

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

*Gail Oliver*

*Rowan Wymark*

Diane McDermott, CPOA Executive Director

**Monday, July 1, 2024, at 3 p.m.**  
**Plaza Del Sol Building, 600 2<sup>nd</sup> Street NW**  
**3<sup>rd</sup> Room Conference Room**

**Members Present:**

Rowan Wymark  
Zander Bolyanatz

**Members Absent:**

Gail Oliver

**Others Present**

Ali Abbasi, CPOA  
Katrina Sigala, CPOA  
Valerie Barela, CPOA  
Emily Selch, CPOA  
Dr. Omotayo (Ty) Olubiyi, CCO

**Minutes**

- I. Welcome and Call to Order.** Member Wymark called to order the Policy and Procedure Review Subcommittee meeting at 3:08 p.m.
- II. Approval of the Agenda**
  - a. The Agenda was approved.
- III. Public Comment**
  - a. None. (*See attached*)
  - b. Member Wymark announced that public notice was posted noting that the Policy and Procedure Review Subcommittee meeting room was changed from the Basement hearing room to the 3rd-floor conference room of the Plaza Del Sol Building.
- IV. Election of Subcommittee Chair**
  - a. **Motion.** A motion was made by member Bolyantz to table Election of Subcommittee Chair to the next Policy and Procedure Review subcommittee meeting. The motion was passed by the following vote:

**For – Bolyanatz, Wymark**

**V. Approval of Minutes from May 2, 2024**

- a. May 2, 2024, minutes were approved.

**VI. APD Policy-Related Activities**

**a. Policies reviewed at PPRB**

1. No policies reviewed at PPRB were discussed.

**VII. Discussion and Possible Action**

**a. PPRB Drafts Awaiting CPOAB Comment**

**1. SOP 1-57 Identification Disposition Unit**

- i. The Policy and Procedure Review Subcommittee discussed language in SOP 1-57 regarding the term mentally defective in section 1-57-4-B-3-b-ii-5.

**2. SOP 1-75 Grant Administration Division**

- i. There were no recommendations for SOP 1-75.

**3. SOP 2-33 Rights and Safety of Onlookers**

- i. There were no recommendations for SOP 2-33.

**4. SOP 2-67 Lineups and Field Identifications**

- i. There were no recommendations for SOP 2-67.

**5. SOP 2-111 Records Division Units**

- i. There were no recommendations for SOP 2-111.

**b. Policy Recommendation(s)**

1. The Policy and Procedure Review subcommittee recommended that CPOA Policy Analyst Emily Selch contact the APD policy owner to clarify the language in SOP 1-57 regarding the term mentally defective in section 1-57-4-B-3-b-ii-5.

**VIII. Other Business**

- a. Member Bolyantaz addressed SOP 1-6 (formerly 4-15) Patrol Ride Along Program and the lack of safety protocols within the policy.

**IX. Next Meeting Thursday, August 1, 2024, at 3 p.m.**

**X. Adjournment**

- a. The meeting was adjourned at 4:28 p.m.

APPROVED:

\_\_\_\_\_  
Rowan Wymark  
Policy & Procedure Review  
Subcommittee Member

\_\_\_\_\_  
Date

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

Minutes drafted and submitted by:  
Valerie Barela, Administrative Assistant

DRAFT

## Attachments

DRAFT



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD  
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE  
PUBLIC COMMENT SIGN-IN SHEET  
Monday, July 1, 2024

NAME (PLEASE PRINT)

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



**1-57 IDENTIFICATION/DISPOSITION UNIT**

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

A. Related SOP(s)

None

B. Form(s)

Order of Dismissal  
Satisfactory Order of Dismissal

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**1-57-1 Purpose**

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

**1-57-2 Policy**

It is the policy of the Department to have a twenty-four (24) hour support unit responsible for the distribution, maintenance, classification, and identification of all fingerprint-supported criminal history information for juveniles and adults arrested on felony or misdemeanor offenses. It is also the policy of the Department to process fingerprints for unknown individuals received from federal, state, and local law enforcement agencies for identification purposes.

**N/A 1-57-3 Definitions**

A. Automated Fingerprint Identification System (AFIS)

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

B. Cores and Deltas



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

C. Criminal Nexus

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

D. Double Numbers

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

E. Ten-print Fingerprint Card

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

**6** 1-57-4 **General Rules**

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

B. Identification/Disposition Unit Technician Responsibilities

1. Fingerprinting

a. The Identification/Disposition Unit Technician shall:

- i. Fingerprint unidentified individuals detained by sworn personnel for identification purposes; and
- ii. Fingerprint Department personnel who are applying for employment with the Department.

2. AFIS

a. The Identification/Disposition Unit Technician shall:

- i. Be responsible for the quality control of all ten-print fingerprint cards in AFIS;
  - 1. The Identification/Disposition Unit Technician shall treat new arrests for new AFIS numbers as a high priority and shall quality check all new arrest(s) before any subsequent arrest(s).
- ii. Be responsible for verification of pattern type and placement of Cores and Deltas;
- iii. Once a ten-print fingerprint card has been checked, finish processing the arrest information by typing and entering the data into the Department's records management system;



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- iv. Retain all ten-print fingerprint cards that are processed in AFIS;
  - v. Merge ten-print fingerprint cards that do not get dispositioned properly due to system problems in AFIS through the database maintenance system;
  - vi. Search fingerprints for the right thumb (1), right index finger (2), left thumb (6), and left index finger (7);
    - 1. If the thumb and index fingers are smudged or bandaged, the Identification/Disposition Unit Technician shall search the other fingers.
  - vii. Only hand-enter ten-print fingerprint cards from individuals brought in by sworn personnel where their identity is unknown and a criminal nexus exists;
    - 1. The Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.
  - viii. Ensure a double-number sheet is filled out for all double-numbers;
  - ix. Always compare fingerprints to determine if the individual is the same person; and
    - 1. The comparison shall be made with AFIS or a magnifying glass.
    - 2. Failure to compare prints shall result in disciplinary action
    - 3. All misidentifications are subject to disciplinary action.
    - 4. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit Shift Supervisor.
  - x. Maintain ten-print fingerprint card tally sheets and submit them weekly to their Identification/Disposition Unit Shift Supervisor.
- b. The Identification/Disposition Unit Technician shall not purge records in the Department's records management system.

### 3. Background Checks

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





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



## 1-57 IDENTIFICATION/DISPOSITION UNIT

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

A. Related SOP(s)

None

B. Form(s)

Order of Dismissal  
Satisfactory Order of Dismissal

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

### 1-57-1 Purpose

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    - 1. If the thumb and index fingers are smudged or bandaged, the Identification/Disposition Unit Technician shall search the other fingers.
  - vii. Only hand-enter ten-print fingerprint cards from individuals brought in by sworn personnel where their identity is unknown and a criminal nexus exists;
    - 1. The Identification/Disposition Unit Technician shall not identify unknown individuals upon the request of medical facility personnel.
  - viii. Ensure a double-number sheet is filled out for all double-numbers;
  - ix. Always compare fingerprints to determine if the individual is the same person; and
    - 1. The comparison shall be made with AFIS or a magnifying glass.
    - 2. Failure to compare prints shall result in disciplinary action
    - 3. All misidentifications are subject to disciplinary action.
    - 4. All misidentifications shall require a letter of explanation to the Identification/Disposition Unit Shift Supervisor.
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    - ii. An individual's firearm shall be denied for the following reasons:
      - 1. Voluntarily revealing their military, medical, and mental health records and citizenship records are not verifiable;
      - 2. Are illegally or unlawfully in the United States;
      - 3. Have been discharged from the armed forces under dishonorable conditions; ~~or~~
      - 4. Have been a citizen of the United States and have renounced their citizenship; or



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5. Having been adjudicated mentally defective; or  
~~2-6. Committed to a mental health facility, admitted to a mental health facility and adjudicated mentally incompetent based on that evaluation, and have been admitted to a mental health facility.~~

c. Firearm Holds

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



**1-75 GRANT ADMINISTRATION DIVISION (GAD)**

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque Administrative Instruction (AI) Number 2-26 Procedures for Applying and Implementing Federal/State Grants  
City of Albuquerque Administrative Instruction (AI) Number 6-4 Capitalization of City Assets  
ROA 1994, §§ 2-12-1 to 2-12-8 Capital Improvements

D. Rescinded Special Order(s)

None

**1-75-1 Purpose**

The purpose of this policy is to establish the guidelines and responsibilities of the Albuquerque Police Department (Department) Grant Administration Division (GAD).

**1-75-2 Policy**

It is the policy of the Department to maintain a Grant Administration Division (GAD) under the command of the Support Services Bureau to oversee, supervise, and manage the GAD, the Capital Implementation Program (CIP), Building Maintenance, and other special projects as assigned by the Chief. GAD is responsible for ensuring all current Federal, State, and local grants are properly maintained including meeting deadlines and reporting requirements, as well as confirming grant compliance with all laws, regulations, and City policies. GAD will coordinate with outside agencies, vendors, and City departments for CIP and construction/building maintenance projects to certify deadlines, reporting requirements, and fiscal compliance. GAD will provide weekly updates to the Chain of Command regarding grants, building maintenance/projects, CIP, and personnel.

**N/A**

**1-75-3 Definitions**

A. Capital Implementation Program (CIP)



A program to enhance the physical and cultural development of the City by implementing the Albuquerque/Bernalillo County Comprehensive Plan and other adopted plans and policies.

**B. Grants Administration**

Application development using knowledge of organizational needs, grants management (pre and post-award), progress monitoring and reporting, and responsible for all technical, programmatic, financial, compliance, and administrative aspects of all Department grants.

**C. Special Project**

Any construction/building maintenance, project, or repair of an APD building or structure.

**7 1-75-4 Rules and Responsibilities**

**A. General Responsibilities**

**1. The Grant Administrator shall:**

- a. Lead the GAD;
- b. Monitor and supervise GAD personnel in accordance with Department Standard Operating Procedures (SOP), City policies, and rules and regulations;
- c. Be responsible for the maintenance of all current grant awards to include meeting all reporting requirements and deadlines;
- d. Be responsible for seeking out and applying for future awards; and
- e. Be the point of contact coordinating construction repair for all CIP and building maintenance and construction projects.

**2. For the CIP, consistent with the City's Capital Improvements Ordinances, the Grant Administrator shall:**

- a. Support the City's implementation of the Albuquerque/Bernalillo County Comprehensive Plan under the Chief of Police's directive;
- b. Submit Project Request Forms and reports, as needed;
- c. Plan, prioritize, and manage the activities of the CIP through appropriate budget forecasting and management;
- d. Provide leadership through oversight of construction activities, ensuring all construction and/or renovation projects are a comprehensive design, on schedule, and within budget, according to the direction of the Chief of Police;
- e. Review and approve technical proposals, documentation, contracts, project reports, and pay applications; and
- f. Identify concerns and recommend solutions.



3. GAD personnel under the Grant Administrator consists of the Grant Analyst, Grant Coordinator, and Management Analyst.
  - a. The Grant Analyst shall:
    - i. Prepare, review, monitor, submit, and set up Grant projects;
    - ii. Finalize and close out Grants;
    - iii. Submit and manage Claims;
    - iv. Prepare weekly reports;
    - v. Prepare annual reports; and
    - vi. Participate in all weekly and monthly Grant meetings.
  - b. The Grant Coordinator shall:
    - i. Supervise the Management Analyst;
    - ii. Prepare all weekly and monthly Grant meetings;
    - iii. Participate in all weekly and monthly Grant meetings;
    - iv. Review and monitor open Grant projects; and
    - v. Manage annual Grant applications.
  - c. The Management Analyst shall:
    - i. Report to the Grant Coordinator;
    - ii. Update online GAD databases;
    - iii. Receive, prepare, and examine purchasing Grants;
    - iv. Participate in all weekly and monthly Grant meetings;
    - v. Organize all Grant reporting; and
    - vi. Review open Grant projects with the Grant Coordinator and Grant Administrator.





**1-75 GRANT ADMINISTRATION DIVISION (GAD) (FORMERLY PLANNING DIVISION)**

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque Administrative Instruction (AI) Number 2-26 Procedures for Applying and Implementing Federal/State Grants  
City of Albuquerque Administrative Instruction (AI) Number 6-4 Capitalization of City Assets  
ROA 1994, §§ 2-12-1 to 2-12-8 Capital Improvements

D. Rescinded Special Order(s)

None

**1-75-1 Purpose**

The purpose of this policy is to establish the guidelines and responsibilities of the Albuquerque Police Department (Department) Grant Administration Division (GAD).

**1-75-2 Policy**

It is the policy of the Department to maintain a Grant Administration Division (GAD) under the command of the Support Services Bureau to oversee, supervise, and manage the GAD, the Capital Implementation Program (CIP), Building Maintenance, and other special projects as assigned by the Chief. GAD is responsible for ensuring all current Federal, State, and local grants are properly maintained including meeting deadlines and reporting requirements, as well as confirming grant compliance with all laws, regulations, and City policies. GAD will coordinate with outside agencies, vendors, and City departments for CIP and construction/building maintenance projects to certify deadlines, reporting requirements, and fiscal compliance. GAD will provide weekly updates to the Chain of Command regarding grants, building maintenance/projects, CIP, and personnel.

**N/A 1-75-3 Definitions**

A. Capital Implementation Program (CIP)



A program to enhance the physical and cultural development of the City by implementing the Albuquerque/Bernalillo County Comprehensive Plan and other adopted plans and policies.

B. Grants Administration

Application development using knowledge of organizational needs, grants management (pre and post-award), progress monitoring and reporting, and responsible for all technical, programmatic, financial, compliance, and administrative aspects of all Department grants.

C. Special Project

Any construction/building maintenance, project, or repair of an APD building or structure.

**7** 1-75-4 **Rules and Responsibilities**

A. General Responsibilities

1. The Grant Administrator shall:

- a. Lead the ~~Grant Administration Division (GAD)~~;
- b. Monitor and supervise ~~the~~ GAD personnel in accordance with Department~~APD~~ Standard Operating Procedures (SOP), City policies, and rules and regulations;
- c. Be responsible for the maintenance of all current grant awards to include meeting all reporting requirements and deadlines;
- d. Be responsible for seeking out and applying for future awards; and
- e. Be the point of contact coordinating construction repair for all CIP and building maintenance and construction projects.

2. For the ~~Capital Implementation Program~~CIP, consistent with the City's Capital Improvements Ordinances, the Grant Administrator shall:

- a. Support the City's implementation of the Albuquerque/Bernalillo County Comprehensive Plan under the Chief of Police's~~s~~ directive;
- b. Submit Project Request Forms and reports, as needed;
- c. Plan, prioritize, and manage the activities of the ~~Capital Implementation Program~~CIP through appropriate budget forecasting and management;
- d. Provide leadership through oversight of construction activities, ensuring all construction and/or renovation projects are a comprehensive design, on schedule, and within budget, according to the direction of the Chief of Police;
- e. Review and approve technical proposals, documentation, contracts, project reports, and pay applications; and
- f. Identify concerns and recommend solutions.



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SOP 1-75 (Formerly 1-03 and 8-1)

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3. ~~GAD~~ Grant Administration Division personnel under the Grant Administrator consists of the Grant Analyst, Grant Coordinator, and ~~and~~ Management Analyst, ~~and~~ ~~Facilities Coordinator~~.

- a. The Grant Analyst shall:
  - i. Prepare, review, monitor, submit, and set up Grant projects;
  - ii. Finalize and close out Grants;
  - iii. Submit and manage Claims;
  - iv. Prepare weekly reports;
  - v. Prepare annual reports; and
  - vi. Participate in all weekly and monthly Grant meetings.
- b. The Grant Coordinator shall:
  - i. Supervise the Management Analyst;
  - ii. Prepare all weekly and monthly Grant meetings;
  - iii. Participate in all weekly and monthly Grant meetings;
  - iv. Review and monitor open Grant projects; and
  - v. Manage annual Grant applications.
- c. The Management Analyst shall:
  - i. Report to the Grant Coordinator;
  - ii. Update online ~~Grant Administration Division~~ GAD databases;
  - iii. Receive, prepare, and examine purchasing Grants;
  - iv. Participate in all weekly and monthly Grant meetings;
  - v. Organize all Grant reporting; and
  - vi. Review open Grant projects with the Grant Coordinator and Grant Administrator.

~~d. The Facilities Coordinator shall:  
Report to the Grant Administrator;  
Coordinate maintenance, construction, and property management operations and activities;  
Establish schedules and methods for providing facility operations services;  
Ensure the Grant Administrator is kept up to date on all projects/repairs;  
Coordinate services within the Department/APD and City departments, as well as outside service providers/vendors; and  
Ensure projects/repairs are completed in a timely manner and with budgetary guidelines.~~

~~Grant Administration Division GAD personnel shall abide by the City's Administration Instruction Number 2-26 Procedures for Applying and Implementing Federal/State Grants.~~



**2-33 RIGHTS AND SAFETY OF ONLOOKERS**

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

A. Related SOP(s)

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

B. Form(s)

None

C. Other Resource(s)

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

D. Rescinded Special Order(s)

None

**2-33-1 Purpose**

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

**2-33-2 Policy**

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

**N/A 2-33-3 Definitions**

A. Onlookers

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

B. Witness

For this policy, the term “witness” shall be defined as any person who sees, hears, or otherwise has information relevant to the investigation, such as audio or visual recordings, of a criminal act or major event. Further, this term shall only apply to



individuals for whom there is no reasonable suspicion or probable cause to believe these individuals are committing a crime.

**6** 2-33-4 **Rules**

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

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

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

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

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

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

**N/A**

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

B. Inquiries

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

C. Onlooker Filming of Officer-Suspect Contacts



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

N/A

D. Violation of Laws

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

N/A

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



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existing law (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties).

a. If the onlooker is combative or uncooperative, the officer shall notify a supervisor as soon as possible.

**N/A**

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

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

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

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

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

**N/A**

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

**N/A**

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



## 2-33 RIGHTS AND SAFETY OF ONLOOKERS

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

#### A. Related SOP(s)

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-15 Small Unmanned Aircraft Systems (SUAS)
- ~~2-68 Interviews and Interrogations (Formerly 2-23)~~
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 3-41 Complaints Involving Department Personnel (Formerly 3-22 and 3-43)

#### B. Form(s)

None

#### C. Other Resource(s)

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

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

None

### 2-33-1 Purpose

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

### 2-33-2 Policy

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

N/A

### 2-33-3 Definitions

#### A. Onlookers

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

#### B. Witness

For this policy, the term “witness” shall be defined as any person who sees, hears, or otherwise has information relevant to the investigation, such as audio or visual





recordings, of a criminal act or major event. Further, this term shall only apply to individuals for whom there is no reasonable suspicion or probable cause to believe these individuals are committing a crime.

**6** 2-33-4 Rules

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

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

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

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

~~e. ; and~~

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

~~2.3.~~ It is entirely reasonable for sworn personnel to want to protect the privacy of victims or witnesses, but this may be accomplished only by such means as shielding victims or interviewing witnesses in private areas whenever possible.

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

N/A

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

~~a.~~



B. Inquiries

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

C. Onlooker Filming of Officer-Suspect Contacts

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

N/A

D. Violation of Laws

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



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

N/A

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

- a. If the onlooker ~~is~~ was combative or uncooperative, the officer shall notify a supervisor as soon as possible.

N/A

6. Persons who believe ~~that~~ an officer has not complied with this section ~~shall~~ will be referred to an appropriate supervisor, consistent with SOP Complaints Involving Department Personnel.

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

~~E. Enforcement Action when Observing Small Unmanned Aircraft System (SUAS) or Drone, Illegal Activity~~

~~F.~~

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

1.

~~1. The Albuquerque Police Department and other local agencies cannot take enforcement action over drone usage regardless of the operation being nefarious or not.~~

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

a. Utilize either an OBRD or a Department-issued cell phone to record the illegal flight;

b. Document the incident in a Uniform Incident Report; and

N/A

~~2. Department personnel shall document the illegal flight utilizing an OBRD or department issued cell phone.~~

~~3. Detail in a report how the flight was illegal or interfered with law enforcement.~~

~~4.~~

~~5.c. With evidence, the information could be~~ forward the report, recordings, and any other evidence ~~ed to the~~ our local/regional Federal Aviation Administration (FAA) partners for review and possible prosecution. ~~(refer to SOP Small Unmanned Aircraft Systems (SUAS) for sanction classifications and other duties).~~ additional duties)



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~~6. Department Personnel do not have the jurisdiction to confiscate an sUAS unless the flight poses becomes a danger to the general public, personnel on scene, bystanders, etc. If the drone is operated in a manner that endangers dangerous manner to the public, leading to or causing injury which can cause or causes someone to be injured (battery, aggravated battery), the drone shall be confiscated or grounded as an exigent safety measure to protect the general public.~~

3.

N/A

~~7-a. If confiscated, the drone shall be tagged into evidence following SOP 2-73 consistent with SOP Collection, Submission, And Disposition of Evidence and Property department procedures. Collection, Submission, And Disposition of Evidence and Property department procedures.~~

REDLINED



## **2-67 LINEUPS AND FIELD IDENTIFICATIONS**

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

A. Related SOP(s)

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)

B. Form(s)

- PD 1336a Photographic Identification Form
- PD 1336b Photographic Identification Form Master Name Index

C. Other Resource(s)

- NMSA 1978, § 29-3B-3 Eyewitness Identification Procedures

D. Rescinded Special Order(s)

None

### **2-67-1 Purpose**

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) personnel comply with NMSA 1978, § 29-3B-3 Eyewitness Identification Procedures.

### **2-67-2 Policy**

It is the policy of the Department for sworn personnel to follow procedures and rules derived from the Accurate Eyewitness Identification Act when conducting field identifications and lineups during an investigation

**N/A**

### **2-67-3 Definitions**

A. Administrator

Department personnel conducting a photo lineup or live lineup.

B. Blind

The administrator does not know the identity of the suspect.

C. Blinded

The administrator may know who the suspect is but does not know which lineup member is being viewed by the eyewitness



D. Eyewitness

A person who observes another person at or near the scene of an offense.

E. Field Identification

An identification procedure in which an eyewitness is presented with a single suspected individual for the purpose of determining whether the eyewitness identifies this individual as the perpetrator. A field identification may also be known as a "showup".

F. Filler

Either a person or a photograph of a person who is not suspected of an offense and is included in an identification procedure.

G. Folder Shuffle

A photographic array method involving placing photographs in individual folders, shuffling their order, and allowing the witness to open each folder so that the administrator cannot see which photograph the witness is viewing.

H. Individual

A person believed by law enforcement to be the possible suspect of a crime.

I. Live Lineup

An identification procedure in which a group of persons, including the suspected perpetrator of an offense and other persons not suspected of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.

J. Photo Lineup

An identification procedure in which an array of photographs, including a photograph of the suspected perpetrator of an offense and additional photographs of other persons not suspected of the offense, is displayed to an eyewitness either in hard copy form or via computer for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.

**7** 2-67-4      **Procedures**

A. Photo Lineups (Photographic Array)

1. The administrator of a photo lineup shall:



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- a. Use the Photographic Identification Form and the Photographic Identification Form Master Name Index when administering a photo lineup;
- b. Compose the photo lineup so that the fillers generally resemble the eyewitness' description of the individual, and so the individual does not unduly stand out from the fillers;
- c. When practicable, ensure that the photograph of the individual to be used in the photo lineup is current and resembles the individual's appearance at the time of the offense;
- d. Present separate photo lineups when there are multiple eyewitnesses, ensuring that they place the individual in a different position for each identification procedure;
- e. Use at least five (5) fillers in a photo lineup;
- f. Be blind or blinded when performing the photo lineup;
  - i. A blinded administrator shall only be used if finding a blind administrator is not feasible.
- g. Provide the eyewitness with instructions that minimize the likelihood of an inaccurate identification; and
  - i. The administrator shall inform the eyewitness that the individual suspected of committing the offense may or may not be in the identification procedure and that the investigation shall continue regardless of whether or not they make an identification.
- h. Minimize factors that may influence an eyewitness to identify an individual or affect the eyewitness's confidence level in identifying the individual during a photo lineup.
  - i. The factors may include, but are not limited to, verbal or nonverbal statements or reactions from the administrator.

N/A

## 2. Exceptions to the Administration of a Photo Lineup

- a. Administrators shall not conduct photo lineups for the following circumstances:
  - i. When the individual is personally known to the victim or witness(s);
  - ii. When the individual has been arrested at the scene of a crime and while in the presence of the victim or witness(s); or
  - iii. When the victim or witness(s) have apprehended the individual.

## B. Live Lineups

### 1. The administrator of a live lineup shall:

- a. Have the approval of an on-duty supervisor before conducting a live lineup;
- b. Use at least four (4) fillers;
- c. Be aware that if the individual has already been charged with a crime that they have the right to the presence of legal counsel during a live lineup;
- d. Present separate live lineups when there are multiple eyewitnesses and ensure that they place the individual in a different position for each identification procedure;



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- e. Present lineup members one (1) at a time; and
- f. Be blind or blinded when performing the live lineup.
  - i. A blinded administrator shall only be used if finding a blind administrator is not possible.

2. The administrator of a live lineup shall not:

- a. Detain any individual without reasonable suspicion to believe they have been, are, or are about to engage in criminal activity; or
- b. Conduct a live lineup involving more than one (1) individual before briefing an on-duty supervisor of the circumstances necessitating a live lineup.

C. Field Identifications (Showup)

1. The administrator for a field identification shall:

- a. Only conduct a field identification when the immediate display of an individual to an eyewitness is necessary;
  - i. The administrator is permitted to use a field identification if they feel it may strengthen their probable cause for arrest and/or benefit a successful prosecution.
  - ii. The administrator shall not use a field identification if independent probable cause exists to arrest a suspected individual, and eyewitnesses can later identify the individual through a photo lineup.
- b. Administer the field identification procedure close in time, or in a reasonable amount of time, to the commission of the crime;
- c. Transport the eyewitness to a neutral, non-law enforcement location where the individual is being detained;
- d. Remove the individual from the law enforcement vehicle when applicable;
- e. When feasible, present the individual so that if they are handcuffed, the handcuffs are not visible to the eyewitness;
- f. Request the exact time from the Emergency Communications Center (ECC) Dispatcher immediately after conducting the field identification;
- g. Document the exact time in a Supplemental report; and
- h. Minimize factors that may influence an eyewitness to identify an individual or affect the eyewitness's confidence level in identifying the individual during a field identification.
  - i. The factors may include but are not limited to verbal or nonverbal statements or reactions from the administrator.

N/A

N/A

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D. Documentation

1. For documenting and preserving evidence, the administrator of a photo lineup, live lineup, or field identification shall:

- a. Video record the entirety of the photo lineup, live lineup, and, when practicable, the field identification procedure, consistent with SOP Use of On-Body

N/A





N/A

- Recording Devices (refer to SOP On-Body Recording Devices for sanction classifications and additional duties);
- b. Tag all photographic documentation of photo lineup members and recordings for field identification of individuals, as well as all descriptions provided by the eyewitness of the individual into evidence, consistent with SOP On-Body Recording Devices (refer to SOP On-Body Recording Devices for sanction classifications and additional duties); and
  - c. Document the following in their Uniform Incident Report:
    - i. The circumstances under which a field identification was warranted;
    - ii. The description of the individual provided by the eyewitness;
    - iii. A description of the circumstances under which the eyewitness saw the individual;
    - iv. The time of day and length of time the individual was seen;
    - v. The perceived or actual distance from the eyewitness to the individual;
    - vi. The lighting conditions;
      1. The administrator shall document this for both field identifications and photo lineups.
    - vii. The time the field identification was conducted; and
    - viii. A clear statement from the eyewitness in their own words at the time of identification as to their confidence level that the individual identified is the individual who committed the offense.



## **2-67 LINEUPS AND FIELD IDENTIFICATIONS**

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

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

- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)

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

- PD 1336a Photographic Identification Form
- PD 1336b Photographic Identification Form Master Name Index

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

- NMSA 1978, § 29-3B-3 Eyewitness Identification Procedures

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

None

### **2-67-1 Purpose**

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) personnel comply with NMSA 1978, § 29-3B-3 Eyewitness Identification Procedures.

### **2-67-2 Policy**

It is the policy of the Department for sworn personnel to follow procedures and rules derived from the Accurate Eyewitness Identification Act when conducting field identifications and lineups during an investigation

**N/A**

### **2-67-3 Definitions**

#### **A. Administrator**

Department personnel conducting a photo lineup or live lineup.

#### **B. Blind**

The administrator does not know the identity of the suspect.

#### **C. Blinded**

The administrator may know who the suspect is but does not know which lineup member is being viewed by the eyewitness



D. Eyewitness

A person who observes another person at or near the scene of an offense.

E. Field Identification

An identification procedure in which an eyewitness is presented with a single suspected individual for the purpose of determining whether the eyewitness identifies this individual as the perpetrator. A field identification may also be known as a "showup".

F. Filler

Either a person or a photograph of a person who is not suspected of an offense and is included in an identification procedure.

G. Folder Shuffle

A photographic array method involving placing photographs in individual folders, shuffling their order, and allowing the witness to open each folder so that the Administrator cannot see which photograph the witness is viewing.

H. Individual

A person believed by law enforcement to be the possible suspect of a crime.

I. Live Lineup

An identification procedure in which a group of persons, including the suspected perpetrator of an offense and other persons not suspected of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.

J. Photo Lineup

An identification procedure in which an array of photographs, including a photograph of the suspected perpetrator of an offense and additional photographs of other persons not suspected of the offense, is displayed to an eyewitness either in hard copy form or via computer for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator<sup>2</sup>.

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2-67-4

**Procedures**

A. Photo Lineups (Photographic Array)

1. The Administrator of a photo lineup shall:



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- a. Use the Photographic Identification Form and the Photographic Identification Form Master Name Index when administering a photo lineup;
- b. Compose the photo lineup so that the fillers generally resemble the eyewitness's description of the individual, and so the individual does not unduly stand out from the fillers;
- c. When practicable, ensure that the photograph of the individual to be used in the photo lineup is current and resembles the individual's appearance at the time of the offense;
- d. Present separate photo lineups when there are multiple eyewitnesses, ensuring that they place the individual in a different position for each identification procedure;
- e. Use at least five (5) fillers in a photo lineup;
- f. Be blind or blinded when performing the photo lineup;
  - ~~i. A blind aAdministrator shall be the method for this identification.~~
  - ~~ii. A blinded aAdministrator shall only be used if finding a blind aAdministrator is not feasible.~~
- g. Provide the eyewitness with instructions that minimize the likelihood of an inaccurate identification; and
  - ~~h. The aAdministrator shall inform the eyewitness that the individual suspected of committing the offense may or may not be in the identification procedure and that the investigation shall continue regardless of whether or not they make an identification.~~
  - ~~h. Minimize factors that may influence an eyewitness to identify an individual or affect the eyewitness's confidence level in identifying the individual during a photo lineup.~~
- i. The factors may include, but are not limited to, verbal or nonverbal statements or reactions from the aAdministrator.

N/A

## 2. Exceptions to the Administration of a Photo Lineup

- a. Administrators shall not conduct photo lineups for the following circumstances:
  - i. When the individual is personally known to the victim or witness(s);
  - ii. When the individual has been arrested at the scene of a crime and while in the presence of the victim or witness(s); or
  - iii. When the victim or witness(s) have apprehended the individual.

## B. Live Lineups

### 1. The aAdministrator of a live lineup shall:

- a. Have the approval of an on-duty supervisor before conducting a live lineup;
- b. Use at least four (4) fillers;
- c. Be aware that if the individual has already been charged with a crime that they have the right to the presence of legal counsel during a live lineup;



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- d. Present separate live lineups when there are multiple eyewitnesses and ensure that they place the individual in a different position for each identification procedure;
- e. Present lineup members one (1) at a time; and
- f. Be blind or blinded when performing the live lineup.
  - ~~i. A blind aAdministrator is a preferred method for this identification.~~
  - ~~ii. A blinded aAdministrator shall only be used if finding a blind aAdministrator is not possible.~~

2. The aAdministrator of a live lineup shall not:

- a. Detain any individual without reasonable suspicion to believe they have been, are, or are about to engage in criminal activity; or
- b. Conduct a live lineup involving more than one (1) individual before briefing an on-duty supervisor of the circumstances necessitating a live lineup.

C. Field Identifications (Showup)

1. The aAdministrator for a field identification shall:

- a. Only conduct a field identification when the immediate display of an individual to an eyewitness is necessary;
  - i. The aAdministrator is permitted to use a field identification if they feel it may strengthen their probable cause for arrest and/or benefit a successful prosecution.
  - ii. The aAdministrator shall not use a field identification if independent probable cause exists to arrest a suspected individual, and eyewitnesses can later identify the individual through a photo lineup.
- b. Administer the field identification procedure close in time, or in a reasonable amount of time, to the commission of the crime;
- c. Transport the eyewitness to a neutral, non-law enforcement location where the individual is being detained;
- d. Remove the individual from the law enforcement vehicle when applicable;
- e. When feasible, present the individual so that if they are handcuffed, the handcuffs are not visible to the eyewitness;
- f. Request the exact time from the Emergency Communications Center (ECC) Dispatcher immediately after conducting the field identification;
- g. Document the exact time in a Supplemental report; and;
- h. Minimize factors that may influence an eyewitness to identify an individual or affect the eyewitness's confidence level in identifying the individual during a field identification.
  - i. The factors may include but are not limited to verbal or nonverbal statements or reactions from the aAdministrator.

N/A

N/A

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D. Documentation



1. For documenting and preserving evidence, the ~~a~~Administrator of a photo lineup, live lineup, or field identification shall:

N/A

N/A

- a. Video record the entirety of the photo lineup, live lineup, and, when practicable, the field identification procedure, consistent with SOP Use of On-Body Recording Devices (refer to SOP On-Body Recording Devices for sanction classifications and additional duties);
- b. Tag all photographic documentation of photo lineup members and recordings for field identification of individuals, as well as all descriptions provided by the eyewitness of the individual into evidence, consistent with SOP On-Body Recording Devices (refer to SOP On-Body Recording Devices for sanction classifications and additional duties); and
- c. Document the following in their Uniform Incident Report:
  - i. The circumstances under which a field identification was warranted;
  - ii. The description of the individual provided by the eyewitness;
  - iii. A description of the circumstances under which the eyewitness saw the individual;
  - iv. The time of day and length of time the individual was seen;
  - v. The perceived or actual distance from the eyewitness to the individual;
  - vi. The lighting conditions;
    1. The ~~a~~Administrator shall document this for both field identifications and photo lineups.
  - vii. The time the field identification was conducted; and
  - viii. A clear statement from the eyewitness in their own words at the time of identification as to their confidence level that the individual identified is the individual who committed the offense.



## **2-111 RECORDS DIVISION UNITS**

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

A. Related SOP(s)

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

B. Form(s)

None

C. Other Resource(s)

New Mexico Law Enforcement Telecommunications System (NMLETS) Manual  
N.M Code R § 1.21.2 Retention and Disposition of Public Records

D. Rescinded Special Order(s)

None

### **2-111-1 Purpose**

It is the purpose of this policy to provide the community with copies of Uniform Incident Reports and background check information, as well as assist the community in filing a Uniform Incident Report. Furthermore, it is the purpose of this policy to manage the information from the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC), and the New Mexico Law Enforcement Telecommunications System (NMLETS); and to provide updated and accurate crime data to City of Albuquerque, Albuquerque Police Department (Department), and outside governmental agency personnel.

### **2-111-2 Policy**

It is the policy of the Department to serve the community and governmental agency personnel through the imaging, printing, and production of Uniform Incident Reports through its Central Records Units for the NCIC Reporting Unit to ensure the accuracy of all entries by providing immediate support and responsiveness to Department personnel; and for the National Incident-Based Reporting Systems (NIBRS) Unit to efficiently and effectively code and enter technical and statistical, error-free data, based on the standards of the FBI and NIBRS.

**N/A**

### **2-111-3 Definitions**

A. National Crime Information Center (NCIC)



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

**B. National Incident-Based Reporting System (NIBRS)**

A system of documentation standards that captures details pertaining to each offense listed within a police report, including, but not limited to, information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes.

**C. New Mexico Law Enforcement Telecommunications System (NMLETS) Manual**

A manual that gives guidelines for NCIC use.

**D. TraCS**

Traffic and Criminal Software

**7 2-111-4 Records Division Personnel Responsibilities and Procedures**

**A. Records Division Coordinator**

**1. The Records Division Coordinator shall:**

- a. Be responsible for the oversight of the NCIC Reporting Unit, NIBRS Unit, Central Records Unit, and supervise personnel responsible for the design, configuration, and operation of the NCIC system, the NIBRS requirements, and processes set forth by the New Mexico Department of Public Safety (NMDPS) and the FBI; and
- b. Oversee the security and access of all terminals as the Terminal Agency Coordinator and work closely with the Department of Technology and Innovation (DTI) to keep the Records Division Manager apprised of all current and future matters or problems regarding NCIC, NMLETS, and NIBRS, as well as informing NMDPS of any violations or potential problems.

**B. Records Division Supervisor**

**1. The Records Division supervisor shall:**

- a. Provide daily supervision of assigned personnel and ensure that accurate and timely documentation of information is maintained in each Records Division Unit;
- b. Evaluate and review the performance of assigned personnel and initiate commendations;
- c. Review, choose, and interview qualified applicants to fill vacancies in the assigned Records Division Unit;





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- d. Perform administrative and technical tasks which include operations control and expenditures of personnel and equipment;
- e. Complete, review, and approve timecards before the deadlines provided by the Payroll and Fiscal Division;
- f. Conduct and interpret policy evaluations, as well as approved policies to ensure personnel assigned to the specific Records Division Unit supervisor are informed of such policies;
- g. Create, prepare, update, and maintain user and training manuals, as well as reports and records within the Records Division Unit to each supervisor they are assigned to;
- h. Coordinate with and respond to requests from other criminal justice agencies for appropriate information gathering and exchange;
- i. Approve leave requests, monitor sick leave usage, and take appropriate action when sick leave is abused;
- j. Respond to New Mexico Inspection of Public Records Act (IPRA) requests and other requests made by internal and external agencies;
- k. Collaborate with other Department units, sections, divisions, and bureaus on a daily, weekly, or monthly basis to ensure they are supported by Records Division personnel;
- l. Mentor, guide, train, and support all Department personnel within and outside their chain of command;
- m. Instruct new cadets, lateral sworn personnel, and acting supervisors on the use of each records management system, common report errors, and NCIC requirements through the Academy Division or other Department training programs;
- n. Maintain a training file for each employee assigned to a Records Division Unit supervisor;
- o. Plan, coordinate, design, and prepare assigned activities, meetings, collaborations, and projects with other Department units, sections, divisions, and bureaus along with external agencies assigned by the Records Division Manager;
- p. Adhere to and ensure Records Division personnel in their chain of command follow all Department Standard Operating Procedures (SOP), as well as IPRA, state statutes, FBI policies and procedures, and NMDPS regulations;
- q. Provide administrative support to the Records Division Manager with detailed updates on mandates, directives, and other tasks or projects as assigned through clear and professional communication;
- r. Be expected to follow a set and approved work schedule provided by their chain of command;
- s. Support all Records Division personnel in the event other Records Division Unit supervisors or the Records Division Manager is unavailable;
- t. Provide analytical and time-sensitive requests on a daily, weekly, monthly, or yearly basis for the Records Division Manager or their designee, the Chief of Police or their designee, the City of Albuquerque Mayor or their designee, news outlets, the FBI and NMDPS;
- u. Attend the Basic Instructor Training course at the Academy Division to become a certified Department instructor through the NMDPS;



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- v. Assist with Uniform Incident Report corrections and research of reports on a daily basis;
- w. Assist Department personnel with sign-out requirements when leaving the Department;
- x. Contact Department command staff in regarding rejected records and timeliness of reports; and
- y. When necessary, work mandated overtime due to coverage issues or project requests.

C. Central Records Unit Supervisor

1. The Central Records Unit Supervisor shall:

- a. Assist the public with inquiries and shall handle their complaints;
- b. Seal and expunge records pursuant to a signed court order;
- c. Maintain the Central Records Unit email accounts (apdosu@cabq.gov and apdcentralrecords@cabq.gov); and
- d. Research and collect total written station (Uniform Crash Reports) for each area command on a monthly basis.

D. NIBRS Unit Supervisor

1. In addition to the expectations of the Records Division Supervisor, the NIBRS Unit Supervisor shall:

- a. Collect, analyze, and compile quarterly crime statistics for the FBI and NMDPS;
- b. Understand important concepts specific to NIBRS reporting, including all elements of a crime;
- c. Read and comprehend FBI user manuals and the FBI technical specifications manual; and
- d. Be responsible for compiling a weekly error validation report and ensuring that proper corrections have been made.

E. NCIC Reporting Unit Supervisor

1. In addition to the expectations of the Records Division Supervisor, the NCIC Reporting Unit Supervisor shall:

- a. Plan and schedule adequate shift coverage;
- b. Research and collect total entries into NCIC each month for the following:
  - i. Total stolen and recovered vehicle entries;
  - ii. Total embezzled and recovered vehicle entries;
  - iii. Total stolen and recovered firearm entries; and
  - iv. Total missing and runaway entries.
- c. Ensure NCIC Reporting Unit personnel renew their NCIC certifications every year;



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- d. Check and verify paperwork of personnel to ensure accuracy and compliance with FBI and NMDPS requirements; and
- e. Serve as the Terminal Agency Coordinator (TAC) or Assistant TAC for the Department as needed and assigned by their chain of command.

F. Central Records Unit Personnel

1. Central Records Unit personnel shall:

- a. Complete Uniform Incident Reports for:
  - i. Lost items;
  - ii. Fraud;
  - iii. Identity theft;
  - iv. Informational reports;
  - v. Larceny;
  - vi. Auto burglaries;
  - vii. Metal theft reports;
  - viii. Residential and commercial burglaries, if the reporting party has gone through the residence and no threat was present;
  - ix. Tampering with a motor vehicle;
  - x. Theft of motor vehicle parts;
  - xi. Vandalism or criminal damage;
  - xii. Bill skips;
  - xiii. Lost or stolen license plates;
  - xiv. Lost or stolen passports;
  - xv. Anonymous, threatening or obscene phone calls, which includes electronic communications and social media;
  - xvi. To change or add an address or phone number;
  - xvii. Verbal assaults and threats that do not involve physical contact or if a weapon is displayed; and
  - xviii. Harassment reports that do not require follow-up investigation.
- b. Be responsible for accurately verifying and processing data and attachments on all Uniform Incident Reports and Uniform Crash Reports into the Records Management System (RMS), electronic document filing system, records repository, and the Department's records management system;
- c. Provide training for all personnel;
- d. Be responsible for classifying and sorting mail;
- e. Receive and process requests for reports and information from law enforcement and criminal justice agencies, which includes performing background checks;
- f. Take incoming calls from community members pertaining to reports;
  - i. Information shall not be shared over the phone.
- g. Process requests for reports from other City departments;
- h. Provide general police information pertaining to reports and records and for writing specific reports as a support function to Field Services Bureau (FSB) personnel;
- i. Provide redacted reports to the public consistent with IPRA;
- j. Check all record management systems and repositories for requested reports;



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- k. Work with the City of Albuquerque Department of Finance and Accounting Division to turn in daily, weekly, and monthly accounts receivable forms in person and process various forms of payment;
- l. Support FSB personnel and substation administrative assistants;
- m. Maintain and update a variety of records and logs on a daily basis;
- n. Maintain confidentiality of all information received within the scope of duties; and
- o. When necessary, work mandated overtime due to coverage issues or project requests.

**G. Retention/TraCS Unit Personnel**

1. Retention/TraCS Unit Personnel shall:

- a. Review all incoming TraCS reports for completeness;
- b. Review any TraCS reports that need corrections;
- c. Merge all person profiles in the RMS;
- d. Follow City adopted retention schedules and request destruction orders for records that have met the timeframe within the retention schedule for the Records Division Manager; and
- e. Review, merge, and update archive files from seasoned data systems.

**H. NIBRS Unit Personnel**

1. NIBRS Unit personnel shall:

- a. Be responsible for accurately and efficiently verifying and processing data on all Uniform Incident Reports into the records management system. All information entered shall be reviewed and coded according to the NIBRS standards for the FBI;
- b. Receive, review, edit, and verify incoming Uniform Incident Reports into the records management system;
- c. Have extensive knowledge of NIBRS standards and Offense Classifications to verify the accuracy of source data;
- d. Recognize deficiencies in the source document and properly enter information for all Uniform Incident Reports, Supplemental Reports, and other police-related documents;
- e. Access all applicable databases for verification of source data to ensure proper entry and coding of information from various types of reports;
- f. Establish direct, effective communication with Department supervisors, sworn personnel, and other Department personnel;
- g. Support FSB personnel and Telephone Reporting Unit (TRU) personnel as subject matter experts within the records management systems;
- h. Maintain quality and consistency of all Uniform Incident Reports and report processes by adhering to FBI, NMDPS, and other governmental organizations submission standards, definitions, and specifications;
- i. Process Uniform Incident Report modifications to conform to NIBRS guidelines;



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- j. Independently process any and all reports assigned;
  - k. Maintain and update a variety of records and logs on a daily basis;
  - l. Run error reports as assigned and correct all errors for FBI and NMDPS submissions before the deadlines;
  - m. Comply with trainings and certifications as required by the FBI, NMDPS, and the Department;
  - n. Maintain confidentiality of any and all information received within their scope of duties; and
  - o. When necessary, work mandated overtime due to coverage issues or project requests.
- I. NCIC Unit Personnel
- 1. NCIC Unit personnel shall:
    - a. Receive calls from Department personnel and other law enforcement agencies to enter or remove entries into RMS and NCIC database accurately on an unpublished line;
    - b. Receive and confirm teletype requests for NCIC entries that were entered by NCIC Reporting Unit personnel;
    - c. Follow the NMLETS Manual and follow FBI and NMDPS policies and procedures, and maintain the required certifications;
    - d. Ensure compliance with all federal and state laws that govern NCIC entries, as well as FBI policies and procedures and NMDPS regulations;
    - e. Ensure accuracy of NCIC entry through second-party process in relation to the original report;
    - f. Maintain the NCIC validation process through research and outreach verification with victims and reporting parties;
    - g. Authorize, review, and verify Uniform Incident Reports into the records management system;
    - h. Ensure the security of NCIC material and ensure that the material is not distributed to unauthorized individuals; and
    - i. When necessary, work mandated overtime due to coverage issues, project requests, or holidays.
      - i. NCIC Unit personnel shall be staffed twenty-four (24) hours a day, every day of the year.
- I. The Data Analyst II shall:
- 1. Report to the Records Division Manager;
  - 2. Create, collect, analyze, interpret, and present crime statistics data utilizing mathematical principles in determining criminal patterns and/or trends;
  - 3. Use technical understanding of report writing methods and knowledge of the NIBRS standards to verify the accuracy of data source documents to help recognize any deficiencies; and



4. Support the Department by fulfilling requests for reports from database sources as requested by the Records Division Manager.

J. The Senior Office Assistant shall:

1. Report to the Records Division Manager;
2. Assist all professional staff within the Division with processing, monitoring, and maintaining documents, clerical duties, and systems in servicing the Department; and
3. Prepare and proofread a variety of documents to include general correspondence, memoranda, reports, and purchase orders on the Records Division's behalf.

#### 2-111-5 Records Administration

**3** A. Confidentiality of Information

1. Information obtained during employment concerning Department operations, plans, and activities shall remain confidential.
2. Department personnel shall not divulge confidential information to unauthorized individuals.

**N/A** B. Chain of Command

1. Records Division Manager
  - a. The Records Division Manager is a professional staff member, equivalent to a Police Commander, selected by an interview process that complies with the City of Albuquerque's Merit Ordinance System.
  - b. The Records Division Manager shall report to the Deputy Chief of the Management Services and Support Bureau.
2. Records Division Coordinator
  - a. The Records Division Coordinator is a professional staff member, equivalent to a Police Lieutenant, selected by an interview process that complies with the City of Albuquerque's Merit Ordinance System.
  - b. The Records Division Coordinator shall report to the Records Division Manager.
  - c. The Records Division Coordinator also serves as the Terminal Agency Coordinator of the Department, excluding Emergency Communications Center (ECC) personnel as outlined in SOP Use of Computer Systems (refer to SOP Use of Computer Systems for sanction classifications and additional duties).



3. Records Division Unit Supervisor(s)

- a. A Records Division Unit supervisor is a professional staff member, equivalent to a Police Sergeant, selected through an interview process that complies with the City of Albuquerque's Merit Ordinance System.
- b. Each Records Division Unit Supervisor is hired and designated to supervise specific personnel units of the Records Division.

C. Records Retention Schedule

Records Division personnel shall comply with the report retention schedule for the Department's Records Division, consistent with the New Mexico Administrative Code on the Retention and Disposition of Public Records, N.M. Code R. § 1.21.2.

REDLINED



## **2-111 RECORDS DIVISION UNITS**

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

A. Related SOP(s)

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

B. Form(s)

None

C. Other Resource(s)

New Mexico Law Enforcement Telecommunications System (NMLETS) Manual  
N.M Code R § 1.21.2 Retention and Disposition of Public Records

D. Rescinded Special Order(s)

~~SO 21-119 Amendment to SOP 2-111 Records Division Unit~~ None

### **2-111-1 Purpose**

It is the purpose of this policy to provide the community with copies of Uniform Incident Reports and background check information, as well as assist the community in filing a Uniform Incident Report. Furthermore, it is the purpose of this policy to manage the information from the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC), and the New Mexico Law Enforcement Telecommunications System (NMLETS); and to provide updated and accurate crime data to City of Albuquerque, Albuquerque Police Department (Department), and outside governmental agency personnel.

### **2-111-2 Policy**

It is the policy of the ~~Albuquerque Police Department (Department)~~ to serve the community and governmental agency personnel through the imaging, printing, and production of Uniform Incident Reports through its Central Records Units; for the NCIC Reporting Unit to ensure the accuracy of all entries by providing immediate support and responsiveness to Department personnel; and for the National Incident-Based Reporting Systems (NIBRS) Unit to efficiently and effectively code and enter technical and statistical, error-free data, based on the standards of the FBI and NIBRS.

**N/A 2-111-3 Definitions**

A. National Crime Information Center (NCIC)





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

B. National Incident-Based Reporting System (NIBRS)

A system of documentation standards that captures details pertaining to each offense listed within a police report, including, but not limited to, information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes.

C. New Mexico Law Enforcement Telecommunications System (NMLETS) Manual

A manual that gives guidelines for NCIC use.

D. TraCS

Traffic and Criminal Software

**7 2-111-4 Records Division Personnel Responsibilities and Procedures**

A. Records Division Coordinator

1. The Records Division Coordinator shall:

- a. Be responsible for the oversight of the NCIC Reporting Unit, NIBRS Unit, Central Records Unit, and supervise personnel responsible for the design, configuration, and operation of the NCIC system, the NIBRS requirements, and processes set forth by the New Mexico Department of Public Safety (NMDPS) and the FBI; and
- b. Oversee the security and access of all terminals as the Terminal Agency Coordinator and work closely with the Department of Technology and Innovation (DTI) to keep the Records Division Manager apprised of all current and future matters or problems regarding NCIC, NMLETS, and NIBRS, as well as informing NMDPS of any violations or potential problems.

B. Records Division Supervisor

1. The Records Division supervisor shall:

- a. Provide daily supervision of assigned personnel and ensure that accurate and timely documentation of information is maintained in each Records Division Unit;
- b. Evaluate and review the performance of assigned personnel and initiate commendations;
- c. Review, choose, and interview qualified applicants to fill vacancies in the assigned Records Division Unit;



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- d. Perform administrative and technical tasks which include operations control and expenditures of personnel and equipment;
- e. Complete, review, and approve timecards before the deadlines provided by the Payroll and Fiscal Division;
- f. Conduct and interpret policy evaluations, as well as approved policies to ensure personnel assigned to the specific Records Division Unit supervisor are informed of such policies;
- g. Create, prepare, update, and maintain user and training manuals, as well as reports and records within the Records Division Unit to each supervisor they ~~are~~ assigned to;
- h. Coordinate with and respond to requests from other criminal justice agencies for appropriate information gathering and exchange;
- i. Approve leave requests, monitor sick leave usage, and take appropriate action when sick leave is abused;
- j. Respond to New Mexico Inspection of Public Records Act (IPRA) requests and other requests made by internal and external agencies;
- k. Collaborate with other Department units, sections, divisions, and bureaus on a daily, weekly, or monthly basis to ensure they are supported by Records Division personnel;
- l. Mentor, guide, train, and support all Department personnel within and outside their chain of command;
- m. Instruct new cadets, lateral sworn personnel ~~officers~~, and acting supervisors on the use of each records management system, common report errors, and NCIC requirements through the Academy Division or other Department training programs;
- n. Maintain a training file for each employee assigned to a Records Division Unit supervisor;
- o. Plan, coordinate, design, and prepare assigned activities, meetings, collaborations, and projects with other Department units, sections, divisions, and bureaus along with external agencies assigned by the Records Division Manager;
- p. Adhere to and ensure Records Division personnel in their chain of command follow all Department Standard Operating Procedures (SOP), as well as IPRA, state statutes, ~~Federal Bureau of Investigation (FBI) policies and procedures, and~~ NMDPS ~~New Mexico Department of Public Safety (NMDPS)~~ regulations;
- q. Provide administrative support to the Records Division Manager with detailed updates on mandates, directives, and other tasks or projects as assigned through clear and professional communication;
- r. Be expected to follow a set and approved work schedule provided by their chain of command;
- s. Support all Records Division personnel in the event other Records Division Unit supervisors or the Records Division Manager is unavailable;
- t. Provide analytical and time-sensitive requests on a daily, weekly, monthly, or yearly basis for the Records Division Manager or their designee, the Chief of Police or their designee, the City of Albuquerque Mayor or their designee, news outlets, the FBI and NMDPS;



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- u. Attend the Basic Instructor Training course at the Academy Division to become a certified Department instructor through the NMDPS;
- v. Assist with Uniform Incident Report corrections and research of reports on a daily basis;
- w. Assist Department personnel with sign-out requirements when leaving the Department;
- x. Contact Department command staff in regarding~~ing~~ to rejected records and timeliness of reports; and
- y. When necessary, work mandated overtime due to coverage issues or project requests.

C. Central Records Unit Supervisor

1. The Central Records Unit Supervisor shall:

- a. Assist the public with inquiries and shall handle their complaints;
- b. Seal and expunge records pursuant to a signed court order;
- c. Maintain the Central Records Unit email accounts (apdosu@cabq.gov and apdcentralrecords@cabq.gov); and
- d. Research and collect total written station (Uniform Crash Reports) for each area command on a monthly basis.

D. NIBRS Unit Supervisor

1. In addition to the expectations of the Records Division Supervisor, the NIBRS Unit Supervisor shall:

- a. Collect, analyze, and compile quarterly crime statistics for the FBI and NMDPS;
- b. Understand important concepts specific to NIBRS reporting, including all elements of a crime;
- c. Read and comprehend FBI user manuals and the FBI technical specifications manual; and
- d. Be responsible for compiling a weekly error validation report and ensuring~~ing~~ that proper corrections have been made.

E. NCIC Reporting Unit Supervisor

1. In addition to the expectations of the Records Division Supervisor, the NCIC Reporting Unit Supervisor shall:

- a. Plan and schedule adequate shift coverage;
- b. Research and collect total entries into NCIC each month for the following:
  - i. Total stolen and recovered vehicle entries;
  - ii. Total embezzled and recovered vehicle entries;
  - iii. Total stolen and recovered firearm entries; and
  - iv. Total missing and runaway entries.



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- c. Ensure NCIC Reporting Unit personnel renew their NCIC certifications every ~~two (2)~~ years;
- d. Check and verify paperwork of personnel to ensure accuracy and compliance with FBI and NMDPS requirements; and
- e. Serve as the Terminal Agency Coordinator (TAC) or Assistant TAC for the Department as needed and assigned by their chain of command.

F. Central Records Unit Personnel

1. Central Records Unit personnel shall:

- a. Complete Uniform Incident Reports for:
  - i. Lost items;
  - ii. Fraud;
  - iii. Identity theft;
  - iv. Informational reports;
  - v. Larceny;
  - vi. Auto burglaries;
  - vii. Metal theft reports;
  - viii. Residential and commercial burglaries, if the reporting party has gone through the residence and no threat was present;
  - ix. Tampering with a motor vehicle;
  - x. Theft of motor vehicle parts;
  - xi. Vandalism or criminal damage;
  - xii. Bill skips;
  - xiii. Lost or stolen license plates;
  - xiv. Lost or stolen passports;
  - xv. Anonymous, threatening or obscene phone calls, which includes electronic communications and social media;
  - xvi. To change or add an address or phone number;
  - xvii. Verbal assaults and threats that do not involve physical contact or if a weapon is displayed; and
  - xviii. Harassment reports that do not require follow-up investigation.
- b. Be responsible for accurately verifying and processing data and attachments on all Uniform Incident Reports and Uniform Crash Reports into the Records Management System (RMS), electronic document filing system, records repository, and the Department's records management system;
- c. Provide training for all personnel;
- d. Be responsible for classifying and sorting mail;
- e. Receive and process requests for reports and information from law enforcement and criminal justice agencies, which includes performing background checks;
- f. Take incoming calls from community members pertaining to reports;
  - i. Information shall not be shared over the phone.
- g. Process requests for reports from other City departments;
- h. Provide general police information pertaining to reports and records and for writing specific reports as a support function to Field Services Bureau (FSB) personnel;



- i. Provide redacted reports to the public consistent with IPRA;
- j. Check all record management systems and repositories for requested reports;
- k. Work with the City of Albuquerque Department of Finance and Accounting Division to turn in daily, weekly, and monthly accounts receivable forms in person and process various forms of payment;
- l. Support FSB personnel and substation administrative assistants;
- m. Maintain and update a variety of records and logs on a daily basis;
- n. Maintain confidentiality of all information received within the scope of duties; and
- o. When necessary, work mandated overtime due to coverage issues or project requests.

G. Retention/TraCS Unit Personnel

1. Retention/TraCS Unit Personnel shall:

- a. Review all incoming TraCS reports for completeness;
- b. Review any TraCS reports that need corrections;
- c. Merge all person profiles in the RMS;
- d. Follow City adopted retention schedules and request destruction orders for records that have met the timeframe within the retention schedule for the Records Division Manager; and
- e. Review, merge, and update archive files from seasoned data systems.

G.H. NIBRS Unit Personnel

1. NIBRS Unit personnel shall:

- a. Be responsible for accurately and efficiently verifying and processing data on all Uniform Incident Reports into the records management system. All information entered shall be reviewed and coded according to the NIBRS standards for the FBI;
- b. Receive, review, edit, and verify incoming Uniform Incident Reports into the records management system;
- c. Have extensive knowledge of NIBRS standards and Offense Classifications to verify the accuracy of source data;
- d. Recognize deficiencies in the source document and properly enter information for all Uniform Incident Reports, Supplemental Reports, and other police-related documents;
- e. Access all applicable databases for verification of source data to ensure proper entry and coding of information from various types of reports;
- f. Establish direct, effective ~~communication~~ communication with Department supervisors, sworn personnel, and other Department personnel;
- g. Support FSB personnel and Telephone Reporting Unit (TRU) personnel as subject matter experts within the records management systems;



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- h. Maintain quality and consistency of all Uniform Incident Reports and report processes by adhering to FBI, NMDPS, and other governmental organizations submission standards, definitions, and specifications;
- i. Process Uniform Incident Report modifications to conform to NIBRS guidelines;
- j. Independently process any and all reports assigned;
- k. Maintain and update a variety of records and logs on a daily basis;
- l. Run error reports as assigned and correct all errors for FBI and NMDPS submissions before the deadlines;
- m. Comply with trainings and certifications as required by the FBI, NMDPS, and the Department;
- n. Maintain confidentiality of any and all information received within their scope of duties; and
- o. When necessary, work mandated overtime due to coverage issues or project requests.

~~H.I.~~ H.I. NCIC Unit Personnel

1. NCIC Unit personnel shall:

- a. Receive calls from Department personnel and other law enforcement agencies to enter or remove entries into RMS and NCIC database accurately on an unpublished line;
- b. Receive and confirm teletype requests for NCIC entries that were entered by NCIC Reporting Unit personnel;
- c. Follow the NMLETS Manual and follow FBI and NMDPS policies and procedures, and maintain the required certifications;
- d. Ensure compliance with all federal and state laws that govern NCIC entries, as well as FBI policies and procedures and NMDPS regulations;
- e. Ensure accuracy of NCIC entry through second-party process in relation to the original report;
- f. Maintain the NCIC validation process through research and outreach verification with victims and reporting parties;
- g. Authorize, review, and verify Uniform Incident Reports into the records management system;
- h. Ensure the security of NCIC material and ensure that the material is not distributed to unauthorized individuals; and
- i. When necessary, work mandated overtime due to coverage issues, project requests ~~or on~~, or holidays.
  - i. NCIC Unit personnel shall be staffed twenty-four (24) hours a day, every day of the year.

I. The Data Analyst II shall:

- 1. Report to the Records Division Manager;
- 2. Create, collect, analyze, interpret, and present crime statistics data utilizing mathematical principles in determining criminal patterns and/or trends;



3. Use technical understanding of report writing methods and knowledge of the NIBRS standards to verify the accuracy of data source documents to help recognize any deficiencies; and
4. Support the Department by fulfilling requests for reports ~~from~~ from database sources as requested by the Records Division Manager.

J. The Senior Office Assistant shall:

1. Report to the Records Division Manager;
2. Assist all professional staff within the Division with processing, monitoring, and maintaining documents, clerical duties, and systems in servicing the Department; and
3. Prepare and proofread a variety of documents to include general correspondence, memoranda, reports, and purchase orders on the Records Division's behalf.

**2-111-5 Records Administration**

**3** A. Confidentiality of Information

1. Information obtained during employment concerning Department operations, plans, and activities shall remain confidential.
2. Department personnel shall not divulge confidential information to unauthorized individuals.

**N/A** B. Chain of Command

1. Records Division Manager

- a. The Records Division Manager is a professional staff member, equivalent to a Police Commander, selected by an interview process that complies with the City of Albuquerque's Merit Ordinance System.
- b. The Records Division Manager shall report to the Deputy Chief of the Management Services and Support Bureau.

2. Records Division Coordinator

- a. The Records Division Coordinator is a professional staff member, equivalent to a Police Lieutenant, selected by an interview process that complies with the City of Albuquerque's Merit Ordinance System.
- b. The Records Division Coordinator shall report to the Records Division Manager.



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PROCEDURAL ORDERS

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- c. The Records Division Coordinator also serves as the Terminal Agency Coordinator of the Department, excluding Emergency Communications Center (ECC) personnel as outlined in SOP Use of Computer Systems (refer to SOP Use of Computer Systems for sanction classifications and additional duties).

3. Records Division Unit Supervisor(s)

- a. A Records Division Unit supervisor is a professional staff member, equivalent to a Police Sergeant, selected through an interview process that complies with the City of Albuquerque's Merit Ordinance System.
- b. Each Records Division Unit Supervisor is hired and designated to supervise specific personnel units of the Records Division.

C. Records Retention Schedule

Records Division personnel shall comply with the report retention schedule for the Department's Records Division, consistent with the New Mexico Administrative Code on the Retention and Disposition of Public Records, N.M. Code R. § 1.21.2.

REDLINED