFO/Collateral TFO shall transmit video of the incident to the appropriate personnel if requested.

**N/A**

4. Upon approval of the ASU Lieutenant, ASU personnel may assist other agencies if requested.

**D. Special Events/Traffic Management**

**N/A**

1. ASU personnel may be tasked with assisting Field Services Bureau (FSB) personnel or the Metro Traffic Division during special events or other events that require traffic management.
  - a. When assisting ~~with~~ on these events, the TFO/Collateral TFO shall update ground unit personnel with traffic conditions, movements, and other pertinent information that may impact the traffic flows.
2. The TFO/Collateral TFO shall provide traffic re-routing recommendations and additional options, which may assist ground unit personnel with increasing traffic flow efficiency and safety.



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E. Patrol/Operations

1. The PIC is ultimately and solely responsible for the aircraft's operation and safety during flight.

N/A

- a. Department personnel may refer to the ASU Operations Manual for complete minimum requirements, licensing, and certifications for PIC.

2. The TFO/Collateral TFO shall be responsible for the operation and documentation of calls the aircraft responds to and shall do so by using the equipment in the TFO/Collateral TFO station of the aircraft, such as the infrared camera system (thermal imager/video camera) and the police radio.

N/A

- a. Department personnel may refer to the ASU Operations Manual for the ~~complete~~ minimum requirements, licensing, and certifications for TFO/Collateral TFOs.

3. The Flight Crew shall go in-service, notwithstanding any mechanical problems or inclement weather, and assume aerial patrol responsibilities over the greater Albuquerque metropolitan area during assigned shift times.

4. The Flight Crew shall conduct aerial observation patrols and provide additional focused patrols on areas deemed as hot spots; or areas the Department recognizes as having high criminal activity rates.

5. The ASU Lieutenant shall approve or deny requests from another public safety agency if they request assistance from the ASU outside the Albuquerque metropolitan area.

6

6. ASU personnel shall not use Department aircraft to transport any member of the public from one predetermined location to another for commercial purposes (compensation or hire).

N/A

- a. However, ASU personnel may use Department aircraft to transport Department personnel in the course of their duties, provided such personnel are on-duty and conducting Department or City business.
  - i. Approved for transport shall be made through the ASU's chain of command.

6

F. Motor Vehicle Pursuits

1. ASU personnel shall respond to calls for service involving active motor vehicle pursuits.

- a. Once ASU personnel have responded to the call and confirmed that they have a visual observation of the pursued vehicle, ASU personnel shall be the primary unit of the authorized pursuit.



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N/A

N/A

- b. ASU personnel shall relay the direction of travel of the pursued vehicle to ground unit personnel, including during a successful StarChase Pursuit Management System activation (refer to SOP Pursuit by Motor Vehicle for sanction classifications and additional duties).
  - c. Pursuing ground unit personnel shall stop the motor vehicle pursuit and provide enough distance so as not to affect the driving of the pursued vehicle (refer to SOP Pursuit by Motor Vehicle for sanction classifications and additional duties).
2. ASU personnel shall direct pursuing ground unit personnel to provide enough distance between themselves and the individual's vehicle if they haven't already done so.
- a. ASU personnel shall notify the supervisor in charge of the motor vehicle pursuit if ground unit personnel fail to provide enough distance.
  - b. When notifying the supervisor, ASU personnel shall identify the pursuing ground unit personnel by the number on the Department-issued vehicle when possible.

6

G. Response to Incidents at the Double Eagle II Airport

N/A

- 1. ASU personnel may respond to incidents at the Double Eagle II Airport.
- 2. The Emergency Communications Center (ECC) shall immediately contact the Flight Crew via radio or telephone and advise them of any incidents at the Double Eagle II Airport.

N/A

- a. Depending on the incident, the Flight Crew may be able to handle the incident without assistance from Department personnel.
3. If ASU personnel are not available to respond, Department personnel shall contact airfield maintenance or the tower/ground control before entering any controlled area in the airport.
- a. Before arrival, dispatched personnel shall attempt to make contact with ASU personnel in the following order:
    - i. The hanger at (505) 768-3999;
    - ii. On ECC frequencies;
    - iii. The ASU Sergeant, after hours or when there is no response at the hanger or via radio; and
    - iv. On-call ASU personnel after hours or when there is no response at the hangar or via radio.
  - b. The ECC shall have the ASU on-call roster.
  - c. Department personnel shall only enter controlled areas with tower/ground control approval.
  - d. Department personnel shall follow all tower/ground control directions when in a controlled area.

N/A



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- i. Airport properties are marked with both ground signage and painted markings that are not easily understood if not trained.
    1. Department personnel shall use caution when working around or near aircraft for moving parts and non-visible hazards, such as propellers and jet blasts.
  - ii. Department personnel shall be aware that ground and flight operations may continue during a call for service at the Double Eagle II Airport (airport), which is a general aviation airport governed by the FAA.
  - iii. Department personnel shall use extreme care and caution at all times due to inherent dangers. Aircraft have the right of way at all times unless otherwise directed by the tower/ground control.
4. Upon arrival, Department personnel shall:
  - a. Engage their emergency lights when entering controlled areas;
  - b. Follow Double Eagle II Airport personnel or ASU personnel as directed and as available;
  - c. Proceed with caution as directed by the tower/ground control or Double Eagle II Airport personnel; and
  - d. Remain in contact with tower/ground control, Double Eagle II Airport personnel, or ASU personnel via:
    - i. Telephone;
    - ii. ECC to tower/ground control; or
    - iii. A very high frequency (VHF) radio at frequency 120.15, that is available from ASU personnel.
5. Department personnel shall not make any movements in the controlled area without prior approval.
6. The IC shall ensure that the tower/ground control is notified when all units are clear from controlled areas at the conclusion of the call for service.

H. Call-Outs

1. ASU personnel shall be subject to call-outs when not on regular duty times for certain types of situations, including, but not limited to:
  - a. Surveillance for felonious activities with exigent circumstances or high-profile conditions in which ASU coverage is needed for Department personnel's safety (e.g., surveillance on individuals, vehicles, residences, businesses, etc.);
  - b. Searches for lost children; missing or wanted persons; perimeter searches for felons; and searches for escapees;
    - i. ASU personnel may be called out to assist with Search and Rescue missions, provided conditions are safe to do so.
  - c. Small Unmanned Aircraft Systems (SUAS) support;

N/A





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- ~~c.~~d. Crowd management to assist in civil disturbances, parades, marches, dignitary visits, or any event where crowd management intelligence is needed; or  
~~d.~~e. At the discretion of the ASU Lieutenant or command staff.

**N/A**

2. Sworn personnel may only request support from ASU personnel for misdemeanor crimes in special circumstances.

- a. The ASU Sergeant or the ASU chain of command has final authority to authorize ASU support for misdemeanor crimes.

**N/A**

3. Flight Crews may be held over for calls provided such a hold-over does not constitute a safety hazard or exceed any limits, consistent with FAA Regulations (14 C.F.R. Part 91 General Operating and Flight Rules).
4. The ASU Sergeant shall be responsible for determining if a Flight Crew shall be held over or if a Flight Crew shall be called out.
- a. The ASU Sergeant and PIC shall approve Flight Crew call-outs based upon the available resources, weather, and the conditions of the area they are called to.
- b. The ASU Sergeant shall be responsible for approving requests from Department personnel for assistance from ASU personnel during off-duty hours.
- c. If Department personnel request assistance from ASU personnel and the ASU Sergeant cannot be reached, the ASU Lieutenant or command staff shall be contacted in that order.
5. The ASU Sergeant shall ensure the ECC has a current on-call list with the contact phone numbers of current on-call ASU personnel.

I. ASU Data

1. ASU personnel shall compile and categorize the following data:
- a. The maintenance conducted on Department aircraft;
- b. The amount of gas and oil used by ASU personnel for Department aircraft;
- c. ASU downtime due to weather, maintenance, or pilot unavailability; and
- d. The number of felony and misdemeanor arrests achieved with assistance from ASU personnel.





## **1-17 AVIATION DIVISION**

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

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

- 1-15 Air Support Unit (Formerly 5-2)
- 1-42 Bomb Squad (Formerly 4-03 and 6-7)
- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-25 Bomb Threats and Bomb Emergencies (Formerly 1-28)
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 2-71 Search and Seizure Without a Warrant (Formerly 2-17)

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

Aviation Division In-Processing Checklist

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

49 C.F.R. Part 15 Protection of Sensitive Security Information  
49 C.F.R. Part 1520 Protection of Sensitive Security Information  
49 C.F.R. Part 1542 Airport Security  
49 U.S.C. § 114(s) Transportation Security Strategic Planning  
Aviation Division Operational Manual (AOM)

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

None

### **1-17-1 Purpose**

The purpose of this policy is to provide law enforcement service and security within the Albuquerque International Sunport and designated surrounding areas.

### **1-17-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to provide guidelines and procedures for the Aviation Division. It is also the policy of the Department for personnel assigned to the Aviation Division to follow the Airport Security Program (ASP), Security Directives (SD), the Transportation Security Administration (TSA) Other Transaction Agreement (OTA), and the Aviation Division Operational Manual (AOM).



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**N/A 1-17-3 Definitions**

**A. Aircraft Movement Areas**

Runways, taxiways, and safety areas used for taxiing, takeoff, and landing of aircraft under the control of the Federal Aviation Administration (FAA).

**B. Aircraft Operation Area (AOA)**

All areas of the airport located inside the Airport Security Perimeter, including Aircraft Movement Areas, aircraft aprons, cargo ramps, public aircraft parking positions, passenger terminal gates, leased areas, and ground vehicle roadways.

**C. Airport Security Program (ASP)**

A security program approved by TSA under 49 C.F.R. § 1542.101.

**D. Aviation Division Operational Manual (AOM)**

Detailed manual containing daily duties and operational responsibilities for the Aviation Division. The information contained in the AOM is SSI and restricted from public disclosure.

**E. Canine Explosive Training Aid (CETA)**

Aids or devices used in training an Explosives Detection Canine Team (EDCT) TSA-issued canines for the detection of explosive components.

**F. Constitutional Policing**

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

**G. Contact**

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



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H. Deployment

Any circumstance in which an EDCT is used to conduct a systematic search for the presence of explosives.

I. Explosives Detection Canine Team (EDCT)

A team that deters and detects the introduction of explosives into the Albuquerque International Sunport and the air carriers it serves. The team consists of sworn personnel and TSA-issued canines that are owned and regulated by the TSA and trained in the detection of explosives.

J. Explosive Detection System (EDS) or Explosive Trace Detection (ETD)

X-ray machines; swabs; computed tomography (CT) scan; whole-body imaging devices; spectrometry; neutron activation; or other technology that provides an alert indicating the presence of potential explosives, hazardous devices, materials, or substances.

K. Law Enforcement Encounter

Any interaction by Department personnel with individuals who are the subject of stops, detentions, and/or pat-downs based on reasonable suspicion, probable cause, or pursuant to federal regulations as part of National Security and/or a Port of Entry; any action by Department personnel for the purposes of enforcing laws and/or maintaining order; and any time Department personnel are acting pursuant to the community caretaker doctrine and/or federal regulations governed by the Transportation Security Administration (TSA).

L. National Explosive Detection Canine Team Program (NEDCTP)

The program under which the EDCT operates that consists of Department personnel who are responsible for handling Department of Homeland Security (DHS) TSA-issued canines for explosive detection.

M. Operator

EDCT personnel who have completed the required X-ray device training.

N. Other Transaction Agreement (OTA)

An agreement between the Department and TSA to cooperate in good faith and perform their respective obligations in executing the purpose of this agreement.

O. Security Directives (SD)



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Directives that are issued by the TSA in the form of an information circular to notify airport operators of security concerns.

**P. Security Identification Display Area (SIDA)**

A portion of an airport specified in the ASP in which security identification badges must be displayed.

**Q. Sensitive Security Information (SSI)**

Information that may only be disclosed on a need-to-know basis, except with the written permission of the Administrator of the TSA or the Secretary of Transportation as defined in 49 C.F.R. Part 15 and 1520.

**R. Statement of Joint Obligations (SOJO)**

The document that defines the responsibilities and conditions agreed to by the Department for participation in the TSA National Explosives Detection Canine Team Program (NEDCTP).

**S. Suspicious Item**

Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances to include location, placement, appearance, threat or intelligence information and activity before its discovery, would raise concerns of public safety.

**T. Transportation Operating System (TOS)**

Transportation operating systems under the jurisdiction of the participant, including, but are not limited to, the Albuquerque International Sunport, rail or bus systems, or infrastructures determined by the TSA. The Aviation Division is assigned to the Albuquerque International Sunport TOS.

**U. Transportation Security Administration (TSA)**

An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

**V. Unattended Item**

Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances, would normally be present in the environment in which it was found and is absent of any indicators of a possible explosive device.



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A. SSI cannot be released without prior authorization, consistent with 49 C.F.R. Part 1520, and is not subject to transparency and public disclosure under the New Mexico Inspection of Public Records Act (IPRA). SSI includes, but is not limited to:

1. Airport Security Program (ASP);
2. Aviation Division Operational Manual (AOM);
3. TSA Other Transaction Agreement (OTA); and
4. Statement of Joint Obligations (SOJO).

**1** B. Aviation Division sworn personnel shall not deliberately disseminate SSI.

C. Aviation Division sworn personnel shall not negligently disseminate SSI.

**6 1-17-5 Chain of Command**

A. While assigned to the Aviation Division, all personnel shall be under the responsibility of the Aviation Division Commander. All Aviation Division sworn personnel shall follow the chain of command when passing on information or discussing issues concerning the Aviation Division.

B. All correspondence and contact with outside agencies or personnel on problems or situations concerning the Aviation Division shall be approved by the chain of command. This includes:

1. Any inquiries on TSA directives; and
2. Situations or problems concerning TSA functions.

**7 1-17-6 Geographical Responsibilities**

A. Aviation Division sworn personnel shall be responsible for the following locations within the AOA:

1. Albuquerque International Sunport terminal;
2. Secure Identification Display Areas (SIDA), including:
  - a. Air Carrier SIDA; and
  - b. Cargo SIDA.
3. Baggage tunnel;
4. General aviation area;



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5. Airfield maintenance facilities; and
6. Double Eagle 2 Airport (7401 Paseo Del Volcan Northwest)
  - a. Except for incidents that occurred or are occurring at Department Air Support Unit hanger/offices. ASU officers shall take primary responsibility at these locations.
  - b. Emergency calls will be handled by FSB.
- B. Aviation Division sworn personnel shall be responsible for the following locations outside the AOA:
  1. Rental car facilities (3400 University Boulevard Southeast);
  2. Sheraton Hotel (2910 Yale Boulevard Southeast);
  3. Sunport Boulevard Southeast (East of Interstate 25);
  4. Sunport Loop Southeast;
  5. Sunport parking lots and parking garage;
  6. Girard Boulevard Southeast, south of Miles Road Southeast;
  7. The area south of Sunport Boulevard to Rio Bravo Boulevard Southeast and east of University Boulevard Southeast; and
    - a. Emergency police responses by Aviation Division personnel outside of the Aviation Division areas of responsibility shall be at the discretion of the on-duty Aviation Division supervisor.
  8. Tracts D, E, F, G, and H lots (adjacent/East of Wellesley Drive Southeast, between Thaxton Avenue and Gibson Boulevard Southeast).

**7 1-17-7 Security Identification Display Area (SIDA) Protocol**

- A. Aviation Division sworn personnel shall:
  1. Qualify for and maintain current Albuquerque International Sunport-issued SIDA Identification; and
    - a. Failure to do so shall result in removal from the Aviation Division.
  2. Visually display their Albuquerque International Sunport-issued SIDA identification on their persons at all times while on duty.



- B. Aviation Division sworn personnel with valid Albuquerque International Sunport-issued SIDA identification may escort individuals without a badge.

**7 1-17-8 Air Control Tower Procedures**

A. Aircraft Movement Areas (AMA)

1. Absent exigent circumstances, sworn personnel shall not enter AMA's unless escorted by Airport Operations personnel or with their approval.
2. Airport Operations personnel shall escort all vehicles on and off an AMA.
3. If exigent circumstances exist, sworn personnel may enter the AMA without prior approval.
  - a. Before doing so, Aviation Division sworn personnel shall use all precautions and consider any incoming and outgoing aircraft traffic and the location of the threat or endangered person. An Emergency Communications Center (ECC) Dispatcher and Airport Operations personnel shall be notified as soon as feasible.

**7 1-17-9 Responsibilities within the Aviation Division**

- A. New Aviation Division sworn personnel shall complete all sections of the Aviation Division In-Processing Checklist before working as a solo officer.

B. Aviation Division sworn personnel shall:

1. Abide by the requirements outlined in the AOM;
2. Safeguard all SSI;
3. At times, be required by federal requirements to inspect persons and personal property while on airport property and/or secured areas;
4. Maintain their Aviation Division assigned property; and
5. Return all Aviation Division-assigned property upon transfer, reassignment, or retirement.

- C. Aviation Division sworn personnel shall not be allowed to participate in collateral duties that require an on-call status due to manning levels required by the ASP.

**7 1-17-10 Explosive Detection Canine Team (EDCT)**

A. EDCT Handler Duties





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1. The EDCT Handler shall:

- a. Abide by all provisions and requirements dictated within the ASP, OTA, SOJO, AOM, and NEDCTP in addition to all Department SOPs; and
- b. Be responsible for all Department-issued equipment.

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2. While their assigned EDCT canine is under their care, the EDCT Handler shall:

6

- a. Be directly responsible for the care of the canine;
- b. Allow for the care of the canine by only those persons authorized by the EDCT Supervisor;
- c. Absent exigent circumstances, check the canine at least every hour when the EDCT Handler must leave the canine unattended in a vehicle;
  - i. During periods of extreme temperatures, the EDCT Handler shall check on their canine more frequently and avoid leaving their canine unattended.
- d. Avoid leaving the canine confined in a vehicle or kennel for extended periods of time;
- e. Keep the canine on a leash in the presence of the public unless:
  - i. Practicing off-leash obedience; and/or
  - ii. Conducting off-leash explosives detection.
- f. Ensure routine examinations and emergency care are performed by licensed, board-certified veterinary medical professionals for the canine; and
- g. Maintain safe, sanitary living conditions for the canine while at home and while on duty.

6

3. EDCT Handlers shall not:

- a. Allow any person to tease or agitate their assigned EDCT canine; or
- b. Allow any unauthorized person to pet their assigned EDCT canine.

6

B. Manage the Safekeeping of CETA

1. The handling and safekeeping of TSA CETA shall be consistent with the OTA and SOJO.

2. For all explosives training aids, at a minimum, EDCT Handlers shall:

- a. Ensure lock boxes and magazines remain locked and secured at all times when not in use and when there is no custodian of the keys present;
- b. Not relinquish control of magazine keys or lock box keys to anyone who is not a designated custodian of the items;
- c. Appropriately document each time NEDCTP personnel sign in or sign out magazine keys and CETA, consistent with NEDCTP training and the SOJO; and
- d. Follow all guidelines and training provided by the NEDCTP regarding the safekeeping and transportation of CETA.





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**1**

3. Aviation Division sworn personnel shall not intentionally relinquish control of CETA.

**5**

4. Aviation Division sworn personnel shall not negligently relinquish control of CETA.

**6**

**C. EDCT Handler On-Call Status**

1. The EDCT Handler shall:

- a. Be on-call twenty-four (24) hours a day, seven (7) days a week;
- b. Rotate being on an on-call status for seven (7) consecutive days;
- c. Receive eight (8) hours of straight compensatory time for every week (7 days) they are on-call;
- d. Request permission from the EDCT Sergeant before covering on-call shifts;
- e. Immediately notify ECC and the EDCT Sergeant of changes in on-call coverage; and
- f. Be available to respond on-scene at the Albuquerque International Sunport in full uniform and with all of the required equipment to perform their functions within forty-five (45) minutes of notification.

2. The EDCT Handler shall not be permitted to work overtime outside of the International Sunport that is unrelated to EDCT-specific duties while on-call.

**6**

**D. EDCT Call-Out Criteria**

1. The EDCT Handler shall:

- a. While on-call, respond to any deployment within the guidelines of the NEDCTP and deemed viable by an Aviation Division on-duty supervisor at the designated TOS(s); and
- b. Respond to all credible bomb threat calls at the Albuquerque International Sunport.

2. The EDCT Handler may be called out:

- a. To search for secondary devices after a detonation has occurred;
- b. To clear staging areas and command posts for calls involving explosives or threats of explosives;
- c. At the discretion of the Aviation Division on-duty supervisor for unattended items that sworn personnel are unable to resolve through investigation; and
- d. For any other incident at the discretion of the EDCT Sergeant and consistent with NEDCTP guidelines.

3. The EDCT shall not be called out for:



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- a. Items that are deemed suspicious, consistent with the SOJO definition, and would otherwise be subject to an Explosive Ordnance Disposal (EOD) Unit call-out, consistent with SOP Bomb Threats and Bomb Emergencies;
- b. Situations that are deemed unsafe for the EDCT canine; and
- c. A deployment that is prohibited by NEDCTP guidelines.
  - i. The EDCT Sergeant shall have final authority for deployment, consistent with NEDCTP guidelines.
  - ii. In the absence of the EDCT Sergeant, the EDCT Handler shall comply with any request from an Aviation Division on-duty supervisor as long as it is not prohibited by the NEDCTP.

**5**

**E. EDCT Canine Bites and Allegation of Bites**

1. When an EDCT canine bite or allegation of a bite occurs while on duty or off duty, the EDCT Handler shall:
  - a. Secure the canine in a safe area away from the affected person;
  - b. Call Albuquerque Fire Rescue (AFR) and emergency medical services;
  - c. Notify the EDCT Sergeant;
    - i. If the EDCT Sergeant is unavailable, the EDCT Handler shall notify the on-duty Aviation Division Sergeant.
  - d. Request for an officer to investigate and write a Uniform Incident Report;
  - e. Contact a Crime Scene Specialist (CSS) to photograph injuries, allegations of injuries, and to process the scene;
    - i. If a CSS is not available, a supervisor may capture photographs of the injuries with Axon Capture.
    - ii. Sworn personnel shall not delay medical attention to take photographs.
  - f. Provide the affected individual with the Uniform Incident Report case number and the City of Albuquerque Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080);
  - g. Notify the NEDCTP Headquarter Canine Coordinator;
  - h. Submit a supplemental narrative to the investigating officer's Uniform Incident Report before the end of shift;
    - i. Notify the City's Risk Management Division and provide them with all documentation before the end of shift; and
    - j. Not use the canine as a force option.
2. The EDCT Sergeant shall follow up with the NEDCTP Headquarters Canine Coordinator for potential further action.

**7**

**1-17-11 Handheld Backscatter Imaging System (X-ray)**

**A. Training Requirements**

1. The X-ray device shall only be deployed by a trained X-ray device operator.



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2. Operators shall receive additional mandatory training following a system upgrade or policy change.

**B. General use of the X-ray Device**

1. The X-ray device may be used by operators for Department related duties as an additional resource for detection at their discretion as outlined in this SOP, but not limited to:
  - a. Shipment checks;
  - b. Unattended items; and
  - c. As an additional tool in PSC and EDC indication resolutions.
2. The X-ray device shall not be operated in a manner that presents an undue risk to a person or property, such as:
  - a. Using the X-ray to search items that are deemed "suspicious" consistent with the definition in the DHS TSA Other Transactional Agreement, and would otherwise be subject to a Bomb Squad call-out;
  - b. Using the X-ray device to scan people; and
  - c. Purposely pointing the X-ray device at anyone.
3. Upon completion of using the X-ray device, it shall be returned to the EDCT Sergeant's office prior to the end of the operator's shift.
  - a. The X-ray device shall be stored in the EDCT Sergeant's office when not in use.
4. All stored images that do not hold evidentiary or investigative value shall be purged every 120 days by the EDCT Sergeant.
5. Upon making contact with an individual who may claim ownership of the property to be scanned by Department personnel, the operator shall adhere to the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws, in accordance with SOP Execution of a Search Warrant and SOP Search and Seizure Without a Warrant. This is done to enhance public trust and promote constitutional policing.

**N/A**

**C. On-Call Rotation and Status**

1. EDCT handlers are placed in an on-call rotation.
  - a. Each EDCT handler is required to be on-call for one (1) week at a time.
2. The on-call EDCT handler shall be available twenty-four (24) hours a day during their on-call rotation.



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- a. On-call EDCT handlers shall receive eight (8) hours of straight comp time for each seven (7) days of such assignment.

REDLINED



## **1-17 AVIATION DIVISION**

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

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

- 1-15 Air Support Unit (Formerly 5-2)
- 1-42 Bomb Squad (Formerly 4-03 and 6-7)
- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-25 Bomb Threats and Bomb Emergencies (Formerly 1-28)
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 2-71 Search and Seizure Without a Warrant (Formerly 2-17)

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

Aviation Division In-Processing Checklist

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

- 49 C.F.R. Part 15 Protection of Sensitive Security Information
- 49 C.F.R. Part 1520 Protection of Sensitive Security Information
- 49 C.F.R. Part 1542 Airport Security
- 49 U.S.C. § 114(s) Transportation Security Strategic Planning
- Aviation Division Operational Manual (AOM)

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

None

### **1-17-1 Purpose**

The purpose of this policy is to provide law enforcement service and security within the Albuquerque International Sunport and designated surrounding areas.

### **1-17-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to provide guidelines and procedures for the Aviation Division. It is also the policy of the Department for personnel assigned to the Aviation Division to follow the Airport Security Program (ASP), Security Directives (SD), the Transportation Security Administration (TSA) Other Transaction Agreement (OTA), and the Aviation Division Operational Manual (AOM).



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**N/A 1-17-3 Definitions**

**A. Aircraft Movement Areas**

Runways, taxiways, and safety areas used for taxiing, takeoff, and landing of aircraft under the control of the Federal Aviation Administration (FAA).

**B. Aircraft Operation Area (AOA)**

All areas of the airport located inside the Airport Security Perimeter, including Aircraft Movement Areas, aircraft aprons, cargo ramps, public aircraft parking positions, passenger terminal gates, leased areas, and ground vehicle roadways.

**C. Airport Security Program (ASP)**

A security program approved by TSA under 49 C.F.R. § 1542.101.

**D. Aviation Division Operational Manual (AOM)**

Detailed manual containing daily duties and operational responsibilities for the Aviation Division. The information contained in the AOM is SSI and restricted from public disclosure.

**E. Canine Explosive Training Aid (CETA)**

Aids or devices used in training an Explosives Detection Canine Team (EDCT) TSA-issued canines for the detection of explosive components.

**F. Constitutional Policing**

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

**G. Contact**

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



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H. Deployment

Any circumstance in which an EDCT is used to conduct a systematic search for the presence of explosives.

I. Explosives Detection Canine Team (EDCT)

A team that deters and detects the introduction of explosives into the Albuquerque International Sunport and the air carriers it serves. The team consists of sworn personnel and TSA-issued canines that are owned and regulated by the TSA and trained in the detection of explosives.

J. Explosive Detection System (EDS) or Explosive Trace Detection (ETD)

X-ray machines; swabs; computed tomography (CT) scan; whole-body imaging devices; spectrometry; neutron activation; or other technology that provides an alert indicating the presence of potential explosives, hazardous devices, materials, or substances.

K. Law Enforcement Encounter

Any interaction by Department personnel with individuals who are the subject of stops, detentions, and/or pat-downs based on reasonable suspicion, probable cause, or pursuant to federal regulations as part of National Security and/or a Port of Entry; any action by Department personnel for the purposes of enforcing laws and/or maintaining order; and any time Department personnel are acting pursuant to the community caretaker doctrine and/or federal regulations governed by the Transportation Security Administration (TSA).

L. National Explosive Detection Canine Team Program (NEDCTP)

The program under which the EDCT operates that consists of Department personnel who are responsible for handling Department of Homeland Security (DHS) TSA-issued canines for explosive detection.

M. Operator

EDCT personnel who have completed the required X-ray device training.

N. Other Transaction Agreement (OTA)

An agreement between the Department and TSA to cooperate in good faith and perform their respective obligations in executing the purpose of this agreement.

O. Security Directives (SD)





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Directives that are issued by the TSA in the form of an information circular to notify airport operators of security concerns.

**P. Security Identification Display Area (SIDA)**

A portion of an airport specified in the ASP in which security identification badges must be displayed.

**Q. Sensitive Security Information (SSI)**

Information that may only be disclosed on a need-to-know basis, except with the written permission of the Administrator of the TSA or the Secretary of Transportation as defined in 49 C.F.R. Part 15 and 1520.

**R. Statement of Joint Obligations (SOJO)**

The document that defines the responsibilities and conditions agreed to by the Department for participation in the TSA National Explosives Detection Canine Team Program (NEDCTP).

**S. Suspicious Item**

Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances to include location, placement, appearance, threat or intelligence information and activity before its discovery, would raise concerns of public safety.

**T. Transportation Operating System (TOS)**

Transportation operating systems under the jurisdiction of the participant, including, but are not limited to, the Albuquerque International Sunport, rail or bus systems, or infrastructures determined by the TSA. The Aviation Division is assigned to the Albuquerque International Sunport TOS.

**U. Transportation Security Administration (TSA)**

An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

**V. Unattended Item**

Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances, would normally be present in the environment in which it was found and is absent of any indicators of a possible explosive device.



**3 1-17-4 Sensitive Security Information (SSI)**

A. SSI cannot be released without prior authorization, consistent with 49 C.F.R. Part 1520, and is not subject to transparency and public disclosure under the New Mexico Inspection of Public Records Act (IPRA). SSI includes, but is not limited to:

1. Airport Security Program (ASP);
2. Aviation Division Operational Manual (AOM);
3. TSA Other Transaction Agreement (OTA); and
4. Statement of Joint Obligations (SOJO).

**1** B. Aviation Division sworn personnel shall not deliberately disseminate SSI.

C. Aviation Division sworn personnel shall not negligently disseminate SSI.

**6 1-17-5 Chain of Command**

A. While assigned to the Aviation Division, all personnel shall be under the responsibility of the Aviation Division Commander. All Aviation Division sworn personnel shall follow the chain of command when passing on information or discussing issues concerning the Aviation Division.

B. All correspondence and contact with outside agencies or personnel on problems or situations concerning the Aviation Division shall be approved by the chain of command. This includes:

1. Any inquiries on TSA directives; and
2. Situations or problems concerning TSA functions.

**7 1-17-6 Geographical Responsibilities**

A. Aviation Division sworn personnel shall be responsible for the following locations within the AOA:

1. Albuquerque International Sunport terminal;
2. Secure Identification Display Areas (SIDA), including:
  - a. Air Carrier SIDA; and
  - b. Cargo SIDA.
3. Baggage tunnel;



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B. —

1. 4. General aviation area;

2. 5. Airfield maintenance facilities; and

3. 6. Double Eagle 2 Airport (7401 Paseo Del Volcan Northwest)

- a. Except for incidents that occurred or are occurring at Department ~~APD~~ Air Support Unit hanger/offices. ASU officers shall take primary responsibility at these locations.
- b. Emergency calls will be handled by FSB.

C. B. Aviation Division sworn personnel shall be responsible for the following locations outside the AOA:

1. Rental car facilities (3400 University Boulevard Southeast);
2. Sheraton Hotel (2910 Yale Boulevard Southeast);
3. Sunport Boulevard Southeast (East of Interstate 25);
4. Sunport Loop Southeast;
5. Sunport parking lots and parking garage;
6. Girard Boulevard Southeast, south of Miles Road Southeast;
7. The area south of Sunport Boulevard to Rio Bravo Boulevard Southeast and east of University Boulevard Southeast; and
  - a. Emergency police responses by Aviation Division personnel outside of the Aviation Division areas of responsibility shall be at the discretion of the on-duty Aviation Division supervisor.
8. Tracts D, E, F, G. and H lots (adjacent/East of Wellesley Drive Southeast, between Thaxton Avenue and Gibson Boulevard Southeast).

**7**

**1-17-7**

**Security Identification Display Area (SIDA) Protocol**

A. Aviation Division sworn personnel shall:

1. Qualify for and maintain current Albuquerque International Sunport-issued SIDA Identification; and
  - a. Failure to do so shall result in removal from the Aviation Division.



2. ~~Swipe their airport badge through a card reader before entering the sterile area of the terminal building or SIDA absent exigent circumstances; and~~

3. 2. Visually display their Albuquerque International Sunport-issued SIDA identification on their persons at all times while on duty.

B. Aviation Division sworn personnel with valid Albuquerque International Sunport-issued SIDA identification may escort individuals without a badge.

**7 1-17-8 Air Control Tower Procedures**

A. Aircraft Movement Areas (AMA)

1. ~~Sworn Absent exigent circumstances, sworn personnel shall not enter AMA's unless escorted by Airport Operations personnel or with their approval. personnel shall not enter an AMA's unless escorted by Aviation Operations personnel or with their approval.~~

Airport Aviation Operations personnel shall escort all vehicles  
2. on and off an AMA.

4. 3. If exigent circumstances exist, sworn personnel may enter the AMA without prior approval.

a. Before doing so, Aviation Division sworn personnel shall use all precautions and, consider any incoming and outgoing aircraft traffic and the location of the threat or endangered person. An Emergency Communications Center (ECC) Dispatcher and Airport Operations personnel shall be notified as soon as feasible.

**7 1-17-9 Responsibilities within the Aviation Division**

A. New Aviation Division sworn personnel shall complete all sections of the Aviation Division In-Processing Checklist before working as a solo officer.

B. Aviation Division sworn personnel shall:

1. Abide by the requirements outlined in the AOM;

2. Safeguard all SSI; and

3. At times, be required by federal requirements to inspect persons and personal property while on airport property and/or secured areas;

4. Maintain their Aviation Division assigned property; and-



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5. Return all Aviation Division--assigned property upon when they are transferred, reassignmented, or retiremented.

~~3. Maintain their Aviation Division assigned property.~~

C. Aviation Division sworn personnel shall not be allowed to participate in collateral duties that require an on-call status due to manning levels required by the ASP.

**7 1-17-10 Explosive Detection Canine Team (EDCT)**

**A. EDCT Handler Duties**

1. The EDCT Handler shall:

- a. Abide by all provisions and requirements dictated within the ASP, OTA, SOJO, AOM, and NEDCTP in addition to all Department SOPs; and
- b. Be responsible for all Department-issued equipment.

2. While their assigned EDCT canine is under their care, the EDCT Handler shall:

- a. Be directly responsible for the care of the canine;
- b. Allow for the care of the canine by only those persons authorized by the EDCT Supervisor;
- c. Absent exigent circumstances, check the canine at least every hour when the EDCT Handler must leave the canine unattended in a vehicle;
  - i. During periods of extreme temperatures, the EDCT Handler shall check on their canine more frequently and avoid leaving their canine unattended.
- d. Avoid leaving the canine confined in a vehicle or kennel for extended periods of time;
- e. Keep the canine on a leash in the presence of the public unless:
  - i. Practicing off-leash obedience; and/or
  - ii. Conducting off-leash explosives detection.
- f. Ensure routine examinations and emergency care are performed by licensed, board-certified veterinary medical professionals for the canine; and
- g. Maintain safe, sanitary living conditions for the canine while at home and while on duty.

3. EDCT Handlers shall not:

- a. Allow any person to tease or agitate their assigned EDCT canine; or
- b. Allow any unauthorized person to pet their assigned EDCT canine.

**B. Manage the Safekeeping of CETA**

1. The handling and safekeeping of TSA CETA shall be consistent with the OTA and SOJO.



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2. For all explosives training aids, at a minimum, EDCT Handlers shall:

- a. Ensure lock boxes and magazines remain locked and secured at all times when not in use and when there is no custodian of the keys present;
- b. Not relinquish control of magazine keys or lock box keys to anyone who is not a designated custodian of the items;
- c. Appropriately document each time NEDCTP personnel sign in or sign out magazine keys and CETA, consistent with NEDCTP training and the SOJO; and
- d. Follow all guidelines and training provided by the NEDCTP regarding the safekeeping and transportation of CETA.

1

3. Aviation Division sworn personnel shall not intentionally relinquish control of CETA.

5

4. Aviation Division sworn personnel shall not negligently relinquish control of CETA.

6

C. EDCT Handler On-Call Status

1. The EDCT Handler shall:

- a. Be on-call twenty-four (24) hours a day, seven (7) days a week;
- b. Rotate being on an on-call status for seven (7) consecutive days;
- c. Receive eight (8) hours of straight compensatory time for every week (7 days) they are on-call;
- d. Request permission from the EDCT Sergeant before covering on-call shifts;
- e. Immediately notify ECC and the EDCT Sergeant of changes in on-call coverage; and
- f. Be available to respond on-scene at the Albuquerque International Sunport in full uniform and with all of the required equipment to perform their functions within forty-five (45) minutes of notification.

2. The EDCT Handler shall not be permitted to work overtime outside of the International Sunport that is unrelated to EDCT-specific duties while on-call.

6

D. EDCT Call-Out Criteria

1. The EDCT Handler shall:

- a. While on-call, respond to any deployment within the guidelines of the NEDCTP and deemed viable by an Aviation Division on-duty supervisor at the designated TOS(s); and
- b. Respond to all credible bomb threat calls at the Albuquerque International Sunport.

2. The EDCT Handler may be called out:





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- a. To search for secondary devices after a detonation has occurred;
- b. To clear staging areas and command posts for calls involving explosives or threats of explosives;
- c. At the discretion of the Aviation Division on-duty supervisor for unattended items that sworn personnel are unable to resolve through investigation; and
- d. For any other incident at the discretion of the EDCT Sergeant and consistent with NEDCTP guidelines.

3. The EDCT shall not be called out for:

- a. Items that are deemed suspicious, consistent with the SOJO definition, and would otherwise be subject to an Explosive Ordnance Disposal (EOD) Unit call-out, consistent with SOP Bomb Threats and Bomb Emergencies;
- b. Situations that are deemed unsafe for the EDCT canine; and
- c. A deployment that is prohibited by NEDCTP guidelines.
  - i. The EDCT Sergeant shall have final authority for deployment, consistent with NEDCTP guidelines.
  - ii. In the absence of the EDCT Sergeant, the EDCT Handler shall comply with any request from an Aviation Division on-duty supervisor as long as it is not prohibited by the NEDCTP.

**5** E. EDCT Canine Bites and Allegation of Bites

1. When an EDCT canine bite or allegation of a bite occurs while on duty or off duty, the EDCT Handler shall:
  - a. Secure the canine in a safe area away from the affected person;
  - b. Call Albuquerque Fire Rescue (AFR) and emergency medical services;
  - c. Notify the EDCT Sergeant;
    - i. If the EDCT Sergeant is unavailable, the EDCT Handler shall notify the on-duty Aviation Division Sergeant.
  - d. Request for an officer to investigate and write a Uniform Incident Report;
  - e. Contact a Crime Scene Specialist (CSS) to photograph injuries, allegations of injuries, and to process the scene;
    - i. If a CSS is not available, a supervisor may capture photographs of the injuries with Axon Capture.
    - ii. Sworn personnel shall not delay medical attention to take photographs.
  - f. Provide the affected individual with the Uniform Incident Report case number and the City of Albuquerque Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080);
  - g. Notify the NEDCTP Headquarter Canine Coordinator;
  - h. Submit a supplemental narrative to the investigating officer's Uniform Incident Report before the end of shift;
  - i. Notify the City's Risk Management Division and provide them with all documentation before the end of shift; and
  - j. Not use the canine as a force option.





2. The EDCT Sergeant shall follow up with the NEDCTP Headquarters Canine Coordinator for potential further action.

**7**

**1-17-11 Handheld Backscatter Imaging System (X-ray)**

**A. Training Requirements**

1. The X-ray device shall only be deployed by a trained X-ray device operator.
2. Operators shall receive additional mandatory training following a system upgrade or policy change.

**B. General use of the X-ray Device**

1. The X-ray device may be used by operators for Department related duties as an additional resource for detection at their discretion as outlined in this SOP, but not limited to:
  - a. Shipment checks;
  - b. Unattended items; and
  - c. As an additional tool in PSC and EDC indication resolutions.
2. The X-ray device shall not be operated in a manner that presents an undue risk to a person or property, such as:
  - a. Using the X-ray to search items that are deemed "suspicious" consistent with the definition in the DHS TSA Other Transactional Agreement, and would otherwise be subject to a Bomb Squad call-out;
  - b. Using the X-ray device to scan people; and
  - c. Purposely pointing the X-ray device at anyone.
3. Upon completion of using the X-ray device, it shall be returned to the EDCT Sergeant's office prior to the end of the operator's shift.
  - a. The X-ray device shall be stored in the EDCT Sergeant's office when not in use.
4. All stored images that do not hold evidentiary or investigative value shall be purged every 120 days by the EDCT Sergeant.
5. Upon making contact with an individual who may claim ownership of the property to be scanned by Department personnel, the operator shall adhere to the privacy rights of individuals as established by the United States Constitution and the New Mexico Constitution, including the Fourth Amendment and applicable federal, state, and local laws, in accordance consistent with SOP Execution of a Search Warrant and SOP Search and Seizure Without a Warrant. ~~(refer to SOP Execution of Search Warrants and SOP Search and Seizure Without a Warrant for~~

**N/A**



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**SOP 1-17 (Formerly 4-9)**

**CPOAB Draft: 04/25/2025**

~~Classifications and additional duties).~~ -This is done to enhance public trust and promote constitutional policing.

C. On-Call Rotation and Status

1. EDCT handlers are placed in an on-call rotation.
  - a. Each EDCT handler is required to be on-call for one (1) week at a time.
2. The on-call EDCT handler shall be available twenty-four (24) hours a day during their on-call rotation.
  - a. On-call EDCT handlers shall receive eight (8) hours of straight comp time for each seven (7) days of such assignment.



## **1-46 FIELD TRAINING AND EVALUATION PROGRAM (FTEP)**

### **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 Resources(s)**

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)  
Field Training and Evaluation Program (FTEP) Operational Manual

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

None

### **1-46-1 Purpose**

The purpose of the Field Training and Evaluation Program (FTEP) is to provide a standardized and objective program in order to facilitate an officer's transition from the academic setting to the actual performance of law enforcement duties. FTEP personnel shall ensure that new officers, lateral officers, and newly promoted supervisors develop the necessary technical and practical knowledge, skills, abilities, and attitudes required to perform their duties in accordance with Albuquerque Police Department (Department) policy and applicable law. FTEP personnel shall reinforce the Department's articulated values, core principles, and commitment to community-oriented policing. Field Training Officers (FTO) must demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

### **1-46-2 Policy**

It is the policy of the Department to assign all new Police Service Aides (PSA), newly sworn personnel, and all newly promoted sworn personnel to a structured FTEP that is designed to ensure that these participants possess all the knowledge, skills, abilities, and attitudes necessary proficiently to perform their duties. This policy is intended to define the roles, responsibilities, and qualifications of FTEP personnel and participants.



N/A

1-46-3

### Definitions

A. Collateral Duty

An assigned task or tasks that constitute secondary and supplemental responsibilities to the primary duty of the position.

B. Community-Oriented Policing

A policing philosophy that promotes and relies on collaborative partnerships between law enforcement agencies and the individuals and organizations that they serve in order to develop solutions to problems, increase trust in police, and improve the effectiveness of policing efforts.

C. Daily Observation Report (DOR)

A document used to record a trainee's performance, specific training, or instruction presented, including documentation by the FTO regarding what was done to improve performance, and any other information of importance related to the trainee's activities in the FTEP during the training day.

D. Experienced Lateral 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.

E. Field Training and Evaluation Program (FTEP)

The Department's program for newly hired officers that is designed to develop, structure, and provide on-the-job (OJT) and refresher training.

F. Field Training and Evaluation Program (FTEP) Coordinator

A lieutenant who is responsible for overseeing the entire program.

G. Field Training and Evaluation Program (FTEP) Officer

An officer assigned to the Department Academy FTEP whose primary responsibilities include but are not limited to:

1. Facilitate OJT assignments for Recruit Officers;
2. Review DOR's;
3. Assist with instruction of FTO Basic Certification Class and In-service Training; and
4. Ensure OJT documentation is complete for Recruit Officers or those officers on Refresher Training.



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**SOP 1-46 (Formerly 6-1-5)**

**CPOAB Draft 04/16/2025**

H. Field Training and Evaluation Program (FTEP) Operational Manual

A comprehensive manual that provides information regarding the roles and responsibilities of the FTEP.

I. Field Training and Evaluation Program (FTEP) Sergeant

Assist the FTEP Lieutenant with the development and implementation of all training in the Field Training and Evaluation Program.

J. Field Training and Evaluation Program (FTEP) Specialist

A professional staff position responsible for the coordination and maintenance of the Field Training and Evaluation Program (FTEP).

K. Field Training Area Lieutenant (FTAL)

A lieutenant assigned as a collateral duty to train newly promoted lieutenants and provide refresher training for lieutenants.

L. Field Training Area Sergeant (FTAS)

A sergeant assigned as a collateral duty to train newly promoted sergeants and provide refresher training for sergeants.

M. Field Training Guide

A detailed description of the individualized training and standards for each step of OJT, specific to rank or position.

N. Field Training Officer (FTO)

A uniformed FSB officer assigned to a collateral duty to train Recruit Officers (RO) and Lateral Officers on OJT and to provide refresher training for officers.

O. No Experience Lateral Officer

A state-certified law enforcement officer with a minimum of six hundred and seventy-seven (677) hours of law enforcement or military police training. The police officer's certification may be in-state or out-of-state.

P. On-the-Job Training (OJT)

Assigned phases of training for ROs, Lateral Officers, PSA recruits, and newly promoted supervisors. During this training, the practical skills and knowledge that are necessary to perform vital job functions are taught and evaluated.





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**Q. Police Service Aide (PSA) Recruit**

An individual who has completed the prescribed Department PSA training but has not completed the OJT required for PSAs.

**R. Recruit Officer**

An officer who holds the rank of Police Officer 2nd Class, who has graduated from the Academy Division, but has not completed OJT.

**S. Refresher Training**

A training program designed for former or existing Department personnel to reacquaint them with the skills, methods, and processes required to perform their jobs and to update them on new developments.

**T. Remedial Training**

A correction or review of previously taught information. Remedial training is necessary when the FTEP participant's job performance is evaluated and is less than acceptable after having been provided with training or intervention, which should have taught, corrected, and/or improved the job performance.

**U. Solo Beat Officer**

The grading standard of the FTEP, wherein a trainee is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent officer, meeting or exceeding proficiency in all categories of the standard evaluation guidelines (SEGs).

**V. Solo Sector Sergeant**

The grading standard of the FTEP in which a sergeant is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent sector sergeant, meeting or exceeding proficiency in all categories of the SEGs.

**W. Standardized Evaluation Guidelines (SEG)**

Categorized individual levels of performance standards applied to trainees and reported on the DOR.

**N/A**

**1-46-4**

**FTEP Personnel**

**A. Qualifications**

1. A Field Training Area Lieutenant (FTAL) shall:



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- a. Maintain the rank of Lieutenant;
  - b. Not have any suspensions based upon a Level 1-4 violation within the previous two (2) years;
    - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.
  - c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAL's ability to set a positive example;
  - d. Currently be assigned as a lieutenant. Under special circumstances (i.e., shortage of FTALs), a lieutenant outside of FSB may assist with FTAS and FTO meetings. This is subject to approval by the FTEP Coordinator; and
  - e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing normal duties.
2. A Field Training Area Sergeant (FTAS) shall:
- a. Maintain the rank of sergeant;
  - b. Not have any suspensions based upon a Level 1-4 violation within the previous two (2) years;
    - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.
  - c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAS' ability to set a positive example;
  - d. Currently be assigned as a sergeant. Under special circumstances (i.e., shortage of FTASs), sergeants outside of FSB may assist with FTO and Recruit Officer weekly meetings. This is subject to approval by the FTEP Coordinator; and
  - e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing normal duties.
3. A Field Training Officer (FTO) shall:
- a. Have completed three (3) years non-probationary status with a law enforcement agency, and shall not be a probationary officer with the Department;
  - b. Not have any suspensions based upon a Level 1-4 violation within the previous two (2) years;
    - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.
  - c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTO's ability to set a positive example;
  - d. Be currently assigned to FSB; and
  - e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing their normal duties.



**B. Training**

1. All new FTALs, FTASs, and FTOs must attend and successfully pass the FTO Basic Certification Class. This includes at least forty (40) hours of initial supervisory-level training in the following areas:
  - a. Management and supervision;
  - b. Constitutional and community-oriented policing;
  - c. De-escalation techniques; and
  - d. Effective problem-solving techniques.
2. All Existing FTALs, FTASs, and FTOs and those wishing to maintain their certifications shall attend and complete in-service training annually.
3. On a regular basis, all FTALs, FTASs, and FTOs shall maintain and demonstrate their proficiency in managing recruits and subordinates, as well as practicing and teaching constitutional, community-oriented policing, de-escalation techniques, and effective problem solving.
4. FTEP personnel shall maintain records of all evaluations and training of FTALs, FTASs, and FTOs.

**7**

**C. Responsibilities**

1. The FTEP Coordinator shall:
  - a. Develop and implement the FTEP Operational Manual and Field Training Guides for OJT with the written approval of the Chief of Staff;
  - b. Supervise and implement the FTEP, consistent with the FTEP Operational Manual; and
  - c. Make amendments to the FTEP Operations Manual based on the needs of the Department and the written approval of the Chief of Staff.

**7**

**2. The FTEP Operations Sergeant shall:**

- a. Develop and implement all training in the FTEP;
- b. Develop and implement all remedial training plans for recruit and Lateral Officers in the FTEP;
- c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual; and
- d. Supervise the FTEP Operations Officer.

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**3. The FTEP Operations Officer shall:**

- a. Serve as a liaison between FTOs and the FTEP Coordinator and FTEP Operations Sergeant in reference to FTEP needs;



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- b. Serve as a recruiter of FTOs for the FTEP; and
- c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual.

4. The FTAL shall:

- a. Serve as a role model for newly promoted Lieutenants and train and evaluate these Lieutenants on OJT;
- b. Monitor the performance of PSAs, and trainee sergeants;
- c. Counsel, evaluate, supervise, and train the FTOs and their Recruit Officers, and FTAS that are assigned to them;
- d. When working in an active FTAL capacity, receive incentive pay consistent with the CBA; and
  - i. Inactive FTALs shall not receive incentive pay.
- e. Report any suspensions in writing to the FTEP Coordinator.

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5. The FTAS shall:

- a. Serve as a role model for newly promoted sergeants and train and evaluate these sergeants on OJT;
- b. Monitor the performance of ROs, PSAs, Lateral Officers, and sergeants who are on OJT;
- c. Counsel, evaluate, supervise, and train newly promoted Sergeants to become Solo Sector Sergeants, consistent with the Field Training Guide;
- d. When working in an active FTAS capacity, receive incentive pay consistent with the CBA; and
  - i. Inactive FTAS shall not receive incentive pay.
- e. Report any suspensions in writing to the FTEP Coordinator.

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6. An FTO shall:

- a. Serve as a role model;
- b. Train and evaluate ROs during OJT;
- c. Counsel, evaluate, supervise, and train ROs and Lateral Officers to become Solo Beat Officers, consistent with the Field Training Guide;
- d. Wear authorized training uniforms while working with trainees;
- e. When working in an active status capacity, receive incentive pay consistent with the CBA; and
  - i. An FTO who is in an inactive status shall not receive incentive pay.
- f. Report any suspensions in writing to the FTEP Coordinator.

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D. Selection, Evaluation, and Retention of FTEP Personnel

- 1. All selections, evaluations, and retentions shall be consistent with the FTEP Operational Manual.



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2. The FTEP Operational Manual provisions regarding strikes for performance shall be followed.

a. Strikes for performance may result in removal from the FTEP.

E. Staffing

The FTEP shall maintain the necessary staffing to train ROs and Lateral Officers appropriately.

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F. Responses to Confidential Critiques

1. The FTEP shall elicit anonymous feedback regarding the OJT experience and the performance of individual trainers.
2. The Department shall consider and document confidential feedback provided by FTEP trainees regarding the quality of their training, including the extent to which their field training was consistent with what they learned in the Academy Division, and suggestions for changes to Academy Division training based upon their experience in the FTEP.
3. The FTEP Operations Sergeant shall review and address individual FTO and FTAS critiques and shall provide a response to the Performance Metric Unit (PMU) and Director/Commander.
4. The FTEP Operations Coordinator shall review and address OJT experience critiques and shall provide a response to the PMU and Director/Commander.

N/A

G. Policy Violations

Any misconduct or policy violation(s) shall be handled in accordance with SOP Complaints Involving Department Personnel

H. Chain of Command

1. While on OJT, the trainee shall have a dual chain of command. Operationally and for standard disciplinary action (policy violations). The chain of command shall be:
  - a. FTO;
  - b. Sector Sergeant;
  - c. Watch Commander (Lieutenant);
  - d. Area Commander;
  - e. Deputy Chief of Field Services Bureau; and
  - f. Chief of Police.
2. For training and evaluation purposes, the chain of command shall be:





- a. FTO;
- b. FTAS;
- c. FTEP Operations Sergeant;
- d. FTEP Coordinator (Lieutenant);
- e. Academy Commander/Director of Training;
- f. Chief of Staff; and
- g. Chief of Police.

**6 1-46-5 FTEP Participants**

**A. RO and Lateral Officer**

1. The RO and Lateral Officer shall:
  - a. Adhere to the FTEP Operational Manual, Field Training Guide, and Standard Operating Procedures (SOPs);
  - b. Promptly inform their FTO of any problems, personal or professional, that could have an effect on their job performance; and
  - c. Complete the entire period of OJT.
2. Under no circumstances shall ROs or Lateral Officers be released early from the mandatory prescribed training period.
3. The RO shall:
  - a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with a certified FTO; and
  - b. Train with different FTOs working in multiple area commands and during various shifts.
4. The RO shall be prohibited from taking any non-exigent leave during their OJT.
  - a. The RO shall obtain approval from the FTEP chain of command when taking leave for exigent circumstances.
  - b. If leave is taken, the RO's OJT shall be extended to make up for any missed time.

**B. No Experience Lateral Officers**

1. A No Experience Lateral Officer shall:
  - a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with FTOs; and
  - b. Train with different FTOs working in multiple area commands and during various shifts.

**C. Experienced Lateral Officers**



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1. An Experienced Lateral Officer shall:

- a. Upon completing their Academy Division training, participate in OJT with FTOs, which shall be conducted for at least twelve (12) weeks (480 hours); and
- b. Train with different FTOs working in multiple area commands and during various shifts.

D. Ready to Promote Sergeant and Lieutenant

1. Before performing their duties at the rank of sergeant or lieutenant in a solo capacity, a ready-to-promote sergeant or lieutenant shall successfully complete an approved OJT for their designated rank.
2. A ready-to-promote sergeant shall be evaluated against the sergeant SEGs.
3. Prior to promotion or prior to performing their duties in a solo capacity, eligible personnel promoting to the rank of sergeant shall receive a minimum of eighty (80) hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.

E. Sworn Personnel Returning to the FSB

1. Officers, sergeants, and lieutenants returning to the FSB after an absence of one (1) year or more shall complete refresher training provided by active FTEP training personnel.
  - a. The refresher training shall be completed with an active FTEP officer of equal rank.
  - b. The length of time the officer, sergeant, or lieutenant was absent from FSB shall determine the length of the refresher training; however, all refresher training shall be at least two (2) weeks.
2. The FTEP Coordinator shall determine the length of refresher training assignments.

F. Certified Sworn Personnel Returning to Department

1. Officers who are returning to the Department in a sworn status, who have been separated from employment for thirty-one (31) days to three-hundred and sixty-four (364) days shall be required to attend any training they may have missed. Officers shall acquire all certifications necessary to perform their duties.
  - a. Officer shall not be required to complete a period of OJT.
2. After a separation from employment for a period of three-hundred and sixty-five (365) days or longer, upon returning to work in a sworn status, sworn personnel



shall successfully complete a twelve (12) week period of OJT as an Experienced Lateral Officer with a certified FTO.

- a. DORs shall be completed for officers returning to the Department in a sworn status.

**N/A 1-46-6 On-the-Job Training (OJT)**

**A. General Responsibilities**

1. OJT shall consist of training phases completed by ROs, Lateral Officers, No-Experience Lateral Officers, PSA recruits, and recently promoted supervisors after completing the prescribed Department training in order to prepare them to perform their duties in a solo capacity.
2. FTEP training personnel shall train all OJT trainees.

**B. FTEP Operational Manual and Field Training Guide**

1. Detailed program procedures for OJT are contained within the FTEP Operational Manual.
2. Violations of any of the provisions of the FTEP Operational Manual may result in removal from the FTEP. All policy violations shall be handled as outlined in SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).
3. All ROs, Experienced Lateral Officers, No-Experience Lateral Officers, PSA recruits, and ready-to-promote sergeants and lieutenants shall be required to meet the minimum performance standards that are outlined in the Field Training Manual and the Field Training Guide to complete OJT successfully.
4. The FTEP Coordinator shall maintain the Field Training Guide.

**C. Remediation, Extension, or Dismissal**

1. Training deficiencies may be documented by anyone in the OJT trainee's chain of command.
2. An RO or Lateral Officer (experienced/no experience) who has failed to meet the minimum performance standards in either of the first two (2) phases of OJT shall be given a remedial phase to focus on remedial training.
3. The FTEP Operations Sergeant shall evaluate the DOR tracking for progression and base recommendations upon the recruit's performance in deficient categories.



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4. If the RO is not functioning as a Solo Beat Officer after the third phase, they may be allowed an extension phase. The number of extension phases will be based on recommendations by the FTEP Officer, FTEP Sergeant, and FTEP Coordinator.
  - a. The purpose of the Chief of Police's review is to determine whether the RO or Lateral Officer shall be extended or dismissed from the FTEP.
5. Failing to successfully complete OJT shall result in a review conducted by the Chief of Police.
  - a. The Chief of Police or their designee may dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet minimum performance standards based on the recommendations from the FTEP Coordinator or their designee.
    - i. The FTEP Coordinator or their designee shall recommend for the Chief of Police to dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet the minimum performance standards in the final phase.
6. Under no circumstances shall an RO or Lateral Officer be released early from OJT without completing all training.



## **1-46 FIELD TRAINING AND EVALUATION PROGRAM (FTEP)**

### **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 Resources(s)**

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)  
Field Training and Evaluation Program (FTEP) Operational Manual

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

~~SO 23-13 Amendment to SOP 1-46 Field Training and Evaluation Program (FTEP)~~ None

### **1-46-1 Purpose**

The purpose of the Field Training and Evaluation Program (FTEP) is to provide a standardized and objective program in order to facilitate an officer's transition from the academic setting to the actual performance of law enforcement duties. FTEP personnel shall ensure that new officers, lateral officers, and newly promoted supervisors develop the necessary technical and practical knowledge, skills, abilities, and attitudes required to perform their duties in accordance with Albuquerque Police Department (Department) policy and applicable law. FTEP personnel shall reinforce the Department's articulated values, core principles, and commitment to community-oriented policing. Field Training Officers (FTO) must demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

### **1-46-2 Policy**

It is the policy of the Department to assign all new Police Service Aides (PSA), newly sworn personnel, and all newly promoted sworn personnel to a structured FTEP that is designed to ensure that these participants possess all the knowledge, skills, abilities, and attitudes necessary proficiently to perform their duties. This policy is intended to define the roles, responsibilities, and qualifications offer FTEP personnel and participants.



**N/A 1-46-3 Definitions**

**A. Collateral Duty**

An assigned task or tasks that constitute secondary and supplemental responsibilities to the primary duty of the position.

**B. Community-Oriented Policing**

A policing philosophy that promotes and relies on collaborative partnerships between law enforcement agencies and the individuals and organizations that they serve in order to develop solutions to problems, increase trust in police, and improve the effectiveness of policing efforts.

**C. Daily Observation Report (DOR)**

A document used to record a trainee's performance, specific training, or instruction presented, including documentation by the FTO regarding what was done to improve performance, and any other information of importance related to the trainee's activities in the FTEP during the training day.

**D. Experienced Lateral 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.

**E. Field Training and Evaluation Program (FTEP)**

The Department's program for newly hired officers that is designed to develop, structure, and provide on-the-job (OJT) and refresher training.

**F. Field Training and Evaluation Program (FTEP) Coordinator**

A lieutenant who is responsible for overseeing the entire program.

**G. Field Training and Evaluation Program (FTEP) Officer**

An officer assigned to the Department-APD Academy FTEP whose primary responsibilities include but are not limited to:

1. Facilitate OJT assignments for Recruit Officers;
2. Review DOR's;
3. Assist with instruction of FTO Basic Certification Class and In-service Training; and





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4. Ensure OJT documentation is complete for Recruit Officers or those officers on Refresher Training.

H. Field Training and Evaluation Program (FTEP) Operational Manual

A comprehensive manual that provides information regarding the roles and responsibilities of the FTEP.

I. Field Training and Evaluation Program (FTEP) Sergeant

Assist the FTEP Lieutenant with the development and implementation of all training in the Field Training and Evaluation Program.

J. Field Training and Evaluation Program (FTEP) Specialist

A professional staff position responsible for the coordination and maintenance of the Field Training and Evaluation Program (FTEP).

K. Field Training Area Lieutenant (FTAL)

A lieutenant assigned as a collateral duty to train newly promoted lieutenants and provide refresher training for lieutenants.

L. Field Training Area Sergeant (FTAS)

A sergeant assigned as a collateral duty to train newly promoted sergeants and provide refresher training for sergeants.

M. -Field Training Guide

A detailed description of the individualized training and standards for each step of OJT, specific to rank or position.

N. Field Training Officer (FTO)

A uniformed FSB officer assigned to a collateral duty to train Recruit Officers (RO) and Lateral Officers on OJT and to provide refresher training for officers.

O. No Experience Lateral Officer

A state-certified law enforcement officer with a minimum of six hundred and seventy-seven (677) hours of law enforcement or military police training. The police officer's certification may be in-state or out-of-state.

P. On-the-Job Training (OJT)



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Assigned phases of training for ROs, Lateral Officers, PSA recruits, and newly promoted supervisors. During this training, the practical skills and knowledge that are necessary to perform vital job functions are taught and evaluated.

**Q. Police Service Aide (PSA) Recruit**

An individual who has completed the prescribed Department PSA training but has not completed the OJT required for PSAs.

**R. Recruit Officer**

An officer who holds the rank of Police Officer 2nd Class, who has graduated from the Academy Division, but has not completed OJT.

**S. Refresher Training**

A training program designed for former or existing Department personnel to reacquaint them with the skills, methods, and processes required to perform their jobs and to update them on new developments.

**T. Remedial Training**

A correction or review of previously taught information. Remedial training is necessary when the FTEP participant's job performance is evaluated and is less than acceptable after having been provided with training or intervention, which should have taught, corrected, and/or improved the job performance.

**U. Solo Beat Officer**

The grading standard of the FTEP, wherein a trainee is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent officer, meeting or exceeding proficiency in all categories of the standard evaluation guidelines (SEGs).

**V. Solo Sector Sergeant**

The grading standard of the FTEP in which a sergeant is able to demonstrate knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of an independent sector sergeant, meeting or exceeding proficiency in all categories of the SEGs.

**W. Standardized Evaluation Guidelines (SEG)**

Categorized individual levels of performance standards applied to trainees and reported on the DOR.



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A. Qualifications

1. A Field Training Area Lieutenant (FTAL) ~~candidate shall maintain:~~

- a. ~~Maintain~~ ~~The~~ ~~Currently hold the~~ rank of Lieutenant;
- b. Not have any suspensions based upon a Level 1-~~45~~ violation within the previous two (2) years;
  - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.
- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAL's ability to set a positive example;
- d. Currently be assigned as a ~~lieutenant~~ ~~sergeant~~ outside of FSB may assist with FTASO and FTO ~~Recruit Officer~~ weekly meetings. This is subject to approval by the FTEP Coordinator; and
- e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing normal duties.

2. A Field Training Area Sergeant (FTAS) ~~candidate shall maintain:~~

- a. ~~Maintain~~ ~~The~~ ~~Currently hold the~~ rank of sergeant;
- b. Not have any suspensions based upon a Level 1-~~45~~ violation within the previous two (2) years;
  - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.
- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTAS's ability to set a positive example;
- d. Currently be assigned as a sergeant. Under special circumstances (i.e., shortage of FTASs), sergeants outside of FSB may assist with FTO and Recruit Officer weekly meetings. This is subject to approval by the FTEP Coordinator; and
- e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing normal duties.

3. A Field Training Officer (FTO) ~~candidate shall maintain:~~

- a. Have completed three (3) years' non-probationary status with a law enforcement agency, and shall not be a probationary officer with the Department;
- b. Not have any suspensions based upon a Level 1-~~45~~ violation within the previous two (2) years;
  - i. Any suspension as a result of progressive discipline due to sanction 5, 6, or sanction 7 violations may be evaluated on a case-by-case basis. The determination will be documented in writing.



- c. Not have a disciplinary history that contains any incident or pattern that would undermine the FTO's ability to set a positive example;
- d. Be currently assigned to FSB; and
- e. Adhere to constitutional policing, ethics, and professionalism through their actions while performing their normal duties.

B. Training

1. All new FTALs, FTASs<sup>1</sup>, and FTOs must attend and successfully pass the FTO Basic Certification Class. This includes at least forty (40) hours of initial supervisory-level training ~~and annual eight (8) hour in-service training~~ in the following areas:
  - a. Management and supervision;
  - b. Constitutional and community-oriented policing;
  - c. De-escalation techniques; and
  - d. Effective problem-solving techniques.
2. All Existing FTALs, FTASs<sup>1</sup>, and FTOs and those wishing to maintain their certifications shall attend and complete ~~eight (8) hours of~~ in-service training annually.
3. On a regular basis, all FTALs, FTASs, and FTOs shall maintain and demonstrate their proficiency in managing recruits and subordinates, as well as practicing and teaching constitutional, community-oriented policing, de-escalation techniques, and effective problem solving.
4. FTEP personnel shall maintain records of all evaluations and training of FTALs, FTASs, and FTOs.

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C. Responsibilities

1. The FTEP Coordinator shall:
  - a. Develop and implement the FTEP Operational Manual and Field Training Guides for OJT with the written approval of the Chief of Staff ~~Deputy Chief~~;
  - b. Supervise and implement the FTEP, consistent with the FTEP Operational Manual; and
  - c. Make amendments to the FTEP Operations Manual based on the needs of the Department and the written approval of the Chief of Staff ~~Deputy Chief~~.

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2. The FTEP Operations Sergeant shall:

- a. Develop and implement all training in the FTEP;
- b. Develop and implement all remedial training plans for recruit and Lateral Officers in the FTEP;



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- c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual; and
- d. Supervise the FTEP Operations Officer.

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3. The FTEP Operations Officer shall:

- a. Serve as a liaison between FTOs and the FTEP Coordinator and FTEP Operations Sergeant in reference to FTEP needs;
- b. Serve as a recruiter of FTOs for the FTEP; and
- c. Perform all duties and fulfill responsibilities as outlined in the FTEP Operational Manual.

4. The FTAL shall:

- a. Serve as a role model for newly promoted Lieutenants and train and evaluate these Lieutenants on OJT;
- ~~a.b.~~ Monitor the performance of PSAs, and trainee sergeants;
- ~~b.c.~~ Counsel, evaluate, supervise, and train the FTOs and their Recruit Officers, and FTAS that are assigned to them;
- ~~c.d.~~ When working in an active FTAL capacity, receive incentive pay consistent with the CBA; and
- i. Inactive FTALs shall not receive incentive pay.
- ~~d.e.~~ Report any suspensions/suspicions in writing to the FTEP Coordinator.

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5. The FTAS shall:

- a. Serve as a role model for newly promoted sergeants and train and evaluate these sergeants on OJT;
- b. Monitor the performance of ROs, PSAs, Lateral Officers, and sergeants who are on OJT;
- c. Counsel, evaluate, supervise, and train newly promoted Sergeants to become Solo Sector Sergeants, consistent with the Field Training Guide;
- d. When working in an active FTAS capacity, receive incentive pay consistent with the CBA; and
- i. Inactive FTAS shall not receive incentive pay.
- ~~d.e.~~ Report any suspensions/suspicions in writing to the FTEP Coordinator.

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6. An FTO shall:

- a. Serve as a role model;
- b. Train and evaluate ROs during OJT;
- c. Counsel, evaluate, supervise, and train ROs and Lateral Officers to become Solo Beat Officers, consistent with the Field Training Guide;
- d. Wear authorized training uniforms while working with trainees;
- e. When working in an active status capacity, receive incentive pay consistent with the CBA; and



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- i. An FTO who is in an inactive status shall not receive incentive pay.  
if. Report any suspensions in writing to the FTEP Coordinator.

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D. Selection, Evaluation, and Retention of FTEP Personnel

1. All selections, evaluations, and retentions shall be consistent with the FTEP Operational Manual.
2. The FTEP Operational Manual provisions regarding strikes for performance shall be followed.
  - a. Strikes for performance may result in removal from the FTEP.

E. Staffing

The FTEP shall maintain the necessary staffing to train ROs and Lateral Officers appropriately.

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F. Responses to Confidential Critiques

1. The FTEP shall elicit anonymous feedback regarding the OJT experience and the performance of individual trainers.
2. The Department shall consider and document confidential feedback provided by FTEP trainees regarding the quality of their training, including the extent to which their field training was consistent with what they learned in the Academy Division, and suggestions for changes to Academy Division training based upon their experience in the FTEP.
3. The FTEP Operations Sergeant shall review and address individual FTO and FTAS critiques and shall provide a response to the Performance Metric Unit (PMU) and Director/Commander.
4. The FTEP Operations Coordinator shall review and address OJT experience critiques and shall provide a response to the PMU and Director/Commander.

N/A

G. Policy Violations

Any misconduct or policy violation(s) shall be handled in accordance consistent with SOP Complaints Involving Department Personnel ~~(refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).~~

H. Chain of Command





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1. While on OJT, the trainee ~~shall~~<sup>will</sup> have a dual chain of command. Operationally and for standard disciplinary action (policy violations), ~~the~~<sup>it</sup> the chain of command shall be:
  - a. FTO;
  - b. Sector Sergeant;
  - c. Watch Commander (Lieutenant);
  - d. Area Commander;
  - e. Deputy Chief of Field Services Bureau; and
  - f. Chief of Police.
2. For training and evaluation purposes, the chain of command shall be:
  - a. FTO;
  - b. FTAS;
  - c. FTEP Operations Sergeant;
  - d. FTEP Coordinator (Lieutenant);
  - e. Academy Commander/Director of Training;
  - f. ~~Chief of Staff~~<sup>Deputy Chief of the Accountability Bureau</sup>; and
  - g. Chief of Police.

**6 1-46-5 FTEP Participants**

**A. RO and Lateral Officer**

1. The RO and Lateral Officer shall:
  - a. Adhere to the FTEP Operational Manual, Field Training Guide, and Standard Operating Procedures (SOPs);
  - b. Promptly inform their FTO of any problems, personal or professional, that could have an ~~effect~~<sup>effect</sup> on their job performance; and
  - c. Complete the entire period of OJT.
2. Under no circumstances shall ROs or Lateral Officers be released early from the mandatory prescribed training period.
3. The RO shall:
  - a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with a certified FTO; and
  - b. Train with different FTOs working in multiple area commands and during various shifts.
4. The RO shall be prohibited from taking any non-exigent leave during their OJT.
  - a. The RO shall obtain approval from the FTEP chain of command when taking leave for exigent circumstances.



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- b. If leave is taken, the RO's OJT shall be extended to make up for any missed time.

**B. No Experience Lateral Officers**

1. A No Experience Lateral Officer shall:

- a. Upon completing their Academy Division training, participate in at least sixteen (16) weeks (640 hours) of OJT with FTOs; and
- b. Train with different FTOs working in multiple area commands and during various shifts.

**C. Experienced Lateral Officers**

1. An Experienced Lateral Officer shall:

- a. Upon completing their Academy Division training, participate in OJT with FTOs, which shall be conducted for at least twelve (12) weeks (480 hours); and
- b. Train with different FTOs working in multiple area commands and during various shifts.

**D. Ready to Promoted Sergeant and Lieutenant**

1. Before performing their duties at the rank of sergeant or lieutenant in a solo capacity, a ready to promoted sergeant or lieutenant shall successfully complete an approved OJT for their designated rank.
2. A ready to promoted sergeant shall be evaluated against the sergeant SEGs.
3. Prior to promotion or prior to performing their duties in a solo capacity, eligible personnel promoting to the rank of sergeant shall receive a minimum of eighty (80) hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.

**E. Sworn Personnel Returning to the FSB**

1. Officers, sergeants, and lieutenants returning to the FSB after an absence of one (1) year or more shall complete refresher training provided by active FTEP training personnel.
  - a. The refresher training shall be completed with an active FTEP officer of equal rank.
  - b. The length of time the officer, sergeant, or lieutenant was absent from FSB shall determine the length of the refresher training; however, all refresher training shall be at least two (2) weeks.



2. The FTEP Coordinator shall determine the length of refresher training assignments.

F. Certified Sworn Personnel Returning to Department

1. Officers who are returning to the Department in a sworn status, who have been separated from employment for thirty-one (31) days to three-hundred and sixty-four (364) days shall be required to attend any training they may have missed. Officers shall acquire all certifications necessary to perform their duties.
  - a. Officer shall not be required to complete a period of OJT.
2. After a separation from employment for a period of three-hundred and sixty-five (365) days or longer, upon returning to work in a sworn status, sworn personnel shall successfully complete a ~~twelve~~ three (123) ~~week~~ month period of OJT as an Experienced Lateral Officer with a certified FTO.
  - a. DORs shall be completed for officers returning to the Department in a sworn status.

**N/A 1-46-6 On-the-Job Training (OJT)**

A. General Responsibilities

1. OJT shall consist of training phases completed by ROs, Lateral Officers, No-Experience Lateral Officers, PSA recruits, and recently promoted supervisors after completing the prescribed Department training in order to prepare them to perform their duties in a solo capacity.
2. FTEP training personnel shall train all OJT trainees.

B. FTEP Operational Manual and Field Training Guide

1. Detailed program procedures for OJT are contained within the FTEP Operational Manual.
2. Violations of any of the provisions of the FTEP Operational Manual may result in removal from the FTEP. All policy violations shall be handled as outlined in SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).
3. All ROs, Experienced Lateral Officers, No-Experience Lateral Officers, PSA recruits, and ~~recently promoted sergeants~~ and lieutenants shall be required to meet the minimum performance standards that are outlined in the Field Training Manual and the Field Training Guide to complete OJT successfully.



4. The FTEP Coordinator shall maintain the Field Training Guide.

C. Remediation, Extension, or Dismissal

1. Training deficiencies ~~can~~ may be documented by anyone in the OJT trainee's chain of command.
2. An RO or Lateral Officer (experienced/no experience) who has failed to meet the minimum performance standards in either of the first two (2) phases of OJT shall be given a remedial phase to focus on remedial training.
3. The FTEP Operations Sergeant shall evaluate the DOR tracking for progression and base recommendations upon the recruit's performance in deficient categories.
4. If the RO is not functioning as a Solo Beat Officer after the third phase, they may be allowed an extension phase. The number of extension phases will be based on recommendations by the FTEP Officer, FTEP Sergeant, and FTEP Coordinator.
  - a. The purpose of the Chief of Police's review is to determine whether the RO or Lateral Officer shall be extended or dismissed from the FTEP.
5. Failing to successfully complete OJT shall result in a review conducted by the Chief of Police's review.
  - ~~6.a.~~ 6.a. The Chief of Police or their designee may dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet minimum performance standards based on the recommendations from the FTEP Coordinator or their designee.
  - ~~7.i.~~ 7.i. The FTEP Coordinator or their designee shall recommend for the Chief of Police to dismiss an RO or Lateral Officer (experienced/no experience) for failing to meet the minimum performance standards in the final phase.
  - ~~8.6.~~ 8.6. Under no circumstances shall an RO or Lateral Officer be released early from OJT without completing all training.



**1-48 FISCAL DIVISION**

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

**A. Related SOP(s)**

3-20 Timesheets, Overtime, Compensatory Time, and Work Shift Designation  
(Formerly 1-11)

**B. Form(s)**

PO Card Maintenance Request Form (PeopleSoft)

**C. Other Resource(s)**

City of Albuquerque Administrative Instruction Number 2-8 Cash Handling, Depositing,  
and Recording of Public Monies  
City of Albuquerque Administrative Instruction Number 3-14 Purchase of Goods or  
Services for Use by Employees  
City of Albuquerque Administrative Instructions on Purchasing  
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated  
with the American Federation of State, County, and Municipal Employees (AFSCME,  
Local 2962, AFL-CIO, CLC)  
City of Albuquerque and Albuquerque Police Officers' Association Collective  
Bargaining Agreement (CBA)  
City of Albuquerque Department of Finance and Administrative Services (DFAS) ePro  
System and Coursework  
Payroll Systems Section Instructions  
ROA 1994, §§ 5-5-1 to 5-5-40 Public Purchases  
Work Force, TeleStaff and Kronos Training  
City of Albuquerque Purchasing Card Policies and Procedures Manual  
City of Albuquerque (COA) Travel Regulations  
Albuquerque, N.M., Administrative Instruction No. 2-28 Time Reporting and Approval  
Policy

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

None

**1-48-1 Purpose**

The purpose of this policy is to ensure the Fiscal Division provides efficient and effective management of the Albuquerque Police Department's (Department) financial resources in accordance with federal and state laws and regulations, City ordinances, and generally accepted accounting principles (GAAP). The Fiscal Division is responsible for budget preparation and monitoring, accounting, purchasing, payroll, Department travel requests, and contracts.



**1-48-2 Policy**

It is the policy of the Department to establish requirements to control the administration and implementation of the Department's financial resources by adhering to City of Albuquerque ordinances and Administrative Instructions (AIs) for purchasing, as well as City of Albuquerque Department of Finance and Administrative Services guidance documents to ensure that the Department is properly safeguarding its assets, to make sound financial decisions, and to provide accurate financial reports to the Support Services Bureau Deputy Chief.

**N/A 1-48-3 Definitions**

**A. Exception**

A payroll term used to indicate that a time card is missing hours.

**B. Exception (Leave) Request**

An entry in the Department scheduling or timekeeping system to use paid or unpaid leave, such as sick leave, vacation leave, administrative leave, or compensatory time.

**C. Exception (Accounts Payable)**

A voucher that does not match the Purchase Order due to price, quantity, or other issues.

**D. Missed Punch**

An employee has failed to punch in or punch out for the day in the Department timekeeping system.

**E. Punch**

For non-exempt (hourly) Department personnel, an entry that records when the employee clocks in and clocks out each day in the Department timekeeping system.

**F. Receipted**

The act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to the end user (requester) for immediate use.

**G. Scheduling System**

The computer system that Department personnel use to allocate and manage personnel.





H. Timekeeping System

The computer system the Department uses to capture time worked and leave taken based on City of Albuquerque Human Resources Department rules, regulations, and policies, and, when applicable, the employee's union contract.

**6 1-48-4 Fiscal Division**

A. The Support Services Division Commander shall oversee the Fiscal Division.

B. The Fiscal Division is comprised of several areas of responsibility, including, but not limited to, the Budget, Accounting, Payroll, Purchasing, and Accounts Payable/Travel Sections.

1. The Fiscal Division Manager is responsible for the following:

- a. Reporting directly to the Support Services Division Commander and the chain of command;
- b. Receiving direct reports from the Fiscal Program Manager, Contract Manager, and the Fiscal Officer who manages all personnel within the Fiscal Division;
- c. Reviewing staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocating human resources within the Fiscal Division; and
- d. Overseeing a Department employee's financial transactions, including purchasing, receipting, deposits, revenue, and billing.

2. The Fiscal Program Manager and Fiscal Officer shall become familiar with the responsibilities of the Fiscal Division Manager to assist when needed.

3. The Fiscal Division Manager shall have an understanding of all CBAs, City Rules and Regulations, Standard Operating Procedures (SOPs), Merit Ordinances, AIs, and Memorandums of Understanding.

C. The Facilities Coordinator shall:

1. Report to the Support Services Division Commander;
2. Coordinate maintenance, construction, and property management operations and activities;
3. Establish schedules and methods for providing facility operations services;
4. Ensure the Support Services Division Commander is kept up to date on all projects/repairs;
5. Coordinate services within the Department and City departments, as well as outside service providers/vendors; and



6. Ensure projects/repairs are completed in a timely manner and with budgetary guidelines.

**6 1-48-5 Budget Section**

**A. The Fiscal Manager shall:**

1. Be responsible for preparing and maintaining the Department's annual budget, including, but not limited to:
  - a. When necessary, reviewing the approved budget with the Chief of Police and command staff;
  - b. Preparing budget status reports and projections for revenues and expenditures;
  - c. Reviewing monthly expenditures throughout the year to ensure timely acquisition of budgeted items and to prevent budget deficits;
  - d. When necessary, reviewing revenue and expenditures with command staff;
  - e. Working with Office of Management and Budget (OMB) personnel on appropriation amendments, contracts, resolutions, and information requests;
  - f. Preparing year-end and interim reports when requested by the Chief of Police; and
  - g. When necessary, developing problem resolution proposals.
2. Report the Department's annual budget, semi-annually, and quarterly to their chain of command and City of Albuquerque Department of Finance and Administrative Services (DFAS) personnel;
3. Manage the transactions that are paid through the Department's budget;
4. Ensure that the Department's revenues and expenditures that are paid through the Department's budget are accurate;
5. Justify budget variables;
6. Develop a proposed annual operating budget for the Department in cooperation with other bureaus and divisions and with final review and approval by the Chief of Police;
7. Provide financial expertise and analysis of budget requests for command staff as requested;
8. Conduct costing of services;
9. When necessary, develop revenue proposals;
10. Adhere to budget report deadlines as provided by the City administration;



11. Respond to requests for budget information from the administration and City Council;
12. When necessary, present the Department's proposed budget at Administration and City Council budget hearings; and
13. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding.

**6 1-48-6 Payroll/Accounting Sections**

- A. The Fiscal Manager and the Fiscal Program Manager are responsible for managing the Payroll and Accounting personnel to include the Accountant I, Accountant II, and Accounting Assistant.
- B. The Fiscal Program Manager shall:
  1. Report directly to the Fiscal Division Manager;
  2. Receive direct reports from the Payroll Officer, who manages the Accounting Assistant within the Payroll Section;
  3. Oversee the Accounting and Payroll Section to ensure all financial transactions are processed correctly and that they comply with applicable standards and specifications;
  4. Be involved in the internal and external audits of the Department;
  5. Run a quarterly salary report for all sworn personnel, listed from highest to lowest pay;
    - a. The report shall be given to the Deputy Chiefs to review and disseminate to their commanders, who will ensure overtime compliance.
  6. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding; and
  7. Assist with all other accounting and payroll duties as requested by the management.
- C. The Payroll Officer shall:
  1. Report directly to the Fiscal Program Manager;
  2. Supervise and train the Accounting Assistant in receiving and verifying payroll information and entering various payroll actions into the correct payroll systems;



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3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding;
4. Train the Accounting Section personnel as it pertains to payroll to ensure all payroll transactions are processed correctly and comply with applicable standards and specifications;
5. Ensure the following are completed on a daily basis:
  - a. Customer service, which includes answering phones, emails, and walk-in customers;
  - b. Clearance forms, including resignations, retirements, and terminations;
  - c. Military entries;
  - d. Timesheet Corrections Forms and Timesheet Additional Pay memos;
  - e. Family Medical Leave Act (FMLA), Injury Family Medical Leave (IFM), and Injury Light Duty (ILD) entries;
  - f. Leave donations;
  - g. Suspensions, Administration Leave, and Administration Assignments;
  - h. Bereavement;
  - i. Password resets for Telestaff; and
  - j. Schedule changes.
6. Monitor scheduling system work activities to ensure that payroll is in compliance with this SOP;
7. Participate in the development, testing, and implementation of the automated systems that are used to complete payroll functions; and
8. Perform any other duties directed by the chain of command.

**D. The Accounting Assistant shall:**

1. Report directly to the Payroll Officer;
2. Complete all tasks assigned by the Payroll Officer on a daily basis unless advised otherwise;
3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding; and
4. Perform any other duties that apply as directed by the Fiscal Division Manager and Fiscal Program Manager.

**E. The Payroll Accountant I shall:**

1. Work fifty (50) percent Payroll and fifty (50) percent Accounting;



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2. Report directly to the Fiscal Program Manager;
  3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, AIs, and Memorandums of Understanding;
  4. Perform entry-level accounting activities in compliance with applicable standards and specifications;
  5. Update the Department's Payroll systems on a daily basis for:
    - a. Manual checks;
    - b. Temporary upgrades, consistent with SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designation;
    - c. New hires;
    - d. Transfers;
    - e. Temporary duty re-assignments;
    - f. On-the-job training; and
    - g. Specialty pay (additional pay setups including, incentive pay, shift differentials, etc.).
  6. Reconcile the Department's Payroll systems on a bi-weekly basis; and
  7. Complete any other duties that apply as directed by the chain of command.
- F. The P-Card Accountant I shall:
1. Work one-hundred (100) percent Accounting;
  2. Report directly to the Fiscal Program Manager;
  3. Be responsible for the administration of off-duty management;
  4. Be responsible for the Department's purchase card (P-Card) program as the Reconciler;
    - a. All P-Card holders shall contact the P-Card reconciler at [apdp\\_card@cabq.gov](mailto:apdp_card@cabq.gov).
  5. Reconcile the P-Card activity to the bank;
  6. Prepare all audit reports needed for the P-Card program;
  7. Reconcile the Department's third-party vendor with TeleStaff to ensure that sworn personnel are compensated for any off-duty work;
  8. Reconcile and bill Metro Court billing;
  9. Enter the positive pay for all Evidence checks; and



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10. Complete any other duties that apply as directed by the chain of command.

G. The Accountant II shall:

1. Work twenty-five (25) percent Payroll and seventy-five (75) percent Accounting;
2. Reports directly to the Fiscal Program Manager;
3. Understand all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding;
4. Ensure all Department personnel are paid correctly by verifying that Department personnel work a minimum of eighty (80) hours during a pay period;
5. Ensure all incentives are executed and reconciled, including but not limited to area command incentives, retentions, yearly distributions, and student loans;
6. Assist payroll during the payroll cycle every two (2) weeks;
7. Reconcile the Scientific Evidence Division (SED) account activity; and
8. Perform any other duties requested by the chain of command.

H. P-Card Holders Responsibilities

1. The P-Card Holder shall:
  - a. Complete and stay up to date with all requisite trainings as required by AI 3.6 Comprehensive Purchasing Training Program;
  - b. Obtain written approval from the Department Director or their designee prior to making any purchases; and
  - c. Determine if needed items are available through existing City contracts before incurring any charges by checking the City contracts websites.
    - i. If the item is available on the City contract or through a City punch out, a P-Card shall not be used for the purchase without prior written approval from the City Purchasing Program Administrator.
2. Department personnel utilizing existing City contracts for purchases shall:
  - a. Obtain the best reasonable price for each transaction;
  - b. Purchase from local businesses when feasible and not cost-prohibitive;
  - c. Use the P-Card in accordance with the Public Purchases Ordinance to include the Policies and Procedures set forth in the Purchasing Card Policies and Procedures Manual;
    - i. The P-Card Holder shall not split purchases solely to bypass the transaction or monthly limit.





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**N/A**

- d. Keep the P-Card safe at all times and shall not allow others to use the P-Card;
  - i. Only the P-Card Holder is authorized to make purchases on the P-Card.
- e. Notify the Bank Card Holder Provider, Reconciler, and the City Purchasing Program Administrator immediately when the P-Card has been lost or stolen;
- f. Restrict purchases to only those authorized for City-related purposes;
- g. Surrender the P-Card upon the request or order of the respective Department Director, Reconciler, or the City Purchasing Program Administrator;
- h. Maintain a P-Card Transaction and Reconciliation Log of all itemized purchases, which shall be comprised of legible transaction documents, including but not limited to, charge tickets, credit slips, itemized invoices and receipts, delivery receipts, and packing slips;
  - i. The P-Card Holder shall submit the Log to the Reconciler on a weekly basis.
  - ii. The P-Card Holder may be held responsible by the City for reimbursement of purchases not supported by the proper documentation.
  - iii. The P-Card Holder may use spreadsheets to log their purchases.
- i. Ensure that the vendor provides an itemized transaction document or electronic confirmation, or receipt, any time the P-Card Holder conducts a transaction by phone, mail, fax, or email;
- j. Notify the City Purchasing Program Administrator and Reconciler promptly if any purchase has an error;
- k. Prior to going on leave, submit all charge slips and receipts, including credit slips, and update the P-Card Transaction and Reconciliation Log to the Reconciler;
- l. Only accept a credit slip when returning an item, and ensure cash refunds are not received; and
- m. When transferring to a different Department or division, notify the City Purchasing Program Administrator via the PO Card Maintenance Request Form.

**6 1-48-7**

**Purchasing Unit**

- A. The Purchasing Unit is comprised of the Contract Manager, Accountant I, and Department Buyer, who manage all of the contracts and purchasing to assist with the administration, oversight, management, and coordination of purchasing.
- B. The Contract Manager shall:
  - 1. Report directly to the Fiscal Division Manager;
  - 2. Supervise and train the Department Buyer and Accountant I to ensure understanding of their job duties;
  - 3. Create, coordinate, and review the formulation, finalization, and approval of contracts as required in coordination with management, City Purchasing, City Legal, Fiscal Division, budget, purchasing, contractors, vendors, or tenants;



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4. Administer and supervise contract monitoring, contract administration, and compliance;
5. Determine the need for contract amendments, supplemental agreements, and extensions of contracts;
6. Identify the scope of services needed for each contract;
7. Create a first draft of the contract using the City's Purchasing Division-approved contract templates;
8. Work with City Legal personnel to get approval of contract terms;
9. Obtain vendor signatures on contracts and other documents as required by City Legal and City Risk Management Division personnel;
10. Create purchasing requisition request documents;
11. Track contracts that are in process through PeopleSoft;
12. Ensure all contracts are entered and updated on Monday.com; and
13. Perform any other duties that apply as directed by the Fiscal Division Manager and the chain of command.

C. The Department Buyer shall:

1. Report directly to the Contract Manager and the chain of command;
2. Be responsible for all Department requisitions, including ensuring the Department requisitions are consistent with City AI Instructions on Purchasing;
3. Assign the Departments requisitions to the appropriate Accounts Payable (AP) clerk;
4. Gather and forward formal bids, requests for proposals (RFP), and specifications to DFAS personnel;
5. Gather and process Professional Technical agreements;
6. Monitor contracts to ensure that all invoices are complete and paid by the end of the City's fiscal year; and
7. Perform any other duties that apply as directed by the Contract Manager and the chain of command.

D. The Accountant I shall:



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1. Work one-hundred (100) percent Purchasing;
2. Report directly to the Contract Manager and the chain of command;
3. Ensure all open Purchase Orders are being used and closed promptly;
4. Assist the Contract Manager with requisitions and Purchase Orders;
5. Be responsible for reconciling Purchase Orders to payments and closeout Purchase Orders; and
6. Perform any other duties that apply as directed by the Contract Manager, Fiscal Division Manager, and the chain of command.

E. Department personnel shall:

1. Follow all provisions for the purchasing of goods and services and receiving any purchased items per the City's Public Purchases Ordinance, the City's AIs, and City Procurement Division documents and manuals;
2. Contact Fiscal Division personnel prior to making any purchases, regardless of the cost or value, at [apdfiscal2@cabq.gov](mailto:apdfiscal2@cabq.gov);
3. Verify with Fiscal Division personnel if a contract is in place prior to making any purchase request; and
4. Contact Fiscal Division personnel for general purchasing questions.
  - a. Fiscal Division personnel shall guide Department personnel with the required documentation needed for purchasing.
  - b. Department personnel shall provide all documentation for purchasing in a timely manner.
  - c. When Department personnel are seeking to establish or renew a contract for services, they shall contact Fiscal Division personnel sixty (60) days prior to the contract termination date for cancellation or reinstatement.
    - i. Fiscal Division personnel shall notify the Department employee who is involved in the contract three (3) to six (6) months prior to the contract termination date.
    - ii. Department personnel shall respond to the email within one (1) week with the pertinent requested information.
  - d. When Department personnel are purchasing from a vendor who does not have a contract with the City, they need to submit three (3) written quotes from three (3) different vendors.
    - i. All requests/quotes shall be done in writing.

F. Supervisors shall:



1. Be responsible for checking with the Fiscal Division about their division's budget constraints;
2. Ensure that their division personnel who make purchases comply with the DFAS ePro courses 101 and 102 and the P-Card policy procurement;
3. Be responsible for ensuring their division personnel complete the following steps when making purchases through DFAS ePro:
  - a. The Department employee who made the purchase receives the actual goods or services;
  - b. The Department employee who received the goods shall inspect the goods by validating or matching the Purchase Order and the packing/delivery slip;
  - c. If the order was incorrect:
    - i. The employee who made the purchase shall notify the supplier of the problem(s) and discrepancy(s);
    - ii. The supplier addresses the problem(s) and discrepancy(s); and
    - iii. Document the name of the person who accepted the return of the item, why the item was returned, and when the item was returned.
  - d. If the order was correct:
    - i. The employee who made the purchase shall receipt the order in the DFAS ePro system; and
    - ii. The employee shall attach the packing/delivery slip to the receipt in the DFAS ePro system.

**6 1-48-8 Accountable Payable/Travel Unit**

**A. The Fiscal Officer shall:**

1. Report directly to the Fiscal Division Manager and the chain of command;
2. Manage the three (3) Accounting Assistants with accounts payable and travel transactions;
3. Reconcile the General Ledger;
4. Respond to purchase requests and provide funding streams;
5. Monitor accounts payable aging reports;
6. Ensure all travel is entered and updated on Monday.com by the Accounting Assistants;
7. Respond to internal and external auditors; and



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8. Perform any other duties as assigned by the Fiscal Manager and chain of command.

B. The three (3) Accounting Assistants shall:

1. Report directly to the Fiscal Officer;
2. Process requisitions and invoices and approve payments;
3. Research all exceptions and clear them for payment in a timely manner;
4. Review and record daily deposits for the Department;
5. Perform the duties of the Travel Liaison for Department personnel, including;
  - a. Creating travel authorizations (TA);
  - b. Creating cash advances (CA); and
  - c. Creating expense reports.
6. Monitor vendor accounts to ensure scheduled payments are up to date;
7. Ensure that P-Card and Travel-Card (T-Card) reconciliations are completed weekly; and
8. Complete any other duties as assigned by the Fiscal Officer and the chain of command.

C. Department personnel shall:

1. Approve payments routed to them for approval within forty-eight (48) hours;
2. Delegate their approval role to a designee if they are going to be unavailable; and
3. Ensure that goods are receipted in PeopleSoft.

D. Department personnel who travel for work shall:

1. Adhere to the City of Albuquerque (COA) Travel Regulations and submit the following documents to the Travel Liaison:
  - a. Three (3) separate quotes. One for the flight, hotel, and rental car requests;
    - i. Department personnel shall not use third-party vendors.
    - ii. Rental cars shall not be requested if Department personnel stay at a Host Hotel.
    - iii. The Travel Liaison shall book all travel and ensure that no personal credit cards are used to book the trip.
  - b. A signed justification memo from the Chief of police;



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- c. A brochure and agenda for the conference or training that Department personnel will be attending; and
  - d. All conference or training registration information.
2. Ensure that no per diem allowance is requested unless overnight travel is required;
3. Ensure that no per diem allowance is requested for travel less than seventy-five (75) miles from their office or their place of residence;
4. When requesting a CA, ensure all requested items are received and approved two (2) weeks prior to the commencement of travel;
5. Submit all travel receipts to the Travel Liaison within ten (10) business days of returning from travel;
6. Request permission from the Travel Liaison on any changes that are needed for the travel; and
7. Verify that all hotel room charges are on the City of Albuquerque's credit card prior to checking out of the hotel.

**E. Assessor Travel Requirements**

1. The Subject Matter Expert (SME) leading the assessment shall select and obtain three (3) quotes for the host hotel and submit them to the Travel Liaison.
2. The Travel Liaison shall select and request the Purchase Order for the hotel and arrange all travel with the assessors.
3. The Travel Liaison shall coordinate with the assessors on all flight plans.
  - a. Once the flights are purchased, no changes shall be made except in the case of an emergency.
4. The Travel Liaison shall coordinate travel arrangements with the Department of any in-state assessors or facilitators.
5. Per diem allowance shall only be provided for meals not included by the assessment center or hotel.





## **1-48 FISCAL DIVISION**

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

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

3-20 Timesheets, Overtime, Compensatory Time, and Work Shift Designation (Formerly 1-11)

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

PO Card Maintenance Request Form (PeopleSoft)

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

City of Albuquerque Administrative Instruction Number 2-8 Cash Handling, Depositing, and Recording of Public Monies

City of Albuquerque Administrative Instruction Number 3-14 Purchase of Goods or Services for Use by Employees

City of Albuquerque Administrative Instructions on Purchasing

City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)

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

City of Albuquerque Department of Finance and Administrative Services (DFAS) ePro System and Coursework

Payroll Systems Section Instructions

ROA 1994, §§ 5-5-1 to 5-5-40 Public Purchases

Work Force, TeleStaff and Kronos Training

City of Albuquerque Purchasing Card Policies and Procedures Manual

City of Albuquerque (COA) Travel Regulations

[Albuquerque, N.M., Administrative Instruction No. 2-28 Time Reporting and Approval Policy](#)

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

None

### **1-48-1 Purpose**

The purpose of this policy is to ensure the Fiscal Division provides efficient and effective management of the Albuquerque Police Department's (Department's) financial resources in accordance with federal and state laws and regulations, City ordinances, and generally accepted accounting principles (GAAP). The Fiscal Division is responsible for budget



preparation and monitoring, accounting, purchasing, payroll, Albuquerque Police Department (Department) travel requests, and contracts.

#### **1-48-2 Policy**

It is the policy of the Department to establish requirements to control the administration and implementation of the Department's financial resources by adhering to City of Albuquerque ordinances and Administrative Instructions (AIs) for purchasing, as well as City of Albuquerque Department of Finance and Administrative Services guidance documents to ensure that the Department is properly safeguarding its assets, to make sound financial decisions, and to provide accurate financial reports to the Support Services Bureau Deputy Chief.

#### **N/A 1-48-3 Definitions**

##### **A. Exception**

A payroll term used to indicate that a time card is missing hours.

##### **B. Exception (Leave) Request**

An entry in the Department scheduling or timekeeping system to use paid or unpaid leave, such as sick leave, vacation leave, administrative leave, or compensatory time.

##### **C. Exception (Accounts Payable)**

A voucher that does not match the Purchase Order due to price, quantity, or other issues.

##### **D. Missed Punch**

An employee has failed to punch in or punch out for the day in the Department timekeeping system.

##### **E. Punch**

For non-exempt (hourly) Department personnel, an entry that records when the employee clocks in and clocks out each day in the Department timekeeping system.

##### **F. Receipted**

The act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to the end user (requester) for immediate use.

##### **G. Scheduling System**



The computer system that Department personnel use to allocate and manage personnel.

**J.H. Timekeeping System**

The computer system the Department uses to capture time worked and leave taken based on City of Albuquerque Human Resources Department rules, regulations, and policies, and, when applicable, the employee's union contract.

**6 1-48-4 Fiscal Division**

- A. The Support Services Division Commander shall oversee the Fiscal Division.
- B. The Fiscal Division is comprised of several areas of responsibility, including, but not limited to, the Budget, Accounting, Payroll, Purchasing, and Accounts Payable/Travel Sections.
  - 1. The Fiscal Division Manager is responsible for the following:
    - a. Reporting directly to the Support Services Division Commander and the ~~Chain of Command~~;
    - b. Receiving direct reports from the Fiscal Program Manager, Contract Manager, and the Fiscal Officer who manages all personnel within the Fiscal Division;
    - c. Reviewing staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocating human resources within the Fiscal Division; and
    - d. Overseeing a Department employee's financial transactions, including purchasing, receipting, deposits, revenue, and billing.
  - 2. The Fiscal Program Manager and Fiscal Officer shall become familiar with the responsibilities of the Fiscal Division Manager to assist when needed.
  - 3. The Fiscal Division Manager shall have an understanding of all CBAs, City Rules and Regulations, Standard Operating Procedures (SOPs), Merit Ordinances, ~~Administrative Instructions (AIs)~~, and Memorandums of Understanding.
- C. The Facilities Coordinator shall:
  - 1. Report to the Support Services Division Commander;
  - 2. Coordinate maintenance, construction, and property management operations and activities;
  - 3. Establish schedules and methods for providing facility operations services;



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4. Ensure the Support Services Division Commander is kept up to date on all projects/repairs;
5. Coordinate services within the Department and City departments, as well as outside service providers/vendors; and
6. Ensure projects/repairs are completed in a timely manner and with budgetary guidelines.

**6 1-48-5 Budget Section**

A. The Fiscal Manager shall:

1. Be responsible for preparing and maintaining the Department's annual budget, including, but not limited to:
  - a. When necessary, reviewing the approved budget with the Chief of Police and command staff;
  - b. Preparing budget status reports and projections for revenues and expenditures;
  - c. Reviewing monthly expenditures throughout the year to ensure timely acquisition of budgeted items and to prevent budget deficits;
  - d. When necessary, reviewing revenue and expenditures with command staff;
  - e. Working with Office of Management and Budget (OMB) personnel on appropriation amendments, contracts, resolutions, and information requests;
  - f. Preparing year-end and interim reports when requested by the Chief of Police; and
  - g. When necessary, developing problem resolution proposals.
2. Report the Department's annual budget, semi-annually, and quarterly to their chain of command and City of Albuquerque Department of Finance and Administrative Services (DFAS) personnel;
3. Manage the transactions that are paid through the Department's budget;
4. Ensure that the Department's revenues and expenditures that are paid through the Department's budget are accurate;
5. Justify budget variables;
6. Develop a proposed annual operating budget for the Department in cooperation with other bureaus and divisions and with final review and approval by the Chief of Police;
7. Provide financial expertise and analysis of budget requests for command staff as requested;
8. Conduct costing of services;



9. When necessary, develop revenue proposals;
10. Adhere to budget report deadlines as provided by the City administration;
11. Respond to requests for budget information from the administration and City Council;
12. When necessary, present the Department's proposed budget at Administration and City Council budget hearings; and
13. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, AIs, and Memorandums of Understanding.

**6 1-48-6 Payroll/Accounting Sections**

- A. The Fiscal Program Manager ~~and the Fiscal Program Manager~~ is responsible for managing the Payroll and Accounting personnel to include the Accountant I, Accountant II, and Accounting Assistant.
- B. The Fiscal Program Manager shall:
  1. Report directly to the Fiscal Division Manager;
  2. Receive direct reports from the Payroll Officer, who manages the Accounting Assistant within the Payroll Section;
  3. Oversee the Accounting and Payroll Section to ensure all financial transactions are processed correctly and that they comply with applicable standards and specifications;
  4. Be involved in the internal and external audits of the Department;
  5. Run a quarterly salary report for all sworn personnel, listed from highest to lowest pay;
    - a. The report shall be given to the Deputy Chiefs to review and disseminate to their commanders, who will ensure overtime compliance.
  6. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, AIs, and Memorandums of Understanding; and
  7. Assist with all other accounting and payroll duties as requested by the management.
- C. The Payroll Officer shall:



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1. Report directly to the Fiscal Program Manager;
2. Supervise and train the Accounting Assistant ~~in~~ with receiving and verifying payroll information and entering various payroll actions into the correct payroll systems;
3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding;
4. Train the Accounting Section personnel as it pertains to payroll to ensure all payroll transactions are processed correctly and comply with applicable standards and specifications;
5. Ensure the following are completed on a daily basis:
  - a. Customer service, which includes answering phones, emails, and walk-in customers;
  - b. Clearance forms, including resignations, retirements, and terminations;
  - c. Military entries;
  - d. Timesheet Corrections Forms and Timesheet Additional Pay memos;
  - e. Family Medical Leave Act (FMLA), Injury Family Medical Leave (IFM), and Injury Light Duty (ILD) entries;
  - f. Leave donations;
  - g. Suspensions, Administration Leave, and Administration Assignments;
  - h. Bereavement;
  - i. Password resets for Telestaff; and
  - j. Schedule changes.
6. Monitor scheduling system work activities to ensure that payroll is in compliance with this SOP;
7. Participate in the development, testing, and implementation of the automated systems that are used to complete payroll functions; and
8. Perform any other duties directed by the chain of command.

D. The Accounting Assistant shall:

1. Report directly to the Payroll Officer;
2. Complete all tasks assigned by the Payroll Officer on a daily basis unless advised otherwise;
3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding; and
4. Perform any other duties that apply as directed by the Fiscal Division Manager and Fiscal Program Manager.





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E. The Payroll Accountant ~~One (1)~~ shall:

1. Work fifty (50) percent Payroll and fifty (50) percent Accounting;
2. Report directly to the Fiscal Program Manager;
3. Have an understanding of all CBAs, City Rules and Regulations, SOPs, Merit Ordinances, Als, and Memorandums of Understanding;
4. Perform entry-level accounting activities in compliance with applicable standards and specifications;
5. Update the Department's Payroll systems on a daily basis for:
  - a. Manual checks;
  - b. Temporary upgrades, consistent with SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designation;
  - c. New hires;
  - d. Transfers;
  - e. Temporary duty re-assignments;
  - f. On-the-job training; and
  - g. Specialty pay (additional pay setups including, incentive pay, shift differentials, etc.).
6. Reconcile the Department's Payroll systems on a bi-weekly basis; and
7. Complete any other duties that apply as directed by the ~~CC~~Chain of ~~CC~~Command.

F. The P-Card Accountant ~~One (1)~~ shall:

1. Work one-hundred (100) percent Accounting;
2. Report directly to the Fiscal Program Manager;
3. Be responsible for the administration ~~offer~~ off-duty management;
4. Be responsible for the Department's purchase card (P-Card) program as the Reconciler;
  - a. All P-Card holders shall contact the P-Card reconciler at [apdp\\_card@cabq.gov](mailto:apdp_card@cabq.gov).
5. Reconcile the P-Card activity to the bank;
6. Prepare all audit reports needed for the P-Card program;



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7. Reconcile the Department's third-party vendor with ~~to~~ TeleStaff to ensure that sworn personnel are compensated for any off-duty work;
8. Reconcile and bill Metro ~~Court~~ billing;
9. Enter the positive pay for all Evidence checks; and
10. Complete any other duties that apply as directed by the CChain of CCommand.

G. The Accountant two ~~(2)~~ shall:

1. Work twenty-five (25) percent Payroll and seventy-five (75) percent Accounting;
2. Reports directly to the Fiscal Program Manager;
3. Understand all CBA's, City Rules and Regulations, SOPs, Merit Ordinances, AIs, and Memorandums of Understanding;
4. Ensure all Department personnel are paid correctly by verifying that Department personnel work a minimum of eighty (80) hours during a pay period;
5. Ensure all incentives are executed and reconciled, including but not limited to area command incentives, retentions, yearly distributions, and student loans;
6. Assist payroll during the payroll cycle every two (2) weeks;
7. Reconcile the Scientific Evidence Division (SED) account activity; and
8. Perform any other duties requested by the CChain of CCommand.

H. P-Card Holders Responsibilities

1. The P-Card Holder shall:
  - a. Complete and stay up to date with all requisite trainings as required by AI 3.6 Comprehensive Purchasing Training Program;
  - b. Obtain written approval from the Department Director or their designee prior to making any purchases; and
  - c. Determine if needed items are available through existing City contracts before incurring any charges by checking the City contracts websites.
    - i. If the item is available on the City contract or through a City punch out, a P-Card shall not be used for the purchase without prior written approval from the City Purchasing Program Administrator.
2. Department personnel utilizing existing City contracts for purchases shall:
  - a. Obtain the best reasonable price for each transaction;



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N/A

- b. Purchase from local businesses when feasible and not cost-prohibitive;
- c. Use the P-Card in accordance with the Public Purchases Ordinance to include the Policies and Procedures set forth in the Purchasing Card Policies and Procedures Manual;
  - i. The P-Card Holder shall not split purchases solely to bypass the transaction or monthly limit.
- d. Keep the P-Card safe at all times and shall not allow others to use the P-Card;
  - i. Only the P-Card Holder is authorized to make purchases on the P-Card.
- e. Notify the Bank Card Holder Provider, Reconciler, and the City Purchasing Program Administrator immediately when the P-Card has been lost or stolen;
- f. Restrict purchases to only those authorized for City-related purposes;
- g. Surrender the P-Card upon the request or order of the respective Department Director, Reconciler, or the City Purchasing Program Administrator;
- h. Maintain a P-Card Transaction and Reconciliation Log of all itemized purchases, which shall be comprised of legible transaction documents, including but not limited to, charge tickets, credit slips, itemized invoices and receipts, delivery receipts, and packing slips;
  - i. The P-Card Holder shall submit the Log to the Reconciler on a weekly basis.
  - ii. The P-Card Holder may be held responsible by the City for reimbursement of purchases not supported by the proper documentation.
  - iii. The P-Card Holder may use spreadsheets to log their purchases.
- i. Ensure that the vendor provides an itemized transaction document or electronic confirmation, or receipt, any time the P-Card Holder conducts a transaction by phone, mail, fax, or email;
- j. Notify the City Purchasing Program Administrator and Reconciler promptly if any purchase has an error;
- k. Prior to going on leave, submit all charge slips and receipts, including credit slips, and update the P-Card Transaction and Reconciliation Log to the Reconciler;
- l. Only accept a credit slip when returning an item, and ensure cash refunds are not received; and
- m. When transferring to a different Department or division, notify the City Purchasing Program Administrator via the PO Card Maintenance Request Form.

**6 1-48-7**

**Purchasing Unit**

- A. The Purchasing Unit is comprised of the Contract Manager, Accountant ~~one (1)~~, and Department Buyer, who manage all of the contracts and purchasing to assist with the administration, oversight, management, and coordination of purchasing.
- B. The Contract Manager shall:
  - 1. Report directly to the Fiscal Division Manager;
  - 2. Supervise and train the Department Buyer and Accountant ~~one (1)~~ to ensure understanding of their job duties;



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3. Create, coordinate, and review the formulation, finalization, and approval of contracts as required in coordination with management, City Purchasing, City Legal, Fiscal Division, budget, purchasing, contractors, vendors, or tenants;
4. Administer and supervise contract monitoring, contract administration, and compliance;
5. Determine the need for contract amendments, supplemental agreements, and extensions of contracts;
6. Identify the scope of services needed for each contract;
7. Create a first draft of the contract using the City's Purchasing Division-approved contract templates;
8. Work with City Legal personnel to get approval of contract terms;
9. Obtain vendor signatures on contracts and other documents as required by City Legal and City Risk Management Division personnel;
10. Create purchasing requisition request documents;
11. Track contracts that are in process through PeopleSoft;
12. Ensure all contracts are entered and updated on Monday.com; and
13. Perform any other duties that apply as directed by the Fiscal Division Manager and the Chain of Command.

C. The Department Buyer shall:

1. Report directly to the Contract Manager and the Chain of Command;
2. Be responsible for all Department requisitions, including ensuring the Department requisitions are consistent with City AI Instructions on Purchasing;
3. Assign the Departments requisitions to the appropriate Accounts Payable (AP) clerk;
4. Gather and forward formal bids, requests for proposals (RFP), and specifications to DFAS personnel;
5. Gather and process Professional Technical agreements;
6. Monitor contracts to ensure that all invoices are complete and paid by the end of the City's fiscal year; and



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7. Perform any other duties that apply as directed by the Contract Manager and the Chain of Command.

D. The Accountant ~~one (1)~~ shall:

1. Work one-hundred (100) percent Purchasing;
2. Report directly to the Contract Manager and the Chain of Command;
3. Ensure all open Purchase Orders are being used and closed promptly;
4. Assist the Contract Manager with requisitions and Purchase Orders;
5. Be responsible for reconciling Purchase Orders to payments and closeout Purchase Orders; and
6. Perform any other duties that apply as directed by the Contract Manager, Fiscal Division Manager, and the Chain of Command.

E. Department personnel shall:

1. Follow all provisions for the purchasing of goods and services and receiving any purchased items per the City's Public Purchases Ordinance, the City's AIs, and City Procurement Division documents and manuals;
2. Contact Fiscal Division personnel prior to making any purchases, regardless of the cost or value, at [apdfiscal2@cabq.gov](mailto:apdfiscal2@cabq.gov);
3. Verify with Fiscal Division personnel if a contract is in place prior to making any purchase request; and
4. Contact Fiscal Division personnel for general purchasing questions:
  - a. Fiscal Division personnel shall guide Department personnel with the required documentation needed for purchasing.
  - b. Department personnel shall provide all documentation for purchasing in a timely manner.
  - c. When Department personnel are seeking to establish or renew a contract for services, they shall contact Fiscal Division personnel sixty (60) days prior to the contract termination date for cancellation or reinstatement.
    - i. Fiscal Division personnel shall notify the Department employee who is involved in the contract three (3) to six (6) months prior to the contract termination date.
    - ii. Department personnel shall respond to the email within one (1) week with the pertinent requested information.



- d. When Department personnel are purchasing from a vendor who does not have a contract with the City, they need to submit three (3) written quotes from three (3) different vendors.
  - i. All requests/quotes shall be done in writing.

**F. Supervisors shall:**

1. Be responsible for checking with the Fiscal Division about their division's budget constraints;
2. Ensure that their division personnel who make purchases comply with the DFAS ePro courses 101 and 102 and the P-Card policy procurement;
3. Be responsible for ensuring their division personnel complete the following steps when making purchases through DFAS ePro:
  - a. The Department employee who made the purchase receives the actual goods or services;
  - b. The Department employee who received the goods shall inspect the goods by validating or matching the Purchase Order and the packing/delivery slip;
  - c. If the order was incorrect:
    - i. The employee who made the purchase shall notify the supplier of the problem(s) and discrepancy(s);
    - ii. The supplier addresses the problem(s) and discrepancy(s); and
    - iii. Document the name of the person who accepted the return of the item, why the item was returned, and when the item was returned.
  - d. If the order was correct:
    - i. The employee who made the purchase shall receipt the order in the DFAS ePro system; and
    - ii. The employee shall attach the packing/delivery slip to the receipt in the DFAS ePro system.

**6 1-48-8 Accountable Payable/Travel Unit**

**A. The Fiscal Officer shall:**

1. Report directly to the Fiscal Division Manager and the CChain of CCommand;
2. Manage the three (3) Accounting Assistants with accounts payable and travel transactions;
3. Reconcile the General Ledger;
4. Respond to purchase requests and provide funding streams;
5. Monitor accounts payable aging reports;





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6. Ensure all travel is entered and updated on Monday.com by the Accounting Assistants;
7. Respond to internal and external auditors; and
8. Perform any other duties as assigned by the Fiscal Manager and the Chain of Command.

B. The three (3) Accounting Assistants shall:

1. Report directly to the Fiscal Officer;
2. Process requisitions and invoices and approve payments;
3. Research all exceptions and clear them for payment in a timely manner;
4. Review and record daily deposits for the Department;
5. Perform the duties of the Travel Liaison for Department personnel, including;
  - a. Creating travel authorizations (TA);
  - b. Creating cash advances (CA); and
  - c. Creating expense reports.
6. Monitor vendor accounts to ensure scheduled payments are up to date;
7. Ensure that P-Card and Travel-Card (T-Card) reconciliations are completed weekly; and
8. Complete any other duties as assigned by the Fiscal Officer and the Chain of Command.

C. Department personnel shall:

1. Approve payments routed to them for approval within forty-eight (48) hours;
2. Delegate their approval role to a designee if they are going to be unavailable; and
3. Ensure that goods are receipted in PeopleSoft.

D. Department personnel who travel for work shall:

1. Adhere to the City of Albuquerque (COA) Travel Regulations and submit the following documents to the Travel Liaison:
  - a. Three (3) separate quotes. One for the flight, hotel, and rental car requests;
    - i. Department personnel shall not use third-party vendors.



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- ii. Rental cars shall not be requested if Department personnel stay at a Host Hotel.
    - iii. The Travel Liaison shall book all travel and ensure that no personal credit cards are used to book the trip.
  - b. A signed justification memo from the Chief of police;
  - c. A brochure and agenda for the conference or training that Department personnel will be attending; and
  - d. All conference or training registration information.
2. Ensure that no per diem allowance is requested unless overnight travel is required;
  3. Ensure that no per diem allowance is requested for travel less than seventy-five (75) miles from their office or their place of residence;
  4. When requesting a CA, ensure all requested items are received and approved two (2) weeks prior to the commencement of travel;
  5. Submit all travel receipts to the Travel Liaison within ten (10) business days of returning from travel;
  6. Request permission from the Travel Liaison on any changes that are needed for the travel; and
  7. Verify that all hotel room charges are on the City of Albuquerque's credit card prior to checking out of the hotel.

**E. Assessor Travel Requirements**

1. The Subject Matter Expert (SME) leading the assessment shall select and obtain three (3) quotes for the host hotel and submit them to the Travel Liaison.
2. The Travel Liaison shall select and request the Purchase Order for the hotel and arrange all travel with the assessors.
3. The Travel Liaison shall coordinate with the assessors on all flight plans.
  - a. Once the flights are purchased, no changes shall be made except in the case of an emergency.
4. The Travel Liaison shall coordinate travel arrangements with the Department of any in-state assessors or facilitators.
5. Per diem allowance shall only be provided for meals not included by the assessment center or hotel.



## **1-54 HONOR GUARD TEAM**

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

**A. Related SOP(s)**

3-24 In the Line-Of-Duty Death Notifications and Benefits (Formerly 3-30)

**B. Form(s)**

None

**C. Other Resource(s)**

None

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

None

### **1-54-1 Purpose**

The purpose of this policy is to establish the Honor Guard Team's roles and responsibilities in honoring fallen and seriously injured sworn personnel of the Albuquerque Police Department (Department) and rendering appropriate Departmental honors during ceremonial occasions.

### **1-54-2 Policy**

It is the policy of the Department to provide an Honor Guard Team to attend funerals of Department personnel in addition to assisting City of Albuquerque officials, foreign dignitaries, and other public safety agencies as determined by the Chief of Police or their designee.

**N/A**

### **1-54-3 Definitions**

**A. In the Line-of-Duty Death**

Any action, felonious, accidental, or natural, which claims the life of a Department officer who was performing a work-related function while on duty.

### **6 1-54-4 Rules and Responsibilities**

**A.** The Honor Guard Team is comprised of collateral officers from all bureaus of the Department.



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1. Honor Guard Team sworn personnel shall respond to scheduled Honor Guard requests from the Honor Guard Team Lieutenant or their designee on the designated platform within seventy-two (72) hours of receiving notification.

**N/A**

- a. Failure to participate in events or respond to requests may result in an Honor Guard Team officer being removed from the team.

2. An Honor Guard Team officer may request in writing to the Honor Guard Team Lieutenant to be placed in an inactive status for up to one (1) year.

**B. Honors for officers killed in the Line-of-Duty**

1. The Honor Guard Team shall render honors for officers killed in the line-of-duty upon request of the family. The honors include:

- a. Guard duty;
- b. Ceremonial flag folding and presentation;
- c. 3 Volley salute;
- d. Taps; and
- e. Bagpipes.

2. The Honor Guard Team may provide additional services to the fallen officer's family as deemed necessary by the Chief of Police.

**N/A**

**C. Honors Criteria**

1. The decedent must have died an honorable death.

- a. Deaths suffered during the commission of a criminal act by or in collusion with the decedent are not considered an honorable death. This does not include minor violations of the motor vehicle code.

2. The decedent must have served with the Department, another government agency, or the military.

**N/A**

**D. The Honor Guard Team may assist with the following events:**

1. Funerals for:

- a. Retired officers;
- b. First responders from outside agencies; and
- c. Military.

2. Presentation of colors.

**E. Department Request for the Honor Guard Team**



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1. Department personnel who request the Honor Guard Team shall contact the Honor Guard Team Lieutenant and provide the following:
  - a. The reason for the request;
  - b. The date of the event;
  - c. The time of the event;
  - d. The location of the event; and
  - e. The point of contact for the event.
2. Upon receipt of this information, the Honor Guard Team Lieutenant shall respond to the requestor to obtain any additional information if necessary.
  - a. The duty supervisor is responsible for ensuring coverage for events approved by the Honor Guard Team Lieutenant.

**F. Call-Out Procedures**

1. The Honor Guard Team Lieutenant shall be notified of the circumstances when an officer is killed or seriously injured.
2. The Honor Guard Team Lieutenant or their designee shall make the appropriate arrangements for guarding the officer.
  - a. The Honor Guard Team Lieutenant or their designee shall be the point of contact for honors to be rendered to the officer.
3. Sworn personnel who participate in guard duty for an in the line-of-duty death shall be in full honor guard uniform or full Class A uniform unless another uniform is authorized by the Honor Guard Lieutenant.

**N/A** **G. Compensation**

1. Honor Guard Team sworn personnel may receive eight (8) hours of straight compensatory time per month when:
  - a. The officer has participated in a minimum of two (2) events;
  - b. The officer has participated in a minimum of one (1) event and one (1) training; or
  - c. The officer receives approval from the Honor Guard Team Lieutenant for participating in an Honor Guard Team function that exceeds the average time or responsibilities of scheduled events or training. This may include, but is not limited to:
    - i. Out of town funeral. For the purpose of this section, out of town is considered any location over thirty (30) miles from the City of Albuquerque limits; or
    - ii. Extended memorial service (i.e., law enforcement memorial service).



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2. The duty supervisor(s) may receive eight (8) hours of straight compensatory time every two (2) weeks.

**7**

H. Training

1. Honor Guard Team sworn personnel shall complete mandatory training as designated by the Honor Guard Team Lieutenant.
2. Honor Guard Team sworn personnel are authorized to receive overtime for attending mandatory training.

REDLINED





## **1-54 HONOR GUARD TEAM**

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

**A. Related SOP(s)**

3-24 In the Line-Of-Duty Death Notifications and Benefits (Formerly 3-30) ~~None~~

**B. Form(s)**

None

**C. Other Resource(s)**

None

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

None

### **1-54-1 Purpose**

The purpose of this policy is to establish the Honor Guard Team's roles and responsibilities in honoring fallen and seriously injured sworn personnel of the Albuquerque Police Department (Department) and rendering appropriate Departmental honors during ceremonial occasions.

### **1-54-2 Policy**

It is the policy of the Department to provide an Honor Guard Team to attend funerals of Department personnel in addition to assisting City of Albuquerque officials, foreign dignitaries, and other public safety agencies as determined by the Chief of Police or their designee.

**N/A**

### **1-54-3 Definitions**

**A. In the Line-of-Duty Death**

Any action, felonious, accidental, or natural, which claims the life of a Department officer who was performing a work-related function while on-duty.

### **6 1-54-4 Rules and Responsibilities**

**A. The Honor Guard Team is comprised of collateral officers from all bureaus of the Department.**

1. Honor Guard Team sworn personnel shall respond to scheduled Honor Guard requests from the Honor Guard Team Lieutenant or their designee on the



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designated platform within ~~seventy-two~~ ~~twenty-four~~ (72~~24~~) hours of receiving notification.

**N/A**

a. Failure to participate in events or respond to requests may result in an Honor Guard Team officer being removed from the team.

2. An Honor Guard Team officer may request in writing to the Honor Guard Team Lieutenant to be placed in an inactive status for up to one (1) year.

**B. Honors for ~~o~~Officers ~~k~~Killed in the Line-of-Duty**

1. The Honor Guard Team shall render honors for officers killed in the line-of-duty upon request of the family. The honors include:

- a. Guard duty;
- b. Ceremonial flag folding and presentation;
- c. 3 Volley salute;
- d. Taps; and
- e. Bagpipes.

2. The Honor Guard Team may provide additional services to the fallen officer's family as deemed necessary by the Chief of Police.

**N/A**

**C. Honors Criteria**

1. The decedent must have died an honorable death.

a. Deaths suffered during the commission of a criminal act by or in collusion with the decedent are not considered an honorable death. This does not include minor violations of the motor vehicle code.

2. The decedent must have served with the Department, another government agency, or the military.

**N/A**

**D. The Honor Guard Team may assist with the following events:**

1. Funerals for:

- a. Retired officers;
- b. First responders from outside agencies; and
- c. Military.

2. Presentation of colors.

**E. Department Request for the Honor Guard Team**



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1. Department personnel who request the Honor Guard Team shall contact the Honor Guard Team Lieutenant and provide the following:
  - a. The reason for the request;
  - b. The date of the event;
  - c. The time of the event;
  - d. The location of the event; and
  - e. The point of contact for the event.
2. Upon receipt of this information, the Honor Guard Team Lieutenant shall respond to the requestor to obtain any additional information if necessary.
  - a. The duty supervisor is responsible for ensuring coverage for events approved by the Honor Guard Team Lieutenant.

**F. Call-Out Procedures**

1. The Honor Guard Team Lieutenant shall be notified of the circumstances when an officer is killed or seriously injured.
2. The Honor Guard Team Lieutenant or their designee shall make the appropriate arrangements for guarding the officer.
  - a. The Honor Guard Team Lieutenant or their designee shall be the point of contact for honors to be rendered to the officer.
3. Sworn personnel who participate in guard duty for an in the line-of-duty death shall be in full honor guard uniform or full Class A uniform unless another uniform is authorized by the Honor Guard Lieutenant.

**N/A** **G. Compensation**

1. Honor Guard Team sworn personnel may receive eight (8) hours of straight compensatory time per month when:
  - a. The officer has participated in a minimum of two (2) events;
  - b. The officer has participated in a minimum of one (1) event and one (1) training; or
  - c. The officer receives approval from the Honor Guard Team Lieutenant for participating in an Honor Guard Team function that exceeds the average time or responsibilities of scheduled events or training. This may include, but is not limited to:
    - i. Out of town funeral. For the purpose of this section, out of town is considered any location over thirty (30) miles from the City of Albuquerque limits; or
    - ii. Extended memorial service (i.e., law enforcement memorial service).



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2. The duty supervisor(s) may receive eight (8) hours of straight compensatory time every two (2) weeks.

**7**

H. Training

1. Honor Guard Team sworn personnel shall complete mandatory ~~monthly and yearly~~ ~~in-service~~ training as designated by the Honor Guard Team Lieutenant.
2. Honor Guard Team sworn personnel are authorized to receive overtime for attending mandatory training.

REDLINED



## **1-90 INVESTIGATIVE SERVICES DIVISION (ISD)**

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

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

- 2-14 Use of Cell-Site Simulator (CSS) Technology
- 2-15 Small Unmanned Aircraft Systems (SUAS) Operations
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)
- 2-63 Crime Stoppers Investigations
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 3-30 Line Inspection Process (Formerly 3-42)

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

- 28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies
- De-confliction Software Program
- NMSA 1978, §§ 10-16F-1 to 10-16F-6 Electronic Communications Privacy Act

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

None

### **1-90-1 Purpose**

The purpose of this policy is to identify the duties, functions, and responsibilities of personnel assigned to the Investigative Services Division (ISD), which includes each specialized investigative unit within the Albuquerque Police Department (Department) organizational structure.

### **1-90-2 Policy**

It is the policy of the Department to provide a resource that is a professional, highly trained, specialized investigative division. The ISD's primary responsibilities are to address the identification and investigation of crimes and illegal behavior which concern and endanger our community. The ISD provides investigative responses to support all sworn personnel with follow-up investigations, and to assist in advancing all Investigative Bureau investigations.

### **N/A 1-90-3 Definitions**

#### **A. Criminal Predicate**

Information that demonstrates a reasonable possibility that an individual or organization is engaged in or has engaged in a definable criminal activity or enterprise.

#### **B. Investigative Response**



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The immediate initial physical response to a call-out by detectives or investigative units to an incident where an individual is arrested or a warrant is served as a result of the response. Investigative responses do not meet the criteria for SWAT call-outs or tactical activations and can be either intradepartmental or with an outside agency. If ISD personnel's initial response is for consultation only, then the investigative response would not apply; however, if the purpose of the initial response is apprehension/arrest or warrant service (barricaded individual/search warrants), then it is considered an investigative response. Case follow-up after the initial request for assistance is not an investigative response.

**C. Investigative Support Center (ISC)**

Promotes and facilitates sharing and coordinating criminal intelligence among law enforcement agencies and to support High-Intensity Drug Trafficking Area (HIDTA) enforcement initiatives.

**D. Life-threatening Injury**

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

**E. Plainclothes Officer**

An on-duty sworn personnel who do not wear their duty uniform but carry their Department badge and firearm.

**F. 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.

**G. Serious Crimes Call-Outs**

A serious crimes call-out is generated when an individual sustains a life-threatening injury as a result of suspected criminal activity.

**N/A 1-90-4**

**Organization**

**A. Sections and Units**





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1. The Special Investigation Section consists of the following units:

- a. Central Narcotics Unit;
- b. Dangerous Drug Unit;
- c. Federal Task Force Officers (TFO);
- d. Guns Ammunition Narcotics and Groups (GANGS);
- e. Investigative Support Unit (ISU);
- f. Region 1 Task Force/ Investigative Support Center (ISC);
- g. Electronic Support Unit (ESU);
- h. Strategic Criminal Intelligence Unit (SCIU);
- i. Armed Robbery Unit; and
- j. Felony Apprehension Support Team (FAST).

2. The Investigation Enhancement Section consists of the following units:

- a. Auto Theft Unit;
- b. Burglary Unit;
- c. Albuquerque Regional Asset Protection Association (ARAPA);
- d. Construction Industry Crime Alliance (CICA);
- e. Financial Institution Security Officer Association (FIOSA); and
- f. Organized Crime Unit (OCU).

**6 1-90-5 Investigative Services Division Generally**

**N/A** A. ISD is the liaison to other federal, state, and local law enforcement agencies, as governed by the Memoranda of Understanding (MOU) between the agencies and the Department. ISD assigns detectives to participate as a Task Force Officer (TFO) with federal, state, and local partners, at the discretion of the Division Commander.

**N/A** B. The goal of ISD's partnership with federal, state, and local agencies is to reduce crime in the community by prosecuting and incarcerating those who continue to engage in criminal behavior.

**C. ISD Detectives**

1. Each ISD unit has a clearly defined mission and specific duty as outlined in the unit's Standard Operating Procedure (SOP) and the unit's handbook.
2. ISD detectives are issued their unit handbook, which provides an outline of procedures and unit-specific training to follow while assigned to their respective specialized unit.

- a. The unit handbook cannot address every potential situation but serves as general guidance; and
- b. The unit handbook is a restricted document and shall only be provided to those assigned to or in command oversight of ISD.



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- i. The ISD Commander may release requested information to the Civilian Police Oversight Agency (CPOA).

3. ISD detectives shall follow the Department's Standard Operating Procedures (SOP) on use of force, force reporting, and force investigations.

**D. Data Collection**

1. The ISD Unit supervisor and/or ISD section lieutenant shall track investigative responses to incidents and specific criteria within their operational area.
2. The compiled data, as listed below, shall be collected and analyzed on a quarterly basis by the ISD section lieutenant. The ISD section lieutenant shall make recommendations to the ISD Commander. Data to be compiled shall include:
  - a. Location of the incident;
  - b. Number of arrests;
  - c. Kind of evidence and/or property seized;
  - d. Whether forced entry was required;
  - e. Whether a weapon was discharged by ISD personnel;
  - f. Whether the individual attempted to flee from sworn personnel; and
  - g. Whether the individual or domestic animal was injured or killed.

**E. Protocol for Potential Hostage or Barricaded Individual Situations Requiring Tactical Response**

1. Consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments, upon encountering a potential hostage or barricaded individual situation, the ISD detective shall:
  - a. Communicate and coordinate with other units as allowed by the situation; and
  - b. Communicate and coordinate with specialized tactical units when encountering a situation that requires a specialized tactical response.
2. ISD detectives are prohibited from providing a tactical response to potential hostages or barricaded individuals where a specialized tactical unit is required. ISD supervisors shall ensure that specialized investigative units do not provide tactical responses, consistent with SOP Hostage and Barricaded Individual and Tactical Threat Assessment.
3. An ISD supervisor or operation supervisor shall be responsible for reviewing and determining if a specialized tactical unit response is required.
4. An ISD supervisor shall communicate directly with the specialized tactical unit supervisor and provide a situational briefing to ensure a safe and smooth transition of on-scene personnel is completed.



5. During a tactical response, an ISD Detective shall remain on-scene and follow the commands of the Incident Commander (IC) until relieved by the IC. The purpose of remaining on-scene during a tactical response is to provide advisory support in a manner that will increase the likelihood of safely resolving a potential hostage or barricaded individual situation, consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments.
6. At the conclusion of a potential hostage or barricaded individual situation, involved ISD personnel shall attend an incident debriefing.
  - a. The debriefing shall ensure all identified safety or training issues are addressed;
  - b. The ISD Lieutenant of the primary unit assigned to the potential hostage or barricaded individual situation shall prepare for and conduct the debriefing; and
  - c. The Lieutenant is additionally responsible for following up on training or equipment needs identified during the debriefing.

**6 1-90-6 Special Investigations Section**

**A. Special Investigations Section personnel shall:**

1. Use proactive investigative techniques to target and arrest those individuals involved in ongoing criminal activity;
2. Primarily focus on targeting individuals, including fugitives who engage in violent and/or firearm- or gang-related crime. The Special Investigations Section enhances public safety because its ISD personnel work closely with federal partners, who can charge and prosecute offenders with federal offenses; and
3. Be responsible for collecting, analyzing, and disseminating information about ongoing or suspected criminal activity.

**3 B. The identities of sworn personnel assigned to the Special Investigations Section shall be kept confidential.**

**C. Crime Stoppers Unit (CSU) personnel shall follow the rules and procedures outlined in SOP Crime Stoppers Investigations.**

**D. Electronic Support Unit (ESU)**

**1. Electronic Support Unit (ESU) personnel shall:**

- a. Aid the Department by providing specialized equipment and technology, consistent with the Electronic Communications Privacy Act;
- b. Be responsible for the use, installation, and implementation of equipment, including various surveillance camera systems, audio recording devices, and other specialized equipment and technology used by ESU or the Department;
- c. Assist with advanced technology that is not standard Department equipment;



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- d. Assist other City government entities, as well as other law enforcement agencies (e.g., use of a drone to provide an aerial view);
  - e. Be well informed on the latest and emerging technology related to surveillance, tracking, and monitory operations; and
  - f. Be responsible for developing, updating, and conducting training for all necessary ESU or Department personnel related to the use of any ESU or Department equipment related to ESU processes. Training shall reflect relevant legal updates and shall be coordinated with the Academy Division Commander to review format, syllabus development, and learning objectives.
2. Due to confidentiality concerns and the sensitive nature of the work done by ESU personnel, and the access to and potential use of specialized equipment and technology, all ESU personnel and any Department personnel temporarily assigned to the ESU shall abide by the requirements under any applicable third party non-disclosure agreements in place and with Department confidentiality agreements.
  3. ESU personnel shall receive annual training regarding the federal, state, and local laws related to electronic surveillance processes and procedures, and shall adhere to all federal, state, and local laws pertaining to such law enforcement activities during ESU activities.

**E. Investigative Support Unit (ISU)**

1. ISU personnel shall:
  - a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
  - b. Assist other units within the Department or other law enforcement agencies when individual(s) are identified as being involved in ongoing criminal activity;
  - c. Prioritize requests for assistance to ensure the most violent offenders are identified, located, and apprehended in order to promote the safety of the community;
  - d. Be proficient in mobile and stationary surveillance techniques, as well as technology-based surveillance;
  - e. Assist in investigations requiring complex or long-term surveillance necessary for prosecuting an offender or criminal group;
  - f. Assume responsibility for an investigation, if command-level personnel determine that assistance is necessary to enhance the probability of success; and
  - g. Assist in identifying, locating, and apprehending offenders identified as a result of ISU investigations.

**F. Strategic Criminal Intelligence Unit (SCIU)**

1. SCIU personnel shall:



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- a. Collect, analyze, and assess information based on a criminal predicate;
  - b. When a criminal predicate is established, give the information to the appropriate investigative unit that shall have primary investigative responsibility to prepare a case for prosecution;
  - c. Assist the Department's sworn personnel and other law enforcement agencies by developing background files on suspects and offenders known to be involved in criminal activity. All requests for assistance must be approved by an SCIU Sergeant and are subject to internal audit procedures;
  - d. Provide investigative support for complex criminal investigations. Support shall be available to all law enforcement agencies, upon the agency's request and upon approval by the ISD Commander;
  - e. Provide confidential electronic and technological support to law enforcement personnel upon request and with approval from the Special Investigations Section Lieutenant; and
  - f. In all cases, adhere to requirements outlined in 28 C.F.R. Part 23.
    - i. An SCIU Sergeant shall be responsible for ensuring an SCIU detective complies with 28 C.F.R. Part 23.
2. The Federal Bureau of Investigation (FBI) Joint Terrorism Task Force personnel shall report information that meets the criteria for criminal predicate to the SCIU chain of command, as needed.

**6 1-90-7 Career Criminal/HIDTA Section**

**A. Career Criminal/HIDTA Section personnel shall:**

1. Investigate individuals and organizations involved in narcotics trafficking and vice-related crimes, including prostitution;
2. Coordinate narcotics enforcement efforts among various federal, state, and local law enforcement agencies within the City of Albuquerque; and
3. Through the combined efforts of federal, state, and local law enforcement agencies, actively pursue groups or individuals who manufacture, distribute, or sell illegal drugs and/or promote prostitution, or vice-related crimes within the City of Albuquerque.

**B. Central Narcotics Unit personnel shall:**

- a. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
- b. Conduct investigations of individuals and organizations involved in narcotics manufacturing, distribution, or trafficking. The Unit coordinates efforts among various federal, state, and local law enforcement agencies;
- c. Address all levels of drug trafficking;



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- d. Assist other law enforcement agencies with specific operations that are consistent with the Unit's duties and responsibilities;
- e. Be on-call for FSB requests on a rotating basis;
- f. Participate in undercover operations;
- g. Maintain methamphetamine lab certification;
- h. Provide training in drug awareness to sworn and professional staff and to community members; and
- i. Enter case information into the Department's de-confliction software program.

**C. Dangerous Drug Unit personnel shall:**

- a. Identify illicit narcotics laboratories; dismantle the laboratory; and assist with the prosecution of individuals manufacturing and distributing narcotics;
- b. Document and evaluate requests for processing all suspected narcotics laboratories that are handled by properly-trained Dangerous Drug Unit personnel;
- c. Provide clandestine laboratory training to Department personnel and community members;
- d. Assist in clandestine laboratory prosecution cases;
- e. Ensure that equipment used to identify and dismantle a clandestine laboratory is functioning properly and ensure the safety and protection of all personnel;
- f. Coordinate annual physicals for all clandestine laboratory-certified personnel with the City's Employee Health Center;
- g. Perform fit testing for all clandestine laboratory-certified personnel;
- h. Work with the Region 1 Task Force and other outside law enforcement agencies to assist in substantiating, dismantling, and processing all illicit narcotics laboratories; and
- i. Maintain Site Safety certifications.

**D. Region 1 Task Force**

- 1. The Department participates in the Region 1 Task Force, which is a HIDTA initiative to reduce drug production and trafficking and to locate and apprehend fugitives from justice.
- 2. The Department assigns sworn personnel to the Region 1 Task Force. A Region 1 Task Force officer shall:
  - a. Work in partnership with federal, state, local, and tribal entities; and
  - b. Assist the ISD in analysis, intelligence, and information-sharing.

**E. Federal Task Force Operations**

- 1. The ISD federal task force operations program enhances public safety through the reduction of violent crime and the disruption and dismantling of drug trafficking organizations. ISD participates in federal task force operations, which may include, but are not limited to, operations led by:





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- a. Bureau of Alcohol, Tobacco, Firearms, and Explosives;
  - b. Drug Enforcement Administration;
  - c. Federal Bureau of Investigation;
  - d. Homeland Security Investigations; and
  - e. U.S. Marshals Service.
2. The ISD Commander shall have the discretion to assign an ISD detective as a TFO in these agencies based on available personnel and the needs of the Department.
  3. A TFO shall:
    - a. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
    - b. Be responsible for following the guidelines of the MOU between the Department and the relevant federal agency when the TFO is working under the federal agency and has Title 18 or Title 21 United States Code authority;
    - c. Follow the Department's chain of command and the federal host agency's chain of command; and
      - i. In the event of a conflict, the Department's chain of command has final authority.
    - d. Follow the duties outlined and defined in the Department's operational handbook for the task force.
  4. The identities of detectives assigned to federal task force operations are kept confidential to the extent allowed by law.

**F. Guns Ammunition Narcotics and Groups (GANGS)**

1. GANGS personnel shall:
  - a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
  - b. Have primary responsibility for investigating organizations and groups committing violent crimes with firearms;
  - c. When necessary, conduct narcotic investigations when a violent offender or group is involved in the sale or purchase of narcotics;
  - d. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
  - e. Conduct proactive investigations in areas that have been identified as high-crime areas that involve violent firearm crimes; and
  - f. Work with members from the District Attorney's Office and the United States Attorney's Office to identify, apprehend, and successfully prosecute individuals and groups that commit gun violence crimes.



- A. ISD personnel are issued specialized equipment, which is listed on the ISD-approved equipment list.
- B. ISD personnel shall follow the appropriate procedures pertaining to the deployment and use of any issued specialized equipment, consistent with SOP Use of Cell-Site Simulator (CSS) Technology and SOP Small Unmanned Aircraft Systems (SUAS) Operations.
- C. ISD personnel shall not deploy with or use any ISD-issued equipment unless they are first properly trained and certified in its use by Academy Division personnel.
- D. The ISD Commander shall:

**N/A**

- 1. Ensure the Department Monthly Line Inspection Form is completed and ISD personnel are properly using assigned equipment in accordance with SOP Line Inspection Process;
- 2. Delegate to ISD supervisors the task of conducting an annual inspection to ensure ISD-issued equipment for use by ISD personnel is consistent with ISD's mission and training. The designated ISD supervisors shall document the results of the inspections in a course of business (COB) document; and
- 3. Ensure that ISD maintains logs of all ISD-issued equipment and shall ensure personnel return the ISD-issued equipment upon leaving the division.

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**1-90-9 Behavioral Sciences Section (BSS) Annual Evaluation**

- A. The ISD Commander shall ensure all ISD personnel meet with a Behavioral Sciences Section (BSS) clinician annually for an evaluation.



## **1-90 INVESTIGATIVE SERVICES DIVISION (ISD)**

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

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

- 2-14 Use of Cell-Site Simulator (CSS) Technology
- 2-15 Small Unmanned Aircraft Systems (SUAS) Operations
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)
- 2-63 Crime Stoppers Investigations
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 3-30 Line Inspection Process (Formerly 3-42)

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

- 28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies
- De-confliction Software Program
- NMSA 1978, §§ 10-16F-1 to 10-16F-6 Electronic Communications Privacy Act

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

None

### **1-90-1 Purpose**

The purpose of this policy is to identify the duties, functions, and responsibilities of personnel assigned to the Investigative Services Division (ISD), which includes each specialized investigative unit within the Albuquerque Police Department (Department) organizational structure.

### **1-90-2 Policy**

It is the policy of the Department to provide a resource that is a professional, highly trained, specialized investigative division. The ISD's primary responsibilities are to address the identification and investigation of crimes and illegal behavior which concern and endanger our community. The ISD provides investigative responses to support all sworn personnel with follow-up investigations, and to assist in advancing all Investigative Bureau investigations.

### **N/A 1-90-3 Definitions**

#### **A. Criminal Predicate**

Information that demonstrates a reasonable possibility that an individual or organization is engaged in or has engaged in a definable criminal activity or enterprise.

#### **B. Investigative Response**



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The immediate initial physical response to a call-out by detectives or investigative units to an incident where an individual is arrested or a warrant is served as a result of the response. Investigative responses do not meet the criteria for SWAT call-outs or tactical activations and can be either intradepartmental or with an outside agency. If ISD personnel's initial response is for consultation only, then the investigative response would not apply; however, if the purpose of the initial response is apprehension/arrest or warrant service (barricaded individual/search warrants), then it is considered an investigative response. Case follow-up after the initial request for assistance is not an investigative response.

C. Investigative Support Center (ISC)

Promotes and facilitates sharing and coordinating criminal intelligence among law enforcement agencies and to support High-Intensity Drug Trafficking Area (HIDTA) enforcement initiatives.

~~D. John Operations~~

~~A police operation that uses an undercover law enforcement officer as a decoy prostitute.~~

~~E.~~ D. Life-threatening Injury

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

~~F.~~ E. Plainclothes Officer

An on-duty sworn personnel who do not wear their duty uniform but carry their Department badge and firearm.

~~G.~~ F. 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.

~~H.~~ G. Serious Crimes Call-Outs



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A serious crimes call-out is generated when an individual sustains a life-threatening injury as a result of suspected criminal activity.

**N/A 1-90-4 Organization**

**A. Sections and Units**

1. The Special Investigations Section consists of the following units:

- ~~a. Crime Stoppers Unit (CSU);~~
- ~~b. Electronic Support Unit (ESU);~~
- ~~c. Investigative Support Unit (ISU); and~~
- ~~d. Strategic Criminal Intelligence Unit (SCIU).~~

~~2. The Career Criminal/High Intensity Drug Trafficking Area (HIDTA) Section consists of the following units:~~

- a. Central Narcotics Unit;
- b. Dangerous Drug Unit;
- c. Federal Task Force Officers (TFO);
- d. Guns Ammunition Narcotics and Groups (GANGS) ~~Gun Violence Reduction Unit (GVRU);~~
- e. Investigative Support Unit (ISU) ~~Gun Violence Suppression Unit (GVSU); and~~
- f. Region 1 Task Force/ Investigative Support Center (ISC);
- g. Electronic Support Unit (ESU);
- h. Strategic Criminal Intelligence Unit (SCIU);
- i. Armed Robbery Unit; and
- j. Felony Apprehension Support Team (FAST) ~~FAST team.~~

2. The Investigation Enhancement Section consists of the following units:

- a. Auto Theft Unit;
- b. Burglary Unit;
- c. Albuquerque Regional Asset Protection Association (ARAPA);
- d. Construction Industry Crime Alliance (CICA);
- e. Financial Institution Security Officer Association (FIOSA); and
- f. Organized Crime Unit (OCU).

**6 1-90-5 Investigative Services Division Generally**

**N/A** A. ISD is the liaison to other federal, state, and local law enforcement agencies, as governed by the Memoranda of Understanding (MOU) between the agencies and the Department. ISD assigns detectives to participate as a Task Force Officer (TFO) with federal, state, and local partners, at the discretion of the Division Commander.

**N/A**



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- B. The goal of ISD's partnership with federal, state, and local agencies is to reduce crime in the community by prosecuting and incarcerating those who continue to engage in criminal behavior.
- C. ISD Detectives
1. Each ISD unit has a clearly defined mission and specific duty as outlined in the unit's Standard Operating Procedure (SOP) and the unit's handbook.
  2. ISD detectives are issued their unit handbook, which provides an outline of procedures and unit-specific training to follow while assigned to their respective specialized unit.
    - a. The unit handbook cannot address every potential situation but serves as general guidance; and
    - b. The unit handbook is a restricted document and ~~shall~~ only be provided to those assigned to or in command oversight of ISD.
      - i. The ISD Commander may release requested information to the Civilian Police Oversight Agency (CPOA).
  3. ISD detectives shall follow the Department's Standard Operating Procedures (SOP) on use of force, force reporting, and force investigations.
- D. Data Collection
1. The ISD Unit supervisor and/or ISD section lieutenant shall track investigative responses to incidents and specific criteria within their operational area.
  2. The compiled data, as listed below, shall be collected and analyzed on a quarterly basis by the ISD section lieutenant. The ISD section lieutenant shall make recommendations to the ISD Commander. Data to be compiled shall include:
    - a. Location of the incident;
    - b. Number of arrests;
    - c. Kind of evidence and/or property seized;
    - d. Whether forced entry was required;
    - e. Whether a weapon was discharged by ISD personnel;
    - f. Whether the individual attempted to flee from sworn personnel; and
    - g. Whether the individual or domestic animal was injured or killed.
- E. Protocol for Potential Hostage or Barricaded Individual Situations Requiring Tactical Response
1. Consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments, upon encountering a potential hostage or barricaded individual situation, the ISD detective shall:





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- a. Communicate and coordinate with other units as allowed by the situation; and
  - b. Communicate and coordinate with specialized tactical units when encountering a situation that requires a specialized tactical response.
2. ISD detectives are prohibited from providing a tactical response to potential hostages or barricaded individuals where a specialized tactical unit is required. ISD supervisors shall ensure that specialized investigative units do not provide tactical responses, consistent with SOP Hostage and Barricaded Individual and Tactical Threat Assessment.
  3. An ISD supervisor or operation supervisor shall be responsible for reviewing and determining if a specialized tactical unit response is required.
  4. An ISD supervisor shall communicate directly with the specialized tactical unit supervisor and provide a situational briefing to ensure a safe and smooth transition of on-scene personnel is completed.
  5. During a tactical response, an ISD Detective shall remain on-scene and follow the commands of the Incident Commander (IC) until relieved by the IC. The purpose of remaining on-scene during a tactical response is to provide advisory support in a manner that will increase the likelihood of safely resolving a potential hostage or barricaded individual situation, consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments.
  6. At the conclusion of a potential hostage or barricaded individual situation, involved ISD personnel shall attend an incident debriefing.
    - a. The debriefing shall ensure all identified safety or training issues are addressed;
    - b. The ISD Lieutenant of the primary unit assigned to the potential hostage or barricaded individual situation shall prepare for and conduct the debriefing; and
    - c. The Lieutenant is additionally responsible for following up on training or equipment needs identified during the debriefing.

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**1-90-6 Special Investigations Section**

**A. Special Investigations Section personnel shall:**

1. Use proactive investigative techniques to target and arrest those individuals involved in on-going criminal activity;
2. Primarily focus on targeting individuals, including fugitives who engage in violent and/or firearm- or gang-related crime. The Special Investigations Section enhances public safety because its ISD personnel work closely with federal partners, who can charge and prosecute offenders with federal offenses; and
3. Be responsible for collecting, analyzing, and disseminating information about on-going or suspected criminal activity.



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- B. The identities of sworn personnel assigned to the Special Investigations Section shall be kept confidential.
- C. Crime Stoppers Unit (CSU) personnel shall follow the rules and procedures outlined in SOP Crime Stoppers Investigations.
- D. Electronic Support Unit (ESU)
  - 1. Electronic Support Unit (ESU) personnel shall:
    - a. Aid the Department by providing specialized equipment and technology, consistent with the Electronic Communications Privacy Act;
    - b. Be responsible for the use, installation, and implementation of equipment, including various surveillance camera systems, audio recording devices, and other specialized equipment and technology used by ESU or the Department;
    - c. Assist with advanced technology that is not standard Department equipment;
    - d. Assist other City government entities, as well as other law enforcement agencies (e.g., use of a drone to provide an aerial view);
    - e. Be well informed on the latest and emerging technology related to surveillance, tracking, and monitory operations; and
    - f. Be responsible for developing, updating, and conducting training for all necessary ESU or Department personnel related to the use of any ESU or Department equipment related to ESU processes. Training shall reflect relevant legal updates and shall be coordinated with the Academy Division Commander to review format, syllabus development, and learning objectives.
  - 2. Due to confidentiality concerns and the sensitive nature of the work done by ESU personnel, and the access to and potential use of specialized equipment and technology, all ESU personnel and any Department personnel temporarily assigned to the ESU shall abide by the requirements under any applicable third party non-disclosure agreements in place and with Department confidentiality agreements.
  - 3. ESU personnel shall receive annual training regarding the federal, state, and local laws related to electronic surveillance processes and procedures, and shall adhere to all federal, state, and local laws pertaining to such law enforcement activities during ESU activities.
- E. Investigative Support Unit (ISU)
  - 1. ISU personnel shall:
    - a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;



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- b. Assist other units within the Department or other law enforcement agencies when individual(s) are identified as being involved in on-going criminal activity;
- c. Prioritize requests for assistance to ensure the most violent offenders are identified, located, and apprehended in order to promote the safety of the community;
- d. Be proficient in mobile and stationary surveillance techniques, as well as technology-based surveillance;
- e. Assist in investigations requiring complex or long-term surveillance necessary for prosecuting an offender or criminal group;
- f. Assume responsibility for an investigation, if command-level personnel determine that assistance is necessary to enhance the probability of success; and
- g. Assist in identifying, locating, and apprehending offenders identified as a result of ISU investigations.

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**F. Strategic Criminal Intelligence Unit (SCIU)**

**1. SCIU personnel shall:**

- a. Collect, analyze, and assess information based on a criminal predicate;
- b. When a criminal predicate is established, give the information to the appropriate investigative unit that shall have primary investigative responsibility to prepare a case for prosecution;
- c. Assist the Department's sworn personnel and other law enforcement agencies by developing background files on suspects and offenders known to be involved in criminal activity. All requests for assistance must be approved by an SCIU Sergeant and are subject to internal audit procedures;
- d. Provide investigative support for complex criminal investigations. Support shall be available to all law enforcement agencies, upon the agency's request and upon approval by the ISD Commander;
- e. Provide confidential electronic and technological support to law enforcement personnel upon request and with approval from the Special Investigations Section Lieutenant; and
- f. In all cases, adhere to requirements outlined in 28 C.F.R. Part 23.
  - i. An SCIU Sergeant shall be responsible for ensuring an SCIU detective complies with 28 C.F.R. Part 23.

- 2. The Federal Bureau of Investigation (FBI) Joint Terrorism Task Force personnel shall report information that meets the criteria for criminal predicate to the SCIU chain of command, as needed.

**6 1-90-7 Career Criminal/HIDTA Section**

**A. Career Criminal/HIDTA Section personnel shall:**

- 1. Investigate individuals and organizations involved in narcotics trafficking and vice-related crimes, including prostitution;



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2. Coordinate narcotics enforcement efforts among various federal, state, and local law enforcement agencies within the City of Albuquerque; and
3. Through the combined efforts of federal, state, and local law enforcement agencies, actively pursue groups or individuals who manufacture, distribute, or sell illegal drugs and/or promote prostitution, or vice-related crimes within the City of Albuquerque.

**B. Central Narcotics Unit personnel shall:**

- a. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
- b. Conduct investigations of individuals and organizations involved in narcotics manufacturing, distribution, or trafficking. The Unit coordinates efforts among various federal, state, and local law enforcement agencies;
- c. Address all levels of drug trafficking;
- d. Assist other law enforcement agencies with specific operations that are consistent with the Unit's duties and responsibilities;
- e. Be on-call for FSB requests on a rotating basis;
- f. Participate in undercover operations;
- g. Maintain methamphetamine lab certification;
- h. Provide training in drug awareness to sworn and professional staff ~~civilian personnel~~ and to community members; and
- i. Enter case information into the Department's de-confliction software program.

**C. Dangerous Drug Unit personnel shall:**

- a. Identify illicit narcotics laboratories; dismantle the laboratory; and assist with the prosecution of individuals manufacturing and distributing narcotics;
- b. Document and evaluate requests for processing all suspected narcotics laboratories that are handled by properly-trained Dangerous Drug Unit personnel;
- c. Provide clandestine laboratory training to Department personnel and community members;
- d. Assist in clandestine laboratory prosecution cases;
- e. Ensure that equipment used to identify and dismantle a clandestine laboratory is functioning properly and ensure the safety and protection of all personnel;
- f. Coordinate annual physicals for all clandestine laboratory-certified personnel with the City's Employee Health Center;
- g. Perform fit testing for all clandestine laboratory-certified personnel;
- h. Work with the Region 1 Task Force and other outside law enforcement agencies to assist in substantiating, dismantling, and processing all illicit narcotics laboratories; and
- i. Maintain Site Safety certifications.

**D. Region 1 Task Force**



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1. The Department participates in the Region 1 Task Force, which is a HIDTA initiative to reduce drug production and trafficking and to locate and apprehend fugitives from justice.
2. The Department assigns sworn personnel to the Region 1 Task Force. A Region 1 Task Force officer shall:
  - a. Work in partnership with federal, state, local, and tribal entities; and
  - b. Assist the ISD in analysis, intelligence, and information-sharing.

~~b.~~ \_\_\_\_\_

**E. Federal Task Force Operations**

1. The ISD federal task force operations program enhances public safety through the reduction of violent crime and the disruption and dismantling of drug trafficking organizations. ISD participates in federal task force operations, which may include, but are not limited to, operations led by:
  - a. Bureau of Alcohol, Tobacco, Firearms, and Explosives;
  - b. Drug Enforcement Administration;
  - c. Federal Bureau of Investigation;
  - d. Homeland Security Investigations; and
  - e. U.S. Marshals Service.
2. The ISD Commander shall have the discretion to assign an ISD detective as a TFO in these agencies based on available personnel and the needs of the Department.
3. A TFO shall:
  - a. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
  - b. Be responsible for following the guidelines of the MOU between the Department and the relevant federal agency when the TFO is working under the federal agency and has Title 18 or Title 21 United States Code authority;
  - c. Follow the Department's chain of command and the federal host agency's chain of command; and
    - i. In the event of a conflict, the Department's chain of command has final authority.
  - d. Follow the duties outlined and defined in the Department's operational handbook for the task force.
4. The identities of detectives assigned to federal task force operations are kept confidential to the extent allowed by law.

**~~F. Gun Violence Reduction Unit (GVRU)~~**



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~~1. GVRU personnel shall:~~

- ~~a. Abide by the rules and responsibilities outlined in SOP Gun Violence Reduction Unit;~~
- ~~b. Be responsible for short term investigations into cases involving offenders who are involved in violent gun crimes and gang activity when requested;~~
- ~~c. Be responsible for apprehending fugitives who are identified from self-initiated investigations or from requests from other Department personnel or requests from outside agencies;~~
- ~~d. Conduct proactive operations in areas that are identified as high-crime areas that involve violent crime; and~~
- ~~e. Work with members of the District Attorney's Office to identify, apprehend, and successfully prosecute individuals who commit gun violence crimes.~~

~~G.F. Guns Ammunition Narcotics and Groups~~ Gun Violence Suppression Unit  
(GANGS GVSU)

1. GANGS ~~VSU~~ personnel shall:

- a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
- b. Have primary responsibility for investigating organizations and groups committing violent crimes with firearms;
- c. When necessary, conduct narcotic investigations when a violent offender or group is involved in the sale or purchase of narcotics;
- d. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
- e. Conduct proactive investigations in areas that have been identified as high-crime areas that involve violent firearm crimes; and
- f. Work with members from the District Attorney's Office and the United States Attorney's Office to identify, apprehend, and successfully prosecute individuals and groups that commit gun violence crimes.

**6 1-90-8 Specialized Equipment**

- A. ISD personnel are issued specialized equipment, which is listed on the ISD-approved equipment list.
- B. ISD personnel shall follow the appropriate procedures pertaining to the deployment and use of any issued specialized equipment, consistent with SOP Use of Cell-Site Simulator (CSS) Technology and SOP Small Unmanned Aircraft Systems (SUAS) Operations.
- C. ISD personnel shall not deploy with or use any ISD-issued equipment unless they are first properly trained and certified in its use by Academy Division personnel.





D. The ISD Commander shall:

**N/A**

1. Ensure the Department Monthly Line Inspection Form is completed and ISD personnel are properly using assigned equipment ~~in accordance with (Refer to SOP Line Inspection Process for sanction classifications and additional duties);~~ <sup>in accordance with</sup>;
2. Delegate to ISD supervisors the task of conducting an annual inspection to ensure ISD-issued equipment for use by ISD personnel is consistent with ISD's mission and training. The designated ISD supervisors shall document the results of the inspections in a course of business (COB) document; and
3. Ensure that ISD maintains logs of all ISD-issued equipment and shall ensure personnel return the ISD-issued equipment upon leaving the division.

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**1-90-9 Behavioral Sciences Section (BSS) Annual Evaluation**

- A. The ISD Commander shall ensure all ISD personnel meet with a Behavioral Sciences Section (BSS) clinician annually for an evaluation.



**1-92 SPECIAL WEAPONS AND TACTICS (SWAT) (FORMERLY SPECIALIZED TACTICAL UNITS)**

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

**A. Related SOP(s)**

- 1-5 Harassment/Sexual Harassment in the Workplace (Formerly 1-12)
- 1-42 Bomb Squad (Formerly 4-03 and 6-7)
- 2-1 Uniforms (Formerly 2-06)
- 2-3 Firearms and Ammunition Authorization (Formerly 2-22)
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)
- 2-45 Pursuit by Motor Vehicle (Formerly 2-55)
- 2-52 Use of Force: General (Formerly 3-45)
- 2-53 Use of Force: Definitions
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 3-31 Physical Fitness Assessment (Formerly 3-83)

**B. Form(s)**

None

**C. Other Resource(s)**

Special Weapons and Tactics (SWAT) Handbook

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

None

**1-92-1 Purpose**

The purpose of this policy is to outline the tactical duties and processes that are used in response to crisis negotiation team activities, hostage situations, barricaded and armed individuals, high-risk arrests, execution of search and arrest warrants with exigent or dangerous circumstances, major jail disturbances, civil disturbances, and specialized patrol functions.

**1-92-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to use a specialized unit in response to certain critical events.

It is further the policy of the Department to conduct ongoing analysis and review of tactical operations, placing an emphasis on clear command and control protocols. In addition, the



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Department provides its personnel the requisite tools and capabilities to respond safely to violent and highly dangerous situations in a way that upholds the law, protects the community, and safeguards the constitutional rights of those accused of criminal conduct.

**N/A 1-92-3 Definitions**

**A. Armored Rescue Vehicle**

A vehicle that allows the safe movement of individuals through dangerous areas due to hostile gunfire or a threat. An "armored rescue vehicle" may also be known as the "BearCat" or a "ROOK", which is an armored skid-steer with attachments.

**B. Assistant Team Lead Leader (ATL)**

A SWAT officer selected based on their performance and experience to assist the SWAT Team Leader, as necessary, and substitute for the SWAT Team Leader in their absence.

**C. Intermediate Barrier**

A physical object or obstruction, such as a wall, door, window, or other solid structure located between the subject and the intended deployment area of the Noise Flash Diversionary Devices (NFDD).

**D. Precision Rifle Observer (PRO)**

A Department tactical officer with the additional responsibility of being assigned a precision rifle and PRO duties.

**E. Tactical Activation**

An Activation of all Special Operations Division (SOD) Units under the command and control of a Tactical Commander, to resolve an incident that is beyond the capability of the Field Services Bureau (FSB) and/or Criminal Investigations Divisions (ISD) personnel in accordance with Department SOPs.

**F. Tactical Entry Specialist (Master Breacher)**

An experienced SWAT officer who is well-versed in SWAT and has proven repeatedly in training and practical scenarios the ability to perform under pressure. The Tactical Entry Specialist is chosen by the SWAT Sergeant with final approval from the SWAT Commander.

**G. Team Leader (TL)**



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A SWAT officer selected based on their performance and experience in assisting the SWAT Sergeant with mission planning, deploying sworn personnel during incidents, and acting as a SWAT advisor prior to and during tactical activation.

**1-92-4 Training and Assessment**

**7** A. General Training Requirements

1. SWAT sworn personnel shall:

- a. Complete all Department-mandated in-service training; and
- b. Conduct internal training on an ongoing basis.

B. Physical Fitness Assessment

1. On a quarterly basis, the Training Coordinator, with approval from the Health and Wellness Coordinator, shall administer physical fitness assessments for each SWAT officer to ensure they meet the threshold performance requirements.

- a. SWAT sworn personnel who do not satisfy the physical fitness assessment standards are allowed to re-test within one (1) month of failing the assessment.
  - i. If SWAT sworn personnel do not meet the performance requirements within one (1) month, they shall be removed from SWAT, unless they have sustained a documented injury.
- b. SWAT sworn personnel at the rank of Lieutenant or above, and SWAT sworn administrative supervisors and personnel shall be exempt from the physical fitness assessment requirements outlined in this Standard Operating Procedure (SOP) and in SOP Physical Fitness Assessment.
- c. The SWAT Sergeant shall be responsible for scheduling quarterly physical fitness assessments.
- d. Physical fitness assessment standards are outlined in the SWAT Handbook.

**N/A**

**6** **1-92-5 Uniforms and Equipment**

A. SWAT sworn personnel shall:

**N/A**

1. Abide by the Special Operations Division (SOD) uniform requirements outlined in SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
2. Be dressed in the same daily uniform as directed by the SOD chain of command;
3. 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.



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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 sworn personnel 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.

4. During day-to-day operations; and

- a. SWAT sworn personnel shall wear a navy blue tactical/BDU top, 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 sworn personnel and gold lettering for supervisors.
- b. A black external tactical carrier will 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.

5. During training days

- a. The training uniform shall consist of a plain black t-shirt/long sleeve or green BDU top and green BDU style pants.

B. SWAT Unit Patch

1. SWAT sworn personnel shall be authorized to wear the SWAT patch after achieving the requirements that are outlined in the SWAT Handbook.

**5 1-92-6 Department-Issued SWAT Weapons**

- 3** A. Sworn SWAT personnel shall only use Department-issued and Department-approved weapons.
- B. SWAT sworn personnel shall be held responsible for securing their firearms in the locked vaults or in the trunk of their assigned Department vehicle.
- C. Only certified Department armorers shall inspect parts, provide parts, and/or modify SWAT-issued weapons and accessories.
- D. SWAT-issued weapons and accessories shall not be modified, painted, or altered in any way without prior written approval from the SOD chain of command.

1. Handguns

**N/A**



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- a. Handguns shall meet the requirements as outlined in SOP Firearms and Ammunition Authorization.
- b. Each SWAT officer may be issued two (2) handguns.

2. Rifles

SWAT-issued rifles shall meet Department requirements and the needs of the Tactical Section as determined by the SOD chain of command.

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3. Authorized Ammunition

- a. SWAT sworn personnel may carry military ball, soft point, or hollow point ammunition in their rifles, consistent with their training and the specific mission at hand, as determined and authorized by the Tactical Commander.
- b. SWAT personnel may use armor-piercing rounds for unique situations with pre-approval from the Tactical Commander, or in situations of exigent circumstance when prior authorization is not feasible.

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4. Weapons Training and Qualifications

N/A

- a. SWAT sworn personnel below the rank of Tactical Commander shall maintain proficiency with their assigned weapons, consistent with SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).
- b. The Tactical Training Coordinator or designee, with approval from the firearms range personnel, shall conduct, score and document SOD weapons qualifications on a quarterly basis to include PRO weapons qualifications.
- c. Range armorers shall inspect PRO rifles on a quarterly basis and notify the SOD Chain of Command of any repairs or necessary replacements in writing.
- d. The Tactical Training Coordinator or designee shall conduct and document semi-annual 40mm less lethal qualifications for all SWAT sworn personnel at designated targets in order to verify continued proficiency based on Department standards.
  - i. All SWAT weapons qualification requirements shall be documented in the SWAT Handbook.
- e. For the New Mexico Department of Public Safety (NMDPS) daylight and low-light qualification:
  - i. A minimum overall score of ninety percent (90%) is mandatory for both rifle and pistol;
  - ii. If the SWAT officer fails the first attempt, they shall be removed from operational duties. The SWAT officer shall be offered remedial training before a second attempt to score ninety percent (90%) is made. The second attempt must be performed within one (1) week of the first attempt;
  - iii. In the event the first rifle or pistol firearm qualification is below a score of ninety percent (90%), the SWAT officer shall have an additional opportunity to achieve a minimum score of ninety percent (90%) on the same day, following immediate remedial training; and





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- iv. If the SWAT officer fails to achieve a minimum score of ninety percent (90%) on the second qualification, the SWAT officer shall be removed from the SOD.

**6 1-92-7 Chain of Command and Duties**

A. The SOD Commander shall:

1. Hold the rank of Commander;
2. Oversee the SOD and fulfill all responsibilities of a Department Commander; and
3. Successfully complete a nationally recognized tactical command school program as soon as practical, based upon availability.

B. The SOD Deputy Commander shall:

1. Hold the rank of Deputy Commander; and
2. Successfully complete a nationally recognized tactical command school program as soon as practical based on availability.

C. The Tactical Commander shall:

1. Hold the rank of Lieutenant or a certified Acting Lieutenant;
2. Control all tactical operations, critical incidents, and tactical activations;
3. Be directly responsible for the overall operations of the Tactical Section;
4. Coordinate all tactical operations and critical incidents, as well as the deployment of the tactical activations;

**N/A**

5. Successfully complete a nationally recognized tactical command school as soon as practical, based upon availability; and
6. Actively recruit and mentor supervisors who are interested in becoming SWAT team members.

D. The SWAT Sergeant shall:

1. Directly supervise SWAT sworn personnel during daily activities;
2. Be directly responsible to the Tactical Commander. Duties and responsibilities shall include, but are not limited to:



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- a. Notifying the Tactical Commander of any mission changes or conflict of missions as soon as practicable;
- b. Conducting formal monthly line inspections of all team members' appearance and assigned equipment;
- c. Directly contacting the Emergency Communications Center (ECC) prior to a team's mission and advising them of the location of the assignment;
- d. Being responsible for personnel who report to their assignments to ensure they are equipped and on time;
- e. Working the same assignments and hours as team members;
- f. Maintaining an up-to-date list of phone numbers and addresses for team members;
- g. Actively instructing and directing subordinates in new methods and techniques to improve efficiency and effectiveness;
- h. Ascertaining the capabilities and special skills of subordinates;
- i. Ensuring the physical fitness of the team;
- j. Monitoring team days off, compensatory time, and vacation time;
- k. Scheduling physical training, physical fitness tests, recertification training, firearms qualifications, and Maintenance of Evaluation (MOE) assessments for all team members;
- l. Training subordinates in their duties so they may assume command if necessary;
- m. Assuming Tactical Commander duties if necessary;
- n. Formulating all tactical planning, subject to the approval of the Tactical Commander;
- o. Making team assignments, such as high-ground, breaching, and entry teams, based upon member performance, availability, and needs of the team or Department;
- p. Successfully complete a Basic SWAT Operator Course as soon as practical, based upon availability;
- q. Successfully complete a SWAT supervisor school program as soon as practical, based upon availability;
- r. Actively recruiting and mentoring sworn personnel who are interested in becoming SWAT members;
- s. Meet and maintain the performance requirements per the SWAT handbook; and
- t. Perform the duties outlined in this policy or the SWAT handbook.
  - i. Failure may be cause for removal from the division.

**E. SWAT Officer**

1. A SWAT officer shall be directly responsible to the SWAT Sergeant. Duties and responsibilities shall include, but are not limited to:
  - a. Being assigned to SWAT on a voluntary basis only;
  - b. Being prepared to carry out missions of long duration as determined by the Tactical Commander;
  - c. Accepting assigned missions, including;



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- i. Maintaining communication between the on-scene supervisor and team members about relevant information in order to fulfill the mission; and
- ii. Declining to discuss a mission assignment with personnel not assigned to the Team. The SOD Commander shall inform other divisions and personnel, as necessary.

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- d. Standing for a formal or informal inspection of their equipment at the discretion of the SOD chain of command;
- e. On a quarterly basis, accounting for all Department-issued equipment by completing an SOD Property Inventory Sheet;
  - i. Sworn personnel must meet and maintain performance requirements per the SWAT handbook.
- f. Refraining from using the Department-issued equipment while off-duty, unless pre-approved by the Tactical Commander;
  - i. This shall not pertain to maintaining proficiency with Department-approved weapons on the firearms range.
- g. Immediately reporting any shortage, damage, or loss of equipment to the supervisor in order for the equipment to be replaced promptly;
- h. Responding to tactical activations, unless otherwise directed by the Tactical Commander;
- i. Actively assisting the SWAT Sergeants in recruiting and mentoring other sworn personnel and cadets who are interested in becoming SWAT sworn personnel;
- j. When not on an activation, training, or tactical assignments, assisting Field Services Bureau (FSB) personnel;
- k. Responding to the following critical events as directed by the Tactical Commander:
  - i. Hostage situations;
  - ii. Barricaded individual(s) who meet the criteria outlined in SOP Hostage Situations, Barricaded individuals, and Tactical Threat Assessments;
  - iii. Sniper situations;
  - iv. Execution of high-risk search and/or arrest warrants;
  - v. Area searches involving violent, fleeing felons who are an active threat to others;
  - vi. Dignitary protection details;
  - vii. Major jail disturbances;
  - viii. Major civil disturbance support; and
  - ix. Mass casualty incidents or active threats to crowds.
- l. Failure to perform the duties outlined in this policy or the SWAT handbook may be just cause for removal from the division; and
- m. Successfully complete a Basic SWAT Operator Course as soon as practical based upon availability.

N/A

- 2. When a request for assistance is approved by the SOD chain of command, a SWAT officer may be assigned to assist tactical teams from other jurisdictions.
- 3. A SWAT officer shall participate in an annual appointment with a Behavioral Sciences Section clinician.



F. Precision Rifle Observer (PRO)

1. Selection

- a. An officer may be assigned as a PRO at the discretion of the SOD Chain of Command.
- b. A PRO shall hold the rank of officer and a current member of the SWAT Team.

2. Training

- a. A PRO shall:
  - i. Attend and successfully complete a precision rifle school and consistently attend ongoing PRO team training, as well as Tactical Team training; and
  - ii. Train a minimum of four (4) days a month. Any additional PRO training shall be at the discretion of the SWAT Sergeant and SOD chain of command. All training shall be documented by participating PRO members and evaluated by the SWAT Sergeant and Tactical Section Training Coordinator in consultation with the Tactical Commander.

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3. PRO Weapons and Ammunition Standards

- a. A PRO shall deploy with either a bolt action or semi-automatic .223, .308, .300, or .50 caliber rifle capable of 1 Minute of Angle (MOA) performance. The manufacturer, model, and accessories are determined by the Tactical chain of command based on the availability of weapons, replacement parts, and tactical inventory.
- b. A high-ground PRO shall maintain Data on Previous Engagement (D.O.P.E) logbooks for each issued precision rifle.
- c. The high-ground PRO or Training Coordinator shall provide documentation of PRO training day on a training sign-in sheet and a detailed completion of the SOD training narrative to the SOD Administrative Supervisor.
- d. On a quarterly basis, SWAT sworn personnel who are assigned to a high-ground PRO assignment shall be required to qualify with a score of ninety percent (90%) based on shooting at least twenty (20) rounds.
  - i. If a high-ground PRO officer does not achieve a score of ninety percent (90%), they shall be offered remedial training and allowed a second attempt to qualify within the same week but shall not be used operationally until they successfully pass the qualification with a minimum score of ninety percent (90%).
  - ii. If the high-ground PRO fails a second attempt to qualify, the member shall be removed from the high-ground team.
- e. Consistent with SOP Firearms and Ammunition Authorization, the Department Armorer/Gunsmith must authorize and perform any modifications to precision rifles assigned to SOD personnel after receiving approval from the SOD Commander.
  - i. The modifications shall be performed by a certified Department Armorer/Gunsmith or licensed designee approved by the SOD Commander.

N/A



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4. Call-Outs

- a. During call-outs, a PRO shall provide precision rifle support, gather important information, and concisely relay that information to the Tactical Commander.

5. Counter Sniper

- a. High-ground PROs may be deployed:
  - i. To counter potential attackers; and
  - ii. If necessary, with approval from the Tactical Commander, in vantage points that allow for quick observation, identification, and engagement of threats.

6. PRO Mission Support

- a. With approval from the Tactical Commander, PROs may be asked to provide over-watch for other units engaged in the performance of their duties, including but not limited to over-watch for:
  - i. K-9 units;
  - ii. Bomb Technicians;
  - iii. Sworn personnel engaged in crowd management;
  - iv. Undercover sworn personnel engaged in pre-approved undercover operations; and
  - v. Any situation where the Tactical Commander deems it necessary to provide over-watch.

7. The Tactical Entry Specialist shall:

- a. Be certified in Manual, Mechanical, Ballistic, Thermal, Hydraulic, and Explosive/Energetic Breaching;
- b. Train a minimum of four (4) days a month with additional training requirements subject to the discretion of the SWAT Sergeant; and
- c. Maintain proficiency and qualifications as determined by the SWAT Sergeant and outlined in the SWAT handbook.

- G. The Tactical Administrative Supervisor shall be responsible for ensuring that random or directed audits are conducted of all RAM Logs. The audits shall be conducted to ensure that all matrices are being used properly, consistent with SOP Execution of Search Warrants.

H. TL and ATL

- 1. The SWAT Team shall determine the method of nominating SWAT sworn personnel to be the TL and ATL. The SWAT Sergeant and Tactical Commander shall have the final approval of the TL and ATL.
- 2. The SWAT Sergeant shall supervise the TL and ATL.



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3. The TL and ATL shall:

- a. Have two (2) or more years of service with the SWAT Team unless waived in writing with an explanation by a Tactical Commander;
- b. Have exemplary performance on call-outs and critical incidents;
- c. Have a satisfactory or higher rating on all Employee Work Plans;
- d. Be willing to assist the SWAT supervisors in carrying out the goals and mission of the Tactical Section;
- e. Be responsible for assisting the SWAT Sergeants in tactical planning for critical incidents; and
- f. Successfully complete a SWAT Team Leader development course as soon as practicable of transfer to the position(s), subject to course availability.

4. Holding the position of TL and ATL shall not preclude sworn personnel from also holding specialty positions such as Precision Rifle Observer or Tactical Entry Specialist. However, the TL and ATL positions shall take priority over the specialty position responsibilities during tactical call-outs and critical incidents.

**6 1-92-8 Deployments**

A. Hostage Situations

1. SWAT shall be called as soon as a hostage situation occurs.
2. The objective of SWAT shall be to use a combined response of negotiations and tactics with the goal of the safe release of hostage(s) and the apprehension of the offender(s).
3. SWAT may assist FSB personnel in the containment and evacuation of endangered community members.
4. The SWAT Sergeant and Tactical Commander shall develop a tactical response to the situation.
5. FSB personnel shall be responsible for maintaining the outer perimeter and shall coordinate their actions through the Tactical Commander.
6. SWAT shall maintain the inner perimeter and high-ground positions until relieved by the Tactical Commander.
7. The Public Information Officer (PIO) shall issue media releases concerning the tactical activation, response, and/or resolution.
8. The Tactical Commander and CNT Team Leader shall:
  - a. Ensure current CNT personnel conduct negotiations with the individual(s); and





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- b. Assess established communication and/or dialog with the individual by the initial on-scene sworn personnel.
  - i. A CNT team member shall assume the role of a Coach to assist in the conversation and relay pertinent information to the Tactical Commander and CNT Team Leader.

**B. Barricaded Individual(s)**

**N/A**

1. SWAT sworn personnel shall follow the requirements outlined in SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for individuals who meet the criteria for tactical deployment (refer to SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for sanction classifications and additional duties).
2. To reduce response and deployment time, SWAT may be called when the situation meets activation criteria:
  - a. Barricaded individual(s) shall be given time to surrender if safety allows;
  - b. Investigative units have been notified, and required warrants are in process;
  - c. The Tactical Commander shall authorize the use of tactical tools and/or forced entry into a building, except in exigent circumstances where authorization from the Tactical Commander is not feasible.
3. SWAT may assist FSB personnel in evacuating endangered individuals.
4. SWAT shall maintain the inner perimeter and high-ground positions.
5. All commands shall be communicated from the SWAT Sergeant to SWAT sworn personnel after consultation with the on-scene Tactical Commander.
6. The Tactical Commander and CNT Team Leader shall:
  - a. Ensure current CNT personnel conduct negotiations with the individual(s);
  - b. Assess established communication and/or dialog with the individual by the initial on-scene sworn personnel; and
  - c. Ensure the CNT team member assumes the role of a Coach to assist in the conversation and relay pertinent information to the Tactical Commander and CNT Team Leader.
7. Once the situation has been resolved, the Tactical Commander or their designee who is overseeing the activation shall prepare and submit an After-Action Review (AAR) within twenty (20) calendar days to the SOD Commander or their designee. The SOD Commander or their designee shall complete their review of the AAR within ten (10) calendar days.
  - a. The submitting Tactical Commander may request an extension of up to seven (7) additional calendar days to prepare and submit an AAR. The requesting



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- Tactical Commander shall specify the reason(s) for the extension request via an email to the SOD Commander.
- b. The SOD Commander may request an extension of up to seven (7) calendar days to complete their review of the AAR. The SOD Commander shall specify the reason(s) for the extension request via an email to the Bureau Head.
  - c. SOD personnel shall receive approval from the chain of command prior to the initial deadline to be considered valid. For any unapproved extension requests, SOD personnel shall adhere to the deadlines outlined in this SOP.
8. Only during a tactical activation, if a barricaded individual is exiting and fails to yield to SWAT personnel commands, their actions may be considered a continuance of the barricade and active resistance by the individual.
- C. Use of SWAT in Response to Barricaded or Suicidal Individual(s) and Barricaded Situations
1. SWAT personnel shall respond to barricaded or suicidal and barricaded situations only when one (1) or more of the following conditions is present:
    - a. The individual has a confirmed violent felony warrant;
    - b. The individual is currently committing a violent felony crime;
    - c. The individual is currently committing a non-violent felony crime and has a documented violent history or has recently demonstrated a propensity for violence/disregard for the life and safety of others;
    - d. The individual has a non-violent felony warrant and has a documented violent history or has recently demonstrated a propensity for violence/disregard for the life and safety of others;
    - e. The individual is armed with a firearm, and an on-scene officer can confirm that the individual has discharged the firearm;
    - f. The individual is armed in a public area and displaying an immediate threat of violence; or
    - g. There is positive confirmation of the presence of an unwilling individual who is unable to leave the location of a suicidal and/or barricaded individual.
  2. Any other incidents beyond the capabilities of the Field Services Bureau (FSB) or Investigative Services Division (ISD) personnel to safely resolve, after consultation with the commander for each division who confirms that the incident is beyond FSB or ISD personnel's capabilities and when such incidents present:
    - a. Exigent circumstances that SWAT personnel are trained to safely resolve; and
    - b. A greater need for the incident to be safely resolved rather than disengaged from.
- D. Search Warrants and Arrest Warrants
1. SWAT shall be responsible for entering any structure and securing individual(s) in order to permit the investigating unit to safely execute the warrant.



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- a. Pre-planned search warrants shall meet the established criteria of the Search Warrant Risk Assessment Matrix (RAM).

**E. Armored Rescue Vehicle**

1. Armored rescue vehicles shall be deployed in emergency situations only with the authorization of the Tactical Commander.
2. Any damage incurred as a result of operating the vehicle shall be immediately reported to an SOD supervisor, in compliance with this Department SOP.

**F. Dignitary Protection**

1. To provide for the security and safety of visiting dignitaries, the Tactical Commander shall develop a written SWAT Operational Plan for each dignitary visit.

**G. Use of Force Reporting Requirements**

**N/A**

1. Sworn personnel who used force during a tactical activation shall report their use of force as outlined in SOP Use of Force: General and SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: General and SOP Use of Force Reporting by Department Personnel for sanction classifications and additional duties).
2. Sworn personnel who used force during a tactical activation shall document the force in a written or recorded narrative no later than twelve (12) hours after the conclusion of that tactical activation, unless they are unable to do so due to being deployed on a separate tactical activation, in which they will have an additional twelve (12) hours from the conclusion of the separate tactical activation to complete the necessary documentation.

**6 1-92-9 Use of Explosive Entries**

- A. Explosive breaching is the use of the minimum amount of explosives necessary to achieve the breaching and mission objective(s). Explosive Breaching shall be done in a manner that is reasonable, responsible, effective, and necessary toward achieving mission objective(s). The Tactical Command may authorize explosive breaching charges in situations needed to preserve the lives and the safety of all persons.
  1. When entry into a structure is not feasible through other means, the Tactical Commander may authorize the use of explosive breaching charges to enter the structure.



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- B. The SWAT Sergeant, Training Coordinator, and Tactical Commander shall be responsible for supervising and directing the Breaching Program and Breaching Team.
- C. The SWAT Sergeant shall obtain authorization from the Tactical Commander prior to deploying an explosive breaching charge except in exigent circumstances where authorization from the Tactical Commander is not feasible; a certified explosive breacher may explosively breach without authorization and shall immediately notify the tactical commander when it is safe to do so.
- D. Procedures for Using Explosive Breaching Charges
  - 1. Construction of Charge:
    - a. The explosive charge shall be designed, built, placed, and initiated only by Breaching Team personnel after consulting with the on-scene Tactical Commander.
    - b. Only charges which have been successfully tested for the specific application shall be used.
  - 2. Only trained breaching team personnel are authorized to build, test, and use explosive breaching charges.
  - 3. Use of Explosive Breaching
    - a. A breacher certified in explosive breaching shall place and detonate the charge only after receiving authorization from the Tactical Commander.
    - b. Precautions shall be taken to minimize exposure to known individuals located inside the structure or near the placed charge.
- E. Bomb Technicians shall conduct render safe procedures for misfires during explosive breaching operations.
- F. Required Documentation
  - 1. An explosive shot report shall be completed for each explosive breaching, for both practice and actual use.
  - 2. Additional documentation protocols are outlined in the Breaching Handbook.
- G. Security and Safety
  - 1. The SWAT Sergeant shall ensure a secure perimeter be in place to ensure that no persons are allowed in dangerous proximity during the use of a breaching charge. The distance shall be determined by the type of charge. This shall include evacuating people inside the perimeter as necessary.



2. During a live operation, the Tactical Commander shall request and maintain Albuquerque Fire Rescue (AFR) equipment on scene.

**6 1-92-10 Chemical Munitions and Noise Flash Diversionary Devices (NFDD)**

**A. Chemical Munitions**

1. Chemical munitions manufactured by Defense Technologies and Combined Tactical Systems and approved by the tactical section may be used by SWAT when authorized by the Tactical Commander.
2. The deployment of chemical munitions shall be considered, at a minimum, a Level 2 use of force and shall be reported to and investigated by Internal Affairs Force Division (IAFD) personnel.
3. Despite the fact that a structure is vacant, the deployment of a chemical munition inside or outside of the structure shall be reported and investigated as a use of force.
4. Authorizing the use of Chemical munitions and NFDD use during a tactical activation shall not be considered the same as ordering force and does not automatically subject the supervisor to force investigations involving each individual SWAT officer who deploys force.

**5 B. Noise Flash Diversionary Devices (NFDD)**

1. NFDDs shall be deployed by SWAT personnel only during a tactical activation. Any deployments outside of a tactical activation will be authorized by the Tactical Commander, except for those deployed in a training exercise.
  - a. Sworn personnel shall assess the potential effects of an NFDD on subjects before deployment, particularly when dealing with high-risk individuals, such as the elderly, children, those who are visibly frail, or visibly pregnant. An NFDD shall only be deployed near a high-risk individual when exigent circumstances exist.
  - b. Sworn personnel shall evaluate the risks associated with deploying an NFDD on a subject in an elevated position, especially if the deployment could likely result in a fall.
  - c. If there are exigent circumstances and a SWAT officer has to react immediately to prevent harm to sworn personnel or community members, then the SWAT officer may deploy an NFDD without prior authorization from the Tactical Commander.
  - d. When a SWAT officer deploys an NFDD without prior authorization from the Tactical Commander due to exigent circumstances, the SWAT officer shall immediately notify the Tactical Commander once it is safe to do so.
  - e. The deployment of all NFDDs shall be documented. The documentation shall include:





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- i. A description of the reasons for deployment;
- ii. A description of the exigent circumstances, if any, leading to the deployment of an NFDD without authorization;
- iii. The method of deployment;
- iv. The effects of the deployment;
- v. A description of any injuries or property damage resulting from the deployment; and
- vi. An assessment of the outcomes of the deployment:
  - 1. The serial number of the deployed NFDD shall be noted in the deploying officer's report;
  - 2. The serial number of the deployed NFDD shall be reported to the on-scene SWAT sergeant at the conclusion of the incident; and
  - 3. The Tactical Commander will receive a copy of all narrative reports, where a NFDD is used, prior to the end of the subsequent shift unless it is utilized as a use of force.
- d. If an NFDD is deployed inside and causes injury or results in a complaint of injury, it shall be reported to and investigated by the Internal Affairs Force Division (IAFD) as a Level 2 use of force.
- e. If using an NFDD results in serious physical injury, hospitalization, or death, it shall be reported to and investigated by IAFD as a Level 3 use of force.
- f. NFDD deployments and structures:
  - i. NFDD deployments inside a structure where an individual does not have an intermediate barrier between themselves and the NFDD are considered a uses of force and shall be investigated by IAFD; and
  - ii. If an NFDD is deployed outside a structure and is used as a means to gain the attention of an individual who is inside the structure, it shall not be considered a use of force.
- g. NFDD deployments and vehicles:
  - i. NFDD deployments inside a vehicle are considered a use of force and shall be investigated by IAFD;
  - ii. NFDD deployments used near a vehicle without an intermediate barrier are considered a use of force. If an NFDD is used as a means to gain the attention of an individual who is inside a vehicle or recreational vehicle, it shall not be deployed close enough for the pressure from the NFDD blast to affect the individual. Such a deployment shall be investigated as a use of force by IAFD; and
  - iii. NFDD open air deployments shall not be considered a use of force, unless the NFDD is deployed close enough for the pressure from the NFDD blast to affect the individual. Such a deployment shall be considered as a use of force and investigated by IAFD.
- h. If an NFDD fails to detonate, the Bomb Squad shall be contacted immediately and shall respond to employ render safe procedures.
- i. An NFDD shall not be deployed unless the area for which the device is intended to be deployed can be safely cleared of innocent people who could be injured by the device.





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- A. Tactical Section supervisors shall coordinate an annual meeting to take place within the first quarter of the year to analyze the successes or deficiencies of the previous year.
  - 1. Tactical Section supervisors shall discuss policies, procedures, legal developments, training updates, and Force Review Board recommendations.
  - 2. After the meeting, the SOD Commander shall finalize the annual report.

REDLINED



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**1-92 SPECIAL WEAPONS AND TACTICS (SWAT) (FORMERLY SPECIALIZED TACTICAL UNITS)**

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

**A. Related SOP(s)**

- 1-5 Harassment/Sexual Harassment in the Workplace (Formerly 1-12)
- 1-42 Bomb Squad (Formerly 4-03 and 6-7)
- 2-1 Uniforms (Formerly 2-06)
- 2-3 Firearms and Ammunition Authorization (Formerly 2-22)
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)
- 2-45 Pursuit by Motor Vehicle (Formerly 2-55)
- 2-52 Use of Force: General (Formerly 3-45)
- 2-53 Use of Force: Definitions
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 2-70 Execution of Search Warrants (Formerly 2-16)
- 3-31 Physical Fitness Assessment (Formerly 3-83)

**B. Form(s)**

None

**C. Other Resource(s)**

Special Weapons and Tactics (SWAT) Handbook

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

~~SO 22-24 Amendment to SOP 1-92 Specialized Tactical Units~~ None

~~SO 23-68 Amendment to SOP 1-92 Special Weapons and Tactics (SWAT)~~

**1-92-1 Purpose**

The purpose of this policy is to outline the tactical duties and processes that are used in response to crisis negotiation team activities, hostage situations, barricaded and armed individuals, high-risk arrests, execution of search and arrest warrants with exigent or dangerous circumstances, major jail disturbances, civil disturbances, and specialized patrol functions.

**1-92-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to use a specialized unit in response to certain critical events.



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It is further the policy of the Department to conduct ongoing analysis and review of tactical operations, placing an emphasis on clear command and control protocols. In addition, the Department provides its personnel the requisite tools and capabilities to respond safely to violent and highly dangerous situations in a way that upholds the law, protects the community, and safeguards the constitutional rights of those accused of criminal conduct.

**N/A 1-92-3 Definitions**

**A. Armored Rescue Vehicle**

A vehicle that allows the safe movement of individuals through dangerous areas due to hostile gunfire or a threat. An "armored rescue vehicle" may also be known as the "BearCat" or a "ROOK", which is an armored skid-steer with attachments.

**B. Assistant Team Lead Leader (ATL)**

A SWAT officer selected based on their performance and experience to assist the SWAT Team Leader, as necessary, and substitute for the SWAT Team Leader in their absence.

**C. Intermediate Barrier**

A physical object or obstruction, such as a wall, door, window, or other solid structure located between the subject and the intended deployment area of the Noise Flash Diversionary Devices (NFDD).

**~~C~~. D. Precision Rifle Observer (PRO)**

A Department tactical officer with the additional responsibility of being assigned a precision rifle and PRO duties.

**~~D~~. E. Tactical Activation**

An Activation of all Special Operations Division (SOD) Units under the command and control of a Tactical Commander, to resolve an incident that is beyond the capability of the Field Services Bureau (FSB) and/or Criminal Investigations Divisions (ISD) personnel in accordance with Department SOPs.

**~~E~~. F. Tactical Entry Specialist (Master Breacher)**

An experienced SWAT officer who is well-versed in SWAT and has proven repeatedly in training and practical scenarios the ability to perform under pressure. The Tactical Entry Specialist is chosen by the SWAT Sergeant with final approval from the SWAT Commander.

**~~F~~. G. Team Leader (TL)**



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A SWAT officer selected based on their performance and experience in assisting the SWAT Sergeant with mission planning, deploying ~~sworn personnel~~ officers during incidents, and acting as a SWAT advisor prior to and during tactical activation.

**1-92-4 Training and Assessment**

**7**

**A. General Training Requirements**

**1. SWAT sworn personnel shall:**

- a. Complete all Department-mandated in-service training; and
- b. Conduct internal training on an on-going basis.

**B. Physical Fitness Assessment**

1. On a quarterly basis, the Training Coordinator, with approval from the Health and Wellness Coordinator, shall administer physical fitness assessments for each SWAT officer to ensure they meet the threshold performance requirements.
  - a. SWAT sworn personnel who do not satisfy the physical fitness assessment standards are allowed to re-test within one (1) month of failing the assessment.
    - i. If SWAT sworn personnel do not meet the performance requirements within one (1) month, they shall be removed from SWAT, unless they have sustained a documented injury.
  - b. SWAT sworn personnel at the rank of Lieutenant or above, and SWAT sworn administrative supervisors and personnel shall be exempt from the physical fitness assessment requirements outlined in this Standard Operating Procedure (SOP) and in SOP Physical Fitness Assessment.
  - c. The SWAT Sergeant shall be responsible for scheduling quarterly physical fitness assessments.
  - d. Physical fitness assessment standards are outlined in the SWAT Handbook.

**N/A**

**6**

**1-92-5 Uniforms and Equipment**

**A. SWAT sworn personnel shall:**

**N/A**

1. Abide by the Special Operations Division (SOD) uniform requirements outlined in SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
2. Be dressed in the same daily uniform as directed by the SOD chain of command;
3. 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.



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Green subdued Department ~~APD~~ 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 ~~APD~~ patch and shall be subdued in SOD green with black lettering for sworn personnel ~~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.

4. 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 ~~APD~~ patch and shall be black in color with white lettering for sworn personnel ~~officers~~ and gold lettering for supervisors.
- b. A black external tactical carrier will 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.

5. During training days

- a. The training uniform shall consist of a plain black t-shirt/long sleeve or green BDU top and green BDU style pants.

B. SWAT Unit Patch

1. SWAT sworn personnel shall be authorized to wear the SWAT patch after achieving the requirements that are outlined in the SWAT Handbook.

**5 1-92-6 Department-Issued SWAT Weapons**

- 3 A. Sworn SWAT personnel shall only use Department-issued and Department-approved weapons.
- B. SWAT sworn personnel shall be held responsible for securing their firearms in the locked vaults or in the trunk of their assigned Department vehicle.
- C. Only certified Department armorers shall inspect parts, provide parts, and/or modify SWAT-issued weapons and accessories.
- D. SWAT-issued weapons and accessories shall not be modified, painted, or altered in any way without prior written approval from the SOD chain of command.

1. Handguns

**N/A**



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- a. Handguns shall meet the requirements as outlined ~~set forth~~ in SOP Firearms and Ammunition Authorization.
- b. Each SWAT officer may be issued two (2) handguns.

2. Rifles

SWAT-issued rifles shall meet Department requirements and the needs of the Tactical Section as determined by the SOD chain of command.

3

3. Authorized Ammunition

- a. SWAT sworn personnel may carry military ball, soft point, or hollow point ammunition in their rifles, consistent with their training and the specific mission at hand, as determined and authorized by the Tactical Commander.
- b. SWAT personnel may use armor-piercing rounds for unique situations with pre-approval from the Tactical Commander, or in situations of exigent circumstance when prior authorization is not feasible.

3

4. Weapons Training and Qualifications

N/A

- a. SWAT sworn personnel below the rank of Tactical Commander shall maintain proficiency with their assigned weapons, consistent with SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).
- b. The Tactical Training Coordinator or designee, with approval from the firearms range personnel, shall conduct, score and document SOD weapons qualifications on a quarterly basis to include PRO weapons qualifications.
- c. Range armorers shall inspect PRO rifles on a quarterly basis and notify the SOD Chain of Command of any repairs or necessary replacements in writing.
- d. The Tactical Training Coordinator or designee shall conduct and document semi-annual 40mm less lethal qualifications for all SWAT sworn personnel at designated targets in order to verify continued proficiency based on Department standards.
  - i. All SWAT weapons qualification requirements shall be documented in the SWAT Handbook.
- e. For the New Mexico Department of Public Safety (NMDPS) daylight and low-light qualification:
  - i. A minimum overall score of ninety percent (90%) is mandatory for both rifle and pistol;
  - ii. If the SWAT officer fails the first attempt, they shall be removed from operational duties. The SWAT officer shall be offered remedial training before a second attempt to score ninety percent (90%) is made. The second attempt must be performed within one (1) week of the first attempt;
  - iii. In the event the first rifle or pistol firearm qualification is below a score of ninety percent (90%), the SWAT officer shall have an additional opportunity to achieve a minimum score of ninety percent (90%) on the same day, following immediate remedial training; and





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- iv. If the SWAT officer fails to achieve a minimum score of ninety percent (90%) on the second qualification, the SWAT officer shall be removed from the SOD.

**6 1-92-7 Chain of Command and Duties**

A. The SOD Commander shall:

1. Hold the rank of Commander;
2. Oversee the SOD and fulfill all responsibilities of a Department Commander; and
3. Successfully complete a nationally recognized tactical command school program as soon as practical, based upon availability.

B. The SOD Deputy Commander shall:

1. Hold the rank of Deputy Commander; and
2. Successfully complete a nationally recognized tactical command school program as soon as ~~practical~~ practical based on availability.

C. The Tactical Commander shall:

1. Hold the rank of Lieutenant or a certified Acting Lieutenant ~~Commander~~ ~~Lieutenant~~;
2. Control all tactical operations, critical incidents, and tactical activations;
3. Be directly responsible for the overall operations of the Tactical Section;
4. Coordinate all tactical operations and critical incidents, as well as the deployment of the tactical activations;

**N/A**

5. Successfully complete a nationally recognized tactical command school as soon as practical, based upon availability; and
6. Actively recruit and mentor supervisors who are interested in becoming SWAT team members.

D. The SWAT Sergeant shall:

1. Directly supervise SWAT sworn personnel during daily activities;
2. Be directly responsible to the Tactical Commander. Duties and responsibilities shall include, but are not limited to:



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- a. Notifying the Tactical Commander of any mission changes or conflict of missions as soon as practicable;
- b. Conducting formal monthly line inspections of all team members' appearance and assigned equipment;
- c. Directly contacting the Emergency Communications Center (ECC) prior to a team's mission and advising them of the location of the assignment;
- d. Being responsible for personnel who report to their assignments to ensure they are equipped and on time;
- e. Working the same assignments and hours as team members;
- f. Maintaining an up-to-date list of phone numbers and addresses for team members;
- g. Actively instructing and directing subordinates in new methods and techniques to improve efficiency and effectiveness;
- h. Ascertaining the capabilities and special skills of subordinates;
- i. Ensuring the physical fitness of the team;
- j. Monitoring team days off, compensatory time, and vacation time;
- k. Scheduling physical training, physical fitness tests, recertification training, firearms qualifications, and Maintenance of Evaluation (MOE) assessments for all team members;
- l. Training subordinates in their duties so they may assume command if necessary;
- m. Assuming Tactical Commander duties if necessary;
- n. Formulating all tactical planning, subject to the approval of the Tactical Commander;
- o. Making team assignments, such as high-ground, breaching, and entry teams, based upon member performance, availability, and needs of the team or Department;
- p. Successfully complete a Basic SWAT Operator Course as soon as practical, based upon availability;
- q. Successfully complete a SWAT supervisor school program as soon as practical, based upon availability;
- r. Actively recruiting and mentoring sworn personnel officers who are interested in becoming SWAT members; ~~and~~
- s. ~~Sergeant must~~ Meet and maintain the performance requirements per the SWAT handbook; ~~and~~
- t. ~~Failure to~~ Failure to perform the duties outlined in this policy or the SWAT handbook.
- ~~t.i. Failure may can be can be just~~ cause for removal from the division.

**E. SWAT Officer**

1. A SWAT officer shall be directly responsible to the SWAT Sergeant. Duties and responsibilities shall include, but are not limited to:
  - a. Being assigned to SWAT on a voluntary basis only;
  - b. Being prepared to carry out missions of long duration as determined by the Tactical Commander;
  - c. Accepting assigned missions, including;



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- i. Maintaining communication between the on-scene supervisor and team members about relevant information in order to fulfill the mission; and
- ii. Declining to discuss a mission assignment with personnel not assigned to the Team. The SOD Commander shall inform other divisions and personnel, as necessary.

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- d. Standing for a formal or informal inspection of their equipment at the discretion of the SOD chain of command;
- e. On a quarterly basis, accounting for all Department-issued equipment by completing an SOD Property Inventory Sheet;
  - i. Sworn personnel~~Officers~~ must meet and maintain performance requirements per the SWAT handbook.
- f. Refraining from using the Department-issued equipment while off-duty, unless pre-approved by the Tactical Commander;
  - i. This shall not pertain to maintaining proficiency with Department-approved weapons on the firearms range.
- g. Immediately reporting any shortage, damage, or loss of equipment to the supervisor in order for the equipment to be replaced promptly;
- h. Responding to tactical activations, unless otherwise directed by the Tactical Commander;
- i. Actively assisting the SWAT Sergeants in recruiting and mentoring other sworn personnel~~Officers~~ and cadets who are interested in becoming SWAT sworn personnel;
- j. When not on an activation, training, or tactical assignments, assisting Field Services Bureau (FSB) personnel; ~~and~~
- k. Responding to the following critical events as directed by the Tactical Commander:
  - i. Hostage situations;
  - ii. Barricaded individual(s) who meet the criteria outlined in SOP Hostage Situations, Barricaded individuals, and Tactical Threat Assessments;
  - iii. Sniper situations;
  - iv. Execution of high-risk search and/or arrest warrants;
  - v. Area searches involving violent, fleeing felons who are an active threat to others;
  - vi. Dignitary protection details;
  - vii. Major jail disturbances;
  - viii. Major civil disturbance support; and
  - ix. Mass casualty incidents or active threats to crowds.
- l. Failure to perform the duties outlined in this policy or the SWAT handbook may~~can~~ be just cause for removal from the division; and~~=~~
- m. Successfully complete a Basic SWAT Operator Course as soon as practical based upon availability.

N/A

- 2. When a request for assistance is approved by the SOD chain of command, a SWAT officer may be assigned to assist tactical teams from other jurisdictions.



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3. A SWAT officer shall participate in an annual appointment with a Behavioral Sciences Section clinician.

F. Precision Rifle Observer (PRO)

1. Selection

- a. An officer may be assigned as a PRO at the discretion of the SOD Chain of Command.
- b. A PRO shall hold the rank of officer and a current member of the SWAT Team.

2. Training

~~2.~~

- a. A PRO shall:
  - i. Attend and successfully complete a precision rifle school and consistently attend ongoing PRO team training, as well as Tactical Team training; and
  - ii. Train a minimum of four (4) days a month. Any additional PRO training shall be at the discretion of the SWAT Sergeant and SOD chain of command. All training shall be documented by participating PRO members and evaluated by the SWAT Sergeant and Tactical Section Training Coordinator in consultation with the Tactical Commander.

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3. PRO Weapons and Ammunition Standards

- a. A PRO shall deploy with either a bolt action or semi-automatic .223, .308, .300, or .50 caliber rifle capable of 1 Minute of Angle (MOA) performance. The manufacturer, model, and accessories are determined by the Tactical chain of command based on the availability of weapons, replacement parts, and tactical inventory.
- b. A high-ground PRO shall maintain Data on Previous Engagement (D.O.P.E) logbooks for each issued precision rifle.
- ~~b.c.~~ The high-ground PRO or Training Coordinator shall provide documentation of PRO training day on a training sign-in sheet and a detailed completion of the SOD training narrative to the SOD Administrative Supervisor.
- ~~c.~~ On a weekly basis, the high-ground PRO or Training Coordinator shall provide documentation of PRO training days on a training sign-in sheet and a detailed completion of the SOD training narrative to the SOD Administrative Supervisor.
- d. On a quarterly basis, SWAT sworn personnel who are assigned to a high-ground PRO assignment shall be required to qualify with a score of ninety percent (90%) based on shooting at least twenty (20) rounds.
  - i. If a high-ground PRO officer does not achieve a score of ninety percent (90%), they shall be offered remedial training and allowed a second attempt to qualify within the same week but shall not be used operationally until they successfully pass the qualification with a minimum score of ninety percent (90%).
  - ii. If the high-ground PRO fails a second attempt to qualify, the member shall be removed from the high-ground team.

N/A



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- e. Consistent with SOP Firearms and Ammunition Authorization, the Department Armorer/Gunsmith must authorize and perform any modifications to precision rifles assigned to SOD personnel after receiving approval from ~~by~~ the SOD Commander.
  - i. The modifications shall be performed by a certified Department Armorer/Gunsmith or licensed designee approved by the SOD Commander.

4. Call-Outs

- a. During call-outs, a PRO shall provide precision rifle support, gather important information, and concisely relay that information to the Tactical Commander.

5. Counter Sniper

- a. High-ground PROs may be deployed:
  - i. To counter potential attackers; and
  - ii. If necessary, with approval from the Tactical Commander, in vantage points that allow for quick observation, identification, and engagement of threats.

6. PRO Mission Support

- a. With approval from the Tactical Commander, PROs may be asked to provide over-watch for other units engaged in the performance of their duties, including but not limited to over-watch for:
  - i. K-9 units;
  - ii. Bomb Technicians;
  - iii. Sworn personnel engaged in crowd management;
  - iv. Undercover sworn personnel engaged in pre-approved undercover operations; and
  - v. Any situation where the Tactical Commander deems it necessary to provide over-watch.

7. The Tactical Entry Specialist shall:

- ~~a.~~ Be certified in Manual, Mechanical, Ballistic, Thermal, Hydraulic, and Explosive/Energetic Breaching;
- a.
- b. Train a minimum of four (4) days a month with additional training requirements subject to the discretion of the SWAT Sergeant; and
- c. Maintain proficiency and qualifications as determined by the SWAT Sergeant and outlined in the SWAT handbook.

- G. The Tactical Administrative Supervisor ~~organizer~~ shall be responsible for ensuring that random or directed audits are conducted of all RAM Logs. The audits shall be conducted to ensure that all matrices are being used properly, consistent with SOP Execution of Search Warrants.



H. TL and ATL

1. The SWAT Team shall determine the method of nominating SWAT sworn personnel to be the TL and ATL. The SWAT Sergeant and Tactical Commander shall have the final approval of the TL and ATL.
2. The SWAT Sergeant shall supervise the TL and ATL.
3. The TL and ATL shall:
  - a. Have two (2) or more years of service with the SWAT Team unless waived in writing with an explanation by a Tactical Commander;
  - b. Have exemplary performance on call-outs and critical incidents;
  - c. Have a satisfactory or higher rating on all Employee Work Plans;
  - d. Be willing to assist the SWAT supervisors in carrying out the goals and mission of the Tactical Section;
  - e. Be responsible for assisting the SWAT Sergeants in tactical planning for critical incidents; and
  - f. Successfully complete a SWAT Team Leader development course as soon as practicable of transfer to the position(s), subject to course availability.
4. Holding the position of TL and ATL shall not preclude sworn personnel from also holding specialty positions such as Precision Rifle Observer or Tactical Entry Specialist. However, the TL and ATL positions shall take priority over the specialty position responsibilities during tactical call-outs and critical incidents.

**6 1-92-8 Deployments**

A. Hostage Situations

1. SWAT shall be called as soon as a hostage situation occurs.
2. The objective of SWAT shall be to use a combined response of negotiations and tactics with the goal of the safe release of hostage(s) and the apprehension of the offender(s).
3. SWAT may assist FSB personnel in the containment and evacuation of endangered community members.
4. The SWAT Sergeant and Tactical Commander shall develop a tactical response to the situation.
5. FSB personnel shall be responsible for maintaining the outer perimeter and shall coordinate their actions through the Tactical Commander.
6. SWAT shall maintain the inner perimeter and high-ground positions until relieved by the Tactical Commander.





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7. The Public Information Officer (PIO) shall issue media releases concerning the tactical activation, response, and/or resolution.
8. The Tactical Commander and CNT Team Leader shall:
  - a. Ensure current CNT personnel conduct negotiations with the individual(s); and
  - b. Assess established communication and/or dialog with the individual by the initial on-scene sworn personnel.
    - i. A CNT team member shall assume the role of a Coach to assist in the conversation and relay pertinent information to the Tactical Commander and CNT Team Leader.

B. Barricaded Individual(s)

N/A

1. SWAT sworn personnel shall follow the requirements outlined in SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for individuals who meet the criteria for tactical deployment (refer to SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for sanction classifications and additional duties).
2. To reduce response and deployment time, SWAT may ~~should~~ be called when the situation meets activation criteria:
  - a. Barricaded individual(s) shall be given time to surrender if safety allows; ~~and~~
  - b. Investigative units have been notified, and required warrants are in process; ~~and~~
  - c. The Tactical Commander shall authorize the use of tactical tools and or ~~forced forced, or~~ entry into a building, except in exigent circumstances where authorization from the Tactical Commander is not feasible. ~~and~~
3. SWAT may assist FSB personnel in evacuating endangered individuals.
4. SWAT shall maintain the inner perimeter and high-ground positions.
5. All commands shall be communicated from the SWAT Sergeant to SWAT sworn personnel after consultation with the on-scene Tactical Commander.
6. The Tactical Commander and CNT Team Leader shall:
  - a. Ensure current CNT personnel conduct negotiations with the individual(s);
  - b. Assess established communication and/or dialog with the individual by the initial on-scene sworn personnel; and
  - c. Ensure the CNT team member assumes the role of a Coach to assist in the conversation and relay pertinent information to the Tactical Commander and CNT Team Leader.



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7. Once the situation has been resolved, the Tactical Commander or their designee who is overseeing the activation shall prepare and submit an After-Action Review (AAR) within twenty (20) calendar days to the SOD Commander or their designee. The SOD Commander or their designee shall complete their review of the AAR within ten (10) calendar days.
    - a. The submitting Tactical Commander may request an extension of up to seven (7) additional calendar days to prepare and submit an AAR. The requesting Tactical Commander shall specify the reason(s) for the extension request via an email to the SOD Commander.
    - b. The SOD Commander may request an extension of up to seven (7) calendar days to complete their review of the AAR. The SOD Commander shall specify the reason(s) for the extension request via an email to the Bureau Head.
    - c. SOD personnel shall receive approval from the chain of command prior to the initial deadline to be considered valid. For any unapproved extension requests, SOD personnel shall adhere to the deadlines outlined in this SOP.
  8. Only during a tactical activation, if a barricaded individual is exiting and fails to yield to SWAT personnel commands, their actions may be considered a continuance of the barricade and active resistance by the individual.
- C. Use of SWAT in Response to Barricaded or Suicidal Individual(s) and Barricaded Situations
1. SWAT personnel shall respond to barricaded or suicidal and barricaded situations only when one (1) or more of the following conditions is present:
    - a. The individual has a confirmed violent felony warrant;
    - b. The individual is currently committing a violent felony crime;
    - c. The individual is currently committing a non-violent felony crime and has a documented violent history or has recently demonstrated a propensity for violence/disregard for the life and safety of others;
    - d. The individual has a non-violent felony warrant and has a documented violent history or has recently demonstrated a propensity for violence/disregard for the life and safety of others;
    - e. The individual is armed with a firearm, and an on-scene officer can confirm that the individual has discharged the firearm;
    - f. The individual is armed in a public area and displaying an immediate threat of violence; or
    - g. There is positive confirmation of the presence of an unwilling individual who is unable to leave the location of a suicidal and/or barricaded individual.
  2. Any other incidents beyond the capabilities of the Field Services Bureau (FSB) or Investigative Services Division (ISD) personnel to safely resolve, after consultation with the commander for each division who confirms that the incident is beyond FSB or ISD personnel's capabilities and when such incidents present:



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- a. Exigent circumstances that SWAT personnel are trained to safely resolve; and
- b. ~~A substantial risk of great bodily harm if unsolved. A The greater the need for~~  
the incident public and the Department is for the incident to be safely resolved rather than disengaged from.

**D. Search Warrants and Arrest Warrants**

1. SWAT shall be responsible for entering any structure and securing individual(s) in order to permit the investigating unit to safely execute the warrant.
  - a. Pre-planned search warrants shall meet the established criteria of the Search Warrant Risk Assessment Matrix (RAM).

**E. Armored Rescue Vehicle**

1. Armored rescue vehicles shall be deployed in emergency situations only with the authorization of the Tactical Commander.
2. Any damage incurred as a result of operating the vehicle shall be immediately reported to an SOD supervisor, in compliance with this Department SOP.

**F. Dignitary Protection**

1. To provide for the security and safety of visiting dignitaries, the Tactical Commander shall develop a written SWAT Operational Plan for each dignitary visit.

**G. Use of Force Reporting Requirements**

**N/A**

1. Sworn personnel who used force during a tactical activation shall report their use of force as outlined in SOP Use of Force: General and SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: General and SOP Use of Force Reporting by Department Personnel for sanction classifications and additional duties).
2. Sworn personnel who used force during a tactical activation shall document the force in a written or recorded narrative no later than twelve (12) hours after the conclusion of that tactical activation, unless they are unable to do so due to being deployed on a separate tactical activation, in which they will ~~be~~ have given an additional twelve (12) hours from the conclusion of the separate tactical activation to complete the necessary documentation.

**6 1-92-9 Use of Explosive Entries**

- A. Explosive breaching is the use of the minimum amount of explosives necessary to achieve the breaching and mission objective(s). Explosive Breaching shall be done in a manner that is reasonable, responsible, effective, and necessary toward achieving



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mission objective(s). The Tactical Command may authorize explosive breaching charges in situations needed to preserve the lives and the safety of all persons.

~~4. When entry into a fortified structure is not feasible through other means, such as the robot or Rock, the Tactical Commander may authorize the use of explosive breaching charges to enter the structure.~~ re. #0.

1.

B. The SWAT Sergeant, Training Coordinator, and Tactical Commander shall be responsible for supervising and directing the Breaching Program and Breaching Team.

C. The SWAT Sergeant shall obtain authorization from the Tactical Commander prior to deploying an explosive breaching charge except in exigent circumstances where authorization from the Tactical Commander is not feasible; a certified explosive breacher may explosively breach without authorization and shall immediately notify the tactical commander when it is safe to do so.

**N/A**

~~The Tactical Commander may authorize explosive breaching charges in situations needed to preserve the lives and the safety of all persons, such as those in hostage situations.~~

~~1. During exigent circumstances where authorization from the Tactical Commander is not feasible, a certified explosive breacher may explosively breach without authorization.~~

D. Procedures for Using Explosive Breaching Charges

1. Construction of Charge:

- a. The explosive charge shall be designed, built, placed, and initiated only by Breaching Team personnel after consulting with the on-scene Tactical Commander.
- b. Only charges which have been successfully tested for the specific application shall be used.

2. Only trained breaching team personnel are authorized to build, test, and use explosive breaching charges.

3. Use of Explosive Breaching

- a. A breacher certified in explosive breaching shall place and detonate the charge only after receiving authorization from the Tactical Commander.
- b. Precautions shall be taken to minimize exposure to known individuals se, located inside the structure or near the placed charge.



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~~F~~E. Bomb Technicians shall conduct render safe procedures for misfires during explosive breaching operations.

~~G~~F. Required Documentation

1. An explosive shot report shall be completed for each explosive breaching, for both practice and actual use.
2. Additional documentation protocols are outlined in the Breaching Handbook.

~~H~~G. Security and Safety

1. The SWAT Sergeant shall ensure a secure perimeter ~~shall~~ be in place to ensure that no persons are allowed in dangerous proximity during the use of a breaching charge. The distance shall be determined by the type of charge. This shall include evacuating people inside the perimeter as necessary.
2. During a live operation, the Tactical Commander shall request and maintain Albuquerque Fire Rescue (AFR) equipment on scene.

**6 1-92-10 Chemical Munitions and Noise Flash Diversionary Devices (NFDD)**

**A. Chemical Munitions**

1. Chemical munitions manufactured by Defense Technologies and Combined Tactical Systems and approved by the tactical section may be used by SWAT when authorized by the Tactical Commander.
2. The deployment of chemical munitions shall be considered, at a minimum, a Level 2 use of force and shall be reported to and investigated by Internal Affairs Force Division (IAFD) personnel.
3. Despite the fact that a structure is vacant, the deployment of a chemical munition inside or outside of the structure shall be reported and investigated as a use of force.
4. Authorizing the use of Chemical munitions and NFDD use during a tactical activation shall not be considered the same as ordering force and does not automatically subject the supervisor to force investigations involving each individual SWAT officer who deploys force.

**5 B. Noise Flash Diversionary Devices (NFDD)**

1. NFDDs shall be deployed by SWAT personnel only during a tactical activation. Any deployments outside of a tactical activation will be authorized by the Tactical Commander, except for those deployed in a training exercise.





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- a. Sworn personnel shall assess the potential effects of an NFDD on subjects before deployment, particularly when dealing with high-risk individuals, such as the elderly, children, those who are visibly frail, or visibly pregnant. An NFDD shall only be deployed near a high-risk individual when exigent circumstances exist.
- b. Sworn personnel shall evaluate the risks associated with deploying an NFDD on a subject in an elevated position, especially if the deployment could likely result in a fall.
- ~~a-c.~~ c. If there are exigent circumstances and a SWAT officer has to react immediately to prevent harm to sworn personnel or community members, then the SWAT officer may deploy an NFDD without prior authorization from the Tactical Commander.
- ~~b-d.~~ d. When a SWAT officer deploys an NFDD without prior authorization from the Tactical Commander due to exigent circumstances, the SWAT officer shall immediately notify the Tactical Commander once it is safe to do so.
- ~~e-e.~~ e. The deployment of all NFDDs shall be documented. The documentation shall include:
  - i. A description of the reasons for deployment;
  - ii. A description of the exigent circumstances, if any, leading to the deployment of an NFDD without authorization;
  - iii. The method of deployment;
  - iv. The effects of the deployment;
  - v. A description of any injuries or property damage resulting from the deployment; and
  - vi. An assessment of the outcomes of the deployment:
    - 1. The serial number of the deployed NFDD shall be noted in the deploying officer's report;
    - 2. The serial number of the deployed NFDD shall be reported to the on-scene SWAT sergeant at the conclusion of the incident; and
    - 3. The Tactical Commander will receive a copy of all narrative reports, where a NFDD is used, prior to the end of the subsequent shift unless it is utilized as a use of force.
- d. ~~If an NFDD is deployed inside a structure or near a vehicle with open windows or doors, or if using an NFDD~~ and causes injury or results in a complaint of injury, it shall be reported to and investigated by the Internal Affairs Force Division (IAFD) as a Level 2 use of force.
- e. If using an NFDD results in serious physical injury, hospitalization, or death, it shall be reported to and investigated by IAFD as a Level 3 use of force.
- f. NFDD deployments and structures:
  - i. NFDD deployments inside a structure where an individual does not have an intermediate barrier between themselves and the NFDD are considered a Level 2 uses of force and shall be investigated by IAFD; and
  - ii. If an NFDD is deployed outside a structure and is used as a means to gain the attention of an individual who is inside the structure, it shall not be considered a use of force.
- g. NFDD deployments and vehicles:





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- i. NFDD deployments inside a vehicle are considered a Level 2 use of force and shall be investigated by IAFD; ~~and~~
- ii. ~~NFDD deployments used near a vehicle without an intermediate barrier are considered a use of force. If an NFDD is used as a means to gain the attention of an individual who is inside a vehicle or recreational vehicle, it shall not be deployed close enough for the pressure from the NFDD blast to affect the individual. Such a deployment shall be considered a Level 1 use of force unless the individual complains of pain or exhibits signs or symptoms of pain.~~ NFDD air deployments used near a vehicle without an intermediate barrier are considered a Level 2 use of force. If an NFDD is used as a means to gain the attention of an individual who is inside a vehicle or recreational vehicle, it shall not be deployed close enough for the pressure from the NFDD blast to affect the individual. Such a deployment shall be investigated as a Level 1 use of force by IAFD, unless the individual complains of pain or exhibits signs or symptoms of pain; and
- iii. NFDD open air deployments shall not be considered a use of force, unless the NFDD is deployed close enough for the pressure from the NFDD blast to affect the individual. Such a deployment shall be considered a Level 1 use of force and investigated by IAFD, unless the individual complains of pain or exhibits signs or symptoms of pain.
- h. If an NFDD fails to detonate, the Bomb Squad shall be contacted immediately and shall respond to employ render safe procedures.
- i. ~~An NFDD shall not be deployed unless the area for which the device is intended to be deployed can be safely cleared of innocent people who could be injured by the device.~~
- j. ~~NFDD's shall not be used solely for the reason of fleeing suspects.~~

**7 1-92-11**

**SOD Annual Review**

- A. Tactical Section supervisors shall coordinate an annual meeting to take place within the first quarter of the year to analyze the successes or deficiencies of the previous year.
  - 1. Tactical Section supervisors shall discuss policies, procedures, legal developments, training updates, and Force Review Board recommendations.
  - 2. After the meeting, the SOD Commander shall finalize the annual report.



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**2-18 CONTACT WITH INDIVIDUALS WITH HEARING, SPEECH,  
AND/OR VISION IMPAIRMENTS/DISABILITIES**

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

**A. Related SOP(s)**

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-16 Reports (Formerly 1-05)
- 2-65 Language Access Procedure
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)
- 3-6 Language Access Policy

**B. Form(s)**

None

**C. Other Resource(s)**

Americans with Disabilities Act of 1990 (ADA)  
NMSA 1978, § 61-34-2 Definitions (As Used in the Signed Language Interpreting Practices Act)

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

None

**2-18-1 Purpose**

The purpose of this policy is to outline the procedures for Albuquerque Police Department (Department) personnel who interact with individuals and victims who have an impairment and/or disability that affects their hearing, speech, and/or vision.

**2-18-2 Policy**

It is the policy of the Department for Department personnel to adhere to the requirements of the Americans with Disabilities Act (ADA) and this Standard Operating Procedure (SOP) when interacting with individuals and victims who have an impairment and/or disability that affects their hearing, speech, and/or vision.

**N/A**

**2-18-3 Definitions**

**A. American Sign Language (ASL)**



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A visual language that uses the shape, placement, and movement of the hands, and facial expressions and body movements in order to convey information. ASL is used predominantly in the United States and in many parts of Canada.

**B. Auxiliary Aid**

1. A tool that is used to help communicate;
2. A Community Signed Language Interpreter; or
3. Any other means that assist with effective communication.

**C. Blind or Visually-Impaired**

1. An individual with vision loss to such a degree so as to qualify for an additional support need; or
2. An individual with a significant visual impairment that resulted from disease or trauma or a congenital or degenerative condition that cannot be corrected.

**D. Community Signed Language Interpreter**

A state-licensed and certified professional who practices interpreting and interprets a signed language.

**E. Disability**

A physical or mental impairment that substantially limits one (1) or more major life activities, including major bodily functions; a record of such an impairment; or regarded as having an impairment, including when the individual does not have an impairment that limits one (1) or more major life activities.

**F. Individual Who Is Deaf, Hard-of-Hearing, or Deaf-Blind**

A person who has either no hearing or who has significant hearing loss, consistent with NMSA 1978, § 61-34-2.

**G. Service Animal**

An animal that is individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task an animal has been trained to provide must be directly related



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to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

**N/A 2-18-4 Procedures**

**A. Blindness and Low Vision**

1. For individuals and victims with blindness or low vision, Department personnel should consider:
  - a. Letting them know when they are approaching them;
  - b. Letting them hold on to their elbow;
    - i. Department personnel shall not take the individual or victim's elbow unless they ask them to do so.
  - c. Letting them know if they are altering their path in any way (e.g., rounding a corner, stepping off a curb, etc.);
  - d. While altering their path, explaining that there are narrowing passages and doorways;
  - e. Ensuring that they know what they are signing if being asked to sign any documents, even if that means reading the document to them in their entirety;
  - f. Refraining from speaking loudly because most people who are visually-impaired hear well;
  - g. Verbally identifying them when conversing in a group format;
  - h. Avoiding lapses in conversation without informing them;
  - i. Verbally assisting them in orienting to the surroundings; and
  - j. Obtaining explicit permission prior to physically assisting them.

**B. Deaf-Blindness**

1. Department personnel should use consideration with individuals and victims with deaf-blindness.
2. Department personnel may use a Community Signed Language Interpreter during investigations if the individual or victim knows ASL.

**C. Deafness or Hard of Hearing**

1. For individuals or victims with deafness or who are hard of hearing, Department personnel should consider:
  - a. Verifying that they can see them before trying to contact them;
  - b. Speaking to them, not their Community Signed Language Interpreter;
  - c. Being aware of facial expressions and should consider body language as important;
  - d. Avoiding the tendency to speak louder;
  - e. Speaking normally;
  - f. Avoiding approaching them from behind;



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- g. Always providing effective communication (e.g., Community Signed Language Interpreters, note writing, placards, etc.);
- h. Using auxiliary aids;
- i. Asking them their preferred means of communication;
- j. Ask the individual what type of auxiliary aid or service they need and should defer to those expressed choices, unless:
  - i. There is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing; or
  - ii. Doing so would fundamentally alter the nature of the law enforcement activity in question or would cause an undue administrative or financial burden.
    - 1. The Chief of Police or their designee may make this determination.
- k. Making every attempt to use the appropriate placard to communicate with the individual who is the driver of a vehicle during a traffic stop.
  - i. If the placard is unavailable and the driver of the vehicle is deaf, hard of hearing, or oral deaf, sworn personnel may use written communication.
  - ii. All communication shall be recorded using their on-body recording device (OBRD).

**7**

**2. Use of Community Signed Language Interpreter**

- a. Sworn personnel shall request an in-person Community Signed Language Interpreter through the Emergency Communications Center (ECC) in order to interview victims and interrogate individuals who are deaf or, if requested by an individual or victim who is hard of hearing.
  - i. Sworn personnel shall notate in their Uniform Incident Report that a Community Signed Language Interpreter was called to the scene to interpret for the individual or victim.
  - ii. If a Community Signed Language Interpreter is unable to respond within a reasonable amount of time, sworn personnel shall note this in their Uniform Incident Report.
  - iii. Sworn personnel shall not use family or friends to interpret during investigations.
- b. Sworn personnel may use other auxiliary aids for the initial investigation prior to when the Community Signed Language Interpreter arrives to assist sworn personnel in determining the extent of the investigation.
  - i. Sworn personnel shall tag into evidence all written correspondence with the individual who was interrogated or the victim who was interviewed.
  - ii. Sworn personnel may send a copy of all written correspondence to the Records Division to be included with their Uniform Incident Report, consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).

**N/A**

**7**

**3. Arrest Investigations**



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N/A

- a. Sworn personnel shall provide the individual their *Miranda* rights in writing for them to sign and shall rely on a Community Signed Language Interpreter to read the individual their *Miranda* rights.
- b. At a minimum, sworn personnel shall use their OBRD to visually and audibly record interviews and interrogations, consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).
- c. When it is safe to do so, sworn personnel may handcuff individuals in the front to enable them to communicate with their hands.

D. Speech Impairment

1. For individuals or victims with a speech impairment, Department personnel should consider:
  - a. Allowing them the time they need to speak;
    - i. Department personnel shall not get impatient or try to finish sentences for them.
  - b. Paying attention to their body language and facial expressions;
  - c. Remembering that they may have difficulty speaking, but that does not mean they struggle to understand;
    - i. Department personnel shall not change their vocabulary or way of speaking.
  - d. Making eye contact;
  - e. Using auxiliary aids when contacting them;
  - f. Using the same tone and volume of speech they normally would unless they are asked to speak louder, slower, etc.; and
  - g. Listening to their words, not the mechanics of their speech.

E. Cognitive or Developmental Disability

1. For individuals or victims with a cognitive or developmental disability, Department personnel should consider:
  - a. Giving them extra time to process information or presenting information in a different way (e.g., written, pictures, etc.);
  - b. Using clear language and examples; and
  - c. Being prepared to show them how to complete a task.

F. Physical Disability

1. Consensual Encounters

- a. Department personnel should take an individual or victim's physical disability into consideration during a consensual encounter to accommodate their needs.

7

2. Criminal Investigations and Arrests





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**N/A**

- a. Department personnel shall abide by the procedures outlined in SOP Restraints and Transportation of Individuals (refer to SOP Restraints and Transportation of Individuals for sanction classifications and additional duties).
- b. If requested and necessary, sworn personnel shall provide needed resources while on calls for service.

**7**

### G. Service Animals

1. Department personnel shall not unnecessarily interfere with an individual's or victim's service animal.
2. When the owner of a service animal is arrested or deceased, sworn personnel shall:
  - a. Attempt to find a family member or other party approved by the owner to take custody of the service animal; or
  - b. If no one is available to take custody of the service animal, request for a City of Albuquerque Animal Welfare Department officer to take custody of the service animal.
    - i. Sworn personnel shall advise the responding Animal Welfare Department officer that the animal is a service animal.
    - ii. The Animal Welfare Department officer holds or returns the service animal to the owner or designated party in accordance with Animal Welfare Department policies and procedures.
3. Department personnel shall never pet service animals without permission from the owner.

**N/A**



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- 3-6 Language Access Policy

**B. Form(s)**

None

**C. Other Resource(s)**

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**2-18-1 Purpose**

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**N/A 2-18-4 Procedures**

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  - b. Letting them hold on to their elbow;
    - i. Department personnel shall not take the individual or victim's elbow unless they ask them to do so.
  - c. Letting them know if they are altering their path in any way (e.g., rounding a corner, stepping off a curb, etc.);
  - d. While altering their path, explaining that there are narrowing passages and doorways;
  - e. Ensuring that they know what they are signing if being asked to sign any documents, even if that means reading the document to them in their entirety;
  - f. Refraining from speaking loudly because most people who are visually-impaired hear well;
  - g. Verbally identifying them when conversing in a group format;
  - h. Avoiding lapses in conversation without informing them;
  - i. Verbally assisting them in orienting to the surroundings; and
  - j. Obtaining explicit permission prior to physically assisting them.

**B. Deaf-Blindness**

1. Department personnel should use consideration with individuals and victims with deaf-blindness.
2. Department personnel may use a Community Signed Language Interpreter during investigations if the individual or victim knows ~~American Sign Language (ASL)~~.

**C. Deafness or Hard of Hearing**

1. For individuals or victims with deafness or who are hard of hearing, Department personnel should consider:
  - a. Verifying that they can see them before trying to contact them;
  - b. Speaking to them, not their Community Signed Language Interpreter;
  - c. Being aware of facial expressions and should consider body language as important;
  - d. Avoiding the tendency to speak louder;
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- g. Always providing effective communication (e.g., Community Signed Language Interpreters, note writing, placards, etc.);
- h. Using auxiliary aids;
- i. Asking them their preferred means of communication; ~~and~~
- j. Ask the individual what type of auxiliary aid or service they need and should defer to those expressed choices, unless:
  - i. There is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing; or
  - ii. Doing so would fundamentally alter the nature of the law enforcement activity in question or would cause an undue administrative or financial burden.
    - 1. The Chief of Police or their designee may make this determination.
- k. Making every attempt to use the appropriate placard to communicate with the individual who is the driver of a vehicle during a traffic stop.
  - i. If the placard is unavailable and the driver of the vehicle is deaf, hard of hearing, or oral deaf, sworn personnel may use written communication.
  - 4.ii. All communication shall be recorded using their on-body recording device (OBRD).

7

## 2. Use of Community Signed Language Interpreter

- a. Sworn personnel shall request an in-person Community Signed Language Interpreter through the Emergency Communications Center (ECC) in order to interview victims and interrogate individuals who are deaf or, if requested by an individual or victim who is hard of hearing.
  - i. Sworn personnel shall notate in their Uniform Incident Report that a Community Signed Language Interpreter was called to the scene to interpret for the individual or victim.
  - ii. If a Community Signed Language Interpreter is unable to respond within a reasonable amount of time, sworn personnel ~~shall~~ must note this in their Uniform Incident Report.
  - iii. Sworn personnel shall not use family or friends to interpret during investigations.
- b. Sworn personnel may use other auxiliary aids for the initial investigation prior to when the Community Signed Language Interpreter arrives to assist sworn personnel in determining the extent of the investigation.
  - i. Sworn personnel shall tag into evidence all written correspondence with the individual who was interrogated or the victim who was interviewed.
  - ii. Sworn personnel may send a copy of all written correspondence to the Records Division to be included with their Uniform Incident Report, consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).

N/A

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## 3. Arrest Investigations



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N/A

- a. Sworn personnel shall provide the individual their *Miranda* rights in writing for them to sign and shall rely on a Community Signed Language Interpreter to read the individual their *Miranda* rights.
- b. At a minimum, sworn personnel shall use their ~~on-body recording device (OBRD)~~ to visually and audibly record interviews and interrogations, consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).
- c. When it is safe to do so, sworn personnel may handcuff individuals in the front to enable them to communicate with their hands.

D. Speech Impairment

1. For individuals or victims with a speech impairment, Department personnel should consider:
  - a. Allowing them the time they need to speak;
    - i. Department personnel shall not get impatient or try to finish sentences for them.
  - b. Paying attention to their body language and facial expressions;
  - c. Remembering that they may have difficulty speaking, but that does not mean they struggle to understand;
    - i. Department personnel shall not change their vocabulary or way of speaking.
  - d. Making eye contact;
  - e. Using auxiliary aids when contacting them;
  - f. Using the same tone and volume of speech they normally would unless they are asked to speak louder, slower, etc.; and
  - g. Listening to their words, not the mechanics of their speech.

E. Cognitive or Developmental Disability

1. For individuals or victims with a cognitive or developmental disability, Department personnel should consider:
  - a. Giving them extra time to process information or presenting information in a different way (e.g., written, pictures, etc.);
  - b. Using clear language and examples; and
  - c. Being prepared to show them how to complete a task; ~~and~~

F. Physical Disability

1. Consensual Encounters

- a. Department personnel should take an individual or victim's physical disability into consideration during a consensual encounter to accommodate their needs.

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2. Criminal Investigations and Arrests





## ALBUQUERQUE POLICE DEPARTMENT PROCEDURAL ORDERS

**SOP 2-18 (Formerly 2-09)**

**CPOAB Draft 04/16/2025**

**N/A**

- a. Department personnel shall abide by the procedures outlined in SOP Restraints and Transportation of Individuals (refer to SOP Restraints and Transportation of Individuals for sanction classifications and additional duties).
- b. If requested and necessary, sworn personnel shall provide needed resources while on calls for service.

**7**

### G. Service Animals

1. Department personnel shall not unnecessarily interfere with an individual's or victim's service animal.
2. When the owner of a service animal is arrested or deceased, sworn personnel shall:
  - a. Attempt to find a family member or other party approved by the owner to take custody of the service animal; or
  - b. If no one is available to take custody of the service animal, request for a City of Albuquerque Animal Welfare Department officer to take custody of the service animal.
    - i. Sworn personnel shall advise the responding Animal Welfare Department officer that the animal is a service animal.
    - ii. The Animal Welfare Department officer holds or returns the service animal to the owner or designated party in accordance with Animal Welfare Department policies and procedures.
3. Department personnel shall never pet service animals without permission from the owner.

**N/A**



## **2-63 CRIME STOPPERS INVESTIGATIONS**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Crime Stoppers Tip Information Form

**C. Other Resource(s)**

NMSA 1978, §§ 29-12A-1 through 29-12A-6 Crimes Stoppers

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

None

### **2-63-1 Purpose**

The purpose of this policy is to implement the Crime Stoppers Program to prevent and reduce crime by forming a partnership between the community, law enforcement, and the media and offering anonymity and cash rewards to anyone who provides information leading to an arrest. The Crime Stoppers Program encourages community members to overcome impediments, including fear and apathy, to assist local law enforcement agencies in the fight against crime, and thus, furthers the goal of making the community a safer place for all who live or work in the region.

### **2-63-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to coordinate a Department-wide information system that safeguards the confidentiality and anonymity of Crime Stoppers Informants.

**N/A**

### **2-63-3 Definitions**

**A. Informant**

An individual who provides information on suspected criminal activity.



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PROCEDURAL ORDERS

**SOP 2-63**

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**2-63-4 Procedures**

**6** A. Sworn personnel shall:

1. Notify Crime Stoppers Unit personnel of the dispositions and/or findings of their investigation upon receiving Crime Stoppers tip information;
2. Notify community members who wish to collect a reward by supplying information regarding a crime or fugitive that they need to contact Crime Stoppers Unit personnel with the information to be eligible for a Crime Stoppers reward; and
  - a. In order for the community member to be eligible for the Crime Stoppers reward, the community member must remain anonymous, and all information shall go through the Albuquerque Metropolitan Crime Stoppers Program.
3. Maintain the confidentiality of all Crime Stoppers tip information as required by state law.

**6** B. Sworn personnel shall not:

- 3**
1. Maintain a separately indexed crime stoppers tip file intended for use as an intelligence repository;
  2. Advise community members who have already reported a crime to call Crime Stoppers Unit personnel to collect a reward;
  3. Make community members promises of any possible future rewards from the Albuquerque Metropolitan Crime Stoppers Program for the information;
  4. Be eligible to collect Crime Stoppers rewards; or
  5. Disseminate information they gathered in the course of their duties to any non-law enforcement personnel if it could reasonably result in a Crime Stoppers reward being paid.

**6** C. Crime Stoppers Unit File

1. Crime Stoppers Unit personnel shall:
  - a. Always maintain the anonymity of crime stoppers Informants;
  - b. Be responsible for documenting, disseminating, and forwarding information to the appropriate agencies and/or operational units for investigation;
  - c. Maintain Crime Stoppers Unit files, computer program information, log books, and tip information as property of the Albuquerque Metropolitan Crime Stoppers Program; and
  - d. Forward copies of Crime Stoppers tip information forms to the pertinent supervisor for their investigative evaluation.



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2. The supervisor shall use the following guidelines when determining how the Crimes Stoppers tip information forms will be used:
  - a. Operational Use:
    - i. All Crime Stoppers information forms shall be put into operational use within two (2) weeks from the date of receipt by sworn personnel; and
    - ii. Crime Stoppers tip information forms that have not been put into operational use within the two (2) weeks shall be returned to the Crime Stoppers Unit.
  - b. Intelligence Use:
    - i. If a supervisor or sworn personnel receiving the information determines the information shall not be used operationally, they shall return the Crime Stoppers tip information form to the Crime Stoppers Unit.



## **2-63 CRIME STOPPERS INVESTIGATIONS**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Crime Stoppers Tip Information Form

**C. Other Resource(s)**

NMSA 1978, §§ 29-12A-1 through 29-12A-6 Crimes Stoppers

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

None

### **2-63-1 Purpose**

The purpose of this policy is to implement the Crime Stoppers Program to prevent and reduce crime by forming a partnership between the community, law enforcement, and the media and offering anonymity and cash rewards to anyone who provides information leading to an arrest. The Crime Stoppers Program encourages community members to overcome impediments, including fear and apathy, to assist local law enforcement agencies in the fight against crime, and thus, furthers the goal of making the community a safer place for all who live or work in the region.

### **2-63-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to coordinate a Department-wide information system that safeguards the confidentiality and anonymity of Crime Stoppers Informants.

**N/A**

### **2-63-3 Definitions**

**A. Informant**

An individual who provides information on suspected criminal activity.



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2-63-4 Procedures

6 A. Sworn personnel shall:

1. Notify Crime Stoppers Unit personnel of the dispositions and/or findings of their investigation upon receiving Crime Stoppers tip information;
2. Notify community members who wish to collect a reward by supplying information regarding a crime or fugitive that they need to contact Crime Stoppers Unit personnel with the information to be eligible for a Crime Stoppers reward; and
  - a. In order for the community member to be eligible for the Crime Stoppers reward, the community member must remain anonymous, and all information shall go through the Albuquerque Metropolitan Crime Stoppers Program.
3. Maintain the confidentiality of all Crime Stoppers tip information as required by state law.

6 B. Sworn personnel shall not:

- 3 1. Maintain a separately indexed crime stoppers tip file intended for use as an intelligence repository;
2. Advise community members who have already reported a crime to call Crime Stoppers Unit personnel to collect a reward;
3. Make community members promises of any possible future rewards from the Albuquerque Metropolitan Crime Stoppers Program for the information; ~~or~~
4. Be eligible to collect Crime Stoppers rewards; or
- ~~a-5. Sworn personnel are prohibited from Disseminating~~ information they gathered in the course of their duties to any non-law enforcement personnel if it, which could reasonably result in a Crime Stoppers reward being paid.

6 C. Crime Stoppers Unit File

1. Crime Stoppers Unit personnel shall:
  - a. Always maintain the anonymity of crime stoppers Informants;
  - b. Be responsible for documenting, disseminating, and forwarding information to the appropriate agencies and/or operational units for investigation;
  - c. Maintain Crime Stoppers Unit files, computer program information, log books, and tip information as property of the Albuquerque Metropolitan Crime Stoppers Program; and
  - d. Forward copies of Crime Stoppers tip information forms to the pertinent supervisor for their investigative evaluation.





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**SOP 2-63**

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2. The supervisor shall use the following guidelines when determining how the Crimes Stoppers tip information forms will be used:
  - a. Operational Use:
    - i. All Crime Stoppers information forms shall be put into operational use within ~~the~~ two (2) weeks from the date of receipt by sworn personnel; and
    - ii. Crime Stoppers tip information forms that have not been put into operational use within the two (2) weeks shall~~must~~ be returned to the Crime Stoppers Unit.
  - b. Intelligence Use:
    - i. If a supervisor or sworn personnel receiving the information determines the information shall not be used operationally, they shall return the Crime Stoppers tip information form to the Crime Stoppers Unit.



## **3-15 SWORN PERSONNEL POSITIONS AND SENIORITY**

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

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

3-11 Command Staff Responsibilities (Formerly 3-02 and 3-2)

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

None

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

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

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

None

### **3-15-1 Purpose**

The purpose of this policy is to establish ranks and recognize seniority among Albuquerque Police Department (Department) sworn personnel based upon the current Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

### **3-15-2 Policy**

It is the policy of the Department to establish seniority among the ranks of all sworn personnel based upon the current CBA.

### **N/A 3-15-3 Definitions**

#### **A. Department Seniority**

The relative position of an employee to all other Department personnel within the same rank in the Department. Furthermore, "Department Seniority" is seniority in rank or the position of Department personnel in relation to other personnel of the same rank.

#### **B. First-line Supervisor**

An officer that has completed the first-line supervisor training and acts in a supervisory capacity.



C. Order of Precedence

The sequential ranking of positions among Department personnel.

**N/A 3-15-4 Sworn CBA Personnel Positions**

A. Department personnel shall refer to SOP Command Staff Responsibilities for positions above a Lieutenant.

B. A Lieutenant:

1. Is a commanding supervisor who oversees an area command, a watch, a section, or a unit; and
2. Performs administrative and supervisory duties under the direction of a Commander or their designee.

C. A Sergeant:

1. Is a first-line supervisor who is authorized to supervise a unit or team of personnel; and
  - a. A Sergeant may also be designated as a commanding supervisor.
2. Supervises activities at an operational level under the direction of a Commander, Lieutenant, or their designee.

D. An Officer:

1. Is certified as a law enforcement officer through the New Mexico Department of Public Safety (DPS); and
2. Is under the direct supervision of a sergeant or first-line supervisor.

**N/A 3-15-5 Seniority**

A. Seniority is determined by:

1. Continuous service time in rank;
2. Continuous service with the Department;
3. Initial date of hire with the City of Albuquerque, if sworn personnel were employed by the Department prior to the beginning of a sworn personnel's cadet class; and



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- a. All those hired at the beginning of a cadet/lateral class are ranked by academic standing upon graduation.
- b. Time acquired by those pre-hired for the purpose of Department employment until such time as an Academy Division class begins will not count towards class rank/seniority.

4. Terms specified in the current CBA.

**7**

**B. Order of Precedence**

1. Department personnel of the same rank shall take precedence according to the date of their appointment to their respective rank or grade.
  - a. In the event of a tie, seniority is determined by class rank.
2. Among sworn personnel who are assigned to the Field Services Bureau (FSB) or who are investigators, the positions of patrol officer second class and patrol officer first class are separate ranks.
3. Where two (2) or more Department personnel are work together on the same assignment and are of equal rank, seniority shall not be exercised unless one (1) employee has been designated as being in command by a supervisor or is a first-line supervisor.



## **3-15 SWORN PERSONNEL POSITIONS AND SENIORITY**

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

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

3-11 Command Staff Responsibilities (Formerly 3-02 and 3-2)

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

None

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

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

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

None

### **3-15-1 Purpose**

The purpose of this policy is to establish ranks and recognize seniority among Albuquerque Police Department (Department) sworn personnel based upon the current Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

### **3-15-2 Policy**

It is the policy of the Department to establish seniority among the ranks of all sworn personnel based upon the current CBA.

### **N/A 3-15-3 Definitions**

#### **A. Department Seniority**

The relative position of an employee to all other Department personnel employees within the same rank in the Department. Furthermore, "Department Seniority" is seniority in rank or the position of Department personnel in relationship to other personnel of the same rank.

#### **B. First-line Supervisor**

An officer that has completed the first-line supervisor training and acts in a supervisory capacity.



C. Order of Precedence

The sequential ranking of positions among Department personnel.

**N/A 3-15-4 Sworn CBA Personnel Positions**

A. Department personnel shall refer to SOP Command Staff Responsibilities for positions above a Lieutenant.

B. A Lieutenant:

1. Is a commanding supervisor who oversees an area command, a watch, a section, or a unit; and
2. Performs administrative and supervisory duties under the direction of a Commander or their designee.

C. A Sergeant:

1. Is a first-line supervisor who is authorized to supervise a unit or team of personnel; and
  - a. A Sergeant may also be designated as a commanding supervisor.
2. Supervises activities at an operational level under the direction of a Commander, Lieutenant, or their designee.

D. An Officer:

1. Is certified as a law enforcement officer through the New Mexico Department of Public Safety (DPS); and
2. Is under the direct supervision of a sergeant or first-line supervisor.

**N/A 3-15-5 Seniority**

A. Seniority is determined by:

1. Continuous service time in rank;
2. Continuous service with the Department;
3. Initial date of hire with the City of Albuquerque, if sworn personnel were employed by the Department prior to the beginning of a sworn personnel's cadet class; and





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- a. All those hired at the beginning of a cadet/lateral class are ranked by academic standing upon graduation.
- b. Time acquired by those pre-hired for the purpose of Department employment until such time as an Academy Division class begins will not count towards class rank/seniority.

4. Terms specified in the current CBA.

**7**

**B. Order of Precedence**

1. Department personnel of the same rank shall take precedence according to the date of their appointment to their respective rank or grade.
  - a. In the event of a tie, seniority is determined by class rank.
2. Among sworn personnel who are assigned to the Field Services Bureau (FSB) or who are investigators, the positions of patrol officer second class and patrol officer first class are separate ranks.
3. Where two (2) or more Department personnel employees are working together on the same assignment and are of equal rank, seniority shall not be exercised unless one (1) employee has been designated as being in command by a supervisor or is a first-line supervisor.



## **3-20      TIMESHEETS, OVERTIME, COMPENSATORY TIME, AND WORK SHIFT DESIGNATION**

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

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

- 1-48    Fiscal Division (Formerly 8-3)
- 1-71    Operations Review Section (Formerly 4-1)
- 1-75    Grant Administration Division (Formerly 1-03 and 8-1)
- 2-56    Use of Force: Reporting by Department Personnel
- 3-41    Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

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

Interoffice Memorandum Upgrade Request

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

Albuquerque, N.M., Administrative Instruction No. 2-28 Time Reporting and Approval Policy  
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)  
Fair Labor Standards Act of 1938  
Family and Medical Leave Act of 1993  
Off Duty Management (ODM) Officer Trak: [odm.officertrak.com](http://odm.officertrak.com)  
ROA 1994, § 3-1-10 Compensation  
*United States of America v. City of Albuquerque*, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)

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

SO 23-142 Amendment to SOP Overtime, Compensatory Time, and Work Shift Designation  
SO 24-50 Amendment to SOP 3-20 Overtime, Compensatory Time, and Work Shift Designation  
SO 25-06 (Amended) Amendment to SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designations  
SO 25-25 Amendment to SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designations

### **3-20-1      Purpose**

The purpose of this policy is to outline the rules and procedures for Albuquerque Police Department (Department) personnel who work and are compensated for overtime or compensatory time. This policy also provides for the designations of shifts worked by



Department personnel, as well as Chief's Overtime (COT) Program review, approval, and oversight.

**3-20-2 Policy**

It is the policy of the Department to compensate Department personnel for all overtime worked in the form of wages or compensatory time, as provided by federal, state, and local laws, and consistent with the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

**N/A 3-20-3 Definitions**

**A. Backfill**

Substitute personnel working as a replacement for personnel of the same rank or role.

**B. Call-Back**

The status in which Department personnel are expected to respond to phone calls during all hours of the day. A call-back status differs from being in an on-call status because personnel are not expected to respond to a call-out to resume their regular duties during off hours.

**C. Call-Out**

The status resulting from a request by a supervisor for Department personnel to return to duty from an off-duty status in order to perform unanticipated and unscheduled work assignments.

**D. Collateral Position**

An additional staffing position for specialized units that an employee may be selected to work in addition to their normal position.

**E. Differential Pay**

Compensation pay for an employee for working outside normal hours. The shift classification (Watch I, Watch II, or Watch III) is used to calculate shift differential pay, consistent with the CBA.

**F. Eligible Personnel**

All non-exempt personnel under the Fair Labor Standards Act (FLSA).

**G. On-Call**



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A rotating assignment within specific units to cover the periods of time when on-duty Department personnel are unavailable. The on-call status is used for flexibility in scheduling for certain unit personnel in lieu of providing continuous coverage by that unit.

**H. Overtime**

1. Any hours worked by eligible Department personnel in excess of eighty (80) hours during a fourteen (14) day work period or any hours worked by eligible nonsworn personnel in excess of forty (40) hours in a work week. The different types of overtime include:
  - a. Administrative: Time accrued in order for Department personnel to complete paperwork or other administrative tasks;
  - b. Call-Out: Time accrued as a result of Department personnel being called to resume normal duties while in an on-call status;
  - c. Call for Service: Time accrued as a result of Department personnel responding to a call for service outside of their regular duty shift;
  - d. Community Engagement: Time accrued as a result of Department personnel attending or participating in community engagement activities approved by the Office of the Chief of Police;
  - e. Community Meeting: Time accrued as a result of Department personnel attending or participating in community meetings;
  - f. District Court: Time accrued as a result of Department personnel participating in proceedings at the Bernalillo County District Court;
  - g. Federal Court: Time accrued as a result of Department personnel participating in proceedings in the Federal Court;
  - h. Grand Jury: Time accrued as a result of Department personnel participating in grand jury proceedings;
  - i. Grant: Time accrued as a result of Department personnel performing duties or functions funded by a grant;
  - j. Holiday Worked: Time accrued when Department personnel work on an observed holiday. Department personnel may refer to the City of Albuquerque observed holiday list;
  - k. Investigative: Time accrued as a result of Department personnel conducting an investigation that continues or occurs when they are not on their regular duty shift;
  - l. Metropolitan Court: Time accrued as a result of Department personnel participating in proceedings in Metropolitan Court;
  - m. Motor Vehicle Division (MVD) Hearings: Time accrued as a result of Department personnel participating in MVD hearings;
  - n. Reimbursable: Time that is subject to funding or reimbursement from another City department or outside source;
  - o. Special Events: Time accrued as a result of Department personnel working a special event that is authorized by the Office of the Chief;
  - p. Tactical Operations Plan: Overtime is accrued as a result of personnel participating in a tactical operations plan;



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- q. Training: Time accrued as a result of Department personnel attending training approved by the Office of the Chief of Police; and
- r. Use of Force: Time accrued as a result of Department personnel performing duties related to use of force documentation.

**I. Shift Designations**

- 1. Permanent work shifts of the Department that are classified into one (1) of the following categories:
  - a. Watch I (Graveyard Shift): Any shift that begins between 1700 hours and 0329 hours;
  - b. Watch II (Day Shift): Any shift that begins between 0330 hours and 0959 hours; and
  - c. Watch III (Swing Shift): Any shift that begins between 1000 hours and 1659 hours.

**J. Special Assignments**

Any shift or portion of a shift worked by Department personnel outside their normally scheduled shift or location.

**K. Standby Time**

FLSA non-exempt Department personnel that support a twenty-four (24) hour by seven (7) day per week operation are entitled to standby time if the employee is the one that is actually required to report to the worksite in the case of an emergency and resolve a problem. Standby time may not be combined with any other time such as overtime. Standby will be paid on a bi-weekly basis and may not be accumulated. Department personnel on standby time must keep the supervisor advised as to where they may be reached.

**L. Temporary Upgrade**

Department personnel who have completed the required training and who are temporarily upgraded to a higher rank or role in the event the regular supervisor is absent.

**M. Types of Compensation**

- 1. Regular Time: Time that is paid at the employee's regular hourly rate.
- 2. Overtime Compensation: Time that is paid at the rate of one-and-one-half (1.5) times of the eligible employee's regular hourly rate.
- 3. Regular Comp Time: Overtime hours compensated as future time-off at the rate of one-and-one-half (1.5) hours for each overtime hour worked.



4. Straight Comp Time: Time compensated with future time-off at the rate of one (1) hour for each hour worked.

**5 3-20-4 Rules, Responsibilities, and Procedures**

**A. Overtime**

1. Eligible Department personnel shall receive overtime compensation for any overtime worked.
2. Department personnel that work eight (8), ten (10), or twelve (12) hour shifts shall be authorized to work twenty-five (25) hours of overtime per calendar week, or Saturday through Friday. Department personnel shall not exceed sixty-five (65) hours per calendar week.
  - a. This includes overtime that is paid or comp time that is earned beyond their regular duty shift;
    - i. Supervisors may only sign up for overtime requiring a supervisor.
      1. A lieutenant may work in place of an absent sergeant as long as the responsibilities for the overtime period are that of a supervisor.
  - b. This does not include court overtime that is worked beyond their regular duty shift;
  - c. This does not include comp time that is earned while working in an on-call status;
  - d. This does not include comp time that is earned while doing firearms range practice at a City of Albuquerque facility;
  - e. This includes grant overtime;
    - i. The employee's direct supervisor shall ensure that their employee adheres to the grant overtime requirements outlined in this SOP.
    - ii. Supervisors may only sign up for overtime requiring a supervisor.
  - f. All COT and any other overtime that is worked per calendar week shall be counted towards the weekly sixty-five (65) hour cap;
  - g. When Department personnel are working unscheduled overtime, either by being held over for calls for service or from taking care of the Department's operational needs, and it forces them to exceed the weekly sixty-five (65) hour cap, they shall notify their direct supervisor by the end of their shift;
  - h. FSB-related overtime does not include backfill, which is forced due to manning levels;
  - i. Prior to any overtime worked by Department personnel, outside their normally assigned Bureau, the overtime will be reviewed and authorized by the Chief of Staff; and
    - i. Certified collateral assignments will be exempt from this requirement.
  - j. The Chief of Police or their designee shall be authorized to exempt Department personnel from the weekly sixty-five (65) hour cap to meet the Department's operational needs.





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3. Department personnel that work twelve (12) hour shifts shall be authorized to work twenty-five (25) hours of overtime per calendar week.
  - a. For an employee who works thirty-six (36) hours per calendar week, they shall be authorized to work twenty-five (25) hours of overtime for a maximum of sixty-one (61) total hours per calendar week.
  - b. For an employee who works forty-four (44) hours per calendar week, they shall be authorized to work twenty-five (25) hours of overtime for a maximum of sixty-nine (69) total hours per calendar week.
4. The on-duty supervisor shall pre-approve all overtime, with the exception of court overtime and COT. On a daily basis, the on-duty supervisor shall record overtime within the payroll timekeeping system to which the employee has been assigned. The on-duty supervisor shall review the dates or any COT worked, and confirm that the officer was not in an on-call status that would have prohibited the overtime.
5. When possible, Department personnel working during normal business hours shall schedule work-related meetings, interviews, or appointments during their shift(s). If Department personnel cannot schedule meetings, interviews, or appointments during their shift(s), they shall notify their immediate supervisor and obtain approval from their commander before scheduling meetings, interviews, or appointments during off-duty hours. This section does not apply to Department personnel whose entire shift occurs during non-business hours.
6. When possible, Department personnel shall consolidate meetings, interviews, or appointments to reduce overtime expenditures.
7. Department personnel shall not sign up for or accept an assignment for overtime if they are:
  - a. In an on-call status, except:
    - i. Sworn personnel who work for the Honor Guard Team, Emergency Response Team(s) (ERT), Horse Mounted Unit (HMU), or Crisis Negotiation Team (CNT). If these units are working overtime or comp time and there is a mandatory call-out, no disciplinary action will be taken for the missed overtime assignments, if any; and
    - ii. Sworn personnel who work in an on-call status may sign up for traffic grant overtime. If there is a mandatory call-out, no disciplinary action will be taken for the missed grant overtime.
      1. The entry within the payroll system shall reflect the actual hours worked for each overtime event.
  - b. On an administrative leave/assignment;
  - c. On suspension;
  - d. On sick leave, Family Medical Leave Act (FMLA) leave, or educational leave;
  - e. Have physical or medical restrictions that impact their ability to perform the essential functions of a Field Services Bureau (FSB) officer;
  - f. On military leave; or



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g. On injured light duty (ILD).

8. Types of Overtime

Calls for service (CFS) Overtime	<ul style="list-style-type: none"><li>• Voluntarily working CFS overtime for Field Service Bureau (FSB) as a result of a manning shortage or vacancy shall count towards the twenty-five (25) hour cap.</li><li>• Supervisors may only volunteer for CSF-related overtime when working in a supervisory capacity.</li><li>• Department personnel who are held over for an extended CFS or critical incident, of which the supervisor on duty approved the overtime for the specific event, may be exempt from the twenty-five (25) hour cap.</li><li>• Department personnel required and forced to work for the coverage of a backfill/manning-related shortage shall be exempt from the twenty-five (25) hour cap.</li></ul>
Callout Overtime	<ul style="list-style-type: none"><li>• Callout overtime that is based on a specialized unit responsibility will be exempt from the twenty-five (25) hour cap.</li><li>• Department personnel working certified collateral assignments and working a specialized unit callout will be exempt from the twenty-five (25) hour cap.</li></ul>
Court Overtime	<ul style="list-style-type: none"><li>• Court overtime that is worked beyond the Department personnel's normal duty hours will be exempt from the twenty-five (25) hour cap.</li></ul>
Grant Overtime	<ul style="list-style-type: none"><li>• Grant overtime is included in the twenty-five (25) hour cap.</li><li>• Supervisors working Grant overtime may only work in the capacity of a supervisor.</li></ul>
Holiday Overtime	<ul style="list-style-type: none"><li>• Holiday overtime does not count towards the twenty-five (25) hour cap.</li></ul>
Off-Duty Management (ODM) Overtime	<ul style="list-style-type: none"><li>• All ODM Overtime that is worked per calendar week shall be counted toward the twenty-five (25) hour cap.</li></ul>
Investigative Overtime	<ul style="list-style-type: none"><li>• Investigative units called out to work outside their normal assigned hours will be exempt from the twenty-five (25) hour cap.</li><li>• Department personnel assigned to investigations units who are working outside the scope of a specialized unit callout but continuing to work on necessary case management work shall count towards the twenty-five (25) hour cap.</li></ul>
Emergency Communications Center (ECC)/ Real Time Crime Center	<ul style="list-style-type: none"><li>• Forced Department personnel required to work for the coverage of a backfill/manning-related shortage will be exempt from the twenty-five (25) hour cap.</li></ul>



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(RTCC) Overtime	
Academy Professional Training Overtime	<ul style="list-style-type: none"><li>• Voluntary overtime to assist the Academy with training to instruct staff, or to help with anything needed at the Academy to safely conduct training, will count towards the twenty-five (25) hour cap.</li></ul>
Special Event/ Tact plan Overtime	<ul style="list-style-type: none"><li>• Overtime to work Department-approved Tac Plans will count towards the twenty-five (25) hour cap.</li><li>• Overtime to work Department-approved Special Events will count toward the twenty-five (25) hour cap.</li><li>• Forced overtime of Department personnel to fill a necessary event that was not covered by voluntary personnel will not count toward the twenty-five (25) hour cap.</li><li>• Example: A P/2C forced to work a sporting event following unsuccessful volunteers were found.</li></ul>
Administrative Overtime	<ul style="list-style-type: none"><li>• Department-mandated appearances of Department personnel that are outside the Department personnel's normally scheduled worked hours will not count towards the twenty-five (25) hour cap.</li><li>• Example: Department personnel required interviews in the Internal Affairs Force Division (IAFD) or Internal Affairs Professional Standards (IAPS) Division.</li></ul>

9. Approval of overtime worked by Department personnel outside their normally assigned bureau shall be approved in Telestaff by the Division Commander of where the overtime was worked.

10. Department personnel shall be responsible for remaining within the twenty-five (25) hour cap.

11. All immediate supervisors shall be responsible for ensuring their assigned Department personnel remain in compliance with this SOP.

**B. Compensatory (Comp) Time**

1. The accumulation and use of comp time in lieu of paid overtime on a voluntary basis is prohibited, except as authorized by the employee's union contract and the Fair Labor Standards Act (FLSA), and is subject to the following guidelines and restrictions:

- a. Comp time shall require the same approval process as overtime;
- b. Department personnel working in excess of forty (40) hours per week may choose to get paid at the rate of one and one-half (1.5) of their regular rate of pay or to earn comp time at the rate of one and one-half (1.5) hours for each hour worked; and



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- c. The maximum amount of comp time that is accrued by any one Department employee is stipulated in their respective, current union contract.
  - i. Once Department personnel have achieved eighty-five percent (85%) of the comp time as permitted by their union contract, the Payroll Officer and Payroll Tech shall notify Department personnel and their commander or, when no commander is assigned, the Bureau Deputy Chief.
  - ii. The commander shall set a meeting with Department personnel who have achieved eight-five percent (85%) of the comp time threshold to ensure Department personnel do not exceed one-hundred percent (100%) of the union contract comp time threshold.
  - iii. Department personnel may have one-hundred percent (100%) of the union contract comp time threshold in their comp time bank.
  - iv. Department personnel shall ultimately be responsible for staying below the maximum comp time threshold.
    - 1. If Department personnel exceed the union contract comp time threshold due to a serious operational readiness concern, the supervisor of the affected employee shall prepare an Interoffice Memorandum to obtain written approval to exceed the comp time maximum for that employee. The Interoffice Memorandum shall be addressed to the supervisor's Bureau Deputy Chief.
- 2. Supervisors shall not request Department personnel to work overtime based on their preference for choosing comp time in lieu of paid overtime.
- 3. Time sheet entries shall include the use of comp time and any additional comp time accrued.

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**C. Overtime and Comp Time Approval**

- 1. Department personnel shall be logged on to a Computer-Aided Dispatch (CAD) system for all instances of overtime.
- 2. Administrative Overtime
  - a. Prior to accrual, Department personnel shall obtain the Bureau Deputy Chief's approval of all administrative overtime.
- 3. Overtime Due to Being Held Over for a Call for Service
  - a. Department personnel who must work outside their normal duty hours or who are being held over for calls for service shall obtain prior approval from an on-duty supervisor.
  - b. Department personnel shall complete documentation of all overtime in their respective payroll systems, which shall include:
    - i. The name of the supervisor authorizing the overtime;
    - ii. The area command in which the overtime was completed;



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- iii. A minimum of two (2) CAD or case numbers documented within the comments; or
  - iv. If Department personnel are held over for a single late call, the CAD or case number of the single call shall be documented.
  - c. As soon as feasible, Department personnel working calls for service/late call overtime shall go off-duty. Every hour, an on-duty supervisor shall review calls for service/late call overtime to evaluate the need for the continued use of overtime.
  - d. Department personnel are prohibited from exceeding the weekly sixty-five (65) hour cap while handling a call for service that forces them to work past their regular duty shift.
    - i. The employee's direct supervisor shall verify and audit the comments in the scheduling system or timekeeping system prior to approving the overtime.
    - ii. If the employee's direct supervisor requires their employee to work overtime for calls for service, the employee shall not be subject to discipline for exceeding the weekly sixty-five (65) hour cap.
4. On-Call Compensation
- a. Department personnel in an on-call status must remain fit for duty and available to assume full responsibility of their duties within one (1) hour notice. Department personnel in this status must be readily available to respond and provide a phone number that they shall immediately respond to.
  - b. Department personnel in an on-call status shall receive eight (8) hours of straight comp time for each seven (7) days of such assignment. If Department personnel are on-call on a day-to-day basis, they shall receive two (2) hours of straight comp time for every twenty-four (24) hours of such assignment, not to exceed eight (8) hours in a week.
5. Call-Out Compensation
- a. An on-scene supervisor may call out Department personnel in cases requiring immediate action by off-duty personnel.
    - i. The on-scene supervisor shall only call out Department personnel necessary for the intervention.
  - b. Every hour, the on-duty supervisor shall evaluate the need for the continued use of Department personnel in a call-out status.
  - c. Department personnel in a call-out status shall receive two (2) hours overtime compensation or overtime compensation for actual hours worked, whichever is greater.
    - i. Additional call-out(s) worked and completed within the initial two (2) hour call period shall only be compensated for two (2) hours of overtime.
6. Call-Back Compensation





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Department personnel who are authorized to be in a call-back status for six (6) or more days during a fourteen (14) day work period shall receive five (5) hours of comp time.

**7. Community Meeting Overtime**

- a. Department personnel shall continue to make every effort to attend community meetings during their shift and/or adjust their hours.
  - i. However, in order to ensure that Department personnel are able to attend the required community meetings per the Court-Approved Settlement Agreement (CASA), commanders may approve overtime for Department personnel who are unable to attend a meeting during their shift and/or adjust their hours.
- b. Department personnel shall not attend a community meeting for overtime without prior approval from their commander.

**8. Court Overtime**

- a. Court overtime is not counted towards the weekly sixty-five (65) hour cap.
- b. Payroll entries related to court overtime shall be consistent with the current union contract.
- c. Sworn personnel who are involved in the arrest of individual(s) shall not involve other personnel with the incident solely for the addition of court overtime.
- d. In cases where more than one (1) employee is involved in an arrest, the same employee shall write the Uniform Incident Report and citations whenever possible.
  - i. The last line of the Uniform Incident Report shall state which Department personnel are necessary for the prosecution of the case.
  - ii. If other Department personnel were only witnesses to the incident, they shall state that in the Uniform Incident Report.

**9. Grant Overtime**

- a. All grant overtime must be pre-approved by Grant Administration Division (GAD) personnel and the Chief of Police or their designee at the beginning of the grant cycle.
- b. All grant overtime shall be clearly identified on the overtime entry.
- c. The grant overtime shall be monitored and reviewed by the respective division commander or their designee.
- d. GAD personnel shall be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it shall be necessary to forward a summary of the grant activity to GAD personnel, along with a detailed list of Department personnel working the assignment, their rate of pay, and hours worked. The summary shall be completed by the respective division commander or their designee.

**10. Holiday Overtime**





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- a. Eligibility for holiday overtime pay shall be consistent with the current CBA.

**11. Investigation Overtime**

- a. An investigative unit supervisor may pre-approve investigation overtime only where the overtime is necessary to conduct or complete an investigation.
- b. Whenever possible, investigators shall adjust their hours or have other sworn personnel who are on duty assist in obtaining necessary statements or conducting follow-up investigations.

**12. Reimbursable Overtime**

- a. Any overtime that is worked and subject to reimbursement from an outside funding source shall have that information noted within the payroll entry system. This does not include COT, consistent with this SOP.

**13. Standby Time Compensation**

- a. If FLSA non-exempt professional staff investigators are required to be available to respond to a call for service to investigate a Use of Force or as a representative of the Internal Affairs Professional Standards (IAPS) Division, those professional staff investigators shall receive compensation equivalent to eight (8) hours at their regular rate as standby time for every seven (7) consecutive days of being on standby. This compensation is not a guarantee of additional hours and does not count as hours worked for purposes of calculating overtime.

**14. Special Event Overtime**

- a. The Operations Review Section Lieutenant and/or the Special Services Section Lieutenant or their designee shall coordinate and assign overtime for a special event.
- b. The request for additional overtime shall be pre-approved by the Chief of Police or their designee for all special events.
- c. The Chief of Police or their designee may waive the weekly sixty-five (65) hour cap through a Special Order to provide sufficient staffing for special events.

**15. Tactical Operations Plan Overtime**

- a. The Department personnel's commander and their Bureau Deputy Chief shall pre-approve all tactical operations plan overtime.
- b. All written tactical operations plans must include clear language as to whether overtime is authorized.

**16. Training Overtime**



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- a. Training
  - i. Training shall normally be conducted during designated duty hours;
  - ii. Work hours shall be adjusted to meet training needs; and
  - iii. All training overtime shall require the approval of the Chief of Police prior to accrual.
- b. Range Practice Comp Time Incentive
  - i. Range practice time is incentivized by allowing straight comp time;
  - ii. Department personnel shall categorize range practice time as straight comp time in their payroll system;
  - iii. Department personnel are ineligible for any compensation unless the practice is conducted at a Department-authorized firearms range;
  - iv. Department personnel shall sign in on the firearms range logbook; and
    - 1. The firearms range logbook shall be retained for one-hundred-and-eighty (180) days and shall be available for audit purposes.
  - v. A total of two (2) hours of straight comp time shall be earned or permitted per month.

**D. Backfill Overtime**

- 1. No backfill overtime is permitted if minimum staffing levels can be maintained.
  - a. If staffing levels cannot be maintained, the supervisor requesting backfill overtime levels shall obtain prior approval from the respective division commander or their designee.
  - b. Department personnel shall add comments to their payroll entries, identifying the name of the supervisor who approved the backfill overtime.

**E. Overtime/Comp Time Usage and Review**

- 1. If a supervisor authorizes comp time or time off that causes manning levels to fall below seventy percent (70%), the supervisor shall obtain prior authorization from the division commander.
  - a. No shift vacancy shall be filled by use of overtime, if the vacancy was caused by the use of comp time or vacation time of other Department personnel, without the division commander's authorization.

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**2. Payroll Oversight**

- a. Payroll Section personnel shall only compensate personnel on overtime/comp time additions or usage with documented comments within the payroll system.
- b. The Payroll Officer shall follow up and ensure that all payroll entries are documented with comments or the entry shall go unpaid/unapproved.
- c. The Payroll Officer shall produce a written report at the end of each payroll cycle with a list of all Department personnel who have exceeded and earned over twenty-five (25) hours of overtime in one (1) week.



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- i. This report shall be provided per pay period and to the employee's entire chain of command, up to and including the commander of their division.
  - ii. Commanders shall investigate every instance of excess overtime that is not pre-approved and follow Department SOP regarding excessive overtime. Commanders shall initiate an Internal Affairs Request (IAR) no later than twenty-four (24) hours after obtaining the knowledge of a potential policy violation as necessary.
3. All overtime and comp time usage requests shall be approved by supervisors no later than the Monday following the close of the current pay period at 0800 hours.
  - a. All exception entries must include comments.
    - i. Exception entries are defined as any scheduled or unscheduled hours outside of an employee's regular duty shift.
    - ii. The supervisor must audit and verify the entry for accuracy prior to approval.

**6**

**F. Chief's Overtime (COT) Program**

1. Department personnel who wish to participate in the COT Program shall contact the Fiscal Divisions Accounting Unit and provide all necessary information consistent with SOP Fiscal Division (refer to SOP Fiscal Division for sanction classifications and additional duties).
2. Patrolman Second Class (P2/C) who are off on-the-job (OJT) training through the rank of lieutenant may sign up for COT assignments.
  - a. Compensation for working COT shall be paid at the Department employee's current rank/pay rate of one-and-one-half (1.5) times per hour worked and only for jobs that they are trained to perform.
3. Supervisors Working COT
  - a. Supervisors may sign up for any assignment requiring a supervisor.
  - b. Department personnel may not sign up for or accept assignments designated for personnel at a lower paygrade.
    - i. A sergeant cannot sign up for an assignment for an officer.

**4**

**4. COT Hour Limitations**

- a. Department personnel are prohibited from working more than twenty-five (25) hours of COT per week.
- b. Any COT hours worked are counted towards the weekly sixty-five (65) hour cap.
- c. It is the employee's responsibility to monitor their total number of hours worked in any capacity.
  - i. If a COT assignment causes a Department employee to unexpectedly exceed the weekly sixty-five (65) hour cap, the employee working the



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assignment shall advise a supervisor and note the overage on the COT paperwork.

- ii. If unscheduled overtime causes a Department employee to exceed the weekly sixty-five (65) hour cap, and they have additional COT assignments scheduled later in the pay period, the additional assignments shall be posted on SharePoint to attempt to obtain coverage.
  - 1. If coverage cannot be found after posting, the approval to work the assignment must be granted by one (1) rank above the Department personnel and at the minimum rank of lieutenant.
  - 2. The COT Coordinator shall note the approval in the COT Program Access Database.
- d. Department personnel shall not send City-wide emails to broadcast any COT assignments.
- e. If a vendor makes a request to exclude sworn personnel from specific assignments, an email must be sent to the COT Supervisor describing the reason the officer should not work at the assignment.
  - i. The COT Supervisor shall forward the email to the officer's supervisor.
  - ii. The officer's supervisor shall initiate an investigation and submit an IAR no later than twenty-four (24) hours after obtaining the knowledge of a potential policy violation.

**5. Approval of COT Documents**

- a. Department personnel receive a minimum of two (2) hours of COT pay for any time worked under two (2) hours.
  - i. If Department personnel arrive at an assignment that has been canceled without their knowledge, they shall receive two (2) hours of pay.
  - ii. If the assignment ends early, Department personnel shall only claim the hours they actually worked above the two (2) hours.
  - iii. The vendor must sign the COT work order to confirm that personnel worked the hours indicated at the vendor's place of business. If the vendor does not sign the COT work order, the employee shall not be paid.
- b. The COT Coordinator shall conduct an audit of thirty percent (30%) of all COT entries per pay period to ensure there is an appropriate CAD entry to support the assignment.
  - i. Any discrepancy between the CAD entry and the assignment shall be reported to and investigated by the employee's direct supervisor.
  - ii. A copy of the discrepancy report shall be copied and sent through the chain of command to one (1) rank above the employee's direct supervisor.

**6. Department personnel working COT assignments shall adhere to the following standing orders:**

- a. While working a COT assignment, Department personnel shall adhere to all Department rules and regulations;
- b. A community member ride-along shall not be permitted on any COT assignments;



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- c. Department personnel shall not leave their assignment to respond to other calls for service except in the event of a Priority 1 dispatch in the immediate area of the COT assignment;
- d. Sworn personnel who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Department personnel are to immediately return to their COT assignment after booking prisoner(s) if they are still within the assignment time frame;
- e. Department personnel shall wear their unit's duty uniform with the exception of plainclothes personnel who shall wear a standard or alternate duty uniform;
- f. All COT assignments shall require at least one (1) authorized emergency vehicle capable of transporting a prisoner with a cage;
- g. Department personnel working a COT assignment may assist with unrelated requests when approached by a community member, provided it does not interfere with their current COT assignment; or
- h. If the request interferes with the assignment, the employee shall assist the community member by having sworn personnel dispatched from FSB.

**N/A**

- 7. For any complaints or disciplinary action generated during COT assignments, an IAR shall be generated, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties), by the supervisor assigned to the outside activity, or if there is no supervisor for the outside activity, the sector supervisor, at the time of the incident occurred.

**N/A**

- 8. Sworn personnel on COT involved in any uses of force, including shows of force, shall immediately report the incident, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties), as follows:

- a. To the supervisor assigned to COT, if assigned;
  - b. To the on-duty supervisor, if a supervisor for the COT had not been assigned;
- or

**N/A**

- c. The supervisor shall have the investigative responsibility, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).

- 9. Department personnel who violate any provision of this SOP relating to the COT Program shall be subject to suspension or disqualification from the COT Program in addition to possible disciplinary action as follows:

- a. A one (1) month suspension from working COT assignments for every missed assignment within one (1) calendar year of the date of the missed assignment;
- b. Suspension from signing up or working COT shall commence with the next scheduled sign-up period; or



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- c. Suspension or disqualification from COT shall not be subject to a grievance under the City's Merit System Ordinance on compensation.

**6**

**G. Upgrades and Certified Acting Sergeants**

1. When a supervisor is scheduled to be away from work, a subordinate may temporarily be upgraded to a higher-graded position.
  - a. A supervisor shall submit a Department Interoffice Memorandum Upgrade Request to their division commander through the employee's chain of command when upgrading their subordinate.
  - b. Temporary upgrades to commander and above shall be submitted to the Bureau Deputy Chief.
  - c. If required, all temporarily upgraded supervisors must be certified for the respective position by the Academy Division.

**6**

**H. Special Assignments, Collateral Assignments, and Temporary Duty (TDY) Assignments**

1. During a TDY assignment, the Department employee's TDY supervisor or chain of command shall accept all responsibilities, consistent with this Standard Operating Procedure (SOP).
  - a. A case agent/primary investigator does not have the authority to approve leave or overtime.
2. Collateral assignments shall be at the discretion of the Chief or designees and are intended to provide additional staffing to specialized units.
  - a. The collateral positions shall be circularized and will exist for at least one year.
    - i. Personnel may be removed without cause;
    - ii. Collateral sworn personnel are eligible for the collateral duty incentive pay; and
    - iii. Collateral personnel are eligible for on-call status within the specialized unit.

**5**

**3-20-5 Timesheets**

**A. Department personnel shall:**

1. Contact the Payroll Section at [apdpayroll2@cabq.gov](mailto:apdpayroll2@cabq.gov);
2. Ensure that all documents requested, including but not limited to additional pay memos, timesheet correction forms, and temporary upgrades, are submitted before the end of the pay period;
  - a. Documents will not be accepted after the end of the pay period Friday at fifteen-hundred (1500) hours.





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- b. Any paperwork received after the deadline will be processed the following pay period.
- 3. Validate their calendar or time card within their assigned scheduling or timekeeping system to ensure that all time is correct and properly accounted for, including all planned leave requests;
  - a. When an employee has an unexpected absence from work, they shall contact their immediate supervisor as soon as possible, and if they are unable to add the leave within the pay period week.
    - i. The employee's immediate supervisor shall enter their employee's unplanned leave hours in their assigned scheduling or timekeeping system.
- 4. On a weekly basis, verify that all hours entered by their immediate supervisor in their scheduling or timekeeping system are correct; and
  - a. Department personnel shall enter any non-scheduled work activity as soon as possible but no later than twenty-four (24) hours, including, but not limited to:
    - i. Court time;
    - ii. Calls for service overtime;
    - iii. Chief's Overtime;
    - iv. Tactical plan participations;
    - v. Mandatory overtime assignments; and
    - vi. Any activity in which they are not pre-scheduled to work.
  - b. Department personnel shall notify their immediate supervisor of any inaccuracies or omissions in their time card.
  - c. By electronically approving their time card, Department personnel are attesting to the information being complete and accurate.
- 5. Verify that the hours entered by their immediate supervisor in their scheduling or timekeeping system are correct.
  - a. If after reviewing their bi-weekly paycheck, the employee notices an inconsistency in their pay, they shall take the following steps to correct the inconsistency:
    - i. The employee shall clearly articulate the issue by e-mailing their immediate supervisor and, when applicable, include the following information:
      - 1. For the timekeeping system:
        - A. The reason why the employee's immediate supervisor needs to enter a punch manually;
        - B. The specific location of where the employee was when they missed a punch;
        - C. The location and time the punch should have been for; and
        - D. Whether other Department personnel witnessed this employee at that location and time.
      - 2. For the scheduling system:



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- A. The reason why the leave request or overtime was not entered or approved on time;
- B. The location of where the overtime was worked, including the case or Computer-Aided Dispatch (CAD) number; and
- C. The date and time the overtime was worked.

**6** B. A supervisor shall:

- 1. Create and maintain current and accurate schedules when using the scheduling or timekeeping system for Department personnel who are under their supervision;
- 2. Review and approve any leave requests, including time card exceptions for their subordinates on a daily basis;
- 3. Enter their employee's unplanned leave hours into the scheduling or timekeeping system;
- 4. Make all necessary corrections and adjustments to the employee's time card;

**4** a. A supervisor may adjust an employee's clock-in and/or clock-out time to correct the time card but shall not edit with the intent to avoid, decrease, or increase overtime compensation.

5. Approve their employee's time card on a weekly basis, no later than Monday at nine (9) o'clock a.m.;

a. By approving a time card, the supervisor is attesting that, to the best of their knowledge, the time card is complete and accurate.

6. If unable to access the timekeeping system, delegate through their chain of command for another supervisor to review and approve their time cards;

**5** a. A supervisor shall not allow another employee to log into the scheduling or timekeeping system using their credentials.

7. Ensure that all planned leave requests are submitted correctly (in the scheduling or timekeeping system);

a. For the first week of the pay period, or Saturday through Friday, a supervisor shall approve their employee's leave requests.

8. Ensure all Department personnel under their supervision are educated in the use of the scheduling or timekeeping system;

**N/A** a. Department personnel may refer to the training materials on the City's SharePoint site at [Work Force, TeleStaff, and Kronos Training](#).



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9. Ensure all Interim Temporary Memos are approved by the Chain of Command and submitted every six (6) months; and
10. Ensure all Temporary upgrades are approved by the Chain of Command.
  - a. Temporary upgrades shall be more than eight (8) hours a day.
  - b. Temporary upgrades shall not exceed forty-five (45) days.
  - c. Temporary upgrades shall be submitted prior to the upgrade for all planned leave of absence.
  - d. Supervisors shall notify the Payroll Section immediately about any changes to Temporary upgrades.

REDLINED



**3-20 TIMESHEETS, OVERTIME, COMPENSATORY TIME, AND WORK  
SHIFT ————— DESIGNATION**

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

**A. Related SOP(s)**

- 1-48 Fiscal Division (Formerly 8-3)
- 1-71 Operations Review Section (Formerly 4-1)
- 1-75 Grant Administration Division (Formerly 1-03 and 8-1)
- 2-56 Use of Force: Reporting by Department Personnel
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

**B. Form(s)**

Interoffice Memorandum Upgrade Request

**C. Other Resource(s)**

Albuquerque, N.M., Administrative Instruction No. 2-28 Time Reporting and Approval Policy

~~Chief's Overtime (COT) Handbook~~

~~Chief's Overtime (COT) Program Access Database~~

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

Fair Labor Standards Act of 1938

Family and Medical Leave Act of 1993

Off Duty Management (ODM) Officer Trak: [odm.officertrak.com](http://odm.officertrak.com)

ROA 1994, § 3-1-10 Compensation

*United States of America v. City of Albuquerque*, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)

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

~~SO 23-1422-29 Amendment to SOP Overtime, Compensatory Time, and Work Shift Designation~~

~~SO 24-50 Amendment to SOP 3-20 Overtime, Compensatory Time, and Work Shift Designation~~

~~SO 25-0660 (Amended) Amendment to SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designations~~

~~SO 25-25 Amendment to SOP Timesheets, Overtime, Compensatory Time, and Work Shift Designations~~

~~SO 22-88 Amendment to SOP 3-20 Overtime, Compensatory Time, and Work Shift Designation~~

~~SO 23-70 Amendment to SOP Overtime, Compensatory Time, and Work Shift Designation~~



**3-20-1 Purpose**

The purpose of this policy is to outline the rules and procedures for Albuquerque Police Department (Department) personnel who work and are compensated for overtime or compensatory time. This policy also provides for the designations of shifts worked by Department personnel, as well as Chief's Overtime (COT) Program review, approval, and oversight.

**3-20-2 Policy**

It is the policy of the Department to compensate Department personnel for all overtime worked in the form of wages or compensatory time, as provided by federal, state, and local laws, and consistent with the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association (APOA).

**N/A 3-20-3 Definitions**

**A. Backfill**

Substitute personnel working as a replacement for personnel of the same rank or role.

**B. Call-Back**

The status in which Department personnel are expected to respond to phone calls during all hours of the day. A call-back status differs from being in an on-call status because personnel are not expected to respond to a call-out to resume their regular duties during off hours.

**C. Call-Out**

The status resulting from a request by a supervisor for Department personnel to return to duty from an off-duty status in order to perform unanticipated and unscheduled work assignments.

**D. Collateral Position**

An additional staffing position for specialized units that an employee may be selected to work in addition to their normal position.

**~~D.~~ E. Differential Pay**

Compensation pay for an employee for working outside normal hours. The shift classification (Watch I, Watch II, or Watch III) is used to calculate shift differential pay, consistent with the CBA.



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**E.F. Eligible Personnel**

All non-exempt personnel under the Fair Labor Standards Act (FLSA).

**F.G. On-Call**

A rotating assignment within specific units to cover the periods of time when on-duty Department personnel are unavailable. The on-call status is used for flexibility in scheduling for certain unit personnel in lieu of providing continuous coverage by that unit.

**G.H. Overtime**

1. Any hours worked by eligible Department personnel in excess of eighty (80) hours during a fourteen (14) day work period or any hours worked by eligible nonsworn personnel in excess of forty (40) hours in a work week. The different types of overtime include:
  - a. Administrative: Time accrued in order for Department personnel to complete paperwork or other administrative tasks;
  - b. Call-Out: Time accrued as a result of Department personnel being called to resume normal duties while in an on-call status;
  - c. Call for Service: Time accrued as a result of Department personnel responding to a call for service outside of their regular duty shift;
  - d. Community Engagement: Time accrued as a result of Department personnel attending or participating in community engagement activities approved by the Office of the Chief of Police;
  - e. Community Meeting: Time accrued as a result of Department personnel attending or participating in community meetings;
  - f. District Court: Time accrued as a result of Department personnel participating in proceedings at the Bernalillo County District Court;
  - g. Federal Court: Time accrued as a result of Department personnel participating in proceedings in the Federal Court;
  - h. Grand Jury: Time accrued as a result of Department personnel participating in grand jury proceedings;
  - i. Grant: Time accrued as a result of Department personnel performing duties or functions funded by a grant;
  - j. Holiday Worked: Time accrued when Department personnel work on an observed holiday. Department personnel may refer to the City of Albuquerque observed holiday list;
  - k. Investigative: Time accrued as a result of Department personnel conducting an investigation that continues or occurs when they are not on their regular duty shift;
  - l. Metropolitan Court: Time accrued as a result of Department personnel participating in proceedings in Metropolitan Court;
  - m. Motor Vehicle Division (MVD) Hearings: Time accrued as a result of Department personnel participating in MVD hearings;





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- n. Reimbursable: Time that is subject to funding or reimbursement from another City department or outside source;
- o. Special Events: Time accrued as a result of Department personnel working a special event that is authorized by the Office of the Chief;
- p. Tactical Operations Plan: Overtime is accrued as a result of personnel participating in a tactical operations plan;
- q. Training: Time accrued as a result of Department personnel attending training approved by the Office of the Chief of Police; and
- r. Use of Force: Time accrued as a result of Department personnel performing duties related to use of force documentation.

**H.I. Shift Designations**

1. Permanent work shifts of the Department that are classified into one (1) of the following categories:
  - a. Watch I (Graveyard Shift): Any shift that begins between 1700 hours and 0329 hours;
  - b. Watch II (Day Shift): Any shift that begins between 0330 hours and 0959 hours; and
  - c. Watch III (Swing Shift): Any shift that begins between 1000 hours and 1659 hours.

**H.J. Special Assignments**

Any shift or portion of a shift worked by Department personnel outside their normally scheduled shift or location.

**J.K. Standby Time**

FLSA non-exempt Department personnel employees that support a twenty-four (24) hour by seven (7) day per week operation are entitled to standby time if the employee is the one that is actually required to report to the worksite in the case of an emergency and resolve a problem. Standby time may not be combined with any other time such as overtime. Standby will be paid on a bi-weekly basis and may not be accumulated. Department personnel Employees on standby time must keep the supervisor advised as to where they may be reached.

**K.L. Temporary Upgrade**

Department personnel who have completed the required training and who are temporarily upgraded to a higher rank or role in the event the regular supervisor is absent.

**L.M. Types of Compensation**

1. Regular Time: Time that is paid at the employee's regular hourly rate.



2. Overtime Compensation: Time that is paid at the rate of one-and-one-half (1.5) times of the eligible employee's regular hourly rate.
3. Regular Comp Time: Overtime hours compensated as future time-off at the rate of one-and-one-half (1.5) hours for each overtime hour worked.
4. Straight Comp Time: Time compensated with future time-off at the rate of one (1) hour for each hour worked.

**5 3-20-4 Rules, Responsibilities, and Procedures**

**A. Overtime**

1. Eligible Department personnel shall receive overtime compensation for any overtime worked.
2. Department personnel that work eight ~~(8), ten (10),~~ or ~~twelve (12)~~ ten-hour shifts shall be authorized to work twenty-five (25) hours of overtime per calendar week, or Saturday through Friday. Department personnel shall not exceed sixty-five (65) hours per calendar week.
  - a. This includes overtime that is paid or comp time that is earned beyond their regular duty shift;
    - i. Supervisors may only sign up for overtime requiring a supervisor.
      - a.1. A lieutenant may work in place of an absent sergeant as long as the responsibilities for the overtime period are that of a supervisor.
  - b. This does not include court overtime that is worked beyond their regular duty shift;
  - c. This does not include comp time that is earned while working in an on-call status;
  - d. This does not include comp time that is earned while doing firearms range practice at a City of Albuquerque facility;
  - e. This ~~does not include~~ grant overtime;
    - i. The employee's direct supervisor shall ensure that their employee adheres to the grant overtime requirements outlined in this ~~SOP~~ Special Order.
    - ii. Supervisors may only sign up for overtime requiring a supervisor.
  - f. All COT and any other overtime that is worked per calendar week shall be counted towards the weekly sixty-five (65) hour cap;  
~~When~~ Department personnel are working unscheduled overtime, either by being held over for calls for service or from taking care of the Department's operational needs, and it ~~this~~ forces them to exceed the weekly sixty-five (65) hour cap, they shall ~~must~~ notify their direct supervisor by the end of their shift; and
  - g.
  - h. FSB-related overtime does not include backfill, which is forced due to manning levels ~~This does not include backfill;~~



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- i. Prior to any overtime worked by Department personnel, outside their normally assigned Bureau, the overtime will be reviewed and authorized by the Chief of Staff; and
  - i. Certified collateral assignments will be exempt from this requirement. -
  - h. The Chief of Police or their designee shall be authorized to exempt Department personnel from the weekly sixty-five (65) hour cap to meet the Department's operational needs, by publishing a Special Order.
- 3. Department personnel that work twelve (12) -hour shifts shall be authorized to work twenty-five (25) hours of overtime per calendar week.
  - a. For an employee who works thirty-six (36) hours per calendar week, they shall be authorized to work twenty-five (25) hours of overtime for a maximum of sixty-one (61) total hours per calendar week.
  - b. For an employee who works forty-four (44) hours per calendar week, they shall be authorized to work twenty-five (25) hours of overtime for a maximum of sixty-nine (69) total hours per calendar week.
- The on-duty supervisor shall pre-approve all overtime, with the exception of court overtime and COT. On a daily basis, the on-duty supervisor shall record overtime within the payroll time-keeping system to which the employee has been assigned. The on-duty supervisor shall review the dates or any COT worked, and confirm that the officer was not in an on-call status that would have prohibited the overtime.
- 4. ~~The Fiscal designee on-duty supervisor shall review the dates or any COT worked Department personnel, shall not sign up or accept a COT assignment while on an on-call status, and confirm that the officer was not in an on-call status that would have prohibited the over time.~~
- 5. When possible, Department personnel working during normal business hours shall schedule work-related meetings, interviews, or appointments during their shift(s). If Department personnel cannot schedule meetings, interviews, or appointments during their shift(s), they shall notify their immediate supervisor and obtain approval from their commander before scheduling meetings, interviews, or appointments during off-duty hours. This section does not apply to Department personnel whose entire shift occurs during non-business hours.
- 6. When possible, Department personnel shall consolidate meetings, interviews, or appointments to reduce overtime expenditures.
- 7. Department personnel shall not sign-up for or accept an assignment for overtime if they are:
  - a. In an on-call status, except:
    - i. Sworn personnel who work for the Honor Guard Team, Emergency Response Team(s) (ERT), Horse Mounted Unit (HMU), or Crisis Negotiation Team (CNT) Emergency Response Team(s) (ERT). If these units are working overtime or comp time and there is a mandatory call-out, no



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disciplinary action will be taken for the missed overtime COT assignments, if any; and

- ii. Sworn personnel who work in an on-call status may sign-up for traffic grant overtime. If there is a mandatory call-out, no disciplinary action will be taken for the missed grant overtime.

1. The entry within the payroll system shall ~~must~~ reflect the actual hours worked for each overtime event.
- b. On an administrative leave/assignment;
- c. On suspension;
- d. On sick leave, Family Medical Leave Act (FMLA) leave, or educational leave;
- e. Have physical or medical restrictions that impact their ability to perform the essential functions of a Field Services Bureau (FSB) officer;
- f. On military leave; or
- g. On injured light duty (ILD).

8. Types of Overtime

<u>Calls for service (CFS) Overtime</u>	<ul style="list-style-type: none"><li>• <u>Voluntarily working CFS overtime for Field Service Bureau (FSB) as a result of a manning shortage or vacancy and shall count towards the twenty-five (25) hour cap.</u></li><li>• <u>Supervisors may only volunteer for CSF-related overtime when working in a supervisory capacity.</u></li><li>• <u>Department personnel who are held over for an extended CFS or critical incident, of which the supervisor on duty approved the overtime for the specific event, may be exempt from the twenty-five (25) hour cap.</u></li><li>• <u>Department personnel required and forced to work for the coverage of a backfill/manning-related shortage shall be exempt from the twenty-five (25) hour cap.</u></li></ul>
<u>Callout Overtime</u>	<ul style="list-style-type: none"><li>• <u>Callout overtime that is based on a specialized unit responsibility will be exempt from the twenty-five (25) hour cap.</u></li><li>• <u>Department personnel working certified collateral assignments and working a specialized unit callout will be exempt from the twenty-five (25) hour cap.</u></li></ul>
<u>Court Overtime</u>	<ul style="list-style-type: none"><li>• <u>Court overtime that is worked beyond the Department personnel's normal duty hours will be exempt from the twenty-five (25) hour cap.</u></li></ul>
<u>Grant Overtime</u>	<ul style="list-style-type: none"><li>• <u>Grant overtime is included in the twenty-five (25) hour cap.</u></li><li>• <u>Supervisors working Grant overtime may only work in the capacity of a supervisor.</u></li></ul>
<u>Holiday Overtime</u>	<ul style="list-style-type: none"><li>• <u>Holiday overtime does not count towards the twenty-five (25) hour cap.</u></li></ul>
<u>Off-Duty Management (ODM) Overtime</u>	<ul style="list-style-type: none"><li>• <u>All ODM Overtime that is worked per calendar week shall be counted toward the twenty-five (25) hour cap.</u></li></ul>



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<u>Investigative Overtime</u>	<ul style="list-style-type: none"><li>• <u>Investigative units called out to work outside their normal assigned hours will be exempt from the twenty-five (25) hour cap.</u></li><li>• <u>Department personnel assigned to investigations units who are working outside the scope of a specialized unit callout but continuing to work on necessary case management work shall count towards the twenty-five (25) hour cap.</u></li></ul>
<u>Emergency Communications Center (ECC)/ Real Time Crime Center (RTCC) Overtime</u>	<ul style="list-style-type: none"><li>• <u>Forced Department personnel required to work for the coverage of a backfill/manning-related shortage will be exempt from the twenty-five (25) hour cap.</u></li></ul>
<u>Academy Professional Training Overtime</u>	<ul style="list-style-type: none"><li>• <u>Voluntary overtime to assist the Academy with training to instruct staff, or to help with anything needed at the Academy to safely conduct training, will count towards the twenty-five (25) hour cap.</u></li></ul>
<u>Special Event/ Tact plan Overtime</u>	<ul style="list-style-type: none"><li>• <u>Overtime to work Department-approved Tac Plans will count towards the twenty-five (25) hour cap.</u></li><li>• <u>Overtime to work Department-approved Special Events will count toward the twenty-five (25) hour cap.</u></li><li>• <u>Forced overtime of Department personnel to fill a necessary event that was not covered by voluntary personnel will not count toward the twenty-five (25) hour cap.</u></li><li>• <u>Example: A P/2C forced to work a sporting event following unsuccessful volunteers were found.</u></li></ul>
<u>Administrative Overtime</u>	<ul style="list-style-type: none"><li>• <u>Department-mandated appearances of Department personnel that are outside the Department personnel's normally scheduled worked hours will not count towards the twenty-five (25) hour cap.</u></li><li>• <u>Example: Department personnel required interviews in the Internal Affairs Force Division (IAFD) or Internal Affairs Professional Standards (IAPS) Division.</u></li></ul>

9. Approval of overtime worked by Department personnel outside their normally assigned bureau shall be approved in Telestaff by the Division Commander of where the overtime was worked.

10. Department personnel shall be responsible for remaining within the twenty-five (25) hour cap.

~~9.~~ 11. All immediate supervisors shall be responsible for ensuring their assigned Department personnel remain in compliance with this SOP.

B. Compensatory (Comp) Time





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1. The accumulation and use of comp time in lieu of paid overtime on a voluntary basis is prohibited, except as authorized by the employee's union contract and the Fair Labor Standards Act (FLSA), and is subject to the following guidelines and restrictions:
  - a. Comp time shall require the same approval process as overtime;
  - b. Department personnel working in excess of forty (40) hours per week ~~may~~ can choose to get paid at the rate of one and one-half (1.5) of their regular rate of pay or to earn comp time at the rate of one and one-half (1.5) hours for each hour worked; and
  - c. The maximum amount of comp time that is accrued by any one Department employee is stipulated in their respective, current union contract.
    - i. Once Department personnel have achieved eighty-five percent (85%) of the comp time as permitted by their union contract, the Payroll Officer and Payroll Tech shall notify Department personnel and their commander or, when no commander is assigned, the Bureau Deputy Chief.
    - ii. The commander shall set a meeting with Department personnel who have achieved eight-five percent (85%) of the comp time threshold to ensure Department personnel do not exceed one-hundred percent (100%) of the union contract comp time threshold.
    - iii. Department personnel may have one-hundred percent (100%) of the union contract comp time threshold in their comp time bank.
    - iv. Department personnel shall ultimately be responsible for staying below the maximum comp time threshold.
      1. If Department personnel exceed the union contract comp time threshold due to a serious operational readiness concern, the supervisor of the affected employee shall prepare an Interoffice Memorandum to obtain written approval to exceed the comp time maximum for that employee. The Interoffice Memorandum shall be addressed to the supervisor's Bureau Deputy Chief.
2. Supervisors shall not request Department personnel to work overtime based on their preference for choosing comp time in lieu of paid overtime.
3. Time sheet entries ~~shall~~ must include the use of comp time and any additional comp time accrued.

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C. Overtime and Comp Time Approval

1. Department personnel shall be logged on to a Computer-Aided Dispatch (CAD) system for all instances of overtime.
2. Administrative Overtime
  - a. Prior to accrual, Department personnel shall obtain the Bureau Deputy Chief's approval of all administrative overtime.





3. Overtime Due to Being Held Over for a Call for Service

- ~~3.~~
- a. Department personnel who must work outside their normal duty hours or who are being held over for calls for service shall obtain prior approval from an on-duty supervisor.
  - b. Department personnel shall complete documentation of all overtime in their respective payroll systems, which shall include:
    - i. The name of the supervisor authorizing the overtime;
    - ii. The area command in which the overtime was completed;
    - iii. A minimum of two (2) CAD or case numbers documented within the comments; or
    - iv. If Department personnel are held over for a single late call, the CAD or case number of the single call shall be documented.
  - c. As soon as feasible, Department personnel working calls for service/late call overtime shall go off-duty. Every hour, an on-duty supervisor shall ~~must~~ review calls for service/late call overtime to evaluate the need for the continued use of overtime.
  - d. Department personnel are prohibited from exceeding the weekly sixty-five (65) hour cap while handling a call for service that forces them to work past their regular duty shift.
    - i. The employee's direct supervisor shall ~~must~~ verify and audit the comments in the scheduling system or timekeeping system prior to approving the overtime.
    - ii. If the employee's direct supervisor requires their employee to work overtime for calls for service, the employee shall not be subject to discipline for exceeding the weekly sixty-five (65) hour cap.

4. On-Call Compensation

- a. Department personnel in an on-call status must remain fit for duty and available to assume full responsibility of their duties within one (1) hour notice. Department personnel in this status must be readily available to respond and provide a phone number that they shall immediately respond to.
- b. Department personnel in an on-call status shall receive eight (8) hours of straight comp time for each seven (7) days of such assignment. If Department personnel are on-call on a day-to-day basis, they shall receive two (2) hours of straight comp time for every twenty-four (24) hours of such assignment, not to exceed eight (8) hours in a week.

5. Call-Out Compensation

- a. An on-scene supervisor may call out Department personnel in cases requiring immediate action by ~~personnel who are off-duty~~ personnel.
  - i. The on-scene supervisor shall only call out Department personnel necessary for the intervention.



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- b. Every hour, the on-duty supervisor shall evaluate the need for the continued use of Department personnel employees in a call-out status.
- c. Department personnel in a call-out status shall receive two (2) hours overtime compensation or overtime compensation for actual hours worked, whichever is greater.
  - Additional call-out(s) worked and completed within the initial two (2) hour call period shall only be compensated for two (2) hours of overtime.

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#### 6. Call-Back Compensation

Department personnel who are authorized to be in a call-back status for six (6) or more days during a fourteen (14) day work period shall receive five (5) hours of comp time.

#### 7. Community Meeting Overtime

- a. Department personnel shall continue to make every effort to attend community meetings during their shift and/or adjust their hours.
  - i. However, in order to ensure that Department personnel are able to attend the required community meetings per the Court-Approved Settlement Agreement (CASA), commanders may approve overtime for Department personnel who are unable to attend a meeting during their shift and/or adjust their hours.
- b. Department personnel shall not attend a community meeting for overtime without prior approval from their commander.

#### 8. Court Overtime

- a. Court overtime is not counted towards the weekly sixty-five (65) hour cap.
- b. Payroll entries related to court overtime shall be consistent with the current union contract.
- c. Sworn personnel who are involved in the arrest of individual(s) shall not involve other personnel with the incident solely for the addition of court overtime.
- d. In cases where more than one (1) employee is involved in an arrest, the same employee shall write the Uniform Incident Report and citations whenever possible.
  - i. The last line of the Uniform Incident Report shall state which Department personnel are necessary for the prosecution of the case.
  - ii. If other Department personnel were only a witnesses to the incident, they shall state that in the Uniform Incident Report.

#### 9. Grant Overtime



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- a. All grant overtime must be pre-approved by Grant Administration Division (GAD) personnel and the Chief of Police or their designee at the beginning of the grant cycle.
- b. All grant overtime shall be clearly identified on the overtime entry.
- c. The grant overtime shall be monitored and reviewed by the respective division commander or their designee.
- d. GAD personnel shall be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it shall be necessary to forward a summary of the grant activity to GAD personnel, along with a detailed list of Department personnel working the assignment, their rate of pay, and hours worked. The summary shall be completed by the respective division commander or their designee.

~~d.~~

10. Holiday Overtime

- a. Eligibility for holiday overtime pay shall be consistent with the current CBA.

11. Investigation Overtime

- a. An investigative unit supervisor may pre-approve investigation overtime only where the overtime is necessary to conduct or complete an investigation.
- b. Whenever possible, investigators shall adjust their hours or have other sworn personnel who are on-duty assist in obtaining necessary statements or conducting follow-up investigations.

12. Reimbursable Overtime

- a. Any overtime that is worked and subject to reimbursement from an outside funding source shall have that information noted within the payroll entry system. This does not include COT, consistent with this SOP.

13. Standby Time Compensation

- a. If FLSA non-exempt professional staff investigators are required to be available to respond to a call for service to investigate a Use of Force or as a representative of the Internal Affairs Professional Standards (IAPS) Division, those professional staff investigators shall receive compensation equivalent to eight (8) hours at their regular rate as standby time for every seven (7) consecutive days of being on standby. This compensation is not a guarantee of additional hours and does not count as hours worked for purposes of calculating overtime.

14. Special Event Overtime

- a. The Operations Review Section Lieutenant and/or the Special Services Section Lieutenant or their designee shall coordinate and assign overtime for a special event.



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- b. The request for additional overtime shall be pre-approved by the Chief of Police or their designee for all special events.
- c. The Chief of Police or their designee may waive the weekly sixty-five (65) hour cap through a Special Order to provide sufficient staffing for special events.

**15. Tactical Operations Plan Overtime**

- a. The Department personnel's commander and their Bureau Deputy Chief shall pre-approve all tactical operations plan overtime.
- b. All written tactical operations plans must include clear language as to whether overtime is authorized.

**16. Training Overtime**

- a. Training
  - i. Training shall normally be conducted during designated duty hours;
  - ii. Work hours shall be adjusted to meet training needs; and
  - iii. All training overtime shall require the approval of the Chief of Police prior to accrual.
- b. Range Practice Comp Time Incentive
  - i. Range practice time is incentivized by allowing straight comp time;
  - ii. Department Sworn personnel shall categorize range practice time as straight comp time in their payroll system;
  - iii. Department Sworn personnel are ineligible for any compensation unless the practice is conducted at a Department-authorized firearms range;
  - iv. Department Sworn personnel shall sign -in on the firearms range logbook; and
    - 1. The firearms range logbook shall be retained for one-hundred-and-eighty (180) days and shall be available for audit purposes.
  - v. A total of two (2) hours of straight comp time shall be earned or permitted per month.

**D. Backfill Overtime**

- 1. No backfill overtime is permitted if minimum staffing levels can be maintained.
  - a. If staffing levels cannot be maintained, the supervisor requesting backfill overtime levels shall obtain prior approval from the respective division commander or their designee.
  - b. Department personnel shall add comments to their payroll entries, identifying the name of the supervisor who approved the backfill overtime.

**E. Overtime/Comp Time Usage and Review**

- 1. If a supervisor authorizes comp time or time off that causes manning levels to fall below seventy percent (70%), the supervisor shall obtain prior authorization from the division commander.



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2. Payroll Oversight

- a. No shift vacancy shall be filled by use of overtime, if the vacancy was caused by the use of comp time or vacation time of other Department personnel, without the division commander's authorization.
- a. Payroll Section personnel shall only compensate personnel on overtime/comp time additions or usage with documented comments within the payroll system.
- b. The Payroll Officer shall follow-up and ensure that all payroll entries are documented with comments or the entry shall go unpaid/unapproved.
- c. The Payroll Officer shall produce a written report at the end of each payroll cycle with a list of all Department personnel who have exceeded and earned over twenty-five (25) hours of overtime in one (1) week.
  - i. This report shall be provided per pay period and to the employee's entire chain of command, up to and including the commander of their division.
  - ii. Commanders shall investigate every instance of excess overtime that is not pre-approved and follow Department SOP regarding excessive overtime. Commanders shall initiate an Internal Affairs Request (IAR) no later than twenty-four (24) hours after obtaining the knowledge of a potential policy violation as necessary.
3. All overtime and comp time usage requests shall be approved by supervisors no later than the Monday following the close of the current pay period at 0800 hours.
  - a. All exception entries must include ~~have comments included~~.
    - i. Exception entries are defined as any scheduled or unscheduled hours outside of an employee's regular duty shift.
    - ii. The supervisor must audit and verify the entry for accuracy prior to approval.

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F. Chief's Overtime (COT) Program

1. Department personnel who wish to participate in the COT Program shall contact the Fiscal Divisions Accounting Unit ~~COT Coordinator~~ and provide all necessary information consistent with SOP Fiscal Division (refer to SOP Fiscal Division for sanction classifications and additional duties). ~~Department personnel shall refer to the Chief's Overtime Handbook for additional requirements of the COT Program.~~
2. Patrolman Second Class (P2/C) who are off on-the-job (OJT) training through the rank of lieutenant may sign-up for COT assignments.
  - a. Compensation for working COT shall be paid at the Department employee's current rank/pay rate of ~~at~~ one-and-one-half (1.5) times per hour worked and only for jobs that they are trained to perform.
3. Supervisors Working COT



- a. Supervisors may sign-up for any assignment requiring a supervisor.
- b. Department personnel may not sign-up for or accept assignments designated for personnel at a lower paygrade.
  - i. A sergeant cannot sign up for an assignment for an officer.

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4. COT Hour Limitations

- a. Department personnel are prohibited from working more than twenty-five (25) hours of COT per week.
- b. Any COT hours worked are counted towards the weekly sixty-five (65) hour cap.
- c. It is the employee's responsibility to monitor their total number of hours worked in any capacity.
  - i. If a COT assignment causes at the Department employee to unexpectedly exceed the weekly sixty-five (65) hour cap, the employee working the assignment shall ~~must~~ advise a supervisor and note the overage on the COT paperwork.
  - ii. If unscheduled overtime causes at the Department employee to exceed the weekly sixty-five (65) hour cap, and they have additional COT assignments scheduled ~~for~~ later in the pay period, the additional assignments shall ~~must~~ be posted on SharePoint to attempt to obtain coverage.
    - 1. If coverage cannot be found after posting, the approval to work the assignment must be granted by one (1) rank above the Department personnel and at the minimum rank of lieutenant.
    - 2. The COT Coordinator shall note the approval in the COT Program Access Database.
- d. Department personnel shall not send City-wide emails to broadcast any COT assignments.
- e. If a vendor makes a request to exclude sworn personnel from specific assignments, an email must be sent to the COT Supervisor describing the reason the officer should not work at the assignment ~~shall be sent to the COT Supervisor~~.
  - i. The COT Supervisor shall forward the email to the officer's supervisor.
  - ii. The officer's supervisor shall initiate an investigation and submit an IAR no later than twenty-four (24) hours after obtaining the knowledge of a potential policy violation.

5. Approval of COT Documents

- a. Department personnel receive a minimum of two (2) hours of COT pay for any time worked under two (2) hours.
  - i. If Department personnel arrive at an assignment that has been canceled without their knowledge, they shall receive two (2) hours of pay.
  - ii. If the assignment ends early, Department personnel shall only claim the hours they actually worked above the two (2) hours.





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- iii. The vendor must sign the COT work order to confirm that personnel worked the hours indicated at the vendor's place of business. If the vendor does not sign the COT work order, the employee shall not be paid.
  - b. The COT Coordinator shall conduct an audit of thirty percent (30%) of all COT entries per pay period to ensure there is an appropriate CAD entry to support the assignment.
    - i. Any discrepancy between the CAD entry and the assignment shall be reported to and investigated by the employee's direct supervisor.
    - ii. A copy of the discrepancy report shall be copied and sent through the chain of command to one (1) rank above the employee's direct supervisor.
- 6. Department personnel working COT assignments shall adhere to the following standing orders:
  - a. While working a COT assignment, Department personnel shall adhere to all Department rules and regulations;
  - b. A Community member ~~civilian~~ ride-along shall not be permitted on any COT assignments;
  - c. Department personnel shall not leave their assignment to respond to other calls for service except in the event of a Priority 1 dispatch in the immediate area of the COT assignment;
  - d. Sworn personnel who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Department personnel are to immediately return to their COT assignment after booking prisoner(s) if they are still within the assignment time frame;
  - e. Department personnel shall wear their unit's duty uniform with the exception of plainclothes personnel who shall wear a standard or alternate duty uniform;
  - f. All COT assignments shall require at least one (1) authorized emergency vehicle ~~fully marked police vehicle~~ capable of transporting a prisoner with a cage;
  - g. Department personnel working a COT assignment may assist with unrelated requests when approached by a community member, provided it does not interfere with their current COT assignment; or
  - h. If the request ~~does interfere~~ interferes with the assignment, the employee shall assist the community member by having sworn personnel dispatched from FSB.
- N/A

 7. For any complaints or disciplinary action generated during COT assignments, an IAR shall be generated, consistent with SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties), by the supervisor assigned to the outside activity, or if there is no supervisor for the outside activity, the sector supervisor, at the time of the incident occurred.
- N/A

 8. Sworn personnel on COT involved in any uses of force, including shows of force, shall immediately report the incident, consistent with SOP Use of Force: Reporting



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by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties), as follows:

- a. To the supervisor assigned to COT, if assigned;
- b. To the on-duty supervisor, if a supervisor for the COT had not been assigned; or
- c. The supervisor shall have the investigative responsibility, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).

N/A

9. Department personnel who violate any provision of this SOP relating to the COT Program shall be subject to suspension or disqualification from the COT Program in addition to possible disciplinary action as follows:

- a. A one (1) month suspension from working COT assignments for every missed assignment within one (1) calendar year of the date of the missed assignment;
- b. Suspension from signing up or working COT shall commence with the next scheduled sign-up period; or
- c. Suspension or disqualification from COT shall not be subject to a grievance under the City's Merit System Ordinance on compensation.

6

G. Upgrades and Certified Acting Sergeants

1. When a supervisor is scheduled to be away from work, a subordinate may temporarily be upgraded to athe higher-graded position.

- a. A supervisor shall submit a Department Interoffice Memorandum Upgrade Request to their division commander through the employee's chain of command ~~to their division commander~~ when upgrading their subordinate.
- b. Temporary upgrades to commander and above shall be submitted to the Bureau Deputy Chief.
- c. If required, all temporarily upgraded supervisors must be certified for the respective position by the Academy Division.

6

H. Special Assignments, Collateral Assignments, and Temporary Duty (TDY) Assignments

1. During a TDY assignment, the Department employee's TDY supervisor or chain of command shall accept all responsibilities, consistent with this Standard Operating Procedure (SOP).

- a. A case agent/primary investigator does not have the authority to approve leave or overtime.

2. Collateral assignments shall will be at the discretion of the Chief or designees and are intended to provide additional staffing to specialized units.



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- a. The collateral positions shall ~~will~~ be circularized and will exist for at least one year.
  - i. Personnel may be removed without cause;
  - ii. Collateral sworn personnel ~~officers~~ are eligible for the collateral duty incentive pay; and
  - iii. Collateral personnel are eligible for on-call status within the specialized unit.
- a.

**5** 3-20-5 Timesheets

A. Department personnel shall:

- 1. Contact the Payroll Section at apdpayroll2@cabq.gov;
- 2. Ensure that all documents requested, including but not limited to additional pay memos, timesheet correction forms, and temporary upgrades, are submitted before the end of the pay period;
  - a. Documents will not be accepted after the end of the pay period Friday at fifteen-hundred (1500) hours.
  - b. Any paperwork received after the deadline will be processed the following pay period.
- 3. Validate their calendar or time card within their assigned scheduling or timekeeping system to ensure that all time is correct and properly accounted for, including all planned leave requests;
  - a. When an employee has an unexpected absence from work, they shall contact their immediate supervisor as soon as possible, and if they are unable to add the leave within the pay period week.
    - i. The employee's immediate supervisor shall enter their employee's unplanned leave hours in their assigned scheduling or timekeeping system.
- 4. On a weekly basis, verify that all hours entered by their immediate supervisor in their scheduling or timekeeping system are correct; and
  - a. Department personnel shall enter any non-scheduled work activity as soon as possible but no later than twenty-four (24) hours, including, but not limited to:
    - i. Court time;
    - ii. Calls for service overtime;
    - iii. Chief's Overtime;
    - iv. Tactical plan participations;
    - v. Mandatory overtime assignments; and
    - vi. Any activity in which they are not pre-scheduled to work.
  - b. Department personnel shall notify their immediate supervisor of any inaccuracies or omissions in their time card.



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c. By electronically approving their time card, Department personnel are attesting to the information being complete and accurate.

5. Verify that the hours entered by their immediate supervisor in their scheduling or timekeeping system are correct.

a. If after reviewing their bi-weekly paycheck, the employee notices an inconsistency in their pay, they shall take the following steps to correct the inconsistency:

i. The employee shall clearly articulate the issue by e-mailing their immediate supervisor and, when applicable, include the following information:

1. For the timekeeping system:

A. The reason why the employee's immediate supervisor needs to enter a punch manually;

B. The specific location of where the employee was when they missed a punch;

C. The location and time the punch should have been for; and

D. Whether other Department personnel witnessed this employee at that location and time.

2. For the scheduling system:

A. The reason why the leave request or overtime was not entered or approved on time;

B. The location of where the overtime was worked, including the case or Computer-Aided Dispatch (CAD) number; and

C. The date and time the overtime was worked.

**6** B. A supervisor shall:

1. Create and maintain current and accurate schedules when using the scheduling or timekeeping system for Department personnel who are under their supervision;

2. Review and approve any leave requests, including time card exceptions for their subordinates on a daily basis;

3. Enter their employee's unplanned leave hours into the scheduling or timekeeping system;

4. Make all necessary corrections and adjustments to the employee's time card;

**4** a. A supervisor may adjust an employee's clock-in and/or clock-out time to correct the time card but shall not edit with the intent to avoid, decrease, or increase overtime compensation.

5. Approve their employee's time card on a weekly basis, no later than Monday at nine (9) o'clock a.m.;



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a. By approving a time card, the supervisor is attesting that, to the best of their knowledge, the time card is complete and accurate.

6. If unable to access the timekeeping system, delegate through their chain of command for another supervisor to review and approve their employees' time cards;

a. A supervisor shall not allow another employee to log into the scheduling or timekeeping system using their credentials.

7. Ensure that all planned leave requests are submitted correctly (in the scheduling or timekeeping system);

a. For the first week of the pay period, or Saturday through Friday, a supervisor shall approve their employee's leave requests.

8. Ensure all Department personnel employees under their supervision are educated in the use of the scheduling or timekeeping system;

N/A

a. Department personnel may refer to the training materials that are found on the City's SharePoint site at Work Force, TeleStaff, and Kronos Training.

9. Ensure all Interim Temporary Memos are approved by the Chain of Command and submitted every sixthree (63) months; and

10. Ensure all Temporary upgrades are approved by the Chain of Command.

a. Temporary upgrades shall be more than eight (8) hours a day.

b. Temporary upgrades shall not exceed forty-five (45) days.

c. Temporary upgrades shall be submitted prior to the upgrade for all planned leave of absence.

d. Supervisors shall notify the Payroll Section immediately about any changes to Temporary upgrades.



## **3-40 CIVIL LITIGATION PROCESS**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Chief's Employee Retention File Index

**C. Other Resource(s)**

None

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

None

### **3-40-1 Purpose**

The purpose of this policy is to outline the process for Albuquerque Police Department (Department) personnel when they are involved in a civil suit.

### **3-40-2 Policy**

It is the policy of the Department, through the City of Albuquerque Risk Management Division, to designate private contractors to conduct investigations involving civil suits filed against the Department and its personnel.

### **3-40-3 Definitions**

None

### **6 3-40-4 Rules**

**A. Notification Responsibility Regarding Pending Civil Action**

1. Department personnel, within two (2) business days, shall inform their chain of command up to their Deputy Chief and the Tort Claims Manager in the City of Albuquerque Risk Management Division when served with or provided a copy of an official instrument from a court of law naming them as a party, defendant, or co-defendant in any action resulting from their official duties.

**B. Duty of Personnel to Cooperate with Investigators**





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1. Department personnel named or involved in suits resulting from their official acts shall fully cooperate with all requests related to the litigation from the City Attorney or their designated counsel and with investigators appointed to represent the City or the Department. This includes cooperation with requests and investigations undertaken when the City receives a tort claim notice or notice of a claim pursuant to the New Mexico Civil Rights Act.
2. If community members ask Department personnel questions concerning civil suits against the City or Department, they shall refer them to the City's Risk Management Division.
3. Periodically, different firms and individuals will contract with the Office of the City Attorney to conduct investigations. When contacted by an investigator or attorney, Department personnel shall contact the Office of the City Attorney to confirm the authority of the investigator or attorney to conduct investigations into any given case.
4. When requests are made by an authorized, contract investigator for Internal Affairs files, the Internal Affairs Professional Standard (IAPS) Division Lieutenant shall grant limited access to the files, as follows:
  - a. Authorized, contracted investigators may:
    - i. Read the files and take notes; and
    - ii. Have copies of the Chief's Employee Retention File Index Form and the initial complaint made by a community member.
      1. No other copies of documents, materials, or recordings in the Internal Affairs files shall be provided.



## **3-40 CIVIL LITIGATION PROCESS**

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

**A. Related SOP(s)**

None

**B. Form(s)**

Chief's Employee Retention File Index

**C. Other Resource(s)**

None

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

None

### **3-40-1 Purpose**

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### **3-40-2 Policy**

It is the policy of the Department, through the City of Albuquerque Risk Management Division, to designate private contractors to conduct investigations involving civil suits filed against the Department and its personnel.

### **3-40-3 Definitions**

None

### **6 3-40-4 Rules**

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3. Periodically, different firms and individuals will contract with the Office of the City Attorney to conduct investigations. When contacted by an investigator or attorney, Department personnel shall contact the Office of the City Attorney to confirm the authority of the investigator or attorney to conduct investigations into any given case.
4. When requests are made by an authorized, contract investigator for Internal Affairs files, the Internal Affairs Professional Standard (IAPS) Division Lieutenant shall grant limited access to the files, as follows:
  - a. Authorized, contracted investigators may:
    - i. Read the files and take notes; and
    - ii. Have copies of the Chief's Employee Retention File Index Form and the initial complaint made by a community member.
      1. No other copies of documents, materials, or recordings in the Internal Affairs files shall be provided.



## **3-44 REVIEW OF COMPLETED ADMINISTRATIVE INVESTIGATION CASES**

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

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

- 1-62 Internal Affairs Professional Standards (IAPS) Division (Formerly 7-1)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)
- 3-46 Discipline System (Formerly 1-09)

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

None

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

Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO  
Agreement Between the City of Albuquerque and Prisoner Transport Officers  
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)  
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement  
ROA 1994, §§ 9-4-1-1 to 9-4-1-13 Civilian Police Oversight Agency  
*United States v. City of Albuquerque*, No. 1:14-cv-01025, Document 465-1 (Court-Approved Settlement Agreement (CASA)) (D.N.M. July 30, 2019)

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

None

### **3-44-1 Purpose**

The purpose of this policy is to detail the process that occurs upon the completion of an administrative investigation into an alleged policy violation.

### **3-44-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to review completed administrative investigations and to ensure that accurate findings are properly documented.

### **N/A 3-44-3 Definitions**



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**SOP 3-44 (Formerly 3-24 and 3-45)**

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**A. Chart of Sanctions**

An appendix in SOP Discipline System that identifies levels of disciplinary action to be imposed based on the classification of the offense and prior disciplinary history.

**B. Civilian Police Complaint (CPC)**

An external allegation that a Department employee violated a Department policy or violated a federal, state, or local law. External allegations are those made by non-Department personnel other than personnel of the City Attorney's Office and City Administration.

**C. Civilian Police Oversight Agency (CPOA)**

An independent agency of City government, not part of either the City administration or City Council, that consists of the Civilian Police Oversight Advisory Board (CPOAB) and an Administrative Office led by the CPOA Executive Director, consistent with ROA 1994, § 9-4-1-4.

The CPOA receives, investigates, and reviews complaints and commendations submitted by community members concerning Department personnel. The CPOA also reviews Department policies, practices, and procedures, in order to provide recommendations throughout the policy development process and ultimately to the Chief of Police.

**D. Division Head**

A commander or professional staff member equivalent who is responsible for overseeing and operating a Department division.

**E. Internal Affairs (IA)**

The divisions of the Department responsible for fairly, impartially, and thoroughly investigating internal complaints of policy violations by Department personnel and uses of force.

**F. Minor Policy Violations**

Conduct that, if sustained, would result in discipline or corrective action less severe than a suspension based on the Chart of Sanctions.

**6 3-44-4 Procedures**

**5 A. Timelines**

1. Department personnel shall complete administrative investigations within the relevant timelines.



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SOP 3-44 (Formerly 3-24 and 3-45)

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- a. The timeline for conducting an administrative investigation for members of the Albuquerque Police Officers' Association (APOA) is defined by the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the APOA.
- b. The timeline for members of the American Federation of State, County, and Municipal Employees (AFSCME), AFO-CIO, Local 3022 is defined by the CBA between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO.
- c. The timeline for members of the AFSCME, Local 2962, AFL-CIO, CLC is defined by the CBA between the City of Albuquerque and Local 2962 AFSCME, AFL-CIO, CLC.
- d. The timeline for completing an administrative investigation for all Department personnel not covered by a union contract shall be within a hundred and twenty (120) days.
- e. Investigating personnel may request in writing for the Chief of Police or their designee to approve an extension of the timeline.
- f. The Chief of Police or their designee may grant and approve an extension for completion of the investigation as allowed by the relevant CBA or the CASA.

N/A

N/A

2. Department personnel shall review and make a determination on final discipline within the relevant timelines.

- a. The timeline for review of an administrative investigation for members of the APOA is defined by the CBA between the City of Albuquerque and the APOA.
- b. The timeline for members of the AFSCME, AFO-CIO, Local 3022 is defined by the CBA between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO.
- c. The timeline for members of the American Federation of State, County, and Municipal Employees (AFSCME), Local 2962, AFL-CIO, CLC is defined by the CBA between the City of Albuquerque and Local 2962 AFSCME, AFL-CIO, CLC.
- d. The timeline for review of an administrative investigation for all Department personnel not covered by a union contract shall be completed within thirty (30) days.

N/A

3. The Chief of Police or their designee and the employee or their representative may agree to an extension if there are extenuating circumstances, including, but not limited to, military deployments and extended absences.

B. Types of Investigations and Process

1. Administrative Review of a CPC Investigation

N/A

- a. The CPOA conducts the CPC investigation, then forwards the completed CPC investigation to the Internal Affairs Professional Standards (IAPS) Division.





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N/A

- b. Upon receipt of the completed investigation, IAPS Division personnel shall forward the completed investigation for discipline review and shall follow the discipline review process, in accordance with SOP Complaints Involving Department Personnel and SOP Discipline System.

2. Administrative Review of IA Investigations

- a. IA Division personnel, or in cases of minor misconduct, the employee's chain of command shall investigate allegations of misconduct.

C. Role of IAPS Division in Administrative Investigation Case Reviews

1. IAPS Division personnel shall:

- a. Be the custodians of administrative investigation records;
- b. Be the points of contact for the CPOA to ensure consistency and proper tracking of the administrative investigation;
- c. Upon completing the review of the administrative investigation, enter the required information in the IA database; and
- d. Upon receipt of the final decision from the chain of command, take appropriate steps to impose discipline if discipline is warranted.

N/A

D. Review by the CPOA Executive Director

This Standard Operating Procedure (SOP) outlines the CPOA's review process because of how the process impacts the Department's functions and responsibilities for administrative investigations; however, the CPOA's review of investigations will be consistent with ROA 1994, §§ 9-4-1-1 to 9-4-1-14 and consistent with the CPOA's policies and procedures.

E. Discipline Review Process

1. IAPS Division personnel shall forward to the Professional Integrity Division Commander for review all investigatory cases completed by the IAPS Division, the CPOA, and/or an area commander or division head. Internal Affairs Force Division (IAFD) personnel shall forward all investigations completed by IAFD to the Professional Integrity Division Commander for review.

- a. The Professional Integrity Division Commander shall:
  - i. Review the investigatory case and review the recommended discipline;
  - ii. Ensure that the investigation and report are complete, thorough, and impartial;
  - iii. Properly document any mitigating or aggravating circumstances, or any deviations from the Chart of Sanctions;
  - iv. Make recommendations on findings and discipline;
  - v. Forward the file to the alternate Professional Integrity Division Commander for their review and recommendations on findings and discipline;



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- vi. If the recommended discipline is over forty (40) hours, forward the case to the Major of Police Reform for final review;
- vii. For cases that were investigated by area commanders or division heads, function as the final disciplinary authority unless they do not concur with the recommendation by the area commander or division head;
- viii. Forward cases of non-concurrence to the alternate Professional Integrity Division Commander for review to make the final decision on discipline; and
- ix. Once they issue a final decision, route the file to appropriate IA Division personnel for its records and imposition of discipline if warranted.

- 2. The Superintendent of Police Reform, or their designee(s) shall have the discretion to impose discipline and the discretion to decide the level of discipline that shall be imposed for investigatory cases completed by the CPOA. If the Superintendent of Police Reform, or their designee's decision differs from the CPOA's recommendation, they shall send an Interoffice Memorandum to the CPOA Executive Director within thirty (30) days of the CPOA's recommendation, explaining the reasons why the recommendation was not followed.

5

F. Confidentiality and Access

N/A

- 1. Supervisors who review completed administrative investigation cases shall be responsible for the security and confidentiality of the cases that are in their possession in accordance with SOP Internal Affairs Professional Standards (IAPS) Division.
  - a. Supervisors shall store cases and records in a secured area, such as a locked drawer or locked office, when they are not being reviewed.
  - b. Department personnel outside the chain of command are prohibited from viewing cases and records.
  - c. Department personnel are prohibited from releasing information about the cases outside the chain of command.

3

N/A

- 2. Department personnel may review their completed administrative investigation cases, consistent with SOP Internal Affairs Professional Standards (IAPS) Division in accordance with SOP Internal Affairs Professional Standards (IAPS) Division.



## **3-44 REVIEW OF COMPLETED ADMINISTRATIVE INVESTIGATION CASES**

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

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

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

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

None

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

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

None

### **3-44-1 Purpose**

The purpose of this policy is to detail the process that occurs upon the completion of an administrative investigation into an alleged policy violation.

### **3-44-2 Policy**

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### **N/A 3-44-3 Definitions**



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SOP 3-44 (Formerly 3-24 and 3-45)

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F. Minor Policy Violations

Conduct that, if sustained, would result in discipline or corrective action less severe than a suspension based on the Chart of Sanctions.

**6** 3-44-4      **Procedures**

**5**      A. Timelines

1. Department personnel shall complete administrative investigations within the relevant timelines.



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- d. The timeline for completing an administrative investigation for all Department personnel not covered by a union contract shall be within a hundred and twenty (120) days.
- e. Investigating personnel may request in writing for the Chief of Police or their designee to approve an extension of the timeline.
- f. The Chief of Police or their designee may grant and approve an extension for completion of the investigation as allowed by the relevant CBA or the CASA.
2. Department personnel shall review and make a determination on final discipline within the relevant timelines.
- a. The timeline for review of an administrative investigation for members of the APOA is defined by the CBA between the City of Albuquerque and the APOA.
- b. The timeline for members of the AFSCME, AFO-CIO, Local 3022 is defined by the CBA between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO.
- c. The timeline for members of the American Federation of State, County, and Municipal Employees (AFSCME), Local 2962, AFL-CIO, CLC is defined by the CBA between the City of Albuquerque and Local 2962 AFSCME, AFL-CIO, CLC.
- d. The timeline for review of an administrative investigation for all Department personnel not covered by a union contract shall be completed within thirty (30) days.
3. The Chief of Police or their designee and the employee or their representative may agree to an extension if there are extenuating circumstances, including, but not limited to, military deployments and extended absences.

N/A

N/A

N/A

B. Types of Investigations and Process

1. Administrative Review of a ~~Civilian Police Complaint (CPC)~~ Investigation

N/A



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N/A

- a. ~~The Civilian Police Oversight Agency (CPOA) conducts the CPC investigation, then forwards the completed CPC investigation to the Internal Affairs Professional Standards (IAPS) Division.~~
- b. Upon receipt of the completed investigation, IAPS Division personnel shall forward the completed investigation for discipline review and shall follow the discipline review process, in accordance ~~consistent with SOP Complaints Involving Department Personnel and SOP Discipline System (refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).~~

2. Administrative Review of IA Investigations

- a. IA Division personnel, or in cases of minor misconduct, the employee's chain of command, shall investigate allegations of misconduct.

C. Role of IAPS Division in Administrative Investigation Case Reviews

1. IAPS Division personnel shall:

- a. Be the custodians of administrative investigation records;
- b. Be the points of contact for the CPOA to ensure consistency and proper tracking of the administrative investigation;
- c. Upon completing the review of the administrative investigation, enter the required information in the IA database; and
- d. Upon receipt of the final decision from the chain of command, take appropriate steps to impose discipline if discipline is warranted.

N/A

D. Review by the CPOA Executive Director

This Standard Operating Procedure (SOP) outlines the CPOA's review process because of how the process impacts the Department's functions and responsibilities for administrative investigations; however, the CPOA's review of investigations will be consistent with ROA 1994, §§ 9-4-1-1 to 9-4-1-14 and consistent with the CPOA's policies and procedures.

E. Discipline Review Process

1. IAPS Division personnel shall forward to the Professional Integrity Division Commander for review all investigatory cases completed by the IAPS Division, the CPOA, and/or an area commander or division head. Internal Affairs Force Division (IAFD) personnel shall forward all investigations completed by IAFD to the Professional Integrity Division Commander for review.
  - a. The Professional Integrity Division Commander shall:
    - i. Review the investigatory case and review the recommended discipline;
    - ii. Ensure that the investigation and report are complete, thorough, and impartial;





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- iii. Properly document any mitigating or aggravating circumstances, or any deviations from the Chart of Sanctions;
- iv. Make recommendations on findings and discipline;
- v. Forward the file to the alternate Professional Integrity Division Commander for their review and recommendations on findings and discipline;
- vi. If the recommended discipline is over forty (40) hours, forward the case to the Major of Police Reform for final review;
- vii. For cases that were investigated by area commanders or division heads, function as the final disciplinary authority unless they do not concur with the recommendation by the area commander or division head;
- viii. Forward cases of non-concurrence to the alternate Professional Integrity Division Commander for review to make the final decision on discipline; and
- ix. Once they issue a final decision, route the file to appropriate IA Division personnel for its records and imposition of discipline if warranted.

2. The Superintendent of Police Reform, or their designee(s) shall have the discretion to impose discipline and the discretion to decide the level of discipline that shall be imposed for investigatory cases completed by the CPOA. If the Superintendent of Police Reform, or their designee's decision differs from the CPOA's recommendation, they shall send an Interoffice Memorandum to the CPOA Executive Director within thirty (30) days of the CPOA's recommendation, explaining the reasons why the recommendation was not followed.

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F. Confidentiality and Access

N/A

1. Supervisors who review completed administrative investigation cases shall be responsible for the security and confidentiality of the cases that are in their possession in accordance with (refer to SOP Internal Affairs Professional Standards (IAPS) Division. ~~Division for sanction classifications and additional duties~~).

- a. Supervisors shall store cases and records in a secured area, such as a locked drawer or locked office, when they are not being reviewed.
- b. Department personnel outside the chain of command are prohibited from viewing cases and records.
- c. Department personnel are prohibited from releasing information about the cases outside the chain of command.

3

N/A

2. Department personnel may review their completed administrative investigation cases, consistent with SOP Internal Affairs Professional Standards (IAPS) Division in accordance with (refer to SOP Internal Affairs Professional Standards (IAPS) Division. ~~n for sanction classifications and additional duties~~).



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SOP 2-21 (Formerly 3-22)

Effective: 09/19/2024 Review: 09/19/2025 Replaces: 03/06/2023

## 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. 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.



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Effective: 09/19/2024 Review: 09/19/2025 Replaces: 03/06/2023

**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.

B. Apparent Suicide or Accidental Death

1. For apparent suicides or accidental deaths, 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 release of evidence to the next of kin, consistent with SOP Collection, Submission, and Disposition of Evidence and Property (refer to SOP



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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.
- 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. The dispatched supervisor shall ensure that the investigation is comprehensive and complete.

- C. Crimes Against Children Unit (CACU) Detectives investigate child deaths when the child is seventeen (17) years old or younger, consistent with SOP Crimes Against Children Investigations (refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties).