

CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Aaron Calderon, Chair

Rowan Wymark, Member

Diane McDermott, CPOA Executive Director

Ali Abbasi, CPOA Deputy Director

Thursday, September 4, 2025, at 3 p.m.
City Hall Annex, 501 Tijeras NW, Suite 2E
CPOA Conference Room

Members Present:

Aaron Calderon, Chair
Rowan Wymark

Members Absent:

Others Present

Ali Abbasi, CPOA
Gabe Remer, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA

Minutes

- I. Welcome and Call to Order.** Chair Calderon called the Policy and Procedure Review Subcommittee meeting to order at approximately 3:16 p.m.
- II. Approval of the Agenda**
- a. Motion.** A motion was made by Chair Calderon to approve the Agenda as written. Member Wymark seconded the motion. The Motion passed unanimously.
- III. Public Comment**
- a. None.**
- IV. Approval of Minutes from August 7, 2025**
- a. Motion.** A motion was made by Chair Calderon to approve the minutes as written. Member Wymark seconded the motion. The Motion passed unanimously.
- V. APD Policy-Related Activities/Discussion Items:**
- a. PPRB Drafts Awaiting CPOAB Comment**
- 1. SOP 1-20 Behavioral Sciences Section**
- i.** There were no policy recommendations for SOP 1-20. (*See attached Policy and Procedure Review Subcommittee Report*)

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2. SOP 1-36 Department Personnel Wellness Program
 - i. There were no policy recommendations for SOP 1-36. (*See attached Policy and Procedure Review Subcommittee Report*)
3. SOP 1-93 (Formerly 8-11) Telephone Reporting Unit (TRU)
 - i. There were no policy recommendations for SOP 1-93. (*See attached Policy and Procedure Review Subcommittee Report*)
4. SOP 2-5 Department Vehicles
 - i. There were no policy recommendations for SOP 2-5. (*See attached Policy and Procedure Review Subcommittee Report*)
5. SOP 2-13 StarChase Pursuit Management System
 - i. There were no policy recommendations for SOP 2-13. (*See attached Policy and Procedure Review Subcommittee Report*)
6. SOP 2-28 (Formerly 3-20) Flood Control Channel Action
 - i. There were no policy recommendations for SOP 2-28. (*See attached Policy and Procedure Review Subcommittee Report*)
7. SOP 2-30 Emergency Command Post (ECP)
 - i. There were no policy recommendations for SOP 2-30. (*See attached Policy and Procedure Review Subcommittee Report*)
8. SOP 2-35 (Formerly 2-29) Emergency Response Team (ERT)
 - i. There were no policy recommendations for SOP 2-35. (*See attached Policy and Procedure Review Subcommittee Report*)
9. SOP 2-36 Police-News Media Relations and Release of Police Identification
 - i. There were no policy recommendations for SOP 2-36. (*See attached Policy and Procedure Review Subcommittee Report*)
10. SOP 2-77 In-Car Video System (ICVS)
 - i. There were no policy recommendations for SOP 2-77.
 - ii. CPOA Policy Analyst Gabe Remer advised the Subcommittee on the new policy and described the technology. CPOA

Deputy Director Ali Abbasi noted that the ICVS technology includes the Automated License Plate Reader.

11. SOP 2-79 Law Enforcement Assisted Diversion (LEAD) Program

- i. There were no policy recommendations for SOP 2-79. (*See attached Policy and Procedure Review Subcommittee Report*)

12. SOP 2-84 Body Cavity Searches

- i. There were no policy recommendations for SOP 2-84. (*See attached Policy and Procedure Review Subcommittee Report*)

13. SOP 2-99 (Formerly 1-8) Naloxone Policy

- i. There were no policy recommendations for SOP 2-99. (*See attached Policy and Procedure Review Subcommittee Report*)

14. SOP 2-107 Use of Crime Specialists (CSS) Unit

- i. There were no policy recommendations for SOP 2-107. (*See attached Policy and Procedure Review Subcommittee Report*)

b. APD Response to Policy Recommendations [Standing item]

- i. There were no Policy Recommendations.

VI. Other Business

- a. CPOA Policy Analyst Gabe Remer advised the Subcommittee that Special Order 25-93 Amendment to SOP 2-71 Search and Seizure without a Warrant was released from APD, noting that his recommended language changes to the Policy were included.

- b. Mr. Remer noted there was a Gun Buy Back event held last month.

VII. Next Meeting Thursday, October 2, 2025, at 3 p.m.

VIII. Adjournment

- a. The meeting was adjourned at approximately 3:32 p.m.

APPROVED:

Aaron Calderon, Chair
Policy & Procedure Review Subcommittee

Date

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

Minutes drafted and submitted by:
Valerie Barela, Administrative Assistant

DRAFT

ATTACHMENTS



CIVILIAN POLICE OVERSIGHT ADVISORY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE
PUBLIC COMMENT SIGN-IN SHEET
SEPTEMBER 4, 2025

NAME (PLEASE PRINT)

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
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9. _____	19. _____
10. _____	20. _____



City of Albuquerque

Civilian Police Oversight Agency



Policy and Procedure Review Subcommittee Report Board Meeting

09/04/2025

09/11/2025

Policy Recommendations

No Policy Recommendations

SOP 1-20 Behavioral Sciences Section: It is the policy of the Department's BSS to provide access to psychological services, including consultation and treatment. The services are intended to improve the health of clients and the overall health of the Department through direct service, outreach, and education. Clients receiving services, including those mandated by SOP or supervisor(s), shall have the fullest confidentiality afforded by applicable federal, state, and other statutes.

- **PnP Subcommittee Discussion:**

SOP 1-36 Department Personnel Wellness Program: It is the policy of the Department to promote the physical and mental well-being of all Department personnel and their families, including providing a coordinated response to assist after Critical Incidents. To help support the Department's missions and goals, this program encourages personnel to participate in regular exercise programs and maintain a healthy lifestyle.

- **PnP Subcommittee Discussion:**

SOP 1-93 (Formerly 8-11) Telephone Reporting Unit (TRU): It is the policy of the Albuquerque Police Department (Department) to allow community members to submit requests for Uniform Incident Reports that do not contain information that require a timely follow-up investigation and do not require an officer to respond. It is also the policy of the Department for the TRU to function as a call diversion tool for the Department with the primary function of assisting Department personnel by entering Uniform Incident Reports and Supplemental Reports on offenses that do not require an officer to respond.

- **PnP Subcommittee Discussion:**

SOP 2-5 Department Vehicles: It is the policy of the Albuquerque Police Department (Department) to provide instructions for the issuance, safe operation, inspection, and maintenance of all Department-issued vehicles and to control the parking of vehicles at the Law Enforcement Center.

- **PnP Subcommittee Discussion:**

SOP 2-13 StarChase Pursuit Management System: It is the policy of the Albuquerque Police Department (Department) to activate the StarChase Pursuit Management System when sworn personnel are engaged in an authorized motor vehicle pursuit, or when sworn personnel have reasonable suspicion to believe that an individual(s) has committed a crime and there is an articulable basis to believe the vehicle has fled or is likely to flee the scene of a lawful traffic stop.

- **PnP Subcommittee Discussion:**

SOP 2-28 (Formerly 3-20) Flood Control Channel Action: It is the policy of the Department to establish an action plan for Department personnel to identify victims trapped in flood control channels and arroyos, and for the Emergency Communications Center (ECC) to coordinate communications with Albuquerque Fire Rescue (AFR) in order to expedite rescue resources for victims through a unified response.

- **PnP Subcommittee Discussion:**

SOP 2-30 Emergency Command Post (ECP): It is the policy of the Department to maintain an ECP that can be deployed to the scene of homicide call-outs and community events.

- **PnP Subcommittee Discussion:**

SOP 2-35 (Formerly 2-29) Emergency Response Team (ERT): It is the policy of the Department for ERT sworn personnel to act as a mobile field force in response to requests for deployment to demonstrations and civil disturbances. Furthermore, it is the policy of the Department to prohibit the use of Police Service Dogs (PSD) for crowd control, consistent with SOP Use of K-9 Unit.

- **PnP Subcommittee Discussion:**

SOP 2-36 Police-News Media Relations and Release of Police Identification: It is the policy of the Department to work with the news media to inform the public about its efforts to keep the community safe.

- **PnP Subcommittee Discussion:**

SOP 2-77 In-Car Video System (ICVS): Pending 35-day review draft.

- **PnP Subcommittee Discussion:**

SOP 2-79 Law Enforcement Assisted Diversion (LEAD) Program: Archived.

- **PnP Subcommittee Discussion:**

SOP 2-84 Body Cavity Searches: It is the policy of the Albuquerque Police Department (Department) to provide Department personnel with rules and procedures for body cavity searches.

- **PnP Subcommittee Discussion:**

SOP 2-99 (Formerly 1-8) Naloxone Policy: It is the policy of the Albuquerque Police Department (Department) that Department personnel who will be administering nasal naloxone are properly trained in its use of naloxone, consistent with State laws and Department procedures.

- **PnP Subcommittee Discussion:**

SOP 2-107 Use of Crime Specialists (CSS) Unit: It is the policy of the Department to use the CSS Unit to properly recognize, preserve, and collect forensic evidence in a timely manner through advanced forensic training that goes beyond the scope of what standard Field Service Bureau (FSB) sworn personnel receive.

- **PnP Subcommittee Discussion:**

APD Responses to Policy Recommendations

APD Policy
Recommendation(s)



1-20 BEHAVIORAL SCIENCES SECTION

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 1-10 Peer Support Program
- 1-36 Department Wellness Program
- 1-92 Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) (Formerly 6-8)
- 3-21 Scheduled and Unscheduled Leave (Formerly 3-72)
- 3-33 Performance Evaluation and Management System (PEMS) (Formerly Early Intervention and Recognition System (EIRS)) (Formerly 3-20 and 3-49)

B. Form(s)

None

C. Other Resource(s)

Health Insurance Portability and Accountability Act (HIPAA) of 1996

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-20-1 Purpose

The purpose of this policy is to describe the responsibilities and required procedures of the Behavioral Sciences Section (BSS) of the Albuquerque Police Department (Department).

1-20-2 Policy

It is the policy of the Department's BSS to provide access to psychological services, including consultation and treatment. The services are intended to improve the health of clients and the overall health of the Department through direct service, outreach, and education. Clients receiving services, including those mandated by SOP or supervisor(s), shall have the fullest confidentiality afforded by applicable federal, state, and other statutes.

N/A 1-20-3 Definitions

A. Behavioral Sciences Section (BSS)



The Department section responsible for providing behavioral health services and support. BSS provides clinical services to Department personnel (sworn and professional) and their immediate family members. This includes treatment for common mental health concerns such as anxiety, depression, post-traumatic stress, substance misuse, and difficulties associated with work, couples/family life, and bereavement. BSS conducts trainings, consultations, and provides a comprehensive response to Critical Incidents. BSS is integral to, and takes a leading role in coordinating, expanding, and supporting the Department Wellness Program. Ancillary duties of BSS include oversight of pre-employment psychological evaluations (completed by qualified, contracted individuals who do not provide other BSS services).

B. Confidentiality

All medical information, inclusive of mental health records, shall be kept private consistent with federal, state, and local privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA). With rare exceptions (e.g., pre-employment psychological screenings), persons engaged in BSS services are considered the client (not the Department, City, or others). This includes for mandated referrals or involving information regarding misconduct or substance misuse. No information shall be shared without the written consent of the client, with the following exceptions:

1. Imminent risk of physical harm to self or others;
2. Reasonable suspicion of abuse of a child, elder, or vulnerable adult; or
3. Compelled by a valid court order.

C. Critical Incident

A Psychologically-Traumatic Event involving circumstances that may exceed the usual experiences occurring in everyday policing or mainstream society. Typically, a Critical Incident involves loss of life, or significant injuries, and may require heightened use or coordination of public resources. Examples of Critical Incidents include, but are not limited to, Officer Involved Shootings; physical proximity or on-scene response to an in-the-line of duty death or serious injury to Department personnel (including from personnel's self-harm or suicide); deliberate self or other harm by Department personnel (including known suicidal or homicidal attempt(s) or ideation); and child death or serious injury.

D. Evaluation

A method of assessment that evaluates behavior, cognitive functioning, and other domains to inform potential treatment and other interventions. It may or may not result in diagnoses. Evaluations may be voluntary or mandated, formal or informal, and may include interview(s), testing, or collateral contacts (with written client consent).



E. Force Array

A team tactic that provides sworn personnel with a range of force options and allows them to quickly escalate or de-escalate their force response when necessary.

F. Officer-Involved Shooting (OIS)

The intentional discharge of a firearm by a sworn officer in the line of duty when the officer fires upon a threat or attack upon their person or another. This does not include shooting at animals. For this SOP, it does include involvement in the force array of an OIS.

G. Mental Health Response Advisory Committee (MHRAC)

The MHRAC is comprised of subject-matter experts from the community and within Department personnel. Its focus is on Department personnel's interactions with those affected by mental-health issues, including crises, or who are experiencing chronic homelessness. The MHRAC reviews, analyzes, and recommends appropriate changes to Department policies, procedures, and training methods in these areas. It also assists the Department in identifying and developing mental-health resources and emergency-intervention strategies designed to improve outcomes.

H. Psychologically Traumatic Event (PTE)

Events involving actual or threatened death, serious injury, or sexual violence. Department personnel may encounter PTEs in their duties including, but not limited to, child abuse or death; gruesome accident or crime scenes; OISs; and cruel or intentional acts of violence. Though reactions may vary, PTEs may cause short or long-term adverse mental health effects (e.g., disturbance of mood, thinking, sleep, and appetite). This may interfere with functioning and well-being or may require intervention for management or resolution. Critical Incidents involve PTEs.

7 1-20-4 BSS Responsibilities

A. The BSS is responsible for providing the following services and activities:

1. Implement support and therapeutic services for Department personnel and their immediate families. This includes maintaining all clinical documentation in an electronic medical record (EMR) system as best practice. Access to the EMR shall be limited to BSS staff; access to clinical information is restricted to BSS clinicians, who shall be further limited to only accessing records for clients with whom they are directly involved in care;
2. Help develop and implement the Department's Wellness Program, including providing Mental Wellness Check-Ups that are mandated for all sworn personnel in accordance with SOP Department Personnel Wellness Program;



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3. Provide comprehensive support for Department personnel involved in Critical Incidents, or other work-related situations that may require professional psychological services in accordance with SOP Department Wellness Program;
4. Assist Crisis Intervention Unit (CIU) personnel and others within the Department by offering clinical guidance, consults, training, and wellness;
5. As requested, present behavioral health training;
6. Furnish proactive outreach to Department sworn and professional staff regarding available services to de-stigmatize behavioral-health care;
7. Help coordinate and implement supervisory training regarding contacting BSS behavioral warning signs, and protocols, and their relationship with the early intervention systems, in accordance with SOP Performance Evaluation and Management System (PEMS);
8. Oversee contract providers who conduct pre-employment psychological evaluations for all applicants referred by the Department's recruiting staff; and
9. Provide services to retired personnel as follows:
 - a. At the discretion of the BSS Director, depending on staff availability and funding.
 - b. At the discretion of the Chief of Police, who may limit or cease these services for fiscal reasons. Upon request from the Chief's Office, BSS shall inform the administration of retired personnel's use of BSS services without inclusion of any identifying or clinical-health information.

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B. Confidentiality of Services

1. BSS services are confidential pursuant to current legal and ethical standards, including HIPAA. Therefore, confidentiality shall be maintained unless consent is obtained via a written Release of Information (ROI) or in instances of legally sanctioned exceptions. The ROI shall detail the nature, scope, and length of time the release of information is valid. Any breach of confidentiality could lead to federal, state, Department, or other investigation(s) of the involved behavioral health provider that may result in termination, loss of professional licensure, or other consequences.
2. With mandated referrals, including Annual Mental Wellness Check Ups, Post Critical Incident Evaluations, and supervisor-initiated referrals, Department personnel shall be furnished with written informed consent indicating that all confidentiality standards apply, with the exception of advising the chain of command if the employee fails to attend a mandated session (the reason for the missed appointment or any other information shall not be disclosed).



3. Instances of imminent risk of harm to self or other(s) or abuse of a minor or vulnerable adult do not require an ROI for assistance or reporting. The provider may release only the minimal amount of information necessary to mitigate the current risk or satisfy reporting mandates.
4. Pre-employment psychological evaluations are separate from therapeutic services. In this case, the Department is the identified client, not the applicant undergoing evaluation. Applicants shall receive a separate Informed Consent articulating this information that allows BSS review.

C. Referrals

1. Referrals, including self, family, and mandated, may be made by calling the direct BSS number at 505-764-1600.
 - a. All Department personnel and their immediate family members are eligible for BSS no-cost services. Depending on staffing, services to children and adolescents may only be available via contracted agencies or outside entities.
 - b. BSS shall facilitate access to BSS clinicians, as well as contracted providers, and agencies. BSS can assist with urgent interventions that may be conducted via phone and/or in person. BSS staff shall connect a potential client to appropriate services as quickly as possible. A regularly-updated list of available services is located on the Department's dedicated website, Share Hub.
2. Self-Referral Options
 - a. Normal Business Hours:
 - i. Call the direct BSS number at 505-764-1600.
 1. Callers may schedule an appointment with a BSS clinician, or leave a non-urgent message.
 2. The BSS Administrative Assistant may assist with referrals, including with contracted agencies.
 3. For urgent matters and when receiving an automated message, callers may use prompts to connect to the Department's Emergency Communications Center (ECC) to be directed to the BSS on-call representative.
 - ii. Call the ECC to be connected to the on-call BSS representative.
 - iii. Call a BSS clinician directly, see the BSS website at <https://www.cabq.gov/police/behavioral-sciences-section>.
 - b. After Business Hours:
 - i. Call the ECC to be connected to the BSS on-call representative.
 - ii. An employee may be connected to urgent support via the BSS on-call twenty-four (24) hours per day, seven (7) days per week, three-hundred-sixty-five (365) days per year.

3. Mandated Referrals



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- a. Department personnel may be mandated to BSS per a supervisor within the employee's chain of command or per SOP (e.g., following a Critical Incident or for Mental Wellness Check Up). Mandated referrals are for the therapeutic benefit of the specified employee (i.e., the client), and confidentiality applies as described in this SOP. Individual employees, as well as Department divisions/sections/units, may be mandated per SOP or supervisor for BSS services. Department personnel or supervisors may call the direct BSS number at 505-764-1600 to schedule or for more information.
- b. Subordinates or colleagues/coworkers may not mandate supervisors or peers to BSS services. If there is concern about a supervisor's or peer's psychological well-being, the concerned employee may contact BSS without being required to establish a provider-client relationship. Information shall be kept confidential as described in this SOP, and clinical staff shall assist in discussing their concerns and possible ways to help persons who may be in need.
- c. Supervisor-Mandated Referrals
 - i. Supervisors may make individual mandated referrals for BSS services if the supervisor is concerned about an employee's psychological well-being while on duty. Supervisors may consider a mandated referral when there are objective and significant behaviors interfering with the employee's work.
 - ii. All supervisor-mandated Department personnel shall be expected to schedule and attend the appointment within two (2) weeks of receiving written notice from their supervisor advising of the mandate.
- d. SOP-Mandated Referrals
 - i. Critical Incidents.
 - ii. In accordance with SOP Wellness Program, sworn personnel involved in an OIS, including the force array, shall be mandated for an in-person, Post-Incident Evaluation with BSS. The on-call Deputy Chief may provide any additional mandated referrals following an OIS at their discretion.

D. Coordinating Care with Outside Licensed Providers and Agencies

- 1. With written client consent, BSS may coordinate services with non-BSS providers for the client's benefit. This may include City resources (e.g., Employee Health Center) or outside providers.
- 2. BSS, the Albuquerque Police Officers' Association (APOA), and the City's Risk Management Division may meet periodically to collaborate and discuss streamlined processes to ensure Department personnel receive all assistance available.
- 3. In instances where a Department employee reveals information that is then shared with BSS (e.g., in seeking consultation on the risk of harm), BSS shall treat that information as confidential as outlined in this SOP.

E. Selection of Clinician and Potential Costs



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1. There is no cost to Department personnel if engaging in services with a BSS-employed or contracted clinician. They are part of the core group of providers for Department personnel. They report to the BSS Director for logistics, contract management, assignments, clinical oversight, and otherwise act independently of the Department. Neither employed nor contracted BSS clinicians are obligated to respond to anyone else within the Department's chain of command.
2. BSS may have contracts for services with outside agencies to allow for a broader range of services at no cost to Department personnel. These agencies are independent contractors and do not fall under the Department's chain of command. Because these agencies function separately from BSS, there is no clinical oversight by the BSS Director and, wait times may vary.
 - a. The outside agencies maintain their own medical records and provide verification of applicable licensure and clinical expertise; and
 - b. The BSS Director shall oversee these contracts and review verification of applicable licensure.
3. If the employee elects an alternative, non-contracted clinician, the employee is responsible for any charges incurred. Per state law, insurance co-payments for behavioral health services may not be required. The City's Employee Assistance Program (EAP) may provide additional information or assistance related to costs.
4. If there is an extended wait time for no-cost BSS or contracted services, BSS shall assist in finding community counseling or other options.

F. Contracted Pre-Employment Evaluations

1. Pre-employment evaluations for applicants are performed by a qualified psychologist who is licensed to practice psychology, consistent with state pre-employment laws.
2. The qualified psychologist shall follow best practices in conducting evaluations to determine an applicant's suitability to serve in law enforcement.
3. Pre-employment evaluations are required for Police Officer, Lateral, Rehire, and Prisoner Transport applicants.

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1-20-5

BSS Support Services

A. Critical Incident Response

1. A BSS representative shall respond on-scene to Critical Incidents as requested by a supervisor or on-scene officer. To help facilitate access to services, BSS clinical personnel shall maintain discretion to coordinate an on-scene response without a formal request.



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2. When the BSS representative arrives on scene, they shall confer with the scene supervisor(s) or other appropriate parties to determine which individuals could benefit from BSS support. BSS shall also offer post-incident services as requested by supervisors or coordinated with clients.
3. As part of a comprehensive response to Critical Incidents, BSS shall provide post-incident interventions as needed and requested by anyone involved in the incident. Department personnel shall receive support and information about additional resources available to them.
 - a. This includes services to individuals as well as group interventions.
 - b. Group interventions shall include voluntary participants who were directly involved in or affected by the Critical Incident. Personnel may discuss the event and their reactions in a semi-structured format.

B. Officer-Involved Shooting (OIS)

1. In the event of an OIS, the on-call BSS personnel shall be contacted by the ECC or appropriate supervisor and shall respond to the scene. The BSS member shall perform the following services:
 - a. As safety allows, offer support to involved personnel before they leave the scene;
 - b. Offer support, treatment, and other services as needed and requested for the officer, family, or significant others; and
 - c. In addition to the above, a BSS clinician shall provide an in-person, Post-Incident Evaluation for personnel involved in an OIS (including force array) that occurs prior to resuming duty. The evaluation shall include discussion of available resources and supportive interventions. This evaluation is for the benefit of the employee, who is the client. All records and content of the interaction shall be kept in confidential as described in this SOP.

C. Collateral Support

1. BSS may offer support to field sworn personnel and CIU detectives when requested. This includes when they assist members of the public who make suicidal or homicidal threats that impact public safety but do not meet the threshold for Special Weapons and Tactics (SWAT) activation. A BSS clinician may offer consultation to Department personnel who request clinical assistance.

D. Administrative Interventions

1. Administrative interventions include, but are not limited to, leave (voluntary, sick, administrative) or changes in duty (e.g., move to light duty).
2. Fitness for Duty Evaluations (FFDEs) are administrative interventions that are initiated solely by the Department and facilitated through the City's EAP.



3. BSS shall not be involved in forensic or other evaluations for personnel to be cleared for duty, returned to duty, or removed from duty.
4. BSS recognizes that there may be cases in which Department personnel may be unable to safely or effectively perform their job duties due to psychological factors.
 - a. BSS shall offer generalized training to supervisors for support in these situations, including potential factors that may lead to an FFDE. BSS shall not be involved in any consultation or discussion on a specific employee without that employee's written consent.
 - b. Instances in which a client is requesting BSS support for time off or other administrative interventions require a written ROI.

E. Outreach

1. Department supervisors may arrange to have BSS staff discuss their roles and functions with their subordinates, and how to obtain services and make a referral. The BSS main number is (505) 764-1600.
2. BSS staff make routine, in-person outreach visits with the area command staff, and they shall reach out to Department personnel, in general, on an annual basis. The purpose of these visits is to inform sworn personnel about BSS's services, to destigmatize their services, and to build rapport.

6 1-20-6 Staffing and Personnel Responsibilities

A. Director

1. The BSS Director, who is a physician trained in behavioral health or is a doctoral-level psychologist, shall:
 - a. Be a physician trained in behavioral health or a doctoral-level psychologist;
 - b. Oversee all logistical and administrative functions of the BSS;
 - c. Help recruit and select contract clinicians and contract agencies, and facilitate partnerships with outside licensed providers;
 - d. Coordinate trainings and outreach programs for Department personnel;
 - e. Work to support mental health by assisting with easy access to services or referral information;
 - f. Provide clinical guidance for BSS clinical staff, including contractual staff; and
 - g. Supervise the Department's Wellness Coordinator and assist with the clinical oversight and direction of the Officer Wellness Program in accordance with SOP Department Wellness Program.

B. Clinical Director

1. The Clinical Director, who may also be the Director, shall:



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- a. Be an independently-licensed behavioral-health professional;
- b. Have expertise in evidence-based therapeutic interventions;
- c. Function as the lead clinician of BSS;
- d. Guide and supervise other BSS clinicians to help ensure quality of care;
- e. Assist with access to services, help combat stigma of mental illness within the Department, develop training, gather and analyze aggregate data, and design and implement programs aimed at promoting wellness; and
- f. Maintain an on-call schedule to ensure a clinician is available twenty-four (24) hours a day, seven (7) days per week.

C. Administrative Assistant

1. Though not employed as a mental health provider, the administrative assistant shall help coordinate the logistics of client care, such as setting up appointments and facilitating referrals, and comply with all confidentiality mandates. The administrative assistant shall not have access to confidential clinical information, but rather information essential for referrals, scheduling, and continuity of care (e.g., names, and phone numbers).

D. Contracted Prescriber

1. BSS may contract with a prescriber who shall:
 - a. Be qualified to provide medication services, including psychotropics, through education and training as verified by their state professional licensing board;
 - b. Enter into an agreement with the BSS to provide therapeutic medication-related services, including evaluation and ongoing management. Referrals may be directly from the person(s) seeking services or from BSS clinicians; and
 - c. Be tasked with assisting the Director with training and promoting behavioral health services within the Department.

E. Required BSS Board and Committee Memberships

1. One (1) member of the BSS is required to sit on the Peer Support Board as a non-voting member, in accordance with SOP Peer Support Program.
2. One (1) member of the BSS is required to sit on the Mental Health Response Advisory Committee (MHRAC).
3. The BSS director or their designee shall sit on the Department's Wellness Program Committee in accordance with SOP Department Wellness Program.

F. Contracted Sole-Practitioner Clinicians



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1. The contracted sole-practitioner clinician shall:

- a. Have successfully completed Master's level education or above;
- b. Be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board; and
- c. Enter into an agreement with the BSS to provide therapeutic services. They may also assist the Director with training and promoting behavioral health services within the Department.

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N/A

G. Contracted Agencies

1. A contracted agency will be a behavioral health entity that is qualified to provide behavioral health services, and:

- a. Will enter into an agreement with BSS to provide broad options for therapeutic services. They may also assist the BSS Director with training and promoting behavioral health services within the Department;
 - i. Some agencies may not see clients therapeutically and focus on other aspects such as training, promoting services, or pre-employment exams.
- b. Will maintain their own records and have the capacity to see clients in their own facility; and
- c. May be contracted to conduct pre-employment psychological evaluations for specified applicants.

H. Outside Licensed Providers and Agencies For Referral

1. The BSS shall maintain a list of outside providers and agencies that offer an array of services that may be appropriate for referral. For this purpose, BSS shall work with the community of providers and agencies by learning of, and helping facilitate access to available services.
2. Outside licensed providers shall have successfully completed Master's level education or above. They shall be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board.



1-20 BEHAVIORAL SCIENCES SECTION

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 1-10 Peer Support Program
- 1-36 Department Wellness Program
- 1-92 Special Weapons and Tactics (SWAT) (Formerly Specialized Tactical Units) (Formerly 6-8)
- 3-21 Scheduled and Unscheduled Leave (Formerly 3-72)
- 3-33 Performance Evaluation and Management System (PEMS) (Formerly Early Intervention and Recognition System (EIRS)) (Formerly 3-20 and 3-49)

B. Form(s)

None

C. Other Resource(s)

Health Insurance Portability and Accountability Act (HIPAA) of 1996

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

1-20-1 Purpose

The purpose of this policy is to describe the responsibilities and required procedures of the Behavioral Sciences Section (BSS) of the Albuquerque Police Department (Department).

1-20-2 Policy

It is the policy of the Department's BSS to provide access to psychological services, including consultation and treatment. The services are intended to improve the health of clients and the overall health of the Department, through direct service, outreach, and education. Clients receiving services, including those mandated by SOP or supervisor(s), shall have the fullest confidentiality afforded by applicable federal, state, and other statutes.

N/A 1-20-3 Definitions

A. Behavioral Sciences Section (BSS)



The Department section responsible for providing behavioral health services and support. BSS provides clinical services to Department personnel (sworn and professional) and their immediate family members. This includes treatment for common mental health concerns such as, anxiety, depression, post-traumatic stress, substance misuse, and difficulties associated with work, couples/family life, and bereavement. BSS conducts trainings, consultations, and provides a comprehensive response to Critical Incidents. BSS is integral to, and takes a leading role in coordinating, expanding, and supporting the Department Wellness Program. Ancillary duties of BSS include oversight of pre-employment psychological evaluations (completed by qualified, contracted individuals who do not provide other BSS services).

B. Confidentiality

All medical information, inclusive of mental health records, shall be kept private consistent with federal, state, and local privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA). With rare exceptions (e.g., pre-employment psychological screenings), persons engaged in BSS services are considered the client (not the Department, City, or others). This includes for mandated referrals or involving information regarding misconduct or substance misuse. No information shall be shared without the written consent of the client, with the following exceptions:

1. Imminent risk of physical harm to self or others;
2. Reasonable suspicion of abuse of a child, elder, or vulnerable adult; or
3. Compelled by a valid court order.

C. Critical Incident

A Psychologically-Traumatic Event involving circumstances that may exceed the usual experiences occurring in everyday policing or mainstream society. Typically, a Critical Incident involves loss of life, or significant injuries, and may require heightened use or coordination of public resources. Examples of Critical Incidents include, but are not limited to, Officer Involved Shootings; physical proximity or on-scene response to an in-the-line of duty death or serious injury to Department personnel (including from personnel's self-harm or suicide); deliberate self or other harm by Department personnel (including known suicidal or homicidal attempt(s) or ideation); and child death or serious injury.

D. Evaluation

A method of assessment that evaluates behavior, cognitive functioning, and other domains to inform potential treatment and other interventions. It may or may not result in diagnoses. Evaluations may be voluntary or mandated, formal or informal, and may include interview(s), testing, or collateral contacts (with written client consent).



E. Force Array

A team tactic that provides sworn personnel with a range of force options and allows them to quickly escalate or de-escalate their force response when necessary.

F. Officer-Involved Shooting (OIS)

The intentional discharge of a firearm by a sworn officer in the line of duty when the officer fires upon a threat or attack upon their person or another. This does not include shooting at animals. For this SOP, it does include involvement in the force array of an OIS.

G. Mental Health Response Advisory Committee (MHRAC)

The MHRAC is comprised of subject-matter experts from the community and within Department personnel. Its focus is on Department personnel's interactions with those affected by mental-health issues, including crises, or who are experiencing chronic homelessness. The MHRAC reviews, analyzes, and recommends appropriate changes to Department policies, procedures, and training methods in these areas. It also assists the Department in identifying and developing mental-health resources and emergency-intervention strategies designed to improve outcomes.

H. Psychologically Traumatic Event (PTE)

Events involving actual or threatened death, serious injury, or sexual violence. Department personnel may encounter PTEs in their duties including, but not limited to, child abuse or death; gruesome accident or crime scenes; OISs; and cruel or intentional acts of violence. Though reactions may vary, PTEs may cause short or long-term adverse mental health effects (e.g., disturbance of mood, thinking, sleep, and appetite). This may interfere with functioning and well-being or may require intervention for management or resolution. Critical Incidents involve PTEs.

6 1-20-4 Staffing and Personnel Responsibilities

A. Director

1. The BSS Director, who is a physician trained in behavioral health or is a doctoral-level psychologist, shall:

- a. Be a physician trained in behavioral health or a doctoral-level psychologist;
- b. Oversee all logistical and administrative functions of the BSS;
- c. Help recruit and select contract clinicians and contract agencies, and facilitate partnerships with outside licensed providers;
- d. Coordinate trainings and outreach programs for Department personnel;
- e. Work to support mental health by assisting with easy access to services or referral information;



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- ~~f. — Provide clinical guidance for BSS clinical staff, including contractual staff; and~~
- ~~g. — Supervise the Department's Wellness Coordinator and assist with the clinical oversight and direction of the Officer Wellness Program in accordance with SOP Department Wellness Program.~~

~~B. — Clinical Director~~

~~1. — The Clinical Director, who may also be the Director, shall:~~

- ~~a. — Be an independently licensed behavioral health professional;~~
- ~~b. — Have expertise in evidence-based therapeutic interventions;~~
- ~~Function as the lead clinician of BSS;~~
- ~~c. — Guide and supervise other BSS clinicians to help ensure quality of care;~~
- ~~c. — Assist with access to services, help combat stigma of mental illness within the Department, develop training, gather and analyze aggregate data, and design and implement programs aimed at promoting wellness; and~~
- ~~c. — Maintain an on-call schedule to ensure a clinician is available twenty-four (24) hours a day, seven (7) days per week.~~

~~B. — Administrative Assistant~~

~~Though not employed as a mental health provider, the administrative assistant shall help coordinate the logistics of client care, such as setting up appointments and facilitating referrals, and comply with all confidentiality mandates. The administrative assistant shall not have access to confidential clinical information, but rather information essential for referrals, scheduling, and continuity of care (e.g., names, and phone numbers).~~

~~B. — Contracted Prescriber~~

~~BSS may contract with a prescriber who shall:~~

- ~~1. — Be qualified to provide medication services, including psychotropics, through education and training as verified by their state professional licensing board;~~
- ~~1. — Enter into an agreement with the BSS to provide therapeutic medication-related services, including evaluation and ongoing management. Referrals may be directly from the person(s) seeking services or from BSS clinicians; and~~
- ~~1. — Be tasked with assisting the Director with training and promoting behavioral health services within the Department.~~

~~B. — Required BSS Board and Committee Memberships~~

- ~~1. — One (1) member of the BSS is required to sit on the Peer Support Board as a non-voting member, in accordance consistent with SOP Peer Support Program.~~



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2. — One (1) member of the BSS is required to sit on the Mental Health Response Advisory Committee (MHRAC).

3. — The BSS director or their designee shall sit on the Department's Wellness Program Committee in accordance with SOP Department Wellness Program.

C. — Contracted Sole Practitioner Clinicians

0. — The contracted sole-practitioner clinician shall:

. — Have successfully completed Master's level education or above;

. — Be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board; and

1 . — Enter into an agreement with the BSS to provide therapeutic services. They may also assist the Director with training and promoting behavioral health services within the Department.

N/A — Contracted Agencies

0. — A contracted agency shall will be a behavioral health entity that is qualified to provide behavioral health services, and:

. — Shall Will enter into an agreement with BSS to provide broad options for therapeutic services. They may also assist the BSS Director with training and promoting behavioral health services within the Department;

. — Some agencies may not see clients therapeutically and focus on other aspects such as training, promoting services, or pre-employment exams.

. — Shall Will maintain their own records and have the capacity to see clients in their own facility; and

. — May be contracted to conduct pre-employment psychological evaluations for specified applicants.

C. — Outside Licensed Providers and Agencies For Referral

0. — The BSS shall maintain a list of outside providers and agencies that offer an array of services that may be appropriate for referral. For this purpose, BSS shall work with the community of providers and agencies by learning of, and helping facilitate access to available services.

0. — Outside licensed providers shall have successfully completed Master's level education or above. They shall be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board.

7 1-20-45 BSS Responsibilities

A. The BSS is responsible for providing the following services and activities:



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1. Implement support and therapeutic services for Department personnel and their immediate families. This includes maintaining and maintain all clinical documentation in an electronic medical record (EMR) system as best practice. Access to the EMR shall be limited to BSS staff; access to clinical information is restricted to BSS clinicians, who shall be further limited to only accessing records for clients with whom they are directly involved in care;
2. Help develop and implement the Department's Wellness Program, including providing Mental Wellness Check-Ups that are mandated for all sworn personnel in accordance with SOP Department Personnel Wellness Program;
3. Provide comprehensive support for Department personnel involved in Critical Incidents, or other work-related situations that may require professional psychological services in accordance with SOP Department Wellness Program;
4. Assist Crisis Intervention Unit (CIU) personnel and others within the Department by offering clinical guidance, consults, training, and wellness;
5. As requested, present behavioral health training;
6. Furnish proactive outreach to Department sworn and professional staff regarding available services to de-stigmatize behavioral-health care;
7. Help coordinate and implement supervisory training regarding contacting BSS behavioral warning signs, and protocols, and their relationship with the early intervention systems, in accordance consistent with SOP Performance Evaluation and Management System (PEMS);
8. Oversee contract providers who conduct pre-employment psychological evaluations for all applicants referred by the Department's recruiting staff; and
9. Provide services to retired personnel as follows:
 - a. At the discretion of the BSS Director, depending on staff availability and funding.
 - b. At the discretion of the Chief of Police, who may limit or cease these services for fiscal reasons. Upon request from the Chief's Office, BSS shall inform the administration of retired personnel's use of BSS services without inclusion of any identifying or clinical-health information.

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B. Confidentiality of Services

1. BSS services are confidential pursuant to current legal and ethical standards, including HIPAA. Therefore, confidentiality shall be maintained unless consent is obtained via a written Release of Information (ROI) or in instances of legally sanctioned exceptions. The ROI shall detail the nature, scope, and length of time the release of information is valid. Any breach of confidentiality could lead to



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federal, state, Department, or other investigation(s) of the involved behavioral health provider that may result in termination, loss of professional licensure, or other consequences.

2. With mandated referrals, including Annual Mental Wellness Check Ups, Post Critical Incident Evaluations, and supervisor-initiated referrals, Department personnel employees shall be furnished with written informed consent indicating that all confidentiality standards apply, with the exception of advising the chain of command if the employee fails to attend a mandated session (the reason for the missed appointment or any other information shall not be disclosed).
3. Instances of imminent risk of harm to self or other(s) or abuse of a minor or vulnerable adult do not require an ROI for assistance or reporting. The provider may release only the minimal amount of information necessary to mitigate the current risk or satisfy reporting mandates.
4. Pre-employment psychological evaluations are separate from therapeutic services. In this case, the Department is the identified client, not the applicant undergoing evaluation. Applicants shall receive a separate Informed Consent articulating this information that allows BSS review.

C. Referrals

1. Referrals, including self, family, and mandated, may be made by calling the direct BSS number at {505-764-1600}.
 - a. All Department personnel and their immediate family members are eligible for BSS no-cost services. Depending on staffing, services to children and adolescents may only be available via contracted agencies or outside entities.
 - a.
 - b. BSS shall facilitate access to BSS clinicians, as well as and contracted providers, and agencies. BSS can assist with urgent interventions that may be conducted via phone and/or in person. BSS staff shall connect a potential client to appropriate services as quickly as possible. A regularly-updated list of available services is located on the Department's dedicated website, Share Hub.
2. Self-Referral Options
 - ~~a. All Department personnel and their immediate family members are eligible for BSS no-cost services. Depending on staffing, services to children and adolescents may only be available via contracted agencies or outside entities.~~
 - ~~b.~~a. Normal Business Hours:
 - i. Call the direct BSS number at 505-764-1600.
 1. Callers may schedule an appointment with a BSS clinician, or leave a non-urgent message.



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2. The BSS Administrative Assistant may assist with referrals, including with contracted agencies.
3. For urgent matters and when receiving an automated message, callers may use prompts to connect to the Department's Emergency Communications Center (ECC) to be directed to the BSS on-call representative.
 - ii. Call the ECC to be connected to the on-call BSS representative.
 - iii. Call a BSS clinician directly, see the BSS website at <https://www.cabq.gov/police/behavioral-sciences-section>.
- e.b. After Business Hours:
 - i. Call the ECC to be connected to the BSS on-call representative.
 - ii. An employee may be connected to urgent support via the BSS on-call twenty-four (24) hours per day, seven (7) days per week, three-hundred-sixty-five (365) days per year.

3. Mandated Referrals

- a. ~~Department personnel~~ Employees may be mandated to BSS per a supervisor within the employee's chain of command or per SOP (e.g., following a Critical Incident or for Mental Wellness Check Up). Mandated referrals are intended to be for the therapeutic benefit of the specified employee (i.e., the client), and confidentiality applies as described in this SOP. Individual employees, as well as Department divisions/sections/units, may be mandated per SOP or supervisor for BSS ~~services~~ Evaluation. ~~Department personnel~~ Employees or supervisors may call the direct BSS number at 505-764-1600 to schedule or for more information.
- b. Subordinates or colleagues/coworkers may not mandate supervisors or peers to BSS services. If there is concern about a supervisor's or peer's psychological well-being, the concerned employee may contact BSS without being required to establish a provider-client relationship. Information shall be kept confidential as described in this SOP, and clinical staff shall assist in discussing their concerns and possible ways to help persons who may be in need.
- c. Supervisor-Mandated Referrals
 - i. Supervisors may make individual mandated referrals for a BSS ~~services~~ evaluation if the supervisor is concerned about an employee's psychological well-being while on duty. Supervisors may consider a mandated referral when there are objective and significant behaviors interfering with the employee's work.
 - ii. All supervisor-mandated ~~Department personnel~~ employees shall be expected to schedule and attend the appointment within two (2) weeks of receiving written notice from their supervisor ~~advising of~~ about the mandated referral.
- d. SOP-Mandated Referrals
 - i. Critical Incidents.
 - ii. In accordance with SOP-~~Department Personnel~~ Wellness Program, sworn personnel involved in an OIS, including the force array, shall be mandated for an in-person, Post-Incident Evaluation with BSS. The on-call Deputy



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Chief may provide any additional mandated referrals following an OIS at their discretion.

D. Coordinating Care with Outside Licensed Providers and Agencies

1. With written client consent, BSS may coordinate services with non-BSS providers for the client's benefit. This may include City resources (e.g., Employee Health Center) or outside providers.
2. BSS, the Albuquerque Police Officers' Association (APOA), and the City's Risk Management Division may meet periodically to collaborate and discuss streamlined processes to ensure Department personnel receive all assistance available.
3. In instances where a Department employee reveals information that is then shared with BSS (e.g., in seeking consultation on the risk of harm), BSS shall treat that information as confidential as outlined in this SOP.

E. Selection of Clinician and Potential Costs

1. There is no cost to Department personnel staff if engaging in services with a BSS-employed or contracted clinician. They are part of the core group of providers for Department personnel. They report to the BSS Director for logistics, contract management, assignments, clinical oversight, and otherwise act independently of the Department. Neither employed nor contracted BSS clinicians are obligated to respond to anyone else within the Department's chain of command.
2. BSS may have contracts for services with outside agencies to allow for a broader range of services at no cost to Department personnel. These agencies are independent contractors and do not fall under the Department's chain of command. Because these agencies function separately from BSS, there is no clinical oversight by the BSS Director and wait times may vary.
 - a. The outside agencies maintain their own medical records and provide verification of applicable licensure and clinical expertise; and
 - b. The BSS Director shall oversee these contracts and review verification of applicable licensure.
3. If the employee elects an alternative, non-contracted clinician, the employee is responsible for any charges incurred. Per new state law, insurance co-payments for behavioral health services may not be required. ~~are no longer permitted.~~ The City's Employee Assistance Program (EAP) may provide additional information or assistance related to costs.
4. If there is an extended wait time for no-cost BSS or contracted services, BSS shall assist in finding community counseling or other options.

F. Contracted Pre-Employment Evaluations



1. Pre-employment evaluations for applicants are performed by a qualified psychologist who is licensed to practice psychology, consistent with state pre-employment laws.
2. The qualified psychologist shall follow best practices in conducting evaluations to determine an applicant's suitability to serve in law enforcement.
3. Pre-employment evaluations are required for Police Officer, Lateral, Rehire, and Prisoner Transport applicants.

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1-20-56

BSS Support Services

A. Critical Incident Response

1. A BSS representative shall respond on-scene to Critical Incidents as requested by a supervisor or on-scene officer. To help facilitate access to services, BSS clinical personnel shall maintain discretion to coordinate an on-scene response without a formal request.
2. When the BSS representative arrives on scene, they shall confer with the scene supervisor(s) or other appropriate parties to determine which individuals could benefit from BSS support. BSS shall also offer post-incident services as requested by supervisors or coordinated with clients.
3. As part of a comprehensive response to Critical Incidents, BSS shall provide post-incident interventions as needed and requested by anyone involved in the incident. Department personnel shall receive support and information about additional resources available to them.
 - a. This includes services to individuals as well as group interventions.
 - b. Group interventions shall include voluntary participants who were directly involved in or affected by the Critical Incident. Personnel may discuss the event and their reactions in a semi-structured format.

B. Officer-Involved Shooting (OIS)

1. In the event of an OIS, the on-call BSS personnel shall be contacted by the ECC or appropriate supervisor and shall respond to the scene. The BSS member shall perform the following services:
 - a. As safety allows, offer support to involved personnel before they leave the scene;
 - b. Offer support, treatment, and other services as needed and requested for the officer, family, or significant others; and
 - c. In addition to the above, a BSS clinician shall provide an in-person, Post-Incident Evaluation for personnel involved in an OIS (including force array) that

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occurs prior to resuming duty. The evaluation shall include discussion of available resources and supportive interventions. This evaluation is for the benefit of the employee, who is the client. All records and content of the interaction shall be kept in confidential as described in this SOP.

C. Collateral Support

1. BSS may offer support to field sworn personnel and CIU detectives when requested. This includes when they assist members of the public who make suicidal or homicidal threats that impact public safety but do not meet the threshold for Special Weapons and Tactics (SWAT) activation. A BSS clinician may offer consultation to Department sworn personnel or detectives who need request clinical and logistical assistance.

D. Administrative Interventions

1. Administrative interventions include, but are not limited to, leave (voluntary, sick, administrative) or changes in duty (e.g., move to light duty).
2. Fitness for Duty Evaluations (FFDEs) are administrative interventions that are initiated solely by the Department and facilitated through the City's EAP.
3. BSS shall not be involved in forensic or other evaluations for personnel to be cleared for duty, returned to duty, or removed from duty.
4. BSS recognizes that there may be cases in which Department personnel may be unable to safely or effectively perform their job duties due to psychological factors.
 - a. BSS shall offer generalized training to supervisors for support in these situations, including potential factors that may lead to an FFDE. BSS shall not be involved in any consultation or discussion on a specific employee without that employee's written consent.
 - b. Instances in which a client is requesting BSS support for time off or other administrative interventions require a written ROI.

E. Outreach

1. Department supervisors may arrange to have BSS staff discuss their roles and functions with their subordinates, and how to obtain services and make a referral. The BSS main number is (505) 764-1600.
2. BSS staff make routine, in-person outreach visits with the area command staff, and they shall reach out to Department personnel, in general, on an annual basis. The purpose of these visits is to inform sworn personnel about BSS's services, to destigmatize their services, and to build rapport.



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A. Director

1. The BSS Director, who is a physician trained in behavioral health or is a doctoral-level psychologist, shall:
 - a. Be a physician trained in behavioral health or a doctoral-level psychologist;
 - b. Oversee all logistical and administrative functions of the BSS;
 - c. Help recruit and select contract clinicians and contract agencies, and facilitate partnerships with outside licensed providers;
 - d. Coordinate trainings and outreach programs for Department personnel;
 - e. Work to support mental health by assisting with easy access to services or referral information;
 - f. Provide clinical guidance for BSS clinical staff, including contractual staff; and
 - g. Supervise the Department's Wellness Coordinator and assist with the clinical oversight and direction of the Officer Wellness Program in accordance with SOP Department Wellness Program.

B. Clinical Director

1. The Clinical Director, who may also be the Director, shall:
 - a. Be an independently-licensed behavioral-health professional;
 - b. Have expertise in evidence-based therapeutic interventions;
 - c. Function as the lead clinician of BSS;
 - d. Guide and supervise other BSS clinicians to help ensure quality of care;
 - e. Assist with access to services, help combat stigma of mental illness within the Department, develop training, gather and analyze aggregate data, and design and implement programs aimed at promoting wellness; and
 - f. Maintain an on-call schedule to ensure a clinician is available twenty-four (24) hours a day, seven (7) days per week.

C. Administrative Assistant

1. Though not employed as a mental health provider, the administrative assistant shall help coordinate the logistics of client care, such as setting up appointments and facilitating referrals, and comply with all confidentiality mandates. The administrative assistant shall not have access to confidential clinical information, but rather information essential for referrals, scheduling, and continuity of care (e.g., names, and phone numbers).

D. Contracted Prescriber

1. BSS may contract with a prescriber who shall:
 - a. Be qualified to provide medication services, including psychotropics, through education and training as verified by their state professional licensing board;



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- b. Enter into an agreement with the BSS to provide therapeutic medication-related services, including evaluation and ongoing management. Referrals may be directly from the person(s) seeking services or from BSS clinicians; and
- c. Be tasked with assisting the Director with training and promoting behavioral health services within the Department.

E. Required BSS Board and Committee Memberships

- 1. One (1) member of the BSS is required to sit on the Peer Support Board as a non-voting member, in accordance with SOP Peer Support Program.
- 2. One (1) member of the BSS is required to sit on the Mental Health Response Advisory Committee (MHRAC).
- 3. The BSS director or their designee shall sit on the Department's Wellness Program Committee in accordance with SOP Department Wellness Program.

F. Contracted Sole-Practitioner Clinicians

- 1. The contracted sole-practitioner clinician shall:
 - a. Have successfully completed Master's level education or above;
 - b. Be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board; and
 - c. Enter into an agreement with the BSS to provide therapeutic services. They may also assist the Director with training and promoting behavioral health services within the Department.

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N/A

G. Contracted Agencies

- 1. A contracted agency will be a behavioral health entity that is qualified to provide behavioral health services, and:
 - a. Will enter into an agreement with BSS to provide broad options for therapeutic services. They may also assist the BSS Director with training and promoting behavioral health services within the Department;
 - i. Some agencies may not see clients therapeutically and focus on other aspects such as training, promoting services, or pre-employment exams.
 - b. Will maintain their own records and have the capacity to see clients in their own facility; and
 - c. May be contracted to conduct pre-employment psychological evaluations for specified applicants.

H. Outside Licensed Providers and Agencies For Referral



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1. The BSS shall maintain a list of outside providers and agencies that offer an array of services that may be appropriate for referral. For this purpose, BSS shall work with the community of providers and agencies by learning of, and helping facilitate access to available services.
2. Outside licensed providers shall have successfully completed Master's level education or above. They shall be qualified to provide behavioral health services through education and training, as verified by their state professional licensure board.

REDLINED



1-36 DEPARTMENT WELLNESS PROGRAM

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct
- 1-10 Peer Support Program
- 1-20 Behavioral Sciences Section (BSS) (Formerly 1-11)
- 3-31 Physical Fitness Assessment (Formerly 3-83)

B. Form(s)

C. Other Resource(s)

- 29 C.F.R. § 1910.95 Occupational Noise Exposure
- 29 C.F.R. § 1910.134 Respiratory Protection
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Riebe, D., Ehrman, J. K., Liguori, G., & Magal, M. (2018) Benefits and risks associated with physical activity. In *ACSM's Guidelines for Exercise Testing and Prescription* (pp. 1-21). Philadelphia: Wolters Kluwer.
- Spence, D. L., Fox, M., Moore, G. C., Estill, S., & Comrie, N. (2019). Report to Congress: Law Enforcement Mental Health and Wellness Act. Retrieved from <https://cops.usdoj.gov/ERIC/Publications/cops-p370-pub.pdf>

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

1-36-1 Purpose

The purpose of this policy is to provide the framework for the Department Wellness Program (Program), which is a centralized and comprehensive program to support the mental and physical health, stress management, and peer support of Albuquerque Police Department (Department) personnel. Research has shown that police officer occupational stress is directly related to higher rates of heart disease, divorce, sick days taken, alcohol abuse, and major psychological illnesses, such as acute stress disorder, post-traumatic stress disorder, depression, and anxiety disorders.

1-36-2 Policy

It is the policy of the Department to promote the physical and mental well-being of all Department personnel and their families, including providing a coordinated response to assist



after Critical Incidents. To help support the Department's missions and goals, this program encourages personnel to participate in regular exercise programs and maintain a healthy lifestyle.

N/A 1-36-3 Definitions

A. Critical Incident

A Psychologically-Traumatic Event involving circumstances that may exceed the usual experiences occurring in everyday policing or mainstream society. Typically, a Critical Incident involves loss of life or significant injuries, and may require heightened use or coordination of public resources. Examples of Critical Incidents include, but are not limited to, Officer Involved Shootings (OIS); physical proximity or on-scene response to personnel's in-the-line-of-duty death or serious injury (including from self-harm or suicide); deliberate self or other harm by Department personnel; and child death or serious injury.

B. Critical Incident Check Up

An in-person, Post-Incident Evaluation with a Behavioral Sciences Section (BSS) licensed behavioral health clinician that occurs when Department personnel are involved in a Critical Incident. This is mandatory for those discharging their firearms or involved in a Force Array in an Officer Involved Shooting and must occur prior to resuming duty. This may be optional or mandated for other types of Critical Incidents. The evaluation shall include discussion of available resources and supportive interventions. This evaluation is for the benefit of Department personnel, who are the clients. All records and content of the interaction shall be kept confidential.

C. Mandated Workout Time

Required, on-duty exercise time that is allocated for sworn personnel who:

1. Serve in a unit with a requirement to maintain a certain physical fitness standard; or
2. Are mandated by a Bureau Chief who has determined that such a program benefits a particular bureau, division, section, or unit.

D. Mental Wellness Check Up

An in-person evaluation with a BSS licensed clinician occurring on at least an annual basis. This is mandatory for all sworn personnel. This may help Department personnel address common stress factors encountered during policing and law enforcement activities. The evaluation shall include discussion of available resources and offer supportive interventions. This evaluation is for the benefit of Department personnel, who are the clients. All records and content of the interaction shall be kept confidential.



A mental wellness check up is not a Fitness-For-Duty Evaluation and should not be construed or used as such.

E. Physical Fitness

The ability to carry out daily tasks with vigor and alertness, without undue fatigue, and with ample energy to enjoy leisure-time pursuits and meet unforeseen emergencies.

F. Physical Fitness Check Up

A program that combines the results of the annual physical fitness test, a regular exercise program that is consistent with the American College of Sports Medicine's (ACSM) definition and recommendations, and an annual physical wellness check up to assist and incentivize Department personnel in maintaining a minimum level of physical health throughout their career.

G. Physical Wellness Check Up

A voluntary annual check up that includes blood testing to detect markers for physical health, that may include indicators for heart disease, cancer, diabetes, or other common health risks that may impact first responders. This may be performed by the City of Albuquerque Employee Health Center or the Department personnel's choice of Primary Care Physician (PCP). This is performed for the benefit of Department personnel, and results shall be kept confidential.

H. Regular Exercise Program

Any exercise routine that addresses aerobic and/or anaerobic conditioning. Qualifying exercise programs should be safe, well-designed, and consistent with ACSM recommendations.

I. Time-Off Bank (TOBANK)

Incentive hours stored in the employee's Time-Off Bank (TOBANK) awarded for meeting minimum participation requirements. TOBANK time is available for all Department personnel. Incentive hours are stored for use by personnel and will expire after one (1) year if unused. TOBANK hours are not paid out when an employee's City employment discontinues.

1-36-4 General Requirements

A. The Department Wellness Program consists of four components designed to improve overall health and well-being.

1. Physical Wellness Component



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- a. Annual Physical Wellness check up: While not mandatory for the Department's Wellness Program, Department personnel are encouraged to have an annual check up that includes blood testing for markers of general physical health, including potential indicators of heart disease, cancer, diabetes, or other common health risks.
 - i. Department personnel may choose to have an annual physical wellness check up through the City's Employee Health Center or their PCP.
 - b. Physical Fitness check up: A check up that consists of the annual physical fitness test, in accordance with Standard Operating Procedure (SOP) Physical Fitness Assessment.
2. Regular Exercise Component
- a. Department personnel are encouraged to participate in a voluntary, regular exercise program to maintain a healthy lifestyle.
3. Mental Wellness Component
- a. A coordinated effort between BSS personnel, the Peer Support Program, and the Chaplain Unit to provide Department personnel and family members with access to therapeutic services, emotional support, and counseling as requested and during or after Critical Incidents.
 - b. This component consists of:
 - i. A mandatory Mental Wellness Check Up for sworn personnel that takes place with a licensed BSS clinician and that occurs on at least an annual basis. For annual meetings, all sworn personnel shall schedule and attend during their birth month;
 1. Sworn personnel are required to attend the appointment but are not required to respond to any questions unless they choose to engage with the BSS clinician.
 - ii. Check Ins with a member of BSS (mandatory or voluntary depending on circumstances), the Peer Support Program (voluntary), or Chaplain (voluntary) after involvement in a Critical Incident;
 - iii. Access to services to promote a healthy work and family environment throughout the Department personnel's career; and
 - iv. A Chaplain Unit Liaison that is assigned to each cadet class.
4. Supervisors will allow Department personnel time off consistent with their respective Union contracts to complete a physical wellness check up and mental wellness check up. Department personnel not covered by a Union contract will be allowed a half-day off to complete these examinations.

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B. Confidentiality

1. All medical information, inclusive of mental health records, shall be kept confidential consistent with federal, state, and local privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), and in accordance



with the requirements of SOP Behavioral Sciences Section. Department personnel may provide a written Release of Information at their discretion to request sharing of information. Release requires written consent of the patient/client with the following exceptions:

- a. Imminent risk of physical harm to self or others;
 - b. Reasonable suspicion of abuse of a child, elder, or vulnerable adult; or
 - c. Compelled by a valid court order.
2. Communication between Department personnel and members of the Department Wellness Unit during any program component is considered confidential except in cases involving imminent risk of harm to self or others, as well as reasonable suspicion of abuse of a child, elder, or vulnerable adult. Department personnel shall take steps to address any immediate threat and contact BSS personnel for consultation.
 3. Misuse of any information obtained through the Department Wellness Program, including unauthorized access or disclosure of this information, shall be subject to discipline, up to and including demotion or termination from employment.

1-36-5 Regular Exercise Component

A. Regular Exercise Program

1. A regular exercise program is voluntary for all Department personnel unless required to maintain a unit's specified physical-fitness standard or as mandated by a Deputy Chief as part of a unit's daily work schedule. The Department shall not penalize personnel for not participating in a voluntary, regular exercise program occurring outside of these specific mandates.
2. Qualifying exercise programs should be safe and consistent with ACSM recommendations, including a program that consists of aerobic and/or anaerobic conditioning a minimum of three (3) times per week for an average of one-hundred-and-twenty (120) minutes per week.

7 1-36-6 Mental Wellness Component

A. Mental Wellness Check Up

1. Semi-annual Mental Wellness Check Up
 - a. Due to the frequency of the high-trauma or mentally-taxing encounters that characterize these specialized units, sworn personnel at the rank of Lieutenant and below assigned to the following are required to complete a mental wellness check up semi-annually:
 - i. Child Exploitation Detail; and
 - ii. Crimes Against Children Unit (CACU).



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2. Annual Mental Wellness Check Up

- a. All sworn personnel not explicitly identified above shall complete a mental wellness check up on an annual basis during their birth month.

B. Critical Incidents

1. Critical Incidents can have lasting and often undetected effects on law enforcement personnel. To address related issues, the Department has designated certain events as Critical Incidents that require outreach from BSS or Peer Support Program personnel.
2. BSS or Peer Support Program personnel shall coordinate their response to Critical Incidents, including, at times, a proactive response, to provide support for the involved Department personnel. A response may include, but is not limited to:
 - a. On-scene response in accordance with SOP for Behavioral Sciences Section, and SOP Peer Support Program.
 - b. Mandated in-person, Post-Incident Evaluation with a BSS clinician, prior to resuming duty, for personnel involved in the force array of an OIS in accordance with SOP Behavioral Sciences Section.
 - c. Two (2) follow-up contacts made in-person, by phone, and/or email, in accordance with SOP Peer Support Program.
 - d. Any additional support in accordance with SOP Behavioral Sciences Section, or SOP Peer Support Program.

1-36-7 Department Wellness Program Incentives

- A. The Department Wellness Program Committee awards incentives in February and August for the previous two (2) quarters of each calendar year, as follows:
 1. Department personnel who have fully met participation requirements of the Department Wellness Program may receive ten (10) hours of TOBANK time for each quarter, provided they have completed an average of three (3) exercise sessions per week for a minimum of one-hundred-and-twenty (120) minutes per week and followed relevant policies.
 - a. Per City rules and regulations, members of units that have set physical standards that must be maintained are not eligible to receive additional incentives for a regular exercise program, including the TOBANK time incentive above.
 2. Department personnel can earn an additional five (5) hours of TOBANK per quarter for completing a Department-approved mindfulness/stress reduction program.



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3. Department personnel who have completed an annual physical examination through the Employee Health Division or with their primary care physician will receive five (5) hours of TOBANK time per calendar year.
4. Department personnel are responsible for submitting required documentation via approved methods. The Department's Wellness Coordinator will provide updated information on approved submission methods as needed, as they undergo periodic revision with changes in contract providers, technology, etc. Deadlines for submission are as follows for each calendar year:
 - a. January 15 for review at the February meeting of the Wellness Committee (incentives to be awarded prior to April 15).
 - b. July 15 for review at the August meeting of the Wellness Committee (incentives to be awarded prior to October 15).
5. Incentive options for physical exercise and mindfulness/stress reduction are periodically reviewed by the Wellness Committee. Additional options may be added after proposals are reviewed by the Wellness Committee and other entities as needed.

1-36-8 Department Personnel Responsibilities for Incentives

7 A. Physical Wellness Check Up Requirements

1. Supervisors shall allow Department personnel time off consistent with their respective Union contracts to complete a physical wellness check up and mental wellness check up. Department personnel not covered by a Union contract shall be allowed a half-day off to complete these examinations.

N/A B. Regular Exercise Program Requirements

1. Department personnel maintain sole responsibility for verifying and documenting that they have completed the required elements of the Department Wellness Program to receive the incentives outlined in this SOP. Department personnel's submission of request(s) for incentives serves as their:

- a. Attestation that they have met the requirements consistent with City, Department, and/or Unit regulations and policies.
- b. Understanding that misleading or falsifying information is subject to sanction and discipline up to and including termination in accordance with SOP Personnel Code of Conduct.

2. Department personnel will upload documentation to verify completion of respective components of the Department Wellness Program via approved methods.
3. Regular exercise routines will be documented by:



- a. Exercise tracking programs, such as a smartwatch; or
- b. Manually completing an exercise log and/or by uploading via approved methods.

7

C. Mental Wellness Program Requirements

1. Supervisors shall allow Department sworn personnel two (2) hours of time off to complete mandated requirements.
2. Annual mental wellness check ups shall be completed each calendar year during the employee's birth month. Failure to complete this requirement may result in a sanction.

1-36-9 Department Wellness Program Committee

A. The Department Wellness Program Committee consists of several members.

1. The following personnel will be permanent members of the Committee:
 - a. Executive Staff: Superintendent, Office of Police Reform;
 - b. The BSS Director or their designee;
 - c. The Department's Physical Wellness Coordinator;
 - d. The Peer Support Program Coordinator (PSPC);
 - e. The Chaplain Unit Coordinator;
 - f. The Performance Evaluation and Management System (PEMS) Section Lieutenant or their designee; and
 - g. An Albuquerque Police Officers' Association (APOA) representative.
2. On an annual basis, at their discretion, the Deputy Chief from each of the Department's bureaus may appoint a representative to serve as an advisor to the Committee, as follows:
 - a. Investigative Bureau representative;
 - b. Special Operations Bureau representative;
 - c. Field Services Bureau representative; and
 - d. Management Services and Support Bureau representative.
3. A City of Albuquerque Better Health representative may attend as an advisor to the Committee.

B. The Department Wellness Program Committee will meet semi-annually in February and August to:

1. Review current policies and recommend changes;
2. Ensure current procedures meet the needs of the Department;



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3. Approve incentive awards for participating Department personnel; and
 4. Review and approve the semi-annual report for submission to the Chief of Police.
- C. Department Wellness Program Unit personnel will provide statistical analysis and data reports to the Department Wellness Program Committee.

REDLINED



1-36 DEPARTMENT WELLNESS PROGRAM

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

A. Related SOP(s)

1-1 Personnel Code of Conduct

1-10 Peer Support Program

1-20 Behavioral Sciences Section (BSS) (Formerly 1-11)

3-31 Physical Fitness Assessment (Formerly 3-83)

B. Form(s)

C. Other Resource(s)

29 C.F.R. § 1910.95 Occupational Noise Exposure

29 C.F.R. § 1910.134 Respiratory Protection

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Riebe, D., Ehrman, J. K., Liguori, G., & Magal, M. (2018) Benefits and risks associated with physical activity. In *ACSM's Guidelines for Exercise Testing and Prescription* (pp. 1-21). Philadelphia: Wolters Kluwer.

Spence, D. L., Fox, M., Moore, G. C., Estill, S., & Comrie, N. (2019). Report to Congress: Law Enforcement Mental Health and Wellness Act. Retrieved from <https://cops.usdoj.gov/ERIC/Publications/cops-p370-pub.pdf>

D. Active Rescinded Special Order(s)

None

E. Rescinded Special Order(s)

None

None

1-36-1 Purpose

The purpose of this policy is to provide the framework for the Department Wellness Program (Program), which is a centralized and comprehensive program to support the mental and physical health, stress management, and peer support of Albuquerque Police Department (Department) personnel. Research has shown that police officer occupational stress is directly related to higher rates of heart disease, divorce, sick days taken, alcohol abuse, and major psychological illnesses, such as acute stress disorder, post-traumatic stress disorder, depression, and anxiety disorders.

1-36-2 Policy

It is the policy of the Department to promote the physical and mental well-being of all Department personnel and their families, including providing a coordinated response to assist



after Critical Incidents. To help support the Department's missions and goals, this program encourages personnel to participate in regular exercise programs and maintain a healthy lifestyle.

N/A 1-36-3 Definitions

A. Critical Incident

A Psychologically-Traumatic Event involving circumstances that may exceed the usual experiences occurring in everyday policing or mainstream society. Typically, a Critical Incident involves loss of life or significant injuries, and may require heightened use or coordination of public resources. Examples of Critical Incidents include, but are not limited to, Officer Involved Shootings (OIS); physical proximity or on-scene response to personnel's in-the-line-of-duty death or serious injury (including from self-harm or suicide); deliberate self or other harm by Department personnel; and child death or serious injury.

B. Critical Incident Check U-up

An in-person, Post-Incident Evaluation with a Behavioral Sciences Section (BSS) licensed behavioral health clinician that occurs when Department personnel are involved in a Critical Incident. This is mandatory for those discharging their firearms or involved in a Force Array in an Officer Involved Shooting and must occur prior to resuming duty. This may be optional or mandated for other types of Critical Incidents. The evaluation shall include discussion of available resources and supportive interventions. This evaluation is for the benefit of Department personnel, who ~~is~~ are the clients. All records and content of the interaction shall be kept confidential.

C. Mandated Workout Time

Required, on-duty exercise time that is allocated for sworn personnel who:

1. Serve in a unit with a requirement to maintain a certain physical fitness standard; or
2. Are mandated ~~by~~ per a Bureau Chief who has determined that such a program benefits a particular bureau, division, section, or unit.

D. Mental Wellness Check U-up

An ~~in-person~~ in-person evaluation with a BSS licensed clinician occurring on at least an annual basis. This is mandatory for all sworn personnel. This may help Department personnel address common stress factors encountered during policing and law enforcement activities. The evaluation shall include discussion of available resources and offer supportive interventions. This evaluation is for the benefit of Department



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personnel, who are the clients. All records and content of the interaction shall be kept confidential. A mental wellness check-up is not a Fitness-For-Duty Evaluation and should not be construed or used as such.

E. Physical Fitness

The ability to carry out daily tasks with vigor and alertness, without undue fatigue, and with ample energy to enjoy leisure-time pursuits and meet unforeseen emergencies.

F. Physical Fitness Check U-up

A program that combines the results of the annual physical fitness test, a regular exercise program that is consistent with the American College of Sports Medicine's (ACSM) definition and recommendations, and an annual physical wellness check-up to assist and incentivize Department personnel in maintaining a minimum level of physical health throughout their career.

G. Physical Wellness Check U-up

A voluntary annual check-up that includes blood testing to detect markers for physical health, that may include indicators for heart disease, cancer, diabetes, or other common health risks that may impact first responders. This may be performed by the City of Albuquerque Employee Health Center or the Department personnel's choice of Primary Care Physician (PCP). This is performed for the benefit of Department personnel, and results shall be kept confidential.

H. Regular Exercise Program

Any exercise routine that addresses aerobic and/or anaerobic conditioning. Qualifying exercise programs should be safe, well-designed, and consistent with ACSM recommendations.

I. Time-Off Bank (TOBANK)

Incentive hours ~~for the regular exercise program~~ are stored in the employee's Time-Off Bank (TOBANK) awarded for meeting minimum participation requirements. TOBANK time is available for all Department personnel. ~~Exercise~~ incentive hours are stored for use by personnel and will expire after one (1) year if unused. TOBANK hours are not paid out when an employee's City employment discontinues.

1-36-4 General Requirements

- A. The Department Wellness Program consists of four components designed to improve overall health and well-being.



1. Physical Wellness Component

- a. Annual Physical Wellness Check-up: While not mandatory for the Department's Wellness Program, Department personnel are encouraged to have an annual check-up that includes blood testing for markers of general physical health, including potential indicators of heart disease, cancer, diabetes, or other common health risks.
 - i. Department personnel may choose to have an annual physical wellness check-up through the City's Employee Health Center or their PCP.
- b. Physical Fitness Check-up: A check-up that consists of the annual physical fitness test, in accordance consistent with Standard Operating Procedure (SOP) Physical Fitness Assessment.

2. Regular Exercise Component

- a. Department personnel are encouraged to participate in a voluntary, regular exercise program to maintain a healthy lifestyle.

3. Mental Wellness Component

- a. A coordinated effort ~~between personnel~~ between BSS personnel, the Peer Support Program, and the Chaplain Unit to provide Department personnel and family members with access to therapeutic services, emotional support, and counseling as requested and during or after Critical Incidents.
 - b. This component consists of:
 - i. A mandatory Mental Wellness Check Up for sworn personnel that takes place with a licensed BSS clinician and that occurs on at least an annual basis. For annual meetings, all sworn personnel shall schedule and attend during their birth month;
 1. Sworn personnel are required to attend the appointment but are not required to respond to any questions unless they choose to engage with the BSS clinician.
 - ii. Check Ins Routine check-ups with a member of BSS (mandatory or voluntary depending on circumstances), or the Peer Support Program (voluntary), or Chaplain (voluntary) after involvement in a Critical Incident;
 - iii. Access to services to promote a healthy work and family environment throughout the Department personnel's career; and
 - iv. A Chaplain Unit Liaison that is assigned to each cadet class.
4. Supervisors will allow Department personnel time off consistent with their respective Union contracts to complete a physical wellness check-up and mental wellness check-up. Department personnel not covered by a Union contract will be allowed a half-day off to complete these examinations.



1. All medical information, inclusive of mental health records, shall be kept confidential consistent with federal, state, and local privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), and in accordance with ~~consistent with~~ the requirements of SOP Behavioral Sciences Section. Department personnel may provide a written Release of Information at their discretion to request sharing of information. Release requires written consent of the patient/client with the following exceptions:
 - a. Imminent risk of physical harm to self or others;
 - b. Reasonable suspicion of abuse of a child, elder, or vulnerable adult; or
 - c. Compelled by a valid court order.
2. Communication between Department personnel and members of the Department Wellness Unit during any program component is considered confidential except in cases involving imminent risk of harm to self or others, as well as reasonable suspicion of abuse of a child, elder, or vulnerable adult. Department personnel shall take steps to address any immediate threat and ~~as well as~~ contact BSS personnel for consultation.
3. Misuse of any information obtained through the Department Wellness Program, including unauthorized access or disclosure of this information, shall be subject to discipline, up to and including demotion or termination from employment.

1-36-5 Regular Exercise Component

A. Regular Exercise Program

1. A regular exercise program is voluntary for all Department personnel unless ~~as~~ required to maintain a unit's specified physical-fitness standard or as mandated by a Deputy Chief as part of a unit's daily work schedule. The Department shall not penalize personnel for not participating in a voluntary, regular exercise program occurring outside of these specific mandates.
2. Qualifying exercise programs should be safe and consistent with ACSM recommendations, including a program that consists of aerobic and/or anaerobic conditioning a minimum of three (3) times per week for an average of one-hundred-and-twenty (120) minutes per week.

7 1-36-6 Mental Wellness Component

A. Mental Wellness Check U-up

1. Semi-annual Mental Wellness Check U-up
 - a. Due to the frequency of the high-trauma or mentally-taxing encounters that characterize these specialized units, sworn personnel at the rank of Lieutenant



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and below assigned to the following are required to complete a mental wellness check -up semi-annually:

- i. Child Exploitation Detail; and
- ii. Crimes Against Children Unit (CACU).

2. Annual Mental Wellness Check U-up

- a. All sworn personnel not explicitly identified above shall complete a mental wellness check -up on an annual basis during their birth month.

B. Critical Incidents

1. Critical Incidents can have lasting and often undetected effects on law enforcement personnel. To address related issues, the Department has designated certain events as Critical Incidents that require outreach from BSS or Peer Support Program personnel.
2. BSS or Peer Support Program personnel shall coordinate their response to Critical Incidents, including, at times, a proactive response, to provide support for the involved Department personnel. A response may include, but is not limited to:
 - a. On-scene response in accordance consistent with SOP for Behavioral Sciences Section, and SOP Peer Support Program.
 - b. Mandated in-person, Post-Incident Evaluation with a BSS clinician, prior to resuming duty, for personnel involved in the force array of an OIS ~~consistent~~ in accordance with SOP Behavioral Sciences Section.
 - c. Two (2) follow-up contacts made in-person, by phone, and/or email, in accordance consistent with SOP Peer Support Program.
 - d. Any additional support in accordance consistent with SOP Behavioral Sciences Section, or SOP Peer Support Program.

1-36-7 Department Wellness Program Incentives

- A. The Department Wellness Program Committee awards incentives in February and August for the previous two (2) quarters of each calendar year, as follows:

1. Department personnel who have fully met participation requirements of participated in the Department Wellness Program may receive ten (10) hours of TOBANK time for each quarter, provided they have completed an average of three (3) exercise sessions per week for a minimum of one-hundred-and-twenty (120) minutes per week and followed relevant policies.
 - a. Per City rules and regulations, members of units that have set physical standards that must be maintained are not eligible to receive additional incentives for a regular exercise program, including the TOBANK time incentive above.



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2. Department personnel can earn an additional five (5) hours of TOBANK per quarter for completing a Department-approved mindfulness/stress reduction program.
3. Department personnel who have completed an annual physical examination through the Employee Health Division or with their primary care physician will receive five (5) hours of TOBANK time per calendar year.
4. Department personnel are responsible for submitting required documentation via approved methods. The Department's Wellness Coordinator will provide updated information on approved submission methods as needed, as they undergo periodic revision with changes in contract providers, technology, etc. Deadlines for submission are as follows for each calendar year:
 - a. January 15 for review at the February meeting of the Wellness Committee (incentives to be awarded prior to April 15).
 - b. July 15 for review at the August meeting of the Wellness Committee (incentives to be awarded prior to October 15).
- b.5. Incentive options for physical exercise and mindfulness/stress reduction are periodically reviewed by the Wellness Committee. Additional options may be added after proposals are reviewed by the Wellness Committee and other entities as needed.

1-36-8 Department Personnel Responsibilities for Incentives

7 A. Physical Wellness Check -Up Requirements

1. Supervisors shall allow Department personnel time off consistent with their respective Union contracts to complete a physical wellness check -up and mental wellness check -up. Department personnel not covered by a Union contract shall be allowed a half-day off to complete these examinations.

N/A B. Regular Exercise Program Requirements

1. ~~Department personnel are responsible~~ maintain sole responsibility for verifying and documenting that they have completed the required elements of the Department Wellness Program to receive the incentives outlined in this SOP. Department personnel's submission of request(s) for incentives serves s as their attestation

a. Attestation that they have met the requirements consistent with City, Department, and/or Unit regulations and policies.

N/A 4.b. Understanding -that misleading or falsifying information is subject to sanction and discipline up to and including termination in accordance with SOP Personnel Code of Conduct.

2. Department personnel will upload documentation to verify completion of respective components of the Department Wellness Program via approved methods.



3. Regular exercise routines will be documented by either:
 - a. Exercise tracking programs, such as a smartwatch; or
 - b. Manually completing an exercise log and/or by uploading via approved methods.

7

C. Mental Wellness Program Requirements

1. Supervisors shall allow Department sworn personnel two (2) hours of time off to complete mandated requirements.
2. Annual mental wellness check-ups shall be completed each calendar year during the employee's birth month. Failure to complete this requirement may result in a sanction.

1-36-9 Department Wellness Program Committee

A. The Department Wellness Program Committee consists of several members.

1. The following personnel will be permanent members of the Committee:
 - a. Executive Staff: Superintendent ~~Executive Director~~, Office of Police Reform;
 - b. The BSS Director or their designee;
 - c. The Department's Physical Wellness Coordinator;
 - d. The Peer Support Program Coordinator (PSPC);
 - e. The Chaplain Unit Coordinator;
 - f. The Performance Evaluation and Management System (PEMS) Section Lieutenant or their designee; and
 - g. An Albuquerque Police Officers' Association (APOA) representative.
2. On an annual basis, at their discretion, the Deputy Chief from each of the Department's bureaus may appoint a representative to serve as an advisor to the Committee, as follows:
 - a. Investigative Bureau representative;
 - b. Special Operations Bureau representative;
 - c. Field Services Bureau representative; and
 - d. Management Services and Support Bureau representative.
3. A City of Albuquerque Better Health representative may attend as an advisor to the Committee.

B. The Department Wellness Program Committee will meet semi-annually in February and August to:

1. Review current policies and recommend changes;



2. Ensure current procedures meet the needs of the Department;
3. Approve incentive awards for participating Department personnel; and
4. Review and approve the semi-annual report for submission to the Chief of Police.

~~G.~~ Department Wellness Program Unit personnel will provide statistical analysis and data reports to the Department Wellness Program Committee.

C.



1-93 TELEPHONE REPORTING UNIT (TRU)

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

1-93-1 Purpose

The purpose of this policy is to outline the duties of the Telephone Reporting Unit (TRU) and the services TRU personnel provide to City of Albuquerque community members, including the reporting of specific reportable offenses, as outlined in this Standard Operating Procedure (SOP).

1-93-2 Policy

It is the policy of the Albuquerque Police Department (Department) to allow community members to submit requests for Uniform Incident Reports that do not contain information that require a timely follow-up investigation and do not require an officer to respond. It is also the policy of the Department for the TRU to function as a call diversion tool for the Department with the primary function of assisting Department personnel by entering Uniform Incident Reports and Supplemental Reports on offenses that do not require an officer to respond.

N/A 1-93-3 Definitions

A. Online Reporting System

A web-based system through which a community member may submit a Uniform Incident Report for specific reportable events in accordance with this SOP.



7 1-93-4 Reports Taken Over the Telephone

A. TRU personnel shall:

1. Take a community member's information over the phone if the information meets the criteria for a Uniform Incident Report and does not contain valid follow-up information, such as a name, date of birth, address, or complete license plate information, and state of issuance, when there is no information that requires a follow-up investigation. The criteria include:
 - a. Larceny;
 - b. Outstanding auto thefts with no recovery;
 - c. Auto burglaries;
 - d. Fraud and Identity theft;
 - e. Metal theft reports;
 - f. Residential and commercial burglaries if the reporting party has gone through the residence and no threat is present;
 - g. Tampering with a motor vehicle;
 - h. Theft of motor vehicle parts;
 - i. Vandalism or criminal damage;
 - j. Bill skips (e.g., gas stations, restaurants, and convenience stores);
 - k. Lost items;
 - l. Theft or loss of government-issued identification cards, driver's licenses, birth certificates, and social security cards;
 - m. Informational and/or Uniform Incident Reports, including lost or stolen passports;
 - i. The community member will be asked to contact the issuing country or agency.
 - n. Anonymous, threatening, or obscene phone calls (e.g., when the caller is unknown, which includes electronic communications and social media);
 - o. Supplemental Reports to a Uniform Incident Report that do not require further on-scene investigation;
 - p. Adding any property information or a description of the property;
 - q. A change to or to add an address or phone number;
 - r. To add any additional information;
 - s. Runaways the age of thirteen (13) or older, without physical or mental capacity or medical-related issues;
 - t. Missing persons over the age of seventeen (17) without physical or mental capacity, or medical-related issues;
 - u. Verbal assault or verbal threats only if it does not involve or result in physical contact or if a weapon is displayed;
 - v. Harassment reports when there is no information that requires a follow-up investigation; and
 - w. Arson with damage value that does not exceed five-hundred dollars (\$500).
2. Complete burglary calls as a priority when it is believed that evidence of the crime is present.



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- a. Specified questions shall be asked on all burglary reports, and when necessary, TRU personnel shall create a call for service for a Crime Scene Specialist (CSS) to respond to and collect forensically significant evidence from the scene.
- B. TRU personnel shall not take reports from community members over the telephone for the following:
 1. Reports with information that requires a follow-up investigation, with the exception of reports from Albuquerque Regional Asset Protection Association (ARAPA);
 2. Vehicle crash reports;
 3. Offenses where there is physical contact;
 4. Offenses where a weapon is displayed;
 5. Offenses that involve suspicious circumstances that may need immediate investigation or officer attention;
 6. Offenses that require medical attention from any type of medical personnel;
 7. Voyeurism;
 8. Custodial interference reports;
 9. Violation of court orders;
 10. Civil matters; or
 11. Reports of counterfeit money.
- C. The TRU Supervisor shall determine whether an exception shall be made to any of the above offenses.

1-93-5 Reports Submitted Through Online Reporting System

- A. A community member may file a Uniform Incident Report by visiting the Department's public-facing website and clicking on "File a Police Report Online" (<https://www.cabq.gov/police/file-a-police-report-online>). The following incidents are listed as being reportable in the Online Reporting System and may contain valid follow-up information, such as a name, date of birth, address, or complete license plate information, and state of issuance:
 1. Residential burglary if the reporting party has gone through the residency and no threat is present;



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- a. Residential burglary Supplemental Reports are only available online.
2. Auto burglary;
3. Lost property to include lost or stolen passports;
 - a. The community member will be asked to contact the issuing country or agency.
4. Theft or larceny;
5. Vandalism;
6. Vandalism of a vehicle;
7. Telephone harassment;
8. Shoplifting;
9. Fraud and identity theft;
10. Arson with a damage value that does not exceed five-hundred dollars (\$500); and
11. Commercial burglaries if the reporting party has gone through the building and no threat is present.

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B. TRU personnel shall:

1. Process, review, and approve online Uniform Incident Reports submitted by community members;
2. Submit the Uniform Incident Report to the TRU Supervisor for final approval;
3. Provide a link to the reporting party when video footage or photographs are available;
 - a. When a link is provided, TRU personnel shall add comments to the narrative of the Uniform Incident Report.
4. Forward all Felony reports that contain valid follow-up information to the respective Specialized units; and
5. Forward all Misdemeanor reports containing valid follow-up information to the respective area command in the area where the crime occurred.
 - a. When a report has been forwarded, TRU personnel shall add comments to the narrative of the Uniform Incident Report.



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- C. When TRU personnel need to obtain information from the community member for an incomplete online Uniform Incident Report, they shall:
1. Forward the incomplete online Uniform Incident Report to the community member, accompanied with an explanation;
 - a. The community member has fifteen (15) days to submit the required information;
 - i. If the community member does not submit the required information in the Online Reporting System within fifteen (15) days, TRU personnel shall reject the incomplete online Uniform Incident Report in the system.
 - ii. If the community member submits the required information in the Online Reporting System, the system will generate a temporary Uniform Incident Report case number.
 2. Once the system generates a temporary Uniform Incident Report case number, review and approve the Uniform Incident Report for a permanent case number to be assigned;
 3. Submit the Uniform Incident Report to the TRU Supervisor for final approval; and
 - a. The TRU Supervisor shall submit the Uniform Incident Report in the Records Division's records management system upon approval.
 4. Call back the reporting party in attempt to obtain the necessary information if contact is not made.

6

1-93-6 National Crime Information Center (NCIC) Entries

- A. When TRU personnel are off-duty, due to officer and public safety:
1. Emergency Communications Center (ECC) personnel shall dispatch an officer to any offense that requires priority National Crime Information Center (NCIC) entries, including:
 - a. Auto thefts;
 - b. Stolen license plates;
 - c. Stolen or lost firearms when the serial number is known;
 - d. Runaways; and
 - e. Missing persons.
- B. For NCIC entries on auto thefts, stolen license plates, and stolen/lost firearms:
1. TRU personnel shall call Records Division NCIC Reporting Unit personnel as soon as the vehicle and/or vehicle identification number (VIN), license plate, or firearms serial numbers have been verified; and



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2. Records Division NCIC Reporting Unit personnel shall note the time TRU personnel contacted them about the NCIC entry and shall note their identity in the NCIC system.

REDLINED



1-93 TELEPHONE REPORTING UNIT (TRU)

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Orders

None

D.E. Rescinded Special Order(s)

None

1-93-1 Purpose

The purpose of this policy is to outline the duties of the Telephone Reporting Unit (TRU) and the services TRU personnel provide to City of Albuquerque community members, including the reporting of specific reportable offenses, as outlined in this Standard Operating Procedure (SOP).

1-93-2 Policy

It is the policy of the Albuquerque Police Department (Department) to allow community members to submit requests for Uniform Incident Reports that do not contain information that require a timely follow-up investigation and do not require an officer to respond. It is also the policy of the Department for the TRU to function as a call diversion tool for the Department with the primary function of assisting Department personnel by entering Uniform Incident Reports and Supplemental Reports on offenses that do not require an officer to respond.

N/A 1-93-3 Definitions

A. Online Reporting System

A web-based system through which a community member may submit a Uniform Incident Report for specific reportable events as outlined in in accordance with this SOP.



7 1-93-4 Reports Taken Over the Telephone

A. TRU personnel shall:

1. Take a community member's information over the phone if the information meets the criteria for a Uniform Incident Report and does not contain valid follow-up information, such as a name, date of birth, address, or complete license plate information, and state of issuance, when there is no information that requires a follow-up investigation. The criteria include:
 - a. Larceny;
 - b. Outstanding auto thefts with no recovery;
 - c. Auto burglaries;
 - d. Fraud and Identity theft;
 - e. Metal theft reports;
 - f. Residential and commercial burglaries if the reporting party has gone through the residence and no threat is present;
 - g. Tampering with a motor vehicle;
 - h. Theft of motor vehicle parts;
 - i. Vandalism or criminal damage;
 - j. Bill skips (e.g., gas stations, restaurants, and convenience stores);
 - k. Lost items;
 - l. Theft or loss of government-issued identification cards, driver's licenses, birth certificates, and social security cards;
 - m. Informational and/or Uniform Incident Reports, including lost or stolen passports;
 - i. The community member will be asked to contact the issuing country or agency.
 - n. Anonymous, threatening, or obscene phone calls (e.g., when the caller is unknown, which includes electronic communications and social media);
 - o. Supplemental Reports to a Uniform Incident Report that do not require further on-scene investigation;
 - p. ~~To add~~ Adding any property information or a description of the property;
 - q. A change to or to add an address or phone number;
 - r. To add any additional information;
 - s. Runaways ~~over the age of thirteen~~ over the age of twelve (12) or older, without physical or mental capacity or medical-related issues;
 - t. Missing persons over the age of seventeen (17) without physical or mental capacity, or medical-related issues;
 - u. Verbal assault or verbal threats only if it does not involve or result in physical contact or if a weapon is displayed;
 - v. Harassment reports when there is no information that requires a follow-up investigation; and
 - w. Arson with damage value that does not exceed five-hundred dollars (\$500).



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2. Complete burglary calls as a priority when it is believed that evidence of the crime is present.
 - a. Specified questions shall be asked on all burglary reports, and when necessary, TRU personnel shall create a call for service for a Crime Scene Specialist (CSS) to respond to and collect forensically significant evidence from the scene.
- B. TRU personnel shall not take reports from community members over the telephone for the following:
 1. Reports with information that requires a follow-up investigation, with the exception of reports from Albuquerque Regional Asset Protection Association (ARAPA);
 2. Vehicle crash reports;
 3. Offenses where there is physical contact;
 4. Offenses where a weapon is displayed;
 5. Offenses that involve suspicious circumstances that may need immediate investigation or officer attention;
 6. Offenses that require medical attention from any type of medical personnel;
 7. Voyeurism;
 8. Custodial interference reports;
 9. Violation of court orders;
 10. Civil matters; or
 11. Reports of counterfeit money.
- C. The TRU Supervisor shall determine whether an exception shall be made to any of the above offenses.

1-93-5 Reports Submitted Through Online Reporting System

- A. A community member may file a Uniform Incident Report by visiting the Department's public-facing website and clicking on "File a Police Report Online" (<https://www.cabq.gov/police/file-a-police-report-online>). The following incidents are listed as being reportable in the Online Reporting System and may contain valid follow-up information, such as a name, date of birth, address, or complete license plate information, and state of issuance:



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1. Residential burglary if the reporting party has gone through the residency and no threat is present;
 - a. Residential burglary Supplemental Reports are only available online.
2. Auto burglary;
3. Lost property to include lost or stolen passports;
 - a. The community member will be asked to contact the issuing country or agency.
4. Theft or larceny;
5. Vandalism;
6. Vandalism of a vehicle;
7. Telephone harassment;
8. Shoplifting;
9. Fraud and identity theft; ~~and~~
10. Arson with a damage value that does not exceed five-hundred dollars (\$500); and
- ~~40.~~ 11. Commercial burglaries if the reporting party has gone through the building and no threat is present. -

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B. TRU personnel shall:

1. Process, review, and approve online Uniform Incident Reports submitted by community members;
2. Submit the Uniform Incident Report to the TRU Supervisor for final approval;
3. Provide a link to the reporting party when video footage or photographs are available;
 - a. When a link is provided, TRU personnel shall add comments to the narrative of the Uniform Incident Report.
4. Forward all Felony reports that contain valid follow-up information to the ~~respective Impact~~ respective Impact Specialized units; and
5. Forward all Misdemeanor reports containing valid follow-up information to the respective ~~contact~~ area command in the area where the crime occurred.



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- a. When a report has been forwarded, TRU personnel shall add comments to the narrative of the Uniform Incident Report.

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- C. When TRU personnel need to obtain information from the community member for an incomplete online Uniform Incident Report, they shall:

1. Forward the incomplete online Uniform Incident Report to the community member, accompanied with an explanation;
 - a. The community member has fifteen (15) days to submit the required information;
 - i. If the community member does not submit the required information in the Online Reporting System within fifteen (15) days, TRU personnel shall reject the incomplete online Uniform Incident Report in the system.
 - ii. If the community member submits the required information in the Online Reporting System, the system will generate a temporary Uniform Incident Report case number.
2. Once the system generates a temporary Uniform Incident Report case number, review and approve the Uniform Incident Report for a permanent case number to be assigned; ~~and~~
3. Submit the Uniform Incident Report to the TRU Supervisor for final approval; and ~~and~~
 - a. The TRU Supervisor shall submit the Uniform Incident Report in the Records Division's records management system upon approval.
- ~~a.4. Call back the reporting party in attempt to obtain the necessary information, if contact is not made.~~

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1-93-6

National Crime Information Center (NCIC) Entries

- A. When TRU personnel are off-duty, due to officer and public safety:
 1. Emergency Communications Center (ECC) personnel shall dispatch an officer to any offense that requires priority National Crime Information Center (NCIC) entries, including:
 - a. Auto thefts;
 - b. Stolen license plates;
 - c. Stolen or lost firearms when the serial number is known;
 - d. Runaways; and
 - e. Missing persons.
- B. For NCIC entries on auto thefts, stolen license plates, and stolen/lost firearms:



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1. TRU personnel shall call Records Division NCIC Reporting Unit personnel as soon as the vehicle and/or vehicle identification number (VIN), license plate, or firearms serial numbers have been verified; and
2. Records Division NCIC Reporting Unit personnel shall note the time TRU personnel contacted them about the NCIC entry and shall note their identity in the NCIC system.

REDLINED



2-5 DEPARTMENT VEHICLES

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 2-1 Uniforms (Formerly 2-06)
- 3-20 Overtime, Compensatory Time, and Work Shift Designation (Formerly 1-11)
- 3-30 Line Inspection Process (Formerly 3-42)

B. Form(s)

- PD 3027 Skip License Plate Log
- PD 4417 Receipt and Agreement for a Permanently Assigned/Take Home Vehicle
- PD 4422 Fleet Management Car Pre-Inspection Form
- PD 4423 Fleet Management SUV Pre-Inspection Form
- PD 4424 Fleet Management Truck Pre-Inspection Form
- PD 4425 Fleet Management Van Pre-Inspection Form

C. Other Resource(s)

- Americans with Disabilities Act of 1990
- City of Albuquerque Administrative Instructions (AI) 4-1 through 4-15 Vehicles
- City of Albuquerque Personnel Rules and Regulations, § 2-15-1 City Operator Permit Policy
- Collective Bargaining Agreement (CBA) Between the City of Albuquerque and the Albuquerque Police Officers' Association
- NMSA 1978, § 66-3-846.1 Sun Screening Material on Windshields and Windows; Requirements; Violation; Penalty
- ROA 1994, § 8-6-27 Sunscreening Material on Windows

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-5-1 Purpose

The purpose of this policy is to provide guidance regarding the assignment, maintenance, and operation of Department-issued vehicles.

2-5-2 Policy



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It is the policy of the Albuquerque Police Department (Department) to provide instructions for the issuance, safe operation, inspection, and maintenance of all Department-issued vehicles and to control the parking of vehicles at the Law Enforcement Center.

N/A 2-5-3 Definitions

None

2-5-4 General Procedures for Department-Issued Vehicles

6 A. Department personnel shall:

1. Possess a valid New Mexico driver's license and a valid City Operator's Permit to operate the vehicle;
2. Wear their seat belts when operating the vehicle, unless exempted by a supervisor, or when specific situations override safety considerations;
3. Operate their vehicle in a safe manner while on- and off-duty;
4. While operating their vehicle, be responsible when using the police radio;

- 7**
5. Exercise caution when operating their Mobile Digital Terminal (MDT) while driving;
 6. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;
 7. Properly secure and park the vehicle to prevent damage to the vehicle and theft of its contents;

- 7**
8. Secure their vehicle when left unattended or when the vehicle is out of their sight or immediate control while on- and off-duty;
 9. When authorized to use a Department-issued gasoline credit card for vehicle fueling, only use regular-grade unleaded gasoline in Department-issued vehicles unless the vehicle manufacturer requires another fuel grade;

- a. Department personnel shall not purchase any other item(s) with Department-issued gasoline credit cards.

10. Only use the following City of Albuquerque fueling stations:

- a. 1801 4th Street Northwest fueling station;
- b. South of the Animal Welfare Department on Lomas Boulevard (dog pound);
- c. Fleet Management Division Pino Yard;
- d. Daytona Transit Facility; and



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e. Only Aviation Division personnel who have clearance, may use Sunport and Double Eagle fueling stations.

11. Notify their chain of command when they receive any citation and shall either pay the fine or contest the violation through the issuing agency's process.

B. Department personnel are not permitted to leave their Department vehicle in a condition in which their engine remains running, while parked unoccupied at Department buildings (i.e., substations, Main, office buildings, and pumps).

1. Exceptions will be in incidents where an arrestee is being held; or
2. A Police Service Dog (PSD) is in a vehicle kennel.

7 C. When operating a Department-issued vehicle, sworn personnel shall:

1. When feasible, have their police radio on and tuned to the proper frequency for their location;
2. While on-call, carry all necessary equipment for a call-out;
3. Have in their possession a jacket or vest that clearly displays the Department insignia, their badge, identification card, handcuffs, body armor, radio, on-body recording device (OBRD), and firearm to effectively perform a police function;
4. When responding to a felony call with non-sworn personnel as passenger(s), except for approved ride-along, first drop off the passenger(s) at a convenient and safe location, then respond to the call consistent with Department Standard Operating Procedures (SOP);
5. When off-duty and choosing to respond to a Priority 1 call, advise the Emergency Communications Center (ECC) or log on to the call using their MDT;
6. While off-duty, be properly attired; and
 - a. Jeans, slacks, and shirts shall be considered appropriate attire. Cut-offs, tank-tops, and shorts, except those similar in style to the authorized duty shorts, shall be considered inappropriate. Authorized footwear are those with closed-toed shoes only.
7. When commuting to or from a fitness facility, be attired in appropriate fitness clothing. Sworn personnel shall have all necessary equipment to respond to emergencies or unforeseen situations.

7 D. If Department personnel are incapacitated or are unable to secure their Department-issued property or personal property while on duty, the on-scene supervisor shall ensure the property is properly secured from their Department-issued vehicle.



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N/A

E. When responding to calls involving a felony while off-duty, sworn personnel may be required to secure the scene and preserve evidence to maintain continuity. In such cases, sworn personnel shall be compensated with overtime pay in accordance with SOP Overtime Compensatory Time and Work Shift Designation, and consistent with the current CBA.

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F. Supervisors shall ensure that sworn personnel in an authorized emergency vehicle have the 311 bumper sticker or information attached to or printed on the rear of the vehicle's bumper, trunk lid, or hatch so that it is visible but does not obstruct other vehicle markings.

N/A

G. The Operations Review Section Fleet Manager or an Area Commander may assign a pool vehicle to Department personnel if it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.

1. The Operations Review Section Fleet Manager may assign pool vehicles, if available.

a. If there are no pool vehicles available at the City of Albuquerque Fleet Management Pino Yard, on a daily basis, the Operations Review Section Fleet Manager may assign a pool vehicle to sworn personnel from their assigned substation unless otherwise designated by the Area Commander.

7

H. Department personnel shall not:

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1. Operate a Department-issued vehicle within eight (8) hours after consuming any alcoholic beverages or while still under the influence of alcohol;

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2. Transport alcoholic beverages in any Department-issued vehicle outside the scope of their duty;

3. Make emergency code runs while the vehicle is occupied by non-sworn passengers, except for Department-approved ride-alongs;

4. Smoke, vape, or use smokeless tobacco products in Department-issued vehicles, consistent with AI Number 4-9;

5. Transport personally owned animals in Department-issued vehicles;

6. Have objects protruding from the trunk or window; or

7. While off-duty, use the Department-issued vehicle to carry heavy or excessive loads.

I. Vehicle upgrades shall be continually monitored and assessed by Operations Review Section staff.



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1. After three (3) years, the Operations Review Section staff will make an assessment and, based on Department seniority and vehicle availability, issue an upgraded vehicle.
2. Department personnel may refuse an upgrade, but they shall document this refusal through email correspondence with the Operation Review Section staff.
- J. The day shift lieutenant of each area command shall maintain a sign-out log for Department-issued vehicles assigned to the area command.
- K. A Police Service Aide (PSA) or Transit Safety Officer (TSO) utilizing a Department-issued vehicle shall:
 1. Only use the emergency equipment while on the scene of a call for service.
 - 5 a. PSAs or TSOs shall not use the emergency equipment as a Code Response to a call for service (i.e., clearing intersections, exceeding the speed limit, or violating traffic control laws).
 2. Ensure the vehicle is clean, the scheduled preventative maintenance is completed, and the equipment functions properly.
- L. Specialized units shall maintain an updated log of Department-issued vehicles assigned to their personnel. They must provide these logs to the Operations Review Section upon request.

7 2-5-5 Parking Department-Issued Vehicles at the Law Enforcement Center

- A. Between 0700 hours and 1700 hours, parking shall be restricted to the Law Enforcement Center parking spots and the ramp area for assigned personnel only.
 1. Unassigned personnel shall not park in parking spaces that have been assigned to other personnel without explicit permission from the personnel who have been assigned the parking spot.
 2. If an unauthorized vehicle is parked in an assigned spot or blocking the entry or exit ramp, Operations Review Section personnel shall place a boot on the vehicle.
 - a. In order to have the boot removed, Department personnel shall meet with the Operations Review Section Lieutenant.
 - b. Department personnel shall submit an Interoffice Memorandum to explain why they parked in an unauthorized location.
- B. Department personnel shall not:



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1. Park Department-issued vehicles at the metered spaces near or around the Law Enforcement Center between 0800 hours and 1600 hours, Monday through Friday; or
 - a. Department personnel who park at the metered spots shall lose their take-home car privileges.
 - b. Supervisors shall ensure police vehicles that have been withdrawn from the take-home vehicle plan as outlined in this SOP are parked at a police facility during the officer's off-duty hours.
2. Park along the street or ramps in such a way as to block the Law Enforcement Center entrance or exit ramps.
- C. Department personnel who have been issued an unmarked vehicle and park at the Law Enforcement Center shall display their assigned government-issued license plate.
 1. This does not apply to vehicles assigned to the Investigative Services Division (ISD).

7 2-5-6 Issuance of Vehicles

- A. The Operations Review Section Fleet Manager or their designee shall:
 1. Issue vehicles to Department personnel;
 2. Have Department personnel sign a Receipt and Agreement for a Permanently Assigned/Take Home Vehicle Form every time they are assigned or reassigned a vehicle;
 3. When issued an authorized emergency vehicle, ensure the vehicle numbers are placed on the front fenders, the top of the vehicle, and the trunk;
 - a. Sworn personnel shall not remove the numbers.
 - b. If a number comes off for any reason, sworn personnel shall take the vehicle to a City-authorized vendor to replace it.
 4. Receive vehicles on behalf of Department personnel who return their vehicles to the Department;
 5. Exchange vehicles; and
 6. Have the authority to deny the issuance of another vehicle to any Department employee whose vehicle becomes unserviceable as a result of a chargeable traffic accident.
 - a. The denial of issuance of another vehicle shall be determined by a consensus of the employee's immediate supervisor, the area commander/division head,



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and a representative of the Albuquerque Police Officers' Association (APOA), if applicable.

- B. Department personnel shall complete the appropriate Pre-Inspection Form upon issuance of a vehicle.
- C. Operations Review Section personnel shall provide the Fleet Manager with current lineups, including vehicle assignments, upon completion of each bid or when there has been any change in assignment status.
- D. Window Tinting
 - 1. Department personnel who are issued Department vehicles that do not have window tint may submit a request to the Operations Review Section to have tint installed.
 - 2. The Operations Review Section Fleet Manager shall:
 - a. Ensure tint levels on authorized emergency vehicles adhere to ROA 1994, § 8-6-27; and
 - b. Ensure unmarked vehicles adhere to NMSA 1978, § 66-3-846.1.
- E. ISD personnel shall be exempt from the provisions in this subsection.

7 2-5-7 Vehicle Registration

- A. All Department personnel driving authorized emergency vehicles shall have the assigned government-issued plate properly affixed to their vehicle at all times.
 - 1. This does not apply to vehicles assigned to ISD.
 - 2. If the assigned government-issued license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report documenting that the plate has been lost.
 - a. A copy of the Uniform Incident Report shall be forwarded to the Operations Review Section Fleet Manager in order to obtain a new license plate.
 - b. The officer assigned to the vehicle shall enter the license plate into the National Crime Information Center (NCIC) database.
 - 3. Supervisors shall ensure the assigned government-issued plate is attached to the vehicle during the monthly inspection, in accordance with SOP Line Inspection Process.
- B. Unmarked Department-issued vehicles shall display the assigned government-issued license plates at all times.



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- C. A regular license plate may temporarily cover the assigned government-issued plate while conducting surveillance work; however, sworn personnel shall remove the plate at the end of that activity. The government-issued plate shall be attached to the vehicle at all times.
- D. Criminal Investigation Division (CID) unit sergeants shall:
 - 1. Assign a skip plate to each CID unit detective who conducts surveillance for surveillance purposes;
 - 2. Maintain the Skip License Plate Log of skip plates assigned to each CID unit detective;
 - 3. Give the Skip License Plate Log to their respective lieutenant;
 - 4. Forward the Skip License Plate Log to the Operations Review Section Fleet Manager for tracking purposes; and
 - 5. If the Skip License Plate Log changes, update the log and forward it through the proper channels.
- E. The Operations Review Section Fleet Manager shall conduct a monthly audit of skip plates to ensure the information is current.

7 2-5-8 Maintenance, Repairs, and Inspections

A. Maintenance

- 1. Department personnel shall:
 - a. Ensure scheduled preventative maintenance is performed on the vehicles;
 - b. For an unmarked vehicle, ensure the vehicle displays the assigned government-issued license plate when obtaining maintenance on the vehicle;
 - c. Ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance; and
 - i. Department personnel who fail to have the vehicle serviced within five hundred (500) miles and/or thirty (30) days of the scheduled preventative maintenance shall have their fuel privileges deactivated.
 - d. Change flats while on- or off-duty.
 - i. Repairs to the tire shall be made by the Department-authorized service facility when the tire is delivered to the garage.
- 2. During scheduled preventative maintenance, Pino Yard mechanics inspect vehicles. The Pino Yard mechanic, through the Service Writer, notifies the employee's supervisor of failure to comply with the preventative maintenance requirements in this SOP.



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3. Department personnel shall not remove the vehicle from the Pino Yard or storage area without authorization from the Pino Yard fleet supervisor or their designee.

B. Securing Department-Issued Property During Maintenance

1. Department personnel shall remove all Department-issued property from their Department-issued vehicle or motorcycle when the vehicle is left at the Pino Yard.
2. Department personnel shall be held responsible for the loss of any Department-issued property that is left unattended in the vehicle.

C. Vehicle Repairs

1. While on duty, Department personnel shall:
 - a. During regular hours, take the vehicle, along with the keys, to the service bay at the Pino Yard;
 - b. When a police vehicle breaks down or is in need of repair, take the vehicle to the Pino Yard if it is safe to drive;
 - c. Under no circumstances, park a vehicle requiring only minor repairs near the Law Enforcement Center or substations; or
 - d. If a repair cannot be completed immediately, leave the vehicle at the Pino Yard and go back into service.
2. Department personnel shall not be compensated for the time they spend waiting for their vehicle if they have it serviced while off-duty.
 - a. If it is after hours, Department personnel shall complete a repair work order giving a clear, comprehensive description of the problem.

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D. Vehicle Inspections

1. Supervisors shall formally inspect each of their employees' vehicles to ensure the vehicles are clean, scheduled preventative maintenance has been completed, and the equipment functions properly.
2. Supervisors of Department personnel who have an assigned vehicle shall conduct a formal monthly inspection of the vehicle.
3. The Operations Review Section Fleet Manager or their designee shall complete a formal vehicle inspection when the employee turns in a vehicle that will be reissued.

N/A 2-5-9

Accommodations for Sworn Personnel



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- A. Sworn personnel who require a reasonable accommodation for medical reasons or other physical limitations based on the Americans with Disabilities Act (ADA) shall contact the Department Safety Officer at (505) 850-4511, who shall coordinate with the City of Albuquerque Risk Management Division to approve or deny their request for an accommodation.
- B. Once the request for an accommodation is approved, the Safety Officer shall contact the Operations Review Section Fleet Manager.
- C. The Operations Review Section Fleet Manager shall approve the request based upon the availability of a police vehicle that fits the accommodation.

6 2-5-10 Take-Home Vehicle

- A. While on duty, sworn personnel shall:
 - 1. Be aware that the take-home vehicle is a privilege that is not to be abused;
 - 2. Be authorized to use their take-home vehicle for unofficial business at the discretion of the Chief of Police and consistent with the CBA;
 - 3. Be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take-home vehicle if they reside outside of the Albuquerque metropolitan area;
 - 4. Be in a non-restricted status (i.e., full duty) to be authorized to use a marked take-home vehicle;
 - a. Sworn personnel on restricted duty—including injury leave, administrative leave, administrative assignment, Family Medical Leave Act (FMLA), or any other status rendering them out of service—shall immediately notify the Operations Review Section Fleet Manager.
 - b. Sworn personnel who are on military leave for more than fifteen (15) days shall notify the Operations Review Section Fleet Manager.
 - 5. Be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.

N/A

- a. The City performs and pays for the maintenance of take-home vehicles issued to sworn personnel.

- B. While off-duty, sworn personnel shall:

- 1. Be permitted to use their take-home vehicle for unofficial business; and



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2. Ensure that all firearms are removed from the vehicle, including those that are secured in the vehicle's lock boxes and gun locks, unless the vehicle is parked inside of a secured structure, such as a private garage.

- a. Sworn personnel may be required to pay for any property that is stolen or lost, consistent with the current CBA.

C. Sworn personnel shall not:

1. Alter the body, general design, appearance, markings, mechanical or electrical system of their take-home vehicle;
2. Make any repairs, or have any repairs made to the vehicle other than those made at a City-authorized service garage;
3. Add equipment (i.e., headlight wig-wags, dash-mounted emergency lights, rear deck-mounted emergency lights, citizen band (CB) radios, or radio scanners), or other equipment to the vehicle without prior approval from the Operations Review Section Lieutenant;
4. Apply bumper stickers or ad/placard plates to the vehicle unless authorized by the Chief of Police;
5. Use oil, lubricant, or other liquid additives in the vehicle other than those supplied by City-authorized fueling depots; or
6. Install window tint without the expressed, written permission of the Operations Review Section Lieutenant.

D. While off-duty, sworn personnel shall not:

1. Permit an unauthorized person to drive the vehicle;
2. Park or use the vehicle to conduct business at a location where it may reflect unfavorably on the reputation of the Department;
3. Park or use the vehicle at establishments whose primary means of business is the sale of alcohol;
4. Use the vehicle for conveyance to and from non-Department-approved employment; or
5. Presume any special privileges with the vehicle.

E. Sanctions for Violating Take-Home Vehicle Privileges



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1. Sworn personnel shall be sanctioned for violating any part of the take-home vehicle provisions contained in the current CBA and shall be disciplined by the Department for policy violations pertaining to take-home vehicle privileges.
2. Sworn personnel shall review the provisions on discipline in the current CBA.

REDLINED



2-5 DEPARTMENT VEHICLES

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 2-1 Uniforms (Formerly 2-06)
- 3-20 Overtime, Compensatory Time, and Work Shift Designation (Formerly 1-11)
- 3-30 Line Inspection Process (Formerly 3-42)

B. Form(s)

- PD 3027 Skip License Plate Log
- PD 4417 Receipt and Agreement for a Permanently Assigned/Take Home Vehicle
- PD 4422 Fleet Management Car Pre-Inspection Form
- PD 4423 Fleet Management SUV Pre-Inspection Form
- PD 4424 Fleet Management Truck Pre-Inspection Form
- PD 4425 Fleet Management Van Pre-Inspection Form

C. Other Resource(s)

- Americans with Disabilities Act of 1990
- City of Albuquerque Administrative Instructions (AI) 4-1 through 4-15 Vehicles
- City of Albuquerque Personnel Rules and Regulations, § 2-15-1 City Operator Permit Policy
- Collective Bargaining Agreement (CBA) Between the City of Albuquerque and the Albuquerque Police Officers' Association
- NMSA 1978, § 66-3-846.1 Sun Screening Material on Windshields and Windows; Requirements; Violation; Penalty
- ROA 1994, § 8-6-27 Sunscreening Material on Windows

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

~~23-111 Department Vehicles Are Not Permitted to be Parked with the Engine Running at APD Buildings~~
None

2-5-1 Purpose

The purpose of this policy is to provide guidance regarding the assignment, maintenance, and operation of Department-issued vehicles.

2-5-2 Policy



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It is the policy of the Albuquerque Police Department (Department) to provide instructions for the issuance, safe operation, inspection, and maintenance of all Department-issued vehicles and to control the parking of vehicles at the Law Enforcement Center.

N/A 2-5-3 Definitions

None

2-5-4 General Procedures for Department-Issued Vehicles

6 A. Department personnel shall:

1. Possess a valid New Mexico driver's license and a valid City Operator's Permit to operate the vehicle;
2. Wear their seat belts when operating the vehicle, unless exempted by a supervisor, or when specific situations override safety considerations;
3. Operate their vehicle in a safe manner while on- and off-duty;
4. While operating their vehicle, be responsible when using the police radio;

- 7**
5. Exercise caution when operating their Mobile Digital Terminal (MDT) while driving;
 6. Be responsible for the appearance and cleanliness of the interior and exterior parts of the vehicle;
 7. Properly secure and park the vehicle to prevent damage to the vehicle and theft of its contents;

- 7**
8. Secure their vehicle when left unattended or when the vehicle is out of their sight or immediate control while on- and off-duty;
 9. When authorized to use a Department-issued gasoline credit card for vehicle fueling, only use regular-grade unleaded gasoline in Department-issued vehicles unless the vehicle manufacturer requires another fuel grade;
 - a. Department personnel shall not purchase any other item(s) with Department-issued gasoline credit cards.

10. Only use the following City of Albuquerque fueling stations:

- a. 1801 4th Street Northwest fueling station;
- b. South of the Animal Welfare Department on Lomas Boulevard (dog pound);
- c. Fleet Management Division Pino Yard;
- d. Daytona Transit Facility; and



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e. Only Aviation Division personnel who have clearance, may use Sunport and Double Eagle fueling stations.

11. Notify their chain of command when they receive any citation and shall either pay the fine or contest the violation through the issuing agency's process.

B. Department personnel are not permitted to leave their Department vehicle in a condition in which their engine remains running, while parked unoccupied at APD Department buildings (i.e., substations, Main, office buildings, and pumps).

1. Exceptions will be in incidents where an arrestee is being held; or
2. A Police Service Dog (PSD) is in a vehicle kennel.

7 C. When operating a Department-issued vehicle, sworn personnel shall:

1. When feasible, have their police radio on and tuned to the proper frequency for their location;
2. While on-call, carry all necessary equipment for a call-out;
3. Have in their possession a jacket or vest that clearly displays the Department insignia, their badge, identification card, handcuffs, body armor, radio, on-body recording device (OBRD), and firearm to effectively perform a police function;
4. When responding to a felony call with non-sworn personnel as passenger(s), except for approved ride-along, first drop off the passenger(s) at a convenient and safe location, then respond to the call consistent with Department Standard Operating Procedures (SOP);
5. When off-duty and choosing to respond to a Priority 1 call, advise the Emergency Communications Center (ECC) or log on to the call using their MDT;
6. While off-duty, be properly attired; and
 - a. Jeans, slacks, and shirts shall be considered appropriate attire. Cut-offs, tank-tops, and shorts, except those similar in style to the authorized duty shorts, shall be considered inappropriate. Authorized footwear are those with closed-toed shoes only.
7. When commuting to or from a fitness facility, be attired in appropriate fitness clothing. Sworn personnel shall have all necessary equipment to respond to emergencies or unforeseen situations.

7 D. If Department personnel are incapacitated or are unable to secure their Department-issued property or personal property while on-duty, the on-scene supervisor shall ensure the property is properly secured from their Department-issued vehicle.



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N/A

E. When responding to calls involving a felony while off-duty, sworn personnel may be required to secure the scene and preserve evidence to maintain continuity. In such cases, sworn personnel shall be compensated with overtime pay (~~refer to~~in accordance with SOP Overtime Compensatory Time and Work Shift Designation~~, for sanctions classifications and additional duties~~), and consistent with the current CBA.

7

F. Supervisors shall ensure that sworn personnel in an authorized emergency ~~a marked police~~ vehicle have the 311 bumper sticker or information attached to or printed on the rear of the vehicle's bumper, trunk lid, or hatch so that it is visible but does not obstruct other vehicle markings.

N/A

G. The Operations Review Section Fleet Manager or an Area Commander may assign a pool vehicle to Department personnel if it becomes necessary for a permanently assigned Department vehicle to be out of service for extended repairs.

1. The Operations Review Section Fleet Manager may assign pool vehicles, if available.
 - a. If there are no pool vehicles available at the City of Albuquerque Fleet Management Pino Yard, on a daily basis, the Operations Review Section Fleet Manager may assign a pool vehicle to sworn personnel from their assigned substation unless otherwise designated by the Area Commander.

7

H. Department personnel shall not:

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1. Operate a Department-issued vehicle within eight (8) hours after consuming any alcoholic beverages or while still under the influence of alcohol;

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2. Transport alcoholic beverages in any Department-issued vehicle outside the scope of their duty;
3. Make emergency code runs while the vehicle is occupied by non-sworn passengers, except for Department-approved ride-alongs;
4. Smoke, vape, or use smokeless tobacco products in Department-issued vehicles, consistent with AI Number 4-9;
5. Transport personally owned animals in Department-issued vehicles;
6. Have objects protruding from the trunk or window; or
7. While off-duty, use the Department-issued vehicle to carry heavy or excessive loads.

I. Vehicle upgrades shall be continually monitored and assessed by Operations Review Section staff.



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1. After three (3) years, the Operations Review Section staff will make an assessment and, based on Department seniority and vehicle availability, issue an upgraded vehicle.
2. Department personnel may refuse an upgrade, but they shall document this refusal through email correspondence with the Operation Review Section staff.
- J. The day_shift lieutenant of each area command shall maintain a sign-out log for Department-issued vehicles assigned to the area command.
- K. A Police Service Aide (PSA) or Transit Safety Officer (TSO) utilizing a Department-issued vehicle shall:
 1. Only use the emergency equipment while on the scene of a call for service.
 - 5 a. PSAs or TSOs shall not use the emergency equipment as a Code Response to a call for service (i.e., clearing intersections, exceeding the speed limit, or violating traffic control laws).
 2. Ensure the vehicle is clean, the scheduled preventative maintenance is completed, and the equipment functions properly.
- L. Specialized units shall maintain an updated log of Department-issued vehicles assigned to their personnel. They must provide these logs to the Operations Review Section upon request.

7 2-5-5 Parking Department-Issued Vehicles at the Law Enforcement Center

- A. Between 0700 hours and 1700 hours, parking shall be restricted to the Law Enforcement Center parking spots and the ramp area for assigned personnel only.
 1. Unassigned personnel shall not park in parking spaces that have been assigned to other personnel without explicit permission from the personnel who have been assigned the parking spot.
 2. If an unauthorized vehicle is parked in an assigned spot or blocking the entry or exit ramp, Operations Review Section personnel shall place a boot on the vehicle.
 - a. In order to have the boot removed, Department personnel shall meet with the Operations Review Section Lieutenant.
 - b. Department personnel shall submit an Interoffice Memorandum to explain why they parked in an unauthorized location.
- B. Department personnel shall not:



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1. Park Department-issued vehicles at the metered spaces near or around the Law Enforcement Center between 0800 hours and 1600 hours, Monday through Friday;
or
 - a. Department personnel who park at the metered spots shall lose their take-home car privileges.
 - b. Supervisors shall ensure police vehicles that have been withdrawn from the take-home vehicle plan as outlined in this SOP are parked at a police facility during the officer's off-duty hours.
2. Park along the street or ramps in such a way as to block the Law Enforcement Center entrance or exit ramps.
- C. Department personnel who have been issued an unmarked vehicle and who park at the Law Enforcement Center shall display their assigned government-issued license plate.
 1. This does not apply to vehicles assigned to the Investigative Services Division (ISD).

7 2-5-6 Issuance of Vehicles

- A. The Operations Review Section Fleet Manager or their designee shall:
 1. Issue vehicles to Department personnel;
 2. Have Department personnel sign a Receipt and Agreement for a Permanently Assigned/Take Home Vehicle Form every time they are assigned or reassigned a vehicle;
 3. When issued an authorized emergency ~~marked~~ police vehicle, ensure the vehicle numbers are placed on the front fenders, the top of the vehicle, and the trunk;
 - a. Sworn personnel shall not remove the numbers.
 - b. If a number comes off for any reason, sworn personnel shall take the vehicle to a City-authorized vendor to replace it.
 4. Receive vehicles on behalf of Department personnel who return their vehicles to the Department;
 5. Exchange vehicles; and
 6. Have the authority to deny the issuance of another vehicle to any Department employee whose vehicle becomes unserviceable as a result of a chargeable traffic accident.



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- a. The denial of issuance of another vehicle shall be determined by a consensus of the employee's immediate supervisor, the area commander/division head, and a representative of the Albuquerque Police Officers' Association (APOA), if applicable.
- B. Department personnel shall complete the appropriate Pre-Inspection Form upon issuance of a vehicle.
- C. Operations Review Section personnel shall provide the Fleet Manager with current lineups, including vehicle assignments, upon completion of each bid or when there has been any change in assignment status.
- D. Window Tinting
 1. Department personnel who are issued Department vehicles that do not have window tint may submit a request to the Operations Review Section to have tint installed.
 2. The Operations Review Section Fleet Manager shall:
 - a. Ensure tint levels on authorized emergencymarked vehicles adhere to ROA 1994, § 8-6-27; and
 - b. Ensure unmarked vehicles adhere to NMSA 1978, § 66-3-846.1.
- E. ISD personnel shall be exempt from the provisions in this subsection.

7 2-5-7 Vehicle Registration

- A. All Department personnel driving authorized emergencymarked vehicles shall have the assigned government-issued plate properly affixed to their vehicle at all times.
 1. This does not apply to vehicles assigned to ISD.
 2. If the assigned government-issued license plate cannot be located, the officer assigned to that vehicle shall complete a Uniform Incident Report documenting that the plate has been lost.
 - a. A copy of the Uniform Incident Report shall be forwarded to the Operations Review Section Fleet Manager in order to obtain a new license plate.
 - b. The officer assigned to the vehicle shall enter the license plate into the National Crime Information Center (NCIC) database.
 3. Supervisors shall ensure the assigned government-issued plate is attached to the vehicle during the monthly inspection, in accordance consistent with SOP Line Inspection Process.



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- B. Unmarked Department-issued vehicles shall display the assigned government-issued license plates at all times.
- C. A regular license plate may temporarily cover the assigned government-issued plate while conducting surveillance work; however, sworn personnel shall remove the plate at the end of that activity. The government-issued plate shall be attached to the vehicle at all times.
- D. Criminal Investigation Division (CID) unit sergeants shall:
 - 1. Assign a skip plate to each CID unit detective who conducts surveillance for surveillance purposes;
 - 2. Maintain the Skip License Plate Log of skip plates assigned to each CID unit detective;
 - 3. Give the Skip License Plate Log to their respective lieutenant;
 - 4. Forward the Skip License Plate Log to the Operations Review Section Fleet Manager for tracking purposes; and
 - 5. If the Skip License Plate Log changes, update the log and forward it through the proper channels.
- E. The Operations Review Section Fleet Manager shall conduct a monthly audit of skip plates to ensure the information is current.

7 2-5-8 Maintenance, Repairs, and Inspections

A. Maintenance

- 1. Department personnel shall:
 - a. Ensure scheduled preventative maintenance is performed on the vehicles;
 - b. For an unmarked vehicle, ensure the vehicle displays the assigned government-issued license plate when obtaining maintenance on the vehicle;
 - c. Ensure that a vehicle, if drivable, has a full tank of gasoline before taking the vehicle in for repair or preventative maintenance; and
 - i. Department personnel who fail to have the vehicle serviced within five - hundred (500) miles and/or thirty (30) days of the scheduled preventative maintenance shall have their fuel privileges deactivated.
 - d. Change flats while on- or off-duty.
 - i. Repairs to the tire shall be made by the Department-authorized service facility when the tire is delivered to the garage.



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2. During scheduled preventative maintenance, Pino Yard mechanics inspect vehicles. The Pino Yard mechanic, through the Service Writer, notifies ~~the~~^{an} employee's supervisor of failure to comply with the preventative maintenance requirements in this SOP.
3. Department personnel shall not remove the vehicle from the Pino Yard or storage area without authorization from the Pino Yard fleet supervisor or their designee.

B. Securing Department-Issued Property During Maintenance

1. Department personnel shall remove all Department-issued property from their Department-issued vehicle or motorcycle when the vehicle is left at the Pino Yard.
2. Department personnel shall be held responsible for the loss of any Department-issued property that is left unattended in the vehicle.

C. Vehicle Repairs

1. While on duty, Department personnel shall:
 - a. During regular hours, take the vehicle, along with the keys, to the service bay at the Pino Yard;
 - b. When a police vehicle breaks down or is in need of repair, take the vehicle to the Pino Yard if it is safe to drive;
 - c. Under no circumstances, park a vehicle requiring only minor repairs near the Law Enforcement Center or substations; ~~or~~^{and}
 - d. If a repair cannot be completed immediately, leave the vehicle at the Pino Yard and go back into service.
2. Department personnel shall not be compensated for the time they spend waiting for their vehicle if they have it serviced while off-duty.
 - a. If it is after hours, Department personnel shall complete a repair work order giving a clear, comprehensive description of the problem.

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D. Vehicle Inspections

1. Supervisors shall formally inspect each of their employees' vehicles to ensure the vehicles are clean, scheduled preventative maintenance has~~ve~~^{be} been completed, and the equipment functions properly.
2. Supervisors ~~of Department personnel~~^{of a PSAs} who have an assigned vehicle shall conduct a formal monthly inspection of the vehicle.
3. The Operations Review Section Fleet Manager or their designee shall complete a formal vehicle inspection when the employee turns in a vehicle that will be reissued.



N/A 2-5-9

Accommodations for Sworn Personnel

- A. Sworn personnel who require a reasonable accommodation for medical reasons or other physical limitations based on the Americans with Disabilities Act (ADA) shall contact the Department Safety Officer at (505) 850-4511, who shall coordinate with the City of Albuquerque Risk Management Division to approve or deny their request for an accommodation.
- B. Once the request for an accommodation is approved, the Safety Officer shall contact the Operations Review Section Fleet Manager.
- C. The Operations Review Section Fleet Manager shall approve the request based upon the availability of a police vehicle that fits the accommodation.

6 2-5-10

Take-Home Vehicle

- A. While on-duty, sworn personnel shall:
 - 1. Be aware that the take-home vehicle is a privilege that is not to be abused;
 - 2. Be authorized to use their take-home vehicle for unofficial business at the discretion of the Chief of Police and consistent with the CBA;
 - 3. Be allowed to travel for unofficial business to and from the Albuquerque metropolitan area in their assigned take-home vehicle if they reside outside of the Albuquerque metropolitan area;
 - 4. Be in a non-restricted status (i.e., full duty) to be authorized to use a marked take-home vehicle;
 - a. Sworn personnel ~~who are on restricted duty~~, including injury leave, administrative leave, administrative assignment, Family Medical Leave Act (FMLA), or any other status rendering them ~~otherwise not in an unrestricted duty capacity, and will be~~ out of service, shall immediately notify the Operations Review Section Fleet Manager.
 - b. Sworn personnel who are on military leave for more than fifteen (15) days shall notify the Operations Review Section Fleet Manager.
 - 5. Be fully responsible for ensuring that the general maintenance and proper care of the vehicle is performed.

N/A

- a. The City performs and pays for the maintenance of take-home vehicles issued to sworn personnel.

- B. While off-duty, sworn personnel shall:



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1. Be permitted to use their take-home vehicle for unofficial business; and
2. Ensure that all firearms are removed from the vehicle, including those that are secured in the vehicle's lock boxes and gun locks, unless the vehicle is parked inside of a secured structure, such as a private garage.
 - a. Sworn personnel may be required to pay for any property that is stolen or lost, consistent with the current CBA.

C. Sworn personnel shall not:

1. Alter the body, general design, appearance, markings, mechanical or electrical system of their take-home vehicle;
2. Make any repairs, or have any repairs made to the vehicle other than those made at a City-authorized service garage;
3. Add equipment (i.e., headlight wig-wags, dash-mounted emergency lights, rear deck-mounted emergency lights, citizen band (CB) radios, or radio scanners), or other equipment to the vehicle without prior approval from the Operations Review Section Lieutenant;
4. Apply bumper stickers or ad/placard plates to the vehicle unless authorized by the Chief of Police;
5. Use oil, lubricant, or other liquid additives in the vehicle other than those supplied by City-authorized fueling depots; or
6. Install window tint without the expressed, written permission of the Operations Review Section Lieutenant.

D. While off-duty, sworn personnel shall not:

1. Permit an unauthorized person to drive the vehicle;
2. Park or use the vehicle to conduct business at a location where it may reflect unfavorably on the reputation of the Department;
3. Park or use the vehicle at establishments whose primary means of business is the sale of alcohol;
4. Use the vehicle for conveyance to and from non-Department-approved employment; or
5. Presume any special privileges with the vehicle.

E. Sanctions for Violating Take-Home Vehicle Privileges



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1. Sworn personnel shall be sanctioned for violating any part of the take-home vehicle provisions contained in the current CBA and shall be disciplined by the Department for policy violations pertaining to take-home vehicle privileges.
2. Sworn personnel shall review the provisions on discipline in the current CBA.

REDLINED



2-28 FLOOD CONTROL CHANNEL ACTION PLAN

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-28-1 Purpose

The purpose of this policy is to provide an action plan for Albuquerque Police Department (Department) personnel in the event of a verified victim within the flood control channels and arroyos of Albuquerque. The policy requires Department personnel to expedite rescue services to any victim(s) within the flood control channels and arroyos.

2-28-2 Policy

It is the policy of the Department to establish an action plan for Department personnel to identify victims trapped in flood control channels and arroyos, and for the Emergency Communications Center (ECC) to coordinate communications with Albuquerque Fire Rescue (AFR) in order to expedite rescue resources for victims through a unified response.

N/A 2-28-3 Definitions

None

7 2-28-4 Rules and Procedures

A. Responsibilities

1. ECC Personnel Responsibilities:



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- a. ECC Control shall contact the AFR Alarm Room to initiate the Flood Control Channel Action Plan at the first indication of a drowning victim in a flood control channel or an arroyo.
 - b. An ECC Dispatcher shall dispatch Department personnel to the spotter/prearranged checkpoints.
 - c. ECC personnel shall secure the frequency to coordinate the rescue between personnel involved in the incident.
2. Department personnel who respond to the incident shall:
- a. Confirm whether the victim is trapped in a flood control channel or arroyo based on high water levels;
 - b. Act as spotters of the victim's location and direction of travel in the flood control channel or arroyo, and shall relay this information to the ECC and/or their supervisor; and
 - c. Keep community members observing the incident away from the flood control channel or arroyo, and stop them from attempting an unauthorized rescue.
- 6 3. Department personnel who respond to the incident shall not enter the flood control channel or arroyo to initiate a water rescue of the victim.
4. If available, a supervisor shall respond to the AFR prearranged command post location for the purpose of relaying radio information from AFR to Department personnel.

N/A

B. Flood Control Action Plan Foothills, Northeast, Southeast, and/or University Area Command Spotter/Prearranged Check Point Deployment Locations

1. Embudo Channel/Main Channel Plan
 - a. Foothills area command spotter/checkpoint location:
 - i. Embudo Channel/Eubank Blvd NE.
 - b. Northeast area spotter/ checkpoint locations:
 - i. Embudo Channel/Moon St NE;
 - ii. Embudo Channel/Wyoming Blvd NE; and
 - iii. Embudo Channel/Pennsylvania St NE.
 - c. Southeast area command spotter/checkpoint locations:
 - i. Main Channel (I-40)/Louisiana Blvd NE (overpass);
 - ii. Main Channel (I-40)/San Pedro Dr NE; and
 - iii. Main Channel (I-40)/San Mateo Blvd NE (overpass).
 - d. University area commander spotter/checkpoint locations:
 - i. Main Channel (I-40)/Washington St NE (overpass); and
 - ii. Main Channel (I-40)/Carlisle Blvd NE (overpass).
2. Hahn Channel Plan
 - a. Northeast area command spotter/checkpoint locations:



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- i. North Hahn Channel/San Pedro Dr NE;
- ii. Hahn Channel/San Pedro Dr NE;
- iii. Hahn Channel/San Mateo Blvd NE;
- iv. Hahn Channel/Monroe St NE;
- v. Hahn Channel/Washington St NE;
- vi. Hahn Channel/Morningside S NE; and
- vii. Hahn Channel/Carlisle Blvd NE.

N/A

C. Northeast, Foothills, and/or Southeast Supervisor Deployment Locations

1. Embudo/Main Channel Plan

- a. Embudo Channel/Snow Park (9501 Indian School Blvd NE).
- b. North Diversion Main Channel/Menaul Blvd NE.

2. Hahn Channel Plan

- a. Hahn Channel at Montgomery Park on Comanche Blvd NE.



2-28 FLOOD CONTROL CHANNEL ACTION PLAN

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-28-1 Purpose

The purpose of this policy is to provide an action plan for Albuquerque Police Department (Department) personnel in the event of a verified victim within the flood control channels and arroyos of Albuquerque. The policy requires Department personnel to expedite rescue services to any victim(s) within the flood control channels and arroyos.

2-28-2 Policy

It is the policy of the Department to establish an action plan for Department personnel to identify victims trapped in flood control channels and arroyos, and for the Emergency Communications Center (ECC) to coordinate communications with Albuquerque Fire Rescue (AFR) in order to expedite rescue resources for victims through a unified response.

N/A 2-28-3 Definitions

None

7 2-28-4 Rules and Procedures

A. Responsibilities

~~4.~~—ECC Personnel Responsibilities:



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1.

- a. ECC Control shall contact the AFR Alarm Room to initiate the Flood Control Channel Action Plan at the first indication of a drowning victim in a flood control channel or an arroyo.
- b. An ECC Dispatcher shall dispatch Department personnel to the spotter/prearranged checkpoints.
- c. ECC personnel shall secure the frequency to coordinate the rescue between personnel involved in the incident.

2. Department personnel who respond to the incident shall:

- a. Confirm whether the victim is trapped in a flood control channel or arroyo based on high water levels;
- b. Act as spotters of the victim's location and direction of travel in the flood control channel or arroyo, and shall relay this information to the ECC and/or their supervisor; and
- c. Keep community members observing the incident away from the flood control channel or arroyo, and stop them from attempting an unauthorized rescue.

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3. Department personnel who respond to the incident shall not enter the flood control channel or arroyo to initiate a water rescue of the victim.

4. If available, a supervisor shall respond to the AFR prearranged command post location for the purpose of relaying radio information from AFR to Department personnel.

N/A

B. Flood Control Action Plan Foothills, Northeast, Southeast, and/or University Area Command Spotter/Prearranged Check Point Deployment Locations

1. Embudo Channel/Main Channel Plan

- a. Foothills area command spotter/checkpoint location:
 - i. Embudo Channel/Eubank Blvd NE.
- b. Northeast area spotter/ checkpoint locations:
 - i. Embudo Channel/Moon St NE;
 - ii. Embudo Channel/Wyoming Blvd NE; and
 - iii. Embudo Channel/Pennsylvania St NE.
- c. Southeast area command spotter/checkpoint locations:
 - i. Main Channel (I-40)/Louisiana Blvd NE (overpass);
 - ii. Main Channel (I-40)/San Pedro Dr NE; and
 - iii. Main Channel (I-40)/San Mateo Blvd NE (overpass).
- d. University area commander spotter/checkpoint locations:
 - i. Main Channel (I-40)/Washington St NE (overpass); and
 - ii. Main Channel (I-40)/Carlisle Blvd NE (overpass).

2. Hahn Channel Plan



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- a. Northeast area command spotter/checkpoint locations:
 - i. North Hahn Channel/San Pedro Dr NE;
 - ii. Hahn Channel/San Pedro Dr NE;
 - iii. Hahn Channel/San Mateo Blvd NE;
 - iv. Hahn Channel/Monroe St NE;
 - v. Hahn Channel/Washington St NE;
 - vi. Hahn Channel/Morningside S NE; and
 - vii. Hahn Channel/Carlisle Blvd NE.

N/A C. Northeast, Foothills, and/or Southeast Supervisor Deployment Locations

1. Embudo/Main Channel Plan

- a. Embudo Channel/Snow Park (9501 Indian School Blvd NE).
- b. North Diversion Main Channel/Menaul Blvd NE.

2. Hahn Channel Plan

- a. Hahn Channel at Montgomery Park on Comanche Blvd NE.



2-13 STARCHASE PURSUIT MANAGEMENT SYSTEM

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

A. Related SOP(s)

- 2-6 Use of Emergency Warning Equipment (Formerly 2-56)
- 2-45 Pursuit by Motor Vehicle (Formerly 2-55)

B. Form(s)

None

C. Other Resources

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

SO 25-55 Amendments to SOP 2-13 StarChase Pursuit Management System

2-13-1 Purpose

The purpose of this policy is to outline the procedures, requirements, and expectations for activating the StarChase Pursuit Management System.

2-13-2 Policy

It is the policy of the Albuquerque Police Department (Department) to activate the StarChase Pursuit Management System when sworn personnel are engaged in an authorized motor vehicle pursuit, or when sworn personnel have reasonable suspicion to believe that an individual(s) has committed a crime and there is an articulable basis to believe the vehicle has fled or is likely to flee the scene of a lawful traffic stop.

N/A 2-13-3 Definitions

A. Code 3 Response

A response with full emergency equipment in operation. Calls that require a Code 3 response are life-threatening in nature or meet any other criteria for emergency response.

B. Motor Vehicle Pursuit



An authorized and deliberate attempt by a law enforcement officer operating an authorized Department-issued emergency vehicle, with engaged authorized emergency warning equipment, to apprehend an occupant of a motor vehicle, the driver of which is actively attempting to avoid apprehension by exceeding the speed limit, refusing to stop, disobeying traffic laws, or otherwise attempting to flee from the officer through evasive driving maneuvers.

C. StarChase Pursuit Management System

An apparatus that trained sworn personnel use in a Department-issued police vehicle equipped with a vehicle-mounted StarChase Pursuit Management System GPS launcher (StarChase GPS launcher), which is used to remotely attach a StarChase GPS tracker to an individual's vehicle.

D. StarChase Pursuit Management System Activation

When trained sworn personnel use the StarChase Pursuit Management System's air pressure system to deploy and attach a StarChase GPS tracker onto an individual's vehicle. Once the StarChase GPS tracker is attached to an individual's vehicle, Department personnel may track the vehicle's location using a computer with Internet access.

6 2-13-4 Pre-Activation Procedures

A. Sworn Personnel Responsibilities

1. Sworn personnel who are trained on the proper use of the StarChase Pursuit Management System and who have a StarChase-equipped police vehicle shall be authorized to activate the system only for legitimate law enforcement purposes, when:
 - a. Sworn personnel are engaged in an authorized motor vehicle pursuit; or
 - b. Sworn personnel have probable cause to believe an individual(s) has committed a crime and there is an articulable basis to believe the vehicle is likely to flee the scene of a lawful traffic stop.
2. The officer shall be authorized to make the final decision to activate the StarChase Pursuit Management System. Before activating the StarChase Pursuit Management System, the officer shall consider:
 - a. Whether the officer can safely maneuver close enough to the individual's vehicle to come within targeting range;
 - b. Whether the officer can safely pass any other emergency vehicles involved in the motor vehicle pursuit;
 - c. Whether other circumstances would indicate that the StarChase GPS tracker would be ineffective; and



- d. The safety of the community, sworn personnel, and the individuals in the target vehicle.

3. Sworn personnel may:

N/A

- a. Respond Code 3 to join a motor vehicle pursuit to potentially deploy the StarChase GPS tracker with approval from a supervisor in accordance with SOP Use of Emergency Warning Equipment when they have a Department-issued police vehicle equipped with the StarChase GPS launcher.
 - i. The officer may deploy the StarChase GPS launcher without prior authorization from a supervisor if there is probable cause to believe the individual(s) have committed a felony crime.

4. Sworn personnel shall ensure their on-body recording device (OBRD) is activated in accordance with SOP Use of On-Body Recording Devices.

6 2-13-5 Procedures during Activation

A. Involved Sworn Personnel Responsibilities

1. Once StarChase has been activated, the involved officer shall:
 - a. Announce the activation over a Talk Group that is monitored by a Real Time Crime Center (RTCC) Bridge Personnel or an Emergency Communications Center (ECC) Dispatcher;
 - b. Give a description of the vehicle;
 - c. Provide an approximate description of the involved individual(s);
 - d. When the individual flees in their vehicle, adhere to the procedures outlined in SOP Pursuit by Motor Vehicle; and
 - e. Ensure the ECC dispatcher assumes responsibility if any emergency traffic occurs.

2. Involved sworn personnel shall disengage their emergency equipment and immediately stop pursuing the individual in cases when:
 - a. Sworn personnel have deployed a StarChase GPS tracker, and it has been attached to the pursued individual's vehicle;
 - b. The pursued individual has fled after sworn personnel have used emergency equipment to engage them; and
 - c. A motor vehicle pursuit would be otherwise prohibited under the Department's Standard Operating Procedure (SOP) Pursuit by Motor Vehicle.
3. Sworn personnel shall notify the ECC Dispatcher upon deployment of the StarChase GPS tracker.



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N/A

- a. Involved sworn personnel who are on the dispatched Talk Group shall remain on the primary channel and shall not switch channels when the individual moves to another area command(s).
- b. If the deployment occurred on a non-dispatch Talk Group, involved sworn personnel shall switch to a dispatch-monitored Talk Group as quickly and safely as possible.
- c. If RTCC or ECC reports they are unable to track the StarChase GPS tracker, the involved officer may attempt to deploy a second StarChase GPS tracker when it is safe to do so and in accordance with SOP Pursuit by Motor Vehicle.
- d. Sworn personnel in an authorized emergency vehicle shall stay in the vicinity and shall be available to establish a perimeter around the area should the individual attempt to flee on foot.

4. Involved sworn personnel shall not:

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- a. Preemptively activate the StarChase Pursuit Management System on an unoccupied vehicle that is not stolen or currently being used in the commission of a crime, nor activate the system outside of official police duties, nor to track an individual's movements in which that individual is not the suspect of a crime;
- b. Attempt to track a StarChase activation or access the StarChase monitor while driving;
- c. Deploy the StarChase GPS tracker when they have an individual in custody in their vehicle; or
- d. Deploy the StarChase GPS tracker on two-wheel and/or three-wheeled vehicles.

B. Supervisor Responsibilities

1. A supervisor may direct involved sworn personnel to assume the lead position in a motor vehicle pursuit to deploy the StarChase GPS tracker.
2. The on-duty supervisor of the involved officer who deployed the StarChase GPS tracker shall be in command of the activation.
 - a. If the on-duty supervisor is unavailable, the next available on-duty supervisor shall take command of the activation.

C. RTCC Bridge Personnel/ECC Dispatcher Responsibilities

1. Once the StarChase GPS tracker has been deployed and is attached to the individual's vehicle, the RTCC Bridge Personnel/ECC Supervisor shall:
 - a. Track and monitor the individual's vehicle;
 - b. Advise all Talk Groups that the StarChase GPS tracker has been deployed;
 - c. Advise involved sworn personnel if the StarChase GPS tracker is trackable; and
 - d. Continually inform and update the on-duty supervisor on the status and progression of the activation.



7 2-13-6 Post-Activation Procedures

- A. Following a StarChase Pursuit Management System activation, the involved officer shall submit a Uniform Incident Report and forward it to Operations Review Section (OPS) personnel detailing:
 - 1. The number of StarChase GPS trackers deployed as a result of the activation;
 - 2. Whether or not the individual was apprehended; and
 - 3. Whether a vehicle or property was recovered, including a dollar amount.
- B. The involved officer shall list the individual's information, if known, and shall list the recovered property as a result of the StarChase activation.
 - 1. The involved officer shall email StarChase at support@starchase.com for tracking purposes.
 - a. The email shall include the tracker activation results, the StarChase GPS tracker serial number, and whether the StarChase GPS tracker was successful.
- C. Supervisors shall ensure any StarChase GPS tracker deployment is appropriately documented in a Uniform Incident Report.



2-13 STARCHASE PURSUIT MANAGEMENT SYSTEM

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

A. Related SOP(s)

- 2-6 Use of Emergency Warning Equipment (Formerly 2-56)
- 2-45 Pursuit by Motor Vehicle (Formerly 2-55)

B. Form(s)

None

C. Other Resources

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

SO 25-55 Amendments to SOP 2-13 StarChase Pursuit Management System
None

2-13-1 Purpose

The purpose of this policy is to outline the procedures, requirements, and expectations for activating the StarChase Pursuit Management System.

2-13-2 Policy

It is the policy of the Albuquerque Police Department (Department) to activate the StarChase Pursuit Management System when sworn personnel are engaged in an authorized motor vehicle pursuit, or when sworn personnel have ~~probable cause~~ reasonable suspicion to believe that ~~the an~~ individual(s) has committed a crime and there is an articulable basis to believe the vehicle has fled or is likely ~~felony crime, when an individual attempts~~ to flee the scene of a lawful traffic stop.

N/A 2-13-3 Definitions

A. Code 3 Response

A Response with full emergency equipment in operation. Calls that require a Code 3 response are life-threatening in nature or meet any other criteria for emergency response.



B. Motor Vehicle Pursuit

An authorized and deliberate attempt by a law enforcement officer operating an authorized Department-issued emergency vehicle, with engaged authorized emergency warning equipment, to apprehend an occupant of a motor vehicle, the driver of which is actively attempting to avoid apprehension by exceeding the speed limit, refusing to stop, disobeying traffic laws, or otherwise attempting to flee from the officer through evasive driving maneuvers.

C. StarChase Pursuit Management System

An apparatus that trained sworn personnel use in a Department-issued police vehicle equipped with a vehicle-mounted StarChase Pursuit Management System GPS launcher (StarChase GPS launcher), which is used to remotely attach a StarChase GPS tracker to an individual's vehicle.

D. StarChase Pursuit Management System Activation

When trained sworn personnel use the StarChase Pursuit Management System's air pressure system to deploy and attach a StarChase GPS tracker onto an individual's vehicle. Once the StarChase GPS tracker is attached to an individual's vehicle, Department personnel may track the vehicle's location using a computer with Internet access.

6 2-13-4 Pre-Activation Procedures

A. Sworn Personnel Responsibilities

1. Sworn personnel who are trained on the proper use of the StarChase Pursuit Management System and who have a StarChase-equipped police vehicle shall be authorized to activate the system only for legitimate law enforcement purposes, when: ~~personnel who are trained on the proper use of the StarChase Pursuit Management System and who have a StarChase-equipped police vehicle shall be authorized to activate the system only for legitimate law enforcement purposes, such as, but not limited to,~~

a. Sworn personnel are engaged in an individual who is wanted in connection to a known felony crime or are engaged in an authorized motor vehicle pursuit; or a vehicle that would be subject to a lawful traffic stop, and/or attempting to flee the scene of a lawful traffic stop where there is

1. Sworn personnel have probable cause to believe an individual(s) has committed a crime and there is an articulable basis to believe the vehicle is likely to flee the scene of a lawful traffic stop. ~~probable cause to believe a crime has or is being committed.~~

b.



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2. The officer shall be authorized to make the final decision to activate the StarChase Pursuit Management System. Before activating the StarChase Pursuit Management System, the officer shall consider:

- a. Whether the officer can safely maneuver close enough to the individual's vehicle to come within targeting range;
- b. Whether the officer can safely pass any other emergency vehicles involved in the motor vehicle pursuit;
- c. Whether other circumstances would indicate that the StarChase GPS tracker would be ineffective; and
- d. The safety of the community, sworn personnel, and the individuals in the target vehicle.

3. Sworn personnel may:

N/A

- a. Respond Code 3 to join a motor vehicle pursuit to potentially deploy the StarChase GPS tracker with approval from a supervisor in accordance with ~~(refer to SOP Use of Emergency Warning Equipment for sanction classifications and additional duties)~~ when they have a Department-issued police vehicle equipped with the StarChase GPS launcher.
 - i. The officer may deploy the StarChase GPS launcher without prior authorization from a supervisor if there is probable cause to believe the individual(s) have committed a felony crime.

4. Sworn personnel shall ensure their on-body recording device (-OBRD) is activated in accordance with SOP Use of On-Body Recording Devices.

6 2-13-5 Procedures during Activation

A. Involved Sworn Personnel Responsibilities

1. Once StarChase has been activated, the involved officer shall:

- a. Announce the activation over a Talk Group that is monitored by a Real Time Crime Center (RTCC) Bridge Personnel or an Emergency Communications Center (ECC) Dispatcher;
~~Ensure their OBRD is activated in accordance with SOP Use of On-Body Recording Devices;~~
- b. Give a description of the vehicle;
- c. Provide an approximate description of the involved individual(s);
- d. When the individual flees in their vehicle, When the individual flees in their vehicle, aaAdhere to the procedures outlined in SOP Pursuit by Motor Vehicle ~~when the individual flees in their vehicle~~; and
- e. Ensure tThe ECC dispatcher will assumes responsibility if any emergency traffic occurs. When it is safe to do so, Remove the StarChase GPS tracker when it is safe to do so at the termination point of a motor vehicle pursuit, or when the individual is apprehended.



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2. Involved sworn personnel shall disengage their emergency equipment and immediately stop pursuing the individual in cases when:

- a. Sworn personnel have deployed a StarChase GPS tracker, and it has been attached to the pursued individual's vehicle;
- b. The pursued individual has fled after sworn personnel have used emergency equipment to engage them; and
- 2-c. A motor vehicle pursuit would be otherwise prohibited under the Department's Standard Operating Procedure (SOP) Pursuit by Motor Vehicle.

3. Sworn personnel shall notify the ECC Dispatcher upon deployment of the StarChase GPS tracker.

- a. Involved sworn personnel who are on the dispatched Talk Group shall remain on the primary channel and shall not switch channels when the individual moves to another area command(s).
- b. If the deployment occurred on a non-dispatch Talk Group, involved sworn personnel shall switch to a dispatch-monitored Talk Group as quickly and safely as possible.
- c. If RTCC or ECC reports they are unable to track the StarChase GPS tracker, the involved officer may attempt to deploy a second StarChase GPS tracker when it is safe to do so and in accordance with SOP Pursuit by Motor Vehicle.
- d. Sworn personnel in an authorized emergency vehicle marked unit shall stay in the vicinity and shall be available to establish a perimeter around the area should the individual attempt to flee on foot.

N/A

4. Involved sworn personnel shall not:

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- a. Preemptively activate the StarChase Pursuit Management System on an unoccupied vehicle that is not stolen or currently being used in the commission of a crime, nor activate the system outside of official police duties, nor to track an individual's movements in which that individual is not the suspect of a crime;
- b. Attempt to track a StarChase activation or access the StarChase monitor while driving;
- c. Deploy the StarChase GPS tracker when they have an individual in custody in their vehicle; or
- d. Deploy the StarChase GPS tracker on two-wheel and/or three-wheeled vehicles.

B. Supervisor Responsibilities

- 1. A supervisor may direct involved sworn personnel to assume the lead position in a motor vehicle pursuit to deploy the StarChase GPS tracker.



2. The on-duty supervisor of the involved officer who deployed the StarChase GPS tracker shall be in command of the activation.

a. If the on-duty supervisor is unavailable, the next available on-duty supervisor shall take command of the activation.

C. RTCC Bridge Personnel/ECC Dispatcher Responsibilities

1. Once the StarChase GPS tracker has been deployed and is attached to the individual's vehicle, the RTCC Bridge Personnel/~~the ECC Dispatcher~~ Supervisor shall:

a. Track and monitor the individual's vehicle;

~~— A supervisor may also track and monitor the individual's vehicle.~~

~~e.~~ b. Advise all Talk Groups that the StarChase GPS tracker has been deployed;

~~d.~~ c. Advise involved sworn personnel if the StarChase GPS tracker is trackable; and

~~e.~~ d. Continually inform and update the on-duty supervisor on the status and progression of the activation.

7 2-13-6 Post-Activation Procedures

A. Following a StarChase Pursuit Management System activation, the involved officer shall submit a Uniform Incident Report and forward it to Operations Review Section (OPS) personnel detailing:

1. ~~T~~the number of StarChase GPS trackers deployed as ~~the~~ a result of the activation;

2. ~~W~~whether or not the individual was apprehended; and

~~A.~~ 3. ~~W~~whether a vehicle or property was recovered, including a dollar amount.

~~4.~~ B. The involved officer shall list the individual's information, if known, and shall list the recovered property as a result of the StarChase activation.

~~a.~~ 1. The involved officer shall email StarChase at support@starchase.com for tracking purposes.

~~i.~~ a. The email shall ~~include~~ include the tracker activation results, the StarChase GPS tracker serial number, and whether the StarChase GPS tracker was successful.

~~2.~~ C. Supervisors shall ensure any StarChase GPS tracker deployment is appropriately documented in a Uniform Incident Report.



2-30 EMERGENCY COMMAND POST (ECP)

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-30-1 Purpose

The purpose of this policy is to establish procedures for the Albuquerque Police Department's (Department) use of the Emergency Command Post (ECP).

2-30-2 Policy

It is the policy of the Department to maintain an ECP that can be deployed to the scene of homicide call-outs and community events.

N/A 2-30-3 Definitions

A. Emergency Command Post

A Department-owned vehicle deployed during homicide call-outs and community events that serves as a communication hub between Department executive staff, command staff, and personnel in the field.



7 2-30-4 Procedures

A. On-Call ECP Roster

Operations Review Section personnel shall provide a current on-call roster to the Emergency Communications Center (ECC) for the delivery of the ECP when requested.

B. ECP Deployment

1. A Department supervisor may request deployment of the ECP for an emergency, homicide call-out, or where a remote command or communication center is needed.
 - a. The requesting supervisor shall contact the ECC for deployment of the ECP.
 - b. When requested, the ECC shall contact the on-call ECP Officer to deliver the ECP to the requested location.
 - c. The on-call ECP Officer responsible for delivering the ECP shall respond to the requested location within two (2) hours of notification.
 - d. The on-call ECP Officer shall turn over the ECP to the requesting supervisor, who shall assume responsibility for the ECP.
 - e. The on-call ECP Officer shall remain on-scene with the ECP to facilitate any potential issues with the operation of the ECP and to assist the requesting supervisor as required.
 - f. When the ECP is no longer needed, the on-call ECP Officer shall promptly return the ECP to the designated substation.

C. ECP Maintenance

1. The ECP Officer shall:
 - a. Ensure the interior is clean and orderly when returned to the substation after each deployment; and
 - b. Report defects, damages, or missing items to Operations Review Section personnel.
2. Operations Review Section personnel shall:
 - a. Be responsible for the general maintenance of the ECP;
 - b. Inspect the ECP to ensure it is in proper condition; and
 - c. Note and report to the Operations Review Section Lieutenant if issues are found.
3. The Operations Review Section Lieutenant shall ensure appropriate maintenance is conducted and repairs are made.



2-30 EMERGENCY COMMAND POST (ECP)

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

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-30-1 Purpose

The purpose of this policy is to establish procedures for the Albuquerque Police Department's (Department) use of the Emergency Command Post (ECP).

2-30-2 Policy

It is the policy of the Department to maintain an ECP that can be deployed to the scene of homicide call-outs, ~~serious crimes call-outs~~, and community events.

N/A 2-30-3 Definitions

A. Emergency Command Post

A Department-owned vehicle deployed during homicide call-outs, ~~serious crimes call-outs~~, and community events that serves as a communication hub between Department executive staff, command staff, and personnel in the field.



7 2-30-4 Procedures

A. On-Call ECP Roster

Operations Review Section personnel shall provide a current on-call roster to the Emergency Communications Center (ECC) for the delivery of the ECP when requested.

B. ECP Deployment

1. A Department supervisor may request deployment of the ECP for an emergency, homicide call-out, ~~or serious crimes call-out~~ where a remote command or communication center is needed.
 - a. The requesting supervisor shall contact the ECC for deployment of the ECP.
 - b. When requested, the ECC shall contact the on-call ECP Officer to deliver the ECP to the requested location.
 - c. The on-call ECP Officer responsible for delivering the ECP shall respond to the requested location within two (2) hours of notification.
 - d. The on-call ECP Officer shall turn over the ECP to the requesting supervisor, who shall assume responsibility for the ECP.
 - e. The on-call ECP Officer shall remain on-scene with the ECP to facilitate any potential issues with the operation of the ECP and to assist the requesting supervisor as required.
 - f. When the ECP is no longer needed, the on-call ECP Officer shall promptly return the ECP to the designated substation.

C. ECP Maintenance

1. The ECP Officer shall:
 - a. Ensure the interior is clean and orderly when returned to the substation after each deployment; and
 - b. Report defects, damages, or missing items to Operations Review Section personnel.
2. Operations Review Section personnel shall:
 - a. Be responsible for the general maintenance of the ECP;
 - b. Inspect the ECP to ensure it is in proper condition; and
 - c. Note and report to the Operations Review Section Lieutenant if issues are found.
3. The Operations Review Section Lieutenant shall ensure appropriate maintenance is conducted and repairs are made.



2-35 EMERGENCY RESPONSE TEAM (ERT)

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

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 3-05 and 5-8)
- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-16 Reports (Formerly 1-05)
- 2-23 Use of K-9 Unit (Formerly 2-45)
- 2-39 Field Services Bureau Response to Demonstrations, Incidents, and Events (Formerly 4-21)
- 2-52 Use of Force: General (Formerly Use of Force (Deadly Force, Non Deadly Force, Less Lethal Force) (Formerly 3-45)
- 2-53 Use of Force: Definitions (Formerly Electronic Control Weapon (ECW))
- 2-54 Intermediate Weapon Systems (Formerly Use of Force Reporting and Supervisory Force Investigation Requirements)
- 2-55 Use of Force: De-escalation (Formerly Use of Force Appendix)
- 2-56 Use of Force: Reporting by Department Personnel
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)
- 3-11 Command Staff Responsibilities (Formerly 3-02 and 3-2)
- 3-31 Physical Fitness Assessment (Formerly 3-83)

B. Form(s)

Criminal Complaint
PD 3111 Emergency Response Team Event/Incident Action Plan
PD 3112 Emergency Response Team After-Action Report (AAR)
PD 3114 Multi-Agency Review and Assessment
PD 3115 Multi-Agency ERT SOP Assessment

C. Other Resource(s)

NMSA 1978, § 30-20-3 Unlawful Assembly
ROA 1994, § 2-9-1-1 Definitions
ROA 1994, §§ 7-3-1 to 7-3-99 Albuquerque Free Expression and Parade Ordinance (AFEPO)
U.S. Const. amend. I.
U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA), Center for Domestic Preparedness Field Force Operations PER-200

D. Active Special Order(s)

None



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2-35 (Formerly 2-29)

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E. Rescinded Special Order(s)

SO 23-110 Amendment to SOP 2-35 Emergency Response Team (ERT)

2-35-1 Purpose

The purpose of this policy is to establish the roles and responsibilities of the Albuquerque Police Department (Department) Emergency Response Team (ERT) for pre-planning, activation, deployment, and post-deployment to events, incidents, demonstrations, and civil disturbances. The ERT may be deployed for dignitary protection activities and critical incidents that require scene security and other situations for which Field Services Bureau (FSB) personnel need additional assistance.

2-35-2 Policy

It is the policy of the Department for ERT sworn personnel to act as a mobile field force in response to requests for deployment to demonstrations and civil disturbances. Furthermore, it is the policy of the Department to prohibit the use of Police Service Dogs (PSD) for crowd control, consistent with SOP Use of K-9 Unit.

N/A 2-35-3 Definitions

A. Civil Disturbance

A gathering that constitutes a breach of the peace or any assembly of persons where there is an imminent or probable threat of violence, destruction of property, or other unlawful acts. Such a gathering may also be deemed a riot or unlawful assembly, occurring beyond the permissive scope of a City ordinance, such as the Albuquerque Free Expression Ordinance Ord. 35-2005 § 7-3-1, or other state or federal law.

B. Civil Emergency

An incident that is declared by the mayor as defined by Albuquerque City Ordinance § 2-9-1-1. A civil emergency, as defined, may include, but is not limited to, an unlawful assembly, riot, or natural disaster.

C. Critical Incident

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

D. Crowd Control

Techniques used to address civil disturbances to include the deployment of crowd dispersal equipment, tactics, and preparations for multiple arrests. Sworn personnel



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2-35 (Formerly 2-29)

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shall be prohibited from using Police Service Dogs (PSD) for crowd control, consistent with SOP Use of K-9 Unit.

E. Crowd Management

Techniques used to manage demonstrations before, during, and after an incident or event. These techniques may involve pre-event planning and coordination, contact with group leaders, issuing permits when applicable, intelligence gathering, and observational assessment of participants and community members.

F. Debriefing

An open discussion among involved Department personnel that is conducted in a safe location immediately following the conclusion of an incident or event concerning the effectiveness of tactics, equipment, training, or supervision used during that incident or event and any other concerns that may have been implicated during the incident or event. A debriefing is an opportunity for ERT sworn personnel to provide input on the outcomes of the incident or event.

G. Demonstration

A public assembly or gathering of persons designed to engage in protected activities under the First Amendment of the United States Constitution, federal or state law, or city ordinances. Demonstrations may include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Demonstrations may devolve into civil emergencies that may require law enforcement action.

H. Event

A planned occurrence that the Department is aware of in advance.

I. Event Action Plan (EAP)

A plan that is written before an event that defines event objectives and reflects the tactics necessary to manage a demonstration.

J. Exigent circumstances

An emergency situation(s) requiring swift action to prevent imminent danger to life, to forestall the imminent escape of an individual, or to prevent the destruction of evidence.

K. High Alert Status



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2-35 (Formerly 2-29)

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An ERT alert status that requires responding to the identified staging area within thirty (30) minutes of notification. The normal on-call response is within sixty (60) minutes of notification.

L. Improvised Blocking Device

A device used by protestors that is designed to intentionally block roadways or entrances to public or private property, as well as to resist arrest or interfere with removal by law enforcement.

M. Incident

An unplanned occurrence that necessitates a response to protect life or property.

N. Major Exercise

A practice ERT deployment that includes personnel from the Horse Mounted Unit (HMU) and Special Operations Division (SOD) and, if available, personnel from other specialized units and partner agencies.

O. Riot

Any use of force or violence, or any threat to use force or violence, which is accompanied by the immediate power of execution by three (3) or more persons acting together, and without authority of law, which cannot be controlled or stopped under existing conditions and authority.

7 2-35-4 General Rules and Responsibilities

N/A A. Chain of Command

1. The ERT chain of command consists of:

- a. Chief of Police;
- b. Appropriate Bureau Chief;
- c. Operations Review Division Commander;
- d. Operations Review Section Lieutenant (ORL);
- e. ERT lieutenants;
- f. ERT sergeants, including the Operations Review Section Sergeant;
 - i. There shall be two (2) ERT sergeants per ERT Operational Team.
- g. Operations Review Section personnel who are assigned as the ERT officer in charge of training and property/supplies; and
- h. ERT officers.

6 2. Operations Review Section Lieutenant (ORL)



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- a. The ORL holds the position of ERT Commander. The ORL shall:
 - i. Be responsible for the activation and deployment of ERT personnel;
 - ii. Be responsible for requesting the activation of other resources;
 - iii. Be responsible for saving, maintaining, and organizing all ERT historical data for easy retrieval. These data shall include:
 1. All photos, recordings, videos, reports, documents, and EAPs; and
 2. All After-Action Reports (AAR) on all ERT activations and cost analyses.
 - iv. Maintain all historical operational records, such as training, property, inspections, purchases, and rosters;
 - v. Be responsible for publishing the on-call schedule and ensuring that it is approved, distributed, and on file with the Emergency Communications Center (ECC);
 - vi. Assist the ERT Property/Supply Officer with purchases and expenditures for ERT sworn personnel and property;
 - vii. Ensure copies of ERT historical documentation are given to the ERT Sergeants to ensure proper documentation, communication, and situational awareness for the chain of command; and
 - viii. Forward all ERT SOP changes to partner agencies with the attached Multi-Agency ERT SOP Assessment Form.

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3. Incident Commander (IC)

- a. The Chief of Police, an official, or a supervisor identified by the Chief of Police through the chain of command shall be the IC for incidents or events.
- b. Only command-level personnel at the rank of lieutenant or above, preferably those who are trained and/or knowledgeable in field force operations and planning, shall be designated as an IC.
- c. Once established, incident command responsibility does not automatically pass from one supervisor or official to another simply by the appearance or arrival of a senior official or supervisor at the incident command post.
 - i. If the senior official or supervisor begins to give orders, incident command responsibility shall only pass upon verbal acceptance of that responsibility by the senior official or supervisor.
 - ii. Once the transfer occurs, the IC relinquishing command shall notify ECC of the change.
- d. In order to prevent a breakdown of command and control, only the IC and essential personnel shall be at the incident command post. All non-essential personnel, including executive staff, shall stage at locations away from the incident command post. The IC shall clearly establish the staging area during the planning stage and shall indicate this in the EAP.
- e. If the Chief of Police or their designee authorizes a deviation from a Department SOP, and the deviation is carried out, the IC shall document it in accordance with SOP Command Staff Responsibilities.

4. The ERT Lieutenant shall be responsible for the activation and deployment of ERT personnel and for requesting the activation of other resources.



B. ERT Operational Teams

1. The ERT Operational Teams shall consist of five (5) teams comprised of two (2) sergeants and a maximum of sixteen (16) sworn personnel per team.
 - a. Blue Team;
 - b. Gold Team;
 - c. Red Team;
 - d. Silver Team; and
 - e. White Team.
2. ERT sworn personnel shall have a letter-number combination identifier on their uniform that is clearly visible.
 - a. The letter corresponds to the ERT Operational Team, such as B for blue, G for gold, etc.
 - b. The number is assigned according to the roster, such as B1, G1, etc.

C. ERT Sworn Personnel Minimum Qualifications

1. ERT sworn personnel, including officers, sergeants, and lieutenants, shall maintain the following requirements:
 - a. Be a sworn police officer at the rank of Patrolman Second Class or above;
 - b. Be assigned to the ERT on a voluntary basis only;
 - c. Maintain proficiency with their assigned weapons and tools; and
 - i. The ERT training officer shall track these data based on the New Mexico Department of Public Safety (NMDPS) approved qualification.
 - d. Meet and maintain a minimum overall physical fitness standard, consistent with Standard Operating Procedure (SOP) Physical Fitness Assessment. Based upon the Academy Division's physical fitness standards, these categories have been established by the ERT chain of command and are applicable to current ERT sworn personnel in the following manner:
 - i. ERT sworn personnel who fail to meet a physical fitness standard shall be allowed to retest within ninety (90) days;
 - ii. If ERT sworn personnel fail to meet those physical fitness standards within (90) days of the original test failure, they shall be dismissed from ERT; and
 - iii. ERT sworn personnel may appeal their dismissal through the ERT chain of command. The decision of the ERT chain of command shall be final.
2. The Department may direct sworn personnel at the rank of Patrolman Second Class to supplement the ERT based on the needs of the Department.

D. Equipment and Property

1. The ERT Property/Supply Officer shall:



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- a. Track and maintain current and historical records on all stored ERT property and ERT property that has been assigned to sworn personnel;
- b. Conduct annual inspections of all inventories. Report all findings of discrepancies to the ORL;
- c. Conduct quarterly audits of all ERT equipment issued to individual sworn personnel;
- d. Track the use of ERT ammunition and order more ammunition as necessary. This includes:
 - i. Pistol and rifle practice ammunition;
 - ii. Less-lethal ammunitions; and
 - iii. Chemical munitions.
- e. Inform the ORL regarding the status of all property and supplies; and
- f. Report to and discuss any issues or problems with property and supplies with the ERT Lieutenant.

2. ERT sworn personnel shall:

- a. Maintain all ERT-assigned equipment;
- b. Report any shortage or loss of equipment to their ERT supervisors as soon as possible;
- c. Turn in any non-serviceable ERT-assigned equipment to the ERT Property/Supply Officer;
- d. Coordinate through the ERT Property/Supply Officer all property and supply issues, including equipment that has been turned in, replaced, and or issued for the first time; and
- e. When they are removed from, or leave the ERT, coordinate with the ERT Property/Supply Officer to turn in all ERT-assigned equipment within seven (7) days.

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E. On-Call Responsibilities

1. ERT sworn personnel shall:

- a. While on primary or secondary on-call status, maintain all assigned ERT equipment and the ERT uniform in their assigned police vehicles;
- b. Maintain a cell phone that shall be used for on-call notification;
- c. When called out, be present and accounted for in one (1) hour or less at the designated staging area;
- d. For a high alert status, respond in thirty (30) minutes or less to the designated staging area; and
- e. Attend ERT activations.
 - i. ERT sworn personnel who fail to attend ERT activations may be disciplined up to and including removal from the ERT.

2. The ERT Operational Team Sergeant shall:



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- a. Maintain a cell phone list and text-messaging group for activations;
- b. Place affected ERT Operational Team members on high alert when an activation is anticipated but not yet certain; and
- c. Ensure ERT Operational Team members acknowledge the activations via phone call, text messaging, or radio.

3. The ERT Lieutenant shall:

- a. When notified of an ERT request by a field supervisor or by ECC, determine whether deployment of specific resources is applicable and what assets should be used;
- b. Respond to incidents or events that require it;
- c. Respond to incidents or events when requested by the chain of command; and
- d. When it is determined that an ERT response is needed, contact the on-call ERT Sergeant. The ERT Lieutenant shall convey essential information to the ERT Sergeant for proper notification and deployment, including:
 - i. Type and nature of incident or event;
 - ii. Type and number of resources needed;
 - iii. Point of contact for the field/specialized unit Incident Commander (IC); and
 - iv. The designated staging area and approach route.
- e. When necessary, notify the Office of Emergency Management (OEM) that potential emergency circumstances have occurred.

7 2-35-5 Training and Practice

A. Training

1. ERT Officer

- a. Prior to being deployed to deal directly with crowd control, ERT sworn personnel shall receive twenty-four (24) hours of field force operations training, which shall include strategies for crowd management and crowd control.
 - i. ERT sworn personnel who are not trained in field force operations may function in a supportive role on activations and deployments.

2. ERT Training Officer

- a. The ERT Training Officer shall:
 - i. Track all training and practice conducted by the ERT;
 - ii. Maintain historical training records for all ERT sworn personnel and ERT Operational Teams. Records shall include:
 1. Department physical fitness assessment scores; and
 2. Department of Homeland Security classes that they attended.
 - iii. Ensure all ERT sworn personnel perform within and meet the required standards of the ERT:

N/A



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1. If sworn personnel perform below established minimum standards, the ERT Training Officer shall track and report all deficiencies to the ORL.
 - iv. Notify ERT personnel of upcoming training and practice as soon as possible to ensure maximum participation and to reduce the impact on sworn personnel in the area commands;
 - v. Approve and maintain training files on mandated ERT training and practice;
 - vi. Work with all ERT Sergeants to assign trainers and jointly identify training deficiencies as well as current and future needs; and
 - vii. Report any training issues or concerns to the ORL.
3. All training events shall follow an approved lesson plan and include a roster of those who completed training.

B. Practice

1. All ERT sworn personnel shall devote a minimum of one (1) day per quarter to ERT practice.
2. The ERT major exercise shall include all ERT sworn personnel. The ERT major exercise shall be conducted a minimum of once per year and shall include HMU and SOD personnel and incorporate the responsibilities in this SOP.
3. When feasible, practice with partner agencies shall be conducted at least once per year.
 - a. Partner agencies may attend the ERT major exercise to satisfy this goal.

C. Requirements to Attend Training or Practice

1. ERT sworn personnel are required to attend training or practice on a quarterly basis.
 - a. ERT sworn personnel who fail to attend more than one (1) training or practice event within a calendar year without a valid excuse may be subject to removal from the ERT.
 - i. Valid excuses include but are not limited to, Family Medical Leave Act (FMLA) leave, military leave, and other Department-mandated training.

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2-35-6

Pre-Response

A. Critical Incidents and Events

1. Only the Chief of Police or their designee may deploy ERT sworn personnel to critical incidents or events for purposes other than crowd control.
2. ERT sworn personnel may be called out to assist FSB personnel with critical



incidents or events as needed. When ERT sworn personnel have been deployed, they shall relieve on-scene FSB personnel to allow them to return to their normal duties.

- a. ERT sworn personnel shall not be used to supplement FSB resources to only take calls for service.
- b. ERT sworn personnel shall not be deployed for active shooter situations or hostage situations that SOD personnel are managing, except for situations requiring crowd control or scene security duties.
 - i. ERT sworn personnel may respond if SOD personnel are not on-scene and the threat requires an immediate response.

B. Events

1. Pre-Event Planning

- a. Under the direction of the Chief of Police, the ORL or a designated ERT Lieutenant, shall be responsible for planning events. In this capacity, the ORL or the designated ERT Lieutenant shall:
 - i. Coordinate all aspects of pre-event planning with affected stakeholders, units, and personnel;
 - ii. Coordinate activities with other law enforcement agencies, as necessary;
 - iii. Attempt to work with demonstration leaders before, during, and after the demonstration:
 1. The ORL or designated ERT Lieutenant shall make every effort to establish advanced contact with the event leaders and to gather information about the event to ensure the accurate assignment of Department personnel and resources.
 - iv. While in contact with the event leaders, encourage the peaceful and lawful gathering of community members;
 - v. Conduct a proper site assessment with any partnering agencies to identify possible hazards, issues of concern, and overall management prior to the event when feasible or as soon as possible for an event;
 - vi. Encourage event leaders who are facilitating the event to gain necessary permits by referring them to the City of Albuquerque Arts and Culture Department;
 - vii. Inform event leaders that the Department and City of Albuquerque may impose reasonable restrictions on the time and place of the event, as well as on the manner in which community members engage in their protected activities; and
 1. The Department shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, to facilitate uninhibited commerce and freedom of movement for non-participants.
 - viii. Gather at least the following necessary information:
 1. What type of event is planned;



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2. When is the event planned;
3. What is the past history of conduct at such events, and have the group leaders been cooperative with law enforcement;
4. Will the event coincide with other large-scale events;
5. Is opposition to the event expected;
6. How many participants are expected;
7. Where are the assembly areas, and what are the movement routes;
8. What actions, activities, or tactics are anticipated, including improvised blocking devices;
9. What, if any, critical infrastructures are in the proximity of the event, such as schools, hospitals, or government facilities;
10. Have other agencies, such as Albuquerque Fire and Rescue (AFR), Emergency Medical Services (EMS), OEM, and other nearby law enforcement agencies, been notified;
11. Is there a need to request mutual aid;
12. Will off-duty personnel be required to return to duty; and
13. Whether the ERT has been notified of the situation and deployed as necessary to augment the capabilities of FSB personnel.

2. Pre-Event Preparation

a. The ORL shall:

- i. Determine minimum staffing for crowd management events;
 1. The ORL shall base staffing levels on the projected number of event participants and any pre-event intelligence indicating potential violence.
 2. The ORL shall develop contingency plans regarding staffing and tactics.
- ii. Apply training and past experience with such events and/or with the participants or organizers;
- iii. Ensure that all necessary personal protective equipment (PPE), less than lethal tools, weapons, and munitions equipment required for crowd control are available to the ERT Operational Teams when responding or deploying to incidents and events;
- iv. Only use ERT-sworn personnel when dealing with crowd control. All hard post and traffic positions shall be assigned from other resources;
- v. Designate an arrest team; and
- vi. Notify the on-call Internal Affairs Force Division (IAFD) Lieutenant of the activation.
 1. The IAFD Lieutenant shall determine whom among IAFD personnel shall respond to the staging areas.

C. Event Action Plan (EAP)

1. Upon obtaining the necessary information, the ORL shall develop an EAP. The EAP shall be composed of the following elements:



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- a. Description of the nature of the event, along with its location and projected duration;
 - b. Identification of the IC;
 - c. The appropriate radio frequency to use;
 - d. Operational orders; and
 - e. Instructions for reporting.
2. The IC shall ensure that IAFD personnel are included as a required resource when drafting the EAP.
3. Once the EAP has been completed, the ORL shall:
 - a. When feasible, conduct an event briefing using the completed EAP with ERT command staff and commanders who supervise units or entities that support the ERT response before deployment and ensure personnel receive a copy of the EAP;
 - i. During a planned event, a briefing shall occur before the event.
 - ii. During an incident, a briefing may occur when ERT is activated but not yet deployed.
 - b. When necessary, communicate each specialized unit's mission to that unit's supervisor;
 - c. Retain ultimate responsibility for the decisions of ERT and specialized unit personnel. In order to fulfill this obligation, the ORL shall be available for on-scene consultation; and
 - d. Ensure the Chief of Police or their designee reviews and signs the EAP.

D. Assistance From Other Specialized Units

1. The ORL shall determine which Department resources are needed. The ORL shall consider using the Department's specialized units based on operational needs. The ORL may consider using the following specialized units for assistance during an ERT response:
 - a. Air Support Unit personnel may provide additional intelligence;
 - b. Bicycle Patrol and Proactive Response Team (PRT) personnel may be used for incidents or events;
 - c. HMU personnel may be used for incidents or events;
 - i. When using HMU personnel for crowd control, HMU supervisors shall ensure their personnel are equipped with PPE prior to deployment.
 - d. Undercover personnel may be used for ongoing intelligence gathering and dissemination during the event;
 - e. IAFD;
 - i. IAFD personnel shall:
 1. Provide one (1) IAFD Detective or professional staff investigator per ERT Operational Team and specialized unit activated for an ERT



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- deployment; and
- 2. Investigate any use of force, including a Level 1 use of force, by Department personnel during an ERT deployment.
- f. Prisoner Transport Unit (PTU) personnel may be needed for incidents or events where intelligence indicates civil disobedience or crowd violence may occur, and mass arrests are possible;
- g. Quick Reaction Team (QRT) sworn personnel may be used to monitor the crowd and uniformly respond to any issues that might arise that do not warrant a full ERT deployment and assist with any mass arrests that might occur; and
- h. SOD:
 - i. SOD personnel shall be available to assist in high-risk situations that require attention or apprehension of high-risk individuals.
 - ii. When a response by SOD is required:
 - 1. The IC and SOD command staff shall coordinate their responses.
 - 2. The IC and SOD command staff shall communicate before any ERT deployment for incidents or events that require a response.
 - 3. ERT supervisors shall direct ERT to maintain crowd control once SOD personnel are deployed.
 - iii. SOD command staff shall:
 - 1. Direct SOD personnel to respond to reports of shots fired within the crowd or when SOD command determines that sworn personnel are in immediate danger; and
 - 2. Direct SOD personnel to any in-progress destruction of large structures that may put the community members in danger.
 - iv. SOD personnel shall:
 - 1. Provide armored vehicles in the event of a rescue;
 - 2. Provide trained personnel to address armed individuals who are discharging firearms or participating in active shooter situations; and
 - 3. Provide a Crisis Negotiation Team (CNT) Negotiator for crowd dispersal order.
 - v. SOD personnel shall not be used as a supplement for crowd control activities.
- 2. The IC shall coordinate with the Metro Traffic Division to ensure that a well-established vehicle operations plan is available for use in traffic control efforts.

E. Multi-Agency Deployments

- 1. The IC shall:
 - a. Ensure that all agencies are included in the planning of all events that will require multi-agency cooperation or response. This shall include events where the agencies are only placed on standby to assist;
 - b. Clearly identify and assign specific agency roles and responsibilities prior to the event, if possible; and



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- c. Ensure planning of meetings have sign-in sheets to be included with the AAR to properly document who was in attendance.

7 2-35-7 Activation (Call-Out)

A. Activation for an Incident

- N/A**
- 1. An FSB supervisor shall contact ECC to request the on-call ERT Lieutenant regarding the incident and the need to activate the ERT, in accordance with SOP Field Service Bureau Response to Demonstrations, and Events.
 - 2. Upon receiving notification of an ERT activation request, the ERT Lieutenant/ORL/IC or their designee shall:
 - a. Assess the incident for seriousness and its potential for escalation; and
 - i. If the incident is peaceful and adequate resources are available, the ERT Lieutenant/ORL/IC or their designee shall allow the incident to continue by redirecting vehicular and pedestrian traffic.
 - b. Ensure information about the incident is continuously communicated to the ECC and the ERT chain of command, including, but not limited to:
 - i. Location of the incident;
 - ii. Number of participants;
 - iii. Activities of the participants, such as blocking traffic, destruction of property, participants' demeanor and behavior;
 - iv. Direction of participants' movements; and
 - v. Ingress and egress route(s) for emergency vehicles.

B. Activation for an Event

- 1. The ORL shall follow the steps in the Pre-Event Preparation section.
 - a. Notify the ERT team sergeants of the staging or deployment location as necessary.

C. ERT Sworn Personnel

- 1. Upon notification to activate for an incident or event, ERT sworn personnel shall:
 - a. Respond to the staging area or deployment area;
 - b. Maintain order at the staging area;
 - c. Remain with their ERT Sergeant and deploy as an operational team; and
 - d. Avoid deploying from the staging area, absent exigent circumstances, prior to being briefed by the IC.

6 2-35-8 Deployment



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A. General Responsibilities

1. The ERT Sergeant shall:

- a. Assume control of the incident or event and coordinate activities under the direction of the ERT Lieutenant/ORL/IC or their designee;
- b. Throughout the incident or event, assess the need for increasing or decreasing the number of required ERT sworn personnel;
- c. Notify the ERT chain of command of any issues or an escalation of the incident or event; and
- d. Monitor the incident or event and advise the ERT Lieutenant/ORL/IC or their designee of current conditions.

B. Crowd Management Tactics

1. As necessary, the ERT Lieutenant/ORL/IC or their designee shall order specific crowd management tactics. Crowd management tactics include, but are not limited to:

- a. Pre-event planning not limited to roadblocks, barricades, and evacuations of the affected area;
- b. Deploy ERT to be supported by specialized unit personnel; and/or
- c. Isolate the crowd through the use of police vehicles to prevent vehicles from endangering crowd participants and to restrict access to community members who are not involved. Such isolation shall be used in conjunction with the overall operational goal of mitigating the escalation of the incident or event.

C. Crowd Control Tactics

1. Use of Team Tactics

- a. The IC shall direct the use of team tactics that consist of formations and movements in order to control or disperse the crowd.
- b. All ERT personnel must be certified by the Department of Homeland Security, Center for Domestic Preparedness in Mobile Field Force Operations, in order to perform any crowd control formations or movements.

2. Use of Chemical Agents and Less-lethal Munitions

- a. The IC shall have the authority to direct the use of chemical agents and less-lethal munitions to disperse the crowd, consistent with this policy and the Department's use of force SOPs.
 - i. An on-scene ERT supervisor and/or linebacker may authorize or order the use of chemical agents or less-lethal munitions to disperse a crowd without prior authorization from the IC during exigent circumstances, such as when an immediate danger to life and/or safety exists.
 1. The circumstances justifying this deployment shall be clearly articulated



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- in the AAR, as well as any reports generated concerning deployments.
- b. Sworn personnel shall not intentionally use chemical agents or less-lethal munitions to overcome passive resistance by non-violent and/or peaceful protesters unless articulable exigent circumstances exist.
 - i. Sworn personnel will constantly evaluate conditions surrounding the deployment of less-lethal munitions to limit unintentionally affecting non-violent and/or peaceful protesters.

3. Crowd Dispersal Orders

- a. Before ordering the dispersal of a crowd, the IC shall determine whether lesser alternatives may be effective. These alternatives include the use of the following techniques:
 - i. Attempting to establish contact with a crowd leader to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal;
 - ii. Communicating with the crowd that their civil disturbance is in violation of the law that the Department wishes to resolve the situation peacefully and that any acts of violence will be dealt with swiftly and decisively; and
 - iii. Negotiating with crowd leaders for voluntary removal or identification of specifically disruptive crowd participants for removal or arrest.
- b. The IC shall not give orders to disperse unless:
 - i. A significant number of participants fail to adhere to reasonable restrictions;
 - ii. Multiple participants are engaging in, or are about to engage in, unlawful disorderly conduct or violence towards community members or property; or
 - iii. The IC has determined that lesser alternatives may not be effective.
- c. Prior to issuing dispersal orders, the IC shall ensure that all potentially necessary law enforcement, Albuquerque Fire Rescue (AFR), emergency medical services (EMS) equipment, and personnel are on-hand to successfully support the operation.
 - i. In addition, the IC shall ensure that resources for making mass arrests are in place if such a need is reasonably possible.
- d. The following dispersal order shall be issued verbally by using an amplification device from a stationary vantage point that is observable to the crowd.

"I am (rank and name) of the Albuquerque Police Department. I am now issuing a public safety order to disperse, and I command all those assembled at (specific location) to immediately disperse. This means you must leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include using chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of City and state law. The following routes of dispersal are available: (describe routes). You have (reasonable amount of time) minutes to disperse."

- e. As noted in the verbal dispersal, a reasonable amount of time shall be granted



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for the crowd to disperse. The order shall be repeated a total of three (3) times, absent exigent circumstances, as follows:

- i. The IC or their designee shall issue the first warning at (current time). They shall wait five (5) minutes before verbally issuing the second warning;
- ii. The IC or their designee shall issue the second warning at (current time). They shall wait two (2) minutes before verbally issuing the third warning; and
- iii. The IC or their designee shall issue the third warning at (current time).
 1. After the third warning has been issued, if necessary, ERT sworn personnel may begin making mass arrests.
- f. The issuance of the dispersal order shall be recorded using the Department-issued on-body recording device (OBRD).
- g. During this time, the IC shall continually assess the balance of dispersal time alongside the goal of retaining control of the situation.

4. Response to Improvised Blocking Devices

- a. When notified of Improvised Blocking Devices, the ERT Lieutenant/ORL/IC or their designee shall prepare the necessary steps to defeat them.
- b. Only ERT sworn personnel trained in field force extraction tactics shall use Department-issued field force extraction tools to defeat improvised blocking devices used by protestors. If needed, the IC shall request the ORL or their designee to deliver the extraction tools to the scene.
 - i. The ORL or their designee shall maintain an inventory of all extraction tools and shall service the tools, as needed.

5. Mass Arrest

- a. During a civil disturbance or civil emergency, it may be necessary to arrest numerous individuals over a relatively short period of time. The IC shall have the authority to authorize such a mass arrest of individuals engaged in criminal activity (e.g., destruction of property, assault or battery on another, etc.).
- b. For the mass arrest process to be handled efficiently, safely, and legally, the IC shall ensure the following procedures are observed and/or performed:
 - i. An adequate and secure area shall be designated for holding individuals who have been arrested;
 - ii. Mass arrests shall be conducted by the designated ERT arrest teams;
 - iii. Arrested individuals who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two (2) or more sworn personnel shall carry those who refuse to walk;
 - iv. PTU personnel shall respond to the scene to take custody of and transport individuals who have been arrested;
 - v. All individuals who have been arrested shall be advised of their charges;
 - vi. Individuals who have been arrested shall be searched incident to arrest for weapons, evidence related to the crime being charged, and contraband;
 - vii. The designated officers or detectives shall complete the criminal complaint



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and the booking paperwork for all arrested individuals;
viii. Transporting sworn personnel shall ensure that all property is properly processed; and

1. Individuals who have been arrested who request medical attention because they are injured shall receive medical attention without unreasonable delay prior to transportation to the detention facility.

a. Photographs shall be taken of all injuries in accordance with SOP Crime Scene Specialists Unit.

ix. Restraining and transporting individuals shall be in accordance with SOP Restraints and Transportation of Individuals.

N/A

N/A

D. Civil Emergency

1. If the mayor declares a civil emergency beyond the capacity of on-scene personnel to effectively restore order, the IC shall:

a. Evaluate whether additional personnel are required to restore order;

b. Notify an ECC Dispatcher; and

c. Determine, in consultation with the Chief of Police or their designee, whether a recall and deployment of off-duty personnel is necessary and warranted by establishing an Alpha/Bravo schedule.

7 2-35-9

Post-Deployment

A. General Responsibilities

1. When on-scene ERT sworn personnel have gained control of the incident or event, the IC or their designee shall:

a. Account for all Department personnel engaged in the incident or event;

b. Assess and document any injuries sustained by Department personnel;

c. Interview or question witnesses, individuals, and other involved parties; and

d. Debrief all necessary personnel as required.

B. Debriefing

1. The IC shall hold two (2) debriefings following an incident or event, including:

a. Immediately after the incident or event with involved ERT supervisors and Department personnel;

i. The initial debrief may be delayed where it would be counterproductive to meet after a prolonged management of a large incident or event;

ii. If the debrief is delayed, documentation of the reason for the delay shall be included in the AAR; and

b. Within forty-eight (48) hours after the incident or event.



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2. The IC shall attempt to answer the following three (3) questions during the debriefing:
 - a. Was the ERT as prepared as it could have been?
 - b. How well did the ERT perform?
 - c. What can the ERT do better in the future?
3. The IC shall hold a debriefing with representatives from all other agencies and units after a multi-agency response to incidents or events.
 - a. The IC shall outline pertinent information from the debriefing in the AAR.
4. The IC or their designee shall document issues, concerns, suggestions, or items requiring consideration or investigation as identified during a debriefing. They shall present this information during the next scheduled ERT meeting.
5. The ORL shall conduct an ERT supervisors meeting at least once per month.

N/A **2-35-10** **Reporting**

A. General Reporting Requirements

1. Department personnel who actively participated in the incident or event shall document their reportable actions in a Uniform Incident Report and/or Supplemental Report before leaving the location. Involved Department personnel shall submit their Uniform Incident Reports and/or Supplemental Reports for review, in accordance with SOP Reports.
2. Due to the dynamic circumstances of an ERT activation, Department personnel shall upload OBRD footage in accordance with the timelines for uploading OBRD footage consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).

B. Use of Force Reporting Requirements

N/A

1. Sworn personnel who used force during an incident or event shall report their use of force to their operational ERT supervisor (refer to SOP Use of Force: General and SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).

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2. Department personnel who used force during the incident or event shall document the force in a written or recorded narrative no later than twelve (12) hours after the conclusion of the event.
 - a. ERT personnel who only witness a use of force shall be exempt from this reporting requirement.



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3. ERT supervisors shall provide IAFD personnel access to any information related to the incident or event that may further their use of force investigation and shall provide access to information that may assist IAFD personnel in completing their investigation in a timely manner.

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C. After Action Report (AAR)

1. The IC of a non-deployed incident or event shall complete a non-deployed AAR. If that IC is unavailable, the ORL shall designate another lieutenant to complete the non-deployed AAR. The non-deployed AAR shall contain the following information:
 - a. Table of contents;
 - b. Summary;
 - c. Introduction;
 - d. Methodology for major incidents only; and
 - e. Detailed timeline of events of significance.
2. The IC of each deployed incident or event shall complete an AAR. If that IC is unavailable, the ORL shall designate another lieutenant to complete the AAR. The AAR shall contain the following information:
 - a. Table of contents;
 - b. Summary;
 - c. Introduction;
 - d. Methodology for major incidents only;
 - e. Detailed timeline of events of significance;
 - f. Multi-Agency Review and Assessment, if applicable; and
 - g. Lessons learned and recommendations, which shall include:
 - i. Deficiencies or concerns;
 - ii. Successes; and
 - iii. Recommendations regarding:
 1. Training;
 2. Policy;
 3. Equipment; and
 4. Supervision.
3. The IC or their designee shall:
 - a. Complete the AAR within thirty (30) calendar days of an incident or event;
 - i. If an extension is needed, the IC shall submit an Interoffice Memorandum to the Operations Division Commander explaining the need for an extension.
 - ii. An extension shall consist of ten (10) calendar days.
 - b. Forward the completed AAR to:
 - i. All partner agencies that responded, or that were involved in the incident or event, along with the Multi-Agency Review and Assessment Form;



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- ii. All ERT supervisors and ICs from specialized units that were involved; and
- iii. The Operations Review Section chain of command for remediation of any noted deficiencies.

REDLINED



2-35 EMERGENCY RESPONSE TEAM (ERT)

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

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 3-05 and 5-8)
- 2-8 Use of On-Body Recording Devices (Formerly 1-39)
- 2-16 Reports (Formerly 1-05)
- 2-23 Use of ~~K-9~~ Canine Unit (Formerly 2-45)
- 2-39 Field Services Bureau Response to Demonstrations, Incidents, and Events (Formerly 4-21)
- 2-52 Use of Force: General (Formerly Use of Force (Deadly Force, Non Deadly Force, Less Lethal Force) (Formerly 3-45)
- 2-53 Use of Force: Definitions (Formerly Electronic Control Weapon (ECW))
- 2-54 Intermediate Weapon Systems (Formerly Use of Force Reporting and Supervisory Force Investigation Requirements)
- 2-55 Use of Force: De-escalation (Formerly Use of Force Appendix)
- 2-56 Use of Force: Reporting by Department Personnel
- 2-57 Use of Force: Review and Investigation by Department Personnel
- 2-80 Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)
- 2-82 Restraints and Transportation of Individuals (Formerly 2-19)
- 3-11 Command Staff Responsibilities (Formerly 3-02 and 3-2)
- 3-31 Physical Fitness Assessment (Formerly 3-83)

B. Form(s)

Criminal Complaint
PD 3111 Emergency Response Team Event/Incident Action Plan
PD 3112 Emergency Response Team After-Action Report (AAR)
PD 3114 Multi-Agency Review and Assessment
PD 3115 Multi-Agency ERT SOP Assessment

C. Other Resource(s)

NMSA 1978, § 30-20-3 Unlawful Assembly
ROA 1994, § 2-9-1-1 Definitions
ROA 1994, §§ 7-3-1 to 7-3-99 Albuquerque Free Expression and Parade Ordinance (AFEPO)
U.S. Const. amend. I.
U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA), Center for Domestic Preparedness Field Force Operations PER-200

D. Active Special Order(s)

None



E. Rescinded Special Order(s)

SO 23-110 Amendment to SOP 2-35 Emergency Response Team (ERT)

2-35-1 Purpose

The purpose of this policy is to establish the roles and responsibilities of the Albuquerque Police Department (Department) Emergency Response Team (ERT) for pre-planning, activation, deployment, and post-deployment to events, incidents, demonstrations, and civil disturbances. The ERT may be deployed for dignitary protection activities and critical incidents that require scene security and other situations for which Field Services Bureau (FSB) personnel need additional assistance.

2-35-2 Policy

It is the policy of the Department for ERT sworn personnel to act as a mobile field force in response to requests for deployment to demonstrations and civil disturbances. Furthermore, it is the policy of the Department to prohibit the use of Police Service Dogs (PSD) for crowd control, consistent with SOP Use of K-9 Canine Unit.

N/A 2-35-3 Definitions

A. Civil Disturbance

A gathering that constitutes a breach of the peace or any assembly of persons where there is an imminent or probable threat of violence, destruction of property, or other unlawful acts. Such a gathering may also be deemed a riot or unlawful assembly, occurring beyond the permissive scope of a City ordinance, such as the Albuquerque Free Expression Ordinance Ord. 35-2005 § 7-3-1, or other state or federal law.

B. Civil Emergency

An incident that is declared by the mayor as defined by Albuquerque City Ordinance § 2-9-1-1. A civil emergency, as defined, may include, but is not limited to, an unlawful assembly, riot, or natural disaster.

C. Critical Incident

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

D. Crowd Control



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Techniques used to address civil disturbances, to include the deployment of crowd dispersal equipment, tactics, and preparations for multiple arrests. Sworn personnel shall be prohibited from using Police Service Dogs (PSD) for crowd control, consistent with SOP Use of K-9 Canine Unit.

E. Crowd Management

Techniques used to manage demonstrations before, during, and after an incident or event. These techniques may involve pre-event planning and coordination, contact with group leaders, issuing permits when applicable, intelligence gathering, and observational assessment of participants and community members.

F. Debriefing

An open discussion among involved Department personnel that is conducted in a safe location immediately following the conclusion of an incident or event concerning the effectiveness of tactics, equipment, training, or supervision used during that incident or event and any other concerns that may have been implicated during the incident or event. A debriefing is an opportunity for ERT sworn personnel to provide input on the outcomes of the incident or event.

G. Demonstration

A public assembly or gathering of persons designed to engage in protected activities under the First Amendment of the United States Constitution, federal or state law, or city ordinances. Demonstrations may include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Demonstrations may devolve into civil emergencies that may require law enforcement action.

H. Event

A planned occurrence that the Department is aware of in advance.

I. Event Action Plan (EAP)

A plan that is written before an event that defines event objectives and reflects the tactics necessary to manage a demonstration.

J. Exigent circumstances

An emergency situation(s) requiring swift action to prevent imminent danger to life, to forestall the imminent escape of an individual, or to prevent the destruction of evidence.



K. High Alert Status

An ERT alert status that requires responding to the identified staging area within thirty (30) minutes of notification. The nNormal on-call response is within sixty (60) minutes of notification.

L. Improvised Blocking Device

A device used by protestors that is designed to intentionally block roadways or entrances to public or private property, as well as to resist arrest or interfere with removal by law enforcement.

M. Incident

An unplanned occurrence that necessitates a response to protect life or property.

N. Major Exercise

A practice ERT deployment that includes personnel from the Horse Mounted Unit (HMU) and Special Operations Division (SOD) and, if available, personnel from other specialized units and partner agencies.

O. Riot

Any use of force or violence, or any threat to use force or violence, which is f accompanied by the immediate power of execution by three (3) or more persons acting together, and without authority of law, which cannot be controlled or stopped under existing conditions and authority.

7 2-35-4 General Rules and Responsibilities

N/A A. Chain of Command

1. The ERT chain of command consists of:

- a. Chief of Police;
- b. Appropriate Bureau Chief;
- c. Operations Review Division Commander;
- d. Operations Review Section Lieutenant (ORL);
- e. ERT lieutenants;
- f. ERT sergeants, including the Operations Review Section Sergeant;
 - i. There shall be two (2) ERT sergeants per ERT Operational Team.
- g. Operations Review Section personnel who are assigned as the ERT officer in charge of training and property/supplies; and
- h. ERT officers.



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2. Operations Review Section Lieutenant (ORL)

- a. The ORL holds the position of ERT Commander. The ORL shall:
 - i. Be responsible for the activation and deployment of ERT personnel;
 - ii. Be responsible for requesting the activation of other resources;
 - iii. Be responsible for saving, maintaining, and organizing all ERT historical data for easy retrieval. These data shall include:
 1. All photos, recordings, videos, reports, documents, and EAPs; and
 2. All After-Action Reports (AAR) on all ERT activations and cost analyses.
 - iv. Maintain all historical operational records, such as training, property, inspections, purchases, and rosters;
 - v. Be responsible for publishing the on-call schedule and ensuring that it is approved, distributed, and on file with the Emergency Communications Center (ECC);
 - vi. Assist the ERT Property/Supply Officer with purchases and expenditures for ERT sworn personnel and property;
 - vii. Ensure copies of ERT historical documentation are given to the ERT Sergeants to ensure proper documentation, communication, and situational awareness for the chain of command; and
 - viii. Forward all ERT SOP changes to partner agencies with the attached -Multi-Agency ERT SOP Assessment Form-attached.

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3. Incident Commander (IC)

- a. The Chief of Police, an official, or a supervisor identified by the Chief of Police through the chain of command shall be the IC for incidents or events.
- b. Only command-level personnel at the rank of lieutenant or above, preferably those who are trained and/or knowledgeable in field force operations and planning, shall be designated as an IC.
- c. Once established, incident command responsibility does not automatically pass from one supervisor or official to another simply by the appearance or arrival of a senior official or supervisor at the incident command post.
 - i. If the senior official or supervisor begins to give orders, incident command responsibility shall only pass upon verbal acceptance of that responsibility by the senior official or supervisor.
 - ii. Once the transfer occurs, the IC relinquishing command shall notify ECC of the change.
- d. In order to prevent a breakdown of command and control, only the IC and essential personnel shall be at the incident command post. All non-essential personnel, including executive staff, shall stage at locations away from the incident command post. The IC shall clearly establish the staging area during the planning stage and shall indicate this in the EAP.
- d.e. If the Chief of Police or their designee authorizes a deviation from a Department SOP, and the deviation is carried out, the IC shall document it in accordance with SOP Command Staff Responsibilities.



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4. The ERT Lieutenant shall be responsible for the activation and deployment of ERT personnel and for requesting the activation of other resources.
- B. ERT Operational Teams
 1. The ERT Operational Teams shall consist of five (5) teams comprised of two (2) sergeants and a maximum of sixteen (16) sworn personnel per team.
 - a. Blue Team;
 - b. Gold Team;
 - c. Red Team;
 - d. Silver Team; and
 - e. White Team.
 2. ERT sworn personnel shall have a letter-number combination identifier on their uniform that is clearly visible.
 - a. The letter corresponds to the ERT Operational Team, such as B for blue, G for gold, etc.
 - b. The number is assigned according to the roster, such as B1, G1, etc.
- C. ERT Sworn Personnel Minimum Qualifications
 1. ERT sworn personnel, including officers, sergeants, and lieutenants, shall maintain the following requirements:
 - a. Be a sworn police officer at the rank of Patrolman Second Class or above;
 - b. Be assigned to the ERT on a voluntary basis only;
 - c. Maintain proficiency with their assigned weapons and tools; and
 - i. The ERT training officer shall track these data based on the New Mexico Department of Public Safety (NMDPS) approved qualification.
 - d. Meet and maintain a minimum overall physical fitness standard, consistent with Standard Operating Procedure (SOP) Physical Fitness Assessment. Based upon the Academy Division's physical fitness standards, these categories have been established by the ERT chain of command and are applicable to current ERT sworn personnel in the following manner:
 - i. ERT sworn personnel who fail to meet a physical fitness standard shall be allowed to retest within ninety (90) days;
 - ii. If ERT sworn personnel fail to meet those physical fitness standards within (90) days of the original test failure, they shall be dismissed from ERT; and
 - iii. ERT sworn personnel may appeal their dismissal through the ERT chain of command. The decision of the ERT chain of command's ~~decision~~ shall be final.
 2. The Department may direct sworn personnel officers at the rank of Patrolman Second Class to supplement the ERT based on the needs of the Department.



D. Equipment and Property

1. The ERT Property/Supply Officer shall:
 - a. Track and maintain current and historical records on all stored ERT property and ERT property that has been assigned to sworn personnel;
 - b. Conduct annual inspections of all inventories. Report all findings of discrepancies to the ORL;
 - c. Conduct quarterly audits of all ERT equipment issued to individual sworn personnel;
 - d. Track the use of ERT ammunition and order more ammunition as necessary. This includes:
 - i. Pistol and rifle practice ammunition;
 - ii. Less-lethal ammunitions; and
 - iii. Chemical munitions.
 - e. Inform the ORL regarding the status of all property and supplies; and
 - f. Report to and discuss any issues or problems with property and supplies with the ERT Lieutenant.
2. ERT sworn personnel shall:
 - a. Maintain all ERT-assigned equipment;
 - b. Report any shortage or loss of equipment to their ERT supervisors as soon as possible;
 - c. Turn in any non-serviceable ERT-assigned equipment to the ERT Property/Supply Officer;
 - d. Coordinate through the ERT Property/Supply Officer all property and supply issues, including equipment that has been turned in, replaced, and or issued for the first time; and
 - e. When they are removed from, or leave the ERT, coordinate with the ERT Property/Supply Officer to turn in all ERT-assigned equipment within seven (7) days.

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E. On-Call Responsibilities

1. ERT sworn personnel shall:
 - a. While on primary or secondary on-call status, maintain all assigned ERT equipment, and the ERT uniform in their assigned police vehicles;
 - b. Maintain a cell phone that shall be used for on-call notification;
 - c. When called out, be present and accounted for in one (1) hour or less at the designated staging area;
 - d. For a high alert status, respond in thirty (30) minutes or less to the designated staging area; and
 - e. Attend ERT activations.
 - i. ERT sworn personnel who fail to attend ERT activations may be disciplined up to and including removal from the ERT.



2. The ERT Operational Team Sergeant shall:

- a. Maintain a cell phone list and text-messaging group for activations;
- b. Place affected ERT Operational Team members on high alert when an activation is anticipated but not yet certain; and
- c. Ensure ERT Operational Team members acknowledge the activations via phone call, text messaging, or radio.

3. The ERT Lieutenant shall:

- a. When notified of an ERT request by a field supervisor or by ECC, determine whether deployment of specific resources is applicable and what assets should be used;
- b. Respond to incidents or events that require it;
- c. Respond to incidents or events when requested by the chain of command; and
- d. When it is determined that an ERT response is needed, contact the on-call ERT Sergeant. The ERT Lieutenant shall convey essential information to the ERT Sergeant for proper notification and deployment, including:
 - i. Type and nature of incident or event;
 - ii. Type and number of resources needed;
 - iii. Point of contact for the field/specialized unit Incident Commander (IC); and
 - iv. The designated staging area and approach route.
- e. When necessary, notify the Office of Emergency Management (OEM) that potential emergency circumstances have occurred.

7 2-35-5 Training and Practice

A. Training

1. ERT Officer

- a. Prior to being deployed to deal directly with crowd control, ERT sworn personnel shall receive twenty-four (24) hours of field force operations training, which shall include strategies for crowd management and crowd control.
 - i. ERT sworn personnel who are not trained in field force operations may function in a supportive role on activations and deployments.

N/A

2. ERT Training Officer

- a. The ERT Training Officer shall:
 - i. Track all training and practice conducted by the ERT;
 - ii. Maintain historical training records for all ERT sworn personnel and ERT Operational Teams. Records shall include:
 - 1. Department physical fitness assessment scores; and
 - 2. Department of Homeland Security classes that they attended.



- iii. Ensure all ERT sworn personnel perform within and meet the required standards of the ERT:
 1. If sworn personnel perform below established minimum standards, the ERT Training Officer shall track and report all deficiencies to the ORL.
 - iv. Notify ERT personnel of upcoming training and practice as soon as possible to ensure maximum participation and to reduce the impact on sworn personnel in the area commands;
 - v. Approve and maintain training files on mandated ERT training and practice;
 - vi. Work with all ERT Sergeants to assign trainers and jointly identify training deficiencies as well as current and future needs; and
 - vii. Report any training issues or concerns to the ORL.
3. All training events shall follow an approved lesson plan and include a roster of those who completed training.

B. Practice

1. All ERT sworn personnel shall devote a minimum of one (1) day per quarter to ERT practice.
2. The ERT major exercise shall include all ERT sworn personnel. The ERT major exercise shall be conducted a minimum of once per year and shall include HMU and SOD personnel and incorporate the responsibilities in this SOP.
3. When feasible, practice with partner agencies shall be conducted at least once per year.
 - a. Partner agencies may attend the ERT major exercise to satisfy this goal.

C. Requirements to Attend Training or Practice

1. ERT sworn personnel are required to attend training or practice on a quarterly basis.
 - a. ERT sworn personnel who fail to attend more than one (1) training or practice event within a calendar year without a valid excuse may be subject to removal from the ERT.
 - i. Valid excuses include, but are not limited to, Family Medical Leave Act (FMLA) leave, military leave, and other Department-mandated training.

7 2-35-6 Pre-Response

A. Critical Incidents and Events

1. Only the Chief of Police or their designee may deploy ERT sworn personnel to critical incidents or events for purposes other than crowd control.



2. ERT sworn personnel may be called out to assist FSB personnel with critical incidents or events as needed. When ERT sworn personnel have been deployed, they shall relieve on-scene FSB personnel to allow them to return to their normal duties.
 - a. ERT sworn personnel shall not be used to supplement FSB resources to only take calls for service.
 - b. ERT sworn personnel shall not be deployed for active shooter situations or hostage situations that SOD personnel are managing, except for situations requiring crowd control or scene security duties.
 - i. ERT sworn personnel may respond if SOD personnel are not on-scene and the threat requires an immediate response.

B. Events

1. Pre-Event Planning

- a. Under the direction of the Chief of Police, the ORL or a designated ERT Lieutenant, shall be responsible for planning events. In this capacity, the ORL or the designated ERT Lieutenant shall:
 - i. Coordinate all aspects of pre-event planning with affected stakeholders, units, and personnel;
 - ii. Coordinate activities with other law enforcement agencies, as necessary;
 - iii. Attempt to work with demonstration leaders before, during, and after the demonstration:
 1. The ORL or designated ERT Lieutenant shall make every effort to establish advanced contact with the event leaders and to gather information about the event to ensure the accurate assignment of Department personnel and resources.
 - iv. While in contact with the event leaders, encourage the peaceful and lawful gathering of community members;
 - v. Conduct a proper site assessment with any partnering agencies to identify possible hazards, issues of concern, and overall management prior to the event when feasible or as soon as possible for an event;
 - vi. Encourage event leaders who are facilitating the event to gain necessary permits by referring them to the City of Albuquerque Arts and Culture Department;
 - vii. Inform event leaders that the Department and City of Albuquerque may impose reasonable restrictions on the time and place of the event, as well as on the manner in which community members engage in their protected activities; and
 1. The Department shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, to facilitate uninhibited commerce and freedom of movement for non-participants.



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viii. Gather at least the following necessary information:

1. What type of event is planned;
2. When is the event planned;
3. What is the past history of conduct at such events, and have the group leaders been cooperative with law enforcement;
4. Will the event coincide with other large-scale events;
5. Is opposition to the event expected;
6. How many participants are expected;
7. Where are the assembly areas, and what are the movement routes;
8. What actions, activities, or tactics are anticipated, including improvised blocking devices;
9. What, if any, critical infrastructures are in the proximity of the event, such as schools, hospitals, or government facilities;
10. Have other agencies, such as Albuquerque Fire and Rescue (AFR), Emergency Medical Services (EMS), OEM, and other nearby law enforcement agencies, been notified;
11. Is there a need to request mutual aid;
12. Will off-duty personnel be required to return to duty; and
13. Whether the ERT has been notified of the situation and deployed as necessary to augment the capabilities of FSB personnel.

2. Pre-Event Preparation

a. The ORL shall:

- i. Determine minimum staffing for crowd management events;
 1. The ORL shall base staffing levels on the projected number of event participants and any pre-event intelligence indicating potential violence.
 2. The ORL shall develop contingency plans regarding staffing and tactics.
- ii. Apply training and past experience with such events and/or with the participants or organizers;
- iii. Ensure that all necessary personal protective equipment (PPE), less than lethal tools, weapons, and munitions equipment required for crowd control are available to the ERT Operational Teams when responding or deploying to incidents and events;
- iv. Only use ~~ERT-sworn personnel~~ ERT-sworn personnel when dealing with crowd control. All hard post and traffic positions shall be assigned from other resources;
- v. Designate an arrest team; and
- vi. Notify the on-call Internal Affairs Force Division (IAFD) Lieutenant of the activation.
 1. The IAFD Lieutenant shall determine whom among IAFD personnel shall respond to the staging areas.

C. Event Action Plan (EAP)



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1. Upon obtaining the necessary information, the ORL shall develop an EAP. The EAP shall be composed of the following elements:
 - a. Description of the nature of the event, along with its location and projected duration;
 - b. Identification of the IC;
 - c. The appropriate radio frequency to use;
 - d. Operational orders; and
 - e. Instructions for reporting.
2. The IC shall ensure that IA FD personnel are included as a required resource when drafting the EAP.
3. Once the EAP has been completed, the ORL shall:
 - a. When feasible, conduct an event briefing using the completed EAP with ERT command staff and commanders who supervise units or entities that support the ERT response before deployment and ensure personnel receive a copy of the EAP;
 - i. During a planned event, a briefing shall occur before the event.
 - ii. During an incident, a briefing may occur when ERT is activated, but not yet deployed.
 - b. When necessary, communicate each specialized unit's mission to that unit's supervisor;
 - c. Retain ultimate responsibility for the decisions of ERT and specialized unit personnel. In order to fulfill this obligation, the ORL shall be available for on-scene consultation; and
 - d. Ensure the Chief of Police or their designee reviews and signs the EAP.

D. Assistance From by Other Specialized Units

1. The ORL shall determine which Department resources are needed. The ORL shall consider using the Department's specialized units based on operational needs. The ORL may consider using the following specialized units for assistance during an ERT response:
 - a. Air Support Unit personnel may provide additional intelligence;
 - b. Bicycle Patrol and Proactive Response Team (PRT) personnel may be used for incidents or events;
 - c. H MU personnel may be used for incidents or events;
 - i. When using H MU personnel for crowd control, H MU supervisors shall ensure their personnel are equipped with PPE prior to deployment.
 - d. Undercover personnel may be used for ongoing intelligence gathering and dissemination during the event;
 - e. IA FD;



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- i. IAFD personnel shall:
 - 1. Provide one (1) IAFD Detective or ~~professional staff~~ ^{civilian} investigator per ERT Operational Team and specialized unit activated for an ERT deployment; and
 - 2. Investigate any use of force, including a Level 1 use of force, by Department personnel during an ERT deployment.
 - f. Prisoner Transport Unit (PTU) personnel may be needed for incidents or events where intelligence indicates civil disobedience or crowd violence may occur, and mass arrests are possible;
 - g. Quick Reaction Team (QRT) sworn personnel may be used to monitor the crowd and uniformly respond to any issues that might arise that do not warrant a full ERT deployment and assist with any mass arrests that might occur; and
 - h. SOD:
 - i. SOD personnel shall be available to assist in high-risk situations that require attention or apprehension of high-risk individuals.
 - ii. When a response by SOD is required:
 - 1. The IC and SOD command staff shall coordinate their responses.
 - 2. The IC and SOD command staff shall communicate before any ERT deployment for incidents or events that require a response.
 - 3. ERT supervisors shall direct ERT to maintain crowd control once SOD personnel are deployed.
 - iii. SOD command staff shall:
 - 1. Direct SOD personnel to respond to reports of shots fired within the crowd or when SOD command determines that sworn personnel are in immediate danger; and
 - 2. Direct SOD personnel to any in-progress destruction of large structures that may put the community members in danger.
 - iv. SOD personnel shall:
 - 1. Provide armored vehicles in the event of a rescue;
 - 2. Provide trained personnel to address armed individuals who are discharging firearms or participating in active shooter situations; and
 - 3. Provide a Crisis Negotiation Team (CNT) Negotiator for crowd dispersal order.
 - v. SOD personnel shall not be used as a supplement for crowd control activities.
2. The IC shall coordinate with the Metro Traffic Division to ensure that a well-established vehicle operations plan is available for use in traffic control efforts.

E. Multi-Agency Deployments

- 1. The IC shall:
 - a. Ensure that all agencies are included in the planning of all events that will require multi-agency cooperation or response. This shall include events where the agencies are only placed on stand-by to assist;



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2-35-7 Activation (Call-Out)

A. Activation for an Incident

N/A

1. An FSB supervisor shall contact ECC to request the on-call ERT Lieutenant regarding the incident and the need to activate the ERT, in accordance consistent with SOP Response to First Field Service Bureau Response to Demonstrations, and Events Amendment Assemblies and Demonstrations and to Unplanned Incidents.
2. Upon receiving notification of an ERT activation request, the ERT Lieutenant/ORL/IC or their designee shall:
 - a. Assess the incident for seriousness and its potential for escalation; and
 - i. If the incident is peaceful and adequate resources are available, the ERT Lieutenant/ORL/IC or their designee shall allow the incident to continue by redirecting vehicular and pedestrian traffic.
 - b. Ensure information about the incident is continuously communicated to the ECC and the ERT chain of command, including, but not limited to:
 - i. Location of the incident;
 - ii. Number of participants;
 - iii. Activities of the participants, such as blocking traffic, destruction of property, participants' demeanor and behavior;
 - iv. Direction of participants' movements; and
 - v. Ingress and egress route(s) for emergency vehicles.

B. Activation for an Event

1. The ORL shall follow the steps in the Pre-Event Preparation section.
 - a. Notify the ERT teams sergeants of the staging or deployment location as necessary.

C. ERT Sworn Personnel

1. Upon notification to activate for an incident or event, ERT sworn personnel shall:
 - a. Respond to the staging area or deployment area;
 - b. Maintain order at the staging area;



- c. Remain with their ERT Sergeant and deploy as an operational team; and
- d. Avoid deploying from the staging area, absent exigent circumstances, prior to being briefed by the IC.

6

2-35-8 Deployment

A. General Responsibilities

1. The ERT Sergeant shall:

- a. Assume control of the incident or event and coordinate activities under the direction of the ERT Lieutenant/ORL/IC or their designee;
- b. Throughout the incident or event, assess the need for increasing or decreasing the number of required ERT sworn personnel;
- c. Notify the ERT chain of command of any issues or an escalation of the incident or event; and
- d. Monitor the incident or event and advise the ERT Lieutenant/ORL/IC or their designee of current conditions.

B. Crowd Management Tactics

- 1. As necessary, the ERT Lieutenant/ORL/IC or their designee shall order specific crowd management tactics. Crowd management tactics include, but are not limited to:
 - a. Pre-event planning not limited to roadblocks, barricades, and evacuations of the affected area;
 - b. Deploy ERT to be supported by specialized unit personnel; and/or
 - c. Isolate the crowd through the use of police vehicles to prevent vehicles from endangering crowd participants and to restrict access to community members who are not involved. Such isolation shall be used in conjunction with the overall operational goal of mitigating the escalation of the incident or event.

C. Crowd Control Tactics

1. Use of Team Tactics

- a. The IC shall direct the use of team tactics that consist of formations and movements in order to control or disperse the crowd.
- b. All ERT personnel must be certified by the Department of Homeland Security, Center for Domestic Preparedness in Mobile Field Force Operations, in order to



perform any crowd control formations or movements.

2. Use of Chemical Agents and Less-lethal Munitions

- a. The IC shall have the authority to direct the use of chemical agents and less-lethal munitions to disperse the crowd, consistent with this policy and the Department's use of force SOPs.
 - i. An on-scene ERT supervisor and/or linebacker may authorize or order the use of chemical agents or less-lethal munitions to disperse a crowd without prior authorization from the IC during exigent circumstances, such as when an immediate danger to life and/or safety exists.
 1. The circumstances justifying this deployment shall be clearly articulated in the AAR, as well as ~~and~~ any reports generated concerning deployments.
- b. Sworn personnel shall not intentionally use chemical agents or less-lethal munitions to overcome passive resistance by non-violent and/or peaceful protesters unless articulable exigent circumstances exist.
 - i. Sworn personnel will constantly evaluate conditions surrounding the deployment of less-lethal munitions to limit unintentionally ly effecting ~~affecting~~ ~~of~~ non-violent and/or peaceful protesters.

3. Crowd Dispersal Orders

- a. Before ordering the dispersal of a crowd, the IC shall determine whether lesser alternatives may be effective. These alternatives include the use of the following techniques:
 - i. Attempting to establish contact with a crowd leader to assess their intentions and motivations and develop a ~~mutually-acceptable~~ mutually acceptable plan for de-escalation and dispersal;
 - ii. Communicating with the crowd that their civil disturbance is in violation of the law ~~and~~ that the Department wishes to resolve the situation peacefully and that any acts of violence will be dealt with swiftly and decisively; and
 - iii. Negotiating with crowd leaders for voluntary removal or identification of specifically disruptive crowd participants for removal or arrest.
- b. The IC shall not give orders to disperse unless:
 - i. A significant number of participants fail to adhere to reasonable restrictions;
 - ii. Multiple participants are engaging in, or are about to engage in, unlawful disorderly conduct or violence towards community members or property; or
 - iii. The IC has determined that lesser alternatives may not be effective.
- c. Prior to issuing dispersal orders, the IC shall ensure that all potentially necessary law enforcement, Albuquerque Fire Rescue (AFR), emergency medical services (EMS) equipment, and personnel are on-hand to successfully support the operation.
 - i. In addition, the IC shall ensure that resources for making mass arrests are in place if such a need is reasonably possible.
- d. The following dispersal order shall be issued verbally by using an amplification



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device from a stationary vantage point that is observable to the crowd.

"I am (rank and name) of the Albuquerque Police Department. I am now issuing a public safety order to disperse, and I command all those assembled at (specific location) to immediately disperse. This means you must leave this area. If you do not do so, you may be arrested or subject to other police action. Other police action could include using chemical agents or less-lethal munitions, which may inflict significant pain or result in serious injury. If you remain in the area just described, regardless of your purpose, you will be in violation of City and state law. The following routes of dispersal are available: (describe routes). You have (reasonable amount of time) minutes to disperse."

- e. As noted in the verbal dispersal, a reasonable amount of time shall be granted for the crowd to disperse. The order shall be repeated a total of three (3) times, absent exigent circumstances, as follows:
 - i. The IC or their designee shall issue the first warning at (current time). They shall wait five (5) minutes before verbally issuing the second warning.
 - ii. The IC or their designee shall issue the second warning at (current time). They shall wait two (2) minutes before verbally issuing the third warning; and
 - iii. The IC or their designee shall issue the third warning at (current time).
 - 1. After the third warning has been issued, if necessary, ERT sworn personnel may begin making mass arrests.
- f. The issuance of the dispersal order shall be recorded using the Department-issued on-body recording device (OBRD).
- g. During this time, the IC shall continually assess the balance of dispersal time alongside the goal of retaining control of the situation.

4. Response to Improvised Blocking Devices

- a. When notified of Improvised Blocking Devices, the ERT Lieutenant/ORL/IC or their designee shall prepare the necessary steps to defeat them.
- b. Only ERT sworn personnel trained in field force extraction tactics shall use Department-issued field force extraction tools to defeat improvised blocking devices used by protestors. If needed, the IC shall request the ORL or their designee to deliver the extraction tools to the scene.
 - i. The ORL or their designee shall maintain an inventory of all extraction tools and shall service the tools, as needed.

5. Mass Arrest

- a. During a civil disturbance or civil emergency, it may be necessary to arrest numerous individuals over a relatively short period of time. The IC shall have the authority to authorize such a mass arrest of individuals engaged in criminal activity (e.g., destruction of property, assault or battery on another, etc.).
- b. For the mass arrest process to be handled efficiently, safely, and legally, the IC



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shall ensure the following procedures are observed and/or performed:

- i. An adequate and secure area shall be designated for holding individuals who have been arrested;
- ii. Mass arrests shall be conducted by the designated ERT arrest teams;
- iii. Arrested individuals who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two (2) or more sworn personnel shall carry those who refuse to walk;
- iv. PTU personnel shall respond to the scene to take custody of and transport individuals who have been arrested;
- v. All individuals who have been arrested shall be advised of their charges;
- vi. Individuals who have been arrested shall be searched incident to arrest for weapons, evidence related to the crime being charged, and contraband;
- vii. The designated officers or detectives shall complete the criminal complaint and the booking paperwork for all arrested individuals;
- viii. Transporting sworn personnel shall ensure that all property is properly processed; and
 1. Individuals who have been arrested who request medical attention because they are injured shall receive medical attention without unreasonable delay, prior to transportation to the detention facility.
 - a. Photographs shall be taken of all injuries in accordance consistent with SOP Crime Scene Specialists Unit.
- ix. Restraining and transporting individuals shall be ~~consistent~~ in accordance with SOP Restraints and Transportation of Individuals ~~(refer to SOP Restraints and Transportation of Individuals for sanction classifications and additional duties).~~

N/A

N/A

D. Civil Emergency

1. If the mayor declares a civil emergency beyond the capacity of on-scene personnel to effectively restore order, the IC shall:
 - a. Evaluate whether additional personnel are required to restore order;
 - b. Notify an ECC Dispatcher; and
 - c. Determine, in consultation with the Chief of Police or their designee, whether a recall and deployment of off-duty personnel is necessary and warranted by establishing an Alpha/Bravo schedule.

7

2-35-9

Post-Deployment

A. General Responsibilities

1. When on-scene ERT sworn personnel have gained control of the incident or event, the IC or their designee shall:
 - a. Account for all Department personnel engaged in the incident or event;
 - b. Assess and document any injuries sustained by Department personnel;



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c. Interview or question witnesses, individuals, and other involved parties;
and

d. Debrief all necessary personnel as required.

d.

B. Debriefing

1. The IC shall hold two (2) debriefings following an incident or event, including:

a. Immediately after the incident or event with involved ERT supervisors and Department personnel;

i. The initial debrief may be delayed where it would be counterproductive to meet after a prolonged management of a large incident or event;

ii. If the debrief is delayed, documentation of the reason for the delay shall be included in the AAR; and

b. Within forty-eight (48) hours after the incident or event.

2. The IC shall attempt to answer the following three (3) questions during the debriefing:

a. Was the ERT as prepared as it could have been?

b. How well did the ERT perform?

c. What can the ERT do better in the future?

3. The IC shall hold a debriefing with representatives from all other agencies and units after a multi-agency response to incidents or events.

a. The IC shall outline pertinent information from the debriefing in the AAR.

4. The IC or their designee shall document issues, concerns, suggestions, or items requiring consideration or investigation as identified during a debriefing. They shall present this information during the next scheduled ERT meeting.

5. The ORL shall conduct an ERT supervisors meeting at least once per month.

N/A

2-35-10

Reporting

A. General Reporting Requirements

1. Department personnel who actively participated in the incident or event shall document their reportable actions in a Uniform Incident Report and/or Supplemental Report before leaving the location. Involved Department personnel shall submit their Uniform Incident Reports and/or Supplemental Reports for review, in accordance consistent with SOP Reports ~~(refer to SOP Reports for sanction classifications and additional duties).~~



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2. Due to the dynamic circumstances of an ERT activation, Department personnel shall upload OBRD footage in accordance with the timelines for uploading OBRD footage consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).

B. Use of Force Reporting Requirements

N/A

1. Sworn personnel who used force during an incident or event shall report their use of force to their operational ERT supervisor (refer to SOP Use of Force: General and SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).

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2. Department personnel who used force during the incident or event shall document the force in a written or recorded narrative no later than twelve (12) hours after the conclusion of the event.

- a. ERT personnel who only witness a use of force shall be exempt from this reporting requirement.

5

3. ERT supervisors shall provide IAFD personnel access to any information related to the incident or event that may further their use of force investigation and shall provide access to information that may assist IAFD personnel in completing their investigation in a timely manner.

6

C. After Action Report (AAR)

1. The IC of a non-deployed incident or event shall complete a non-deployed AAR. If that IC is unavailable, the ORL shall designate another lieutenant to complete the non-deployed AAR. The non-deployed AAR shall contain the following information:

- a. Table of contents;
- b. Summary;
- c. Introduction;
- d. Methodology for major incidents only; and
- e. Detailed timeline of events of significance.

2. The IC of each deployed incident or event shall complete an AAR. If that IC is unavailable, the ORL shall designate another lieutenant to complete the AAR. The AAR shall contain the following information:

- a. Table of contents;
- b. Summary;
- c. Introduction;
- d. Methodology for major incidents only;
- e. Detailed timeline of events of significance;
- f. Multi-Agency Review and Assessment, if applicable; and



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g. Lessons learned and recommendations, which shall include:

- i. Deficiencies or concerns;
- ii. Successes; and
- iii. Recommendations regarding:
 1. Training;
 2. Policy;
 3. Equipment; and
 4. Supervision.

3. The IC or their designee shall:

- a. Complete the AAR within thirty (30) calendar days of an incident or event;
 - i. If an extension is needed, the IC shall submit an Interoffice Memorandum to the Operations Division Commander explaining the need for an extension.
 - ii. An extension shall consist of ten (10) calendar days.
- b. Forward the completed AAR to:
 - i. All partner agencies that responded, or that were involved in the incident or event, along with the Multi-Agency Review and Assessment Form;
 - ii. All ERT supervisors and ICs from specialized units that were involved; and
 - iii. The Operations Review Section chain of command for remediation of any noted deficiencies.



2-36 POLICE-NEWS MEDIA RELATIONS AND RELEASE OF POLICE IDENTIFICATION

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 1-2 Social Media (Formerly 1-44)
- 2-33 Rights and Safety of Onlookers (Formerly 1-31)

B. Form(s)

PD 1010 Ride Along Media/Photographer Ride Along Agreement

C. Other Resource(s)

New Mexico Inspection of Public Records Act (IPRA)

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-36-1 Purpose

The purpose of this policy is to outline the rules and responsibilities that support the Albuquerque Police Department's (Department) commitment to the accurate and transparent dissemination of public information.

2-36-2 Policy

It is the policy of the Department to work with the news media to inform the public about its efforts to keep the community safe.

N/A

2-36-3 Definitions

A. Communications Specialist/Public Information Officer (PIO)

A sworn or professional staff employee who serves as a liaison between the Department and the news media.

B. Director of Communications



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A professional staff member who oversees all communications meant to inform the public and Department personnel. The Director of Communications also serves as a PIO.

C. News Media

An organization or member of the press who gathers and reports the news by publishing, broadcasting, or cablecasting articles, commentaries, books, photographs, video, film, or audio by electronic, print, or digital media, such as radio, television, newspapers, magazines, wires, books, and the Internet. A member of the press includes an employee of a newsgathering organization and a self-employed newsperson.

7

2-36-4 Rules and Responsibilities

A. The Director of Communications shall:

1. Coordinate with the Communications Specialist/PIO to provide responses to the news media;

N/A

2. Coordinate with the Chief of Police, command staff, and subject matter experts on external communication about policy, personnel, and Department priorities; and
3. Serve as the on-call Communications Specialist/PIO when necessary.

B. The Communications Specialist/PIO shall:

1. Coordinate with the Director of Communications to provide responses to the news media, which may include information about police responses to incidents;
2. Serve as the on-call Communications Specialist/PIO who is contacted through the Emergency Communications Center (ECC) about major incidents that may require the dissemination of public information through the news media; and
3. Contact the appropriate supervisor prior to releasing information pertaining to an ongoing police incident or investigation.

C. Supervisors shall inform their chain of command of news media inquiries and actions taken with the Communications Specialist/PIO or Director of Communications to respond to inquiries.

D. On-scene supervisors shall:

1. Coordinate with the on-call Communications Specialist/PIO and/or the Director of Communications to determine a response to news media inquiries; and



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2. Provide facts and details about an incident when contacted by the Communications Specialist/PIO and/or the Director of Communications.
 - a. On-scene supervisors and/or their supervisors are responsible for determining whether details of an incident may be released to the public.

E. Dissemination of public information to news media

1. The Director of Communications shall determine how public information is disseminated to the public and the news media.
2. The Director of Communications shall determine who proactively receives news advisories, news releases, and news alerts.
 - a. The Director of Communications may deny direct access to media representatives who do not conduct themselves professionally for news conferences, news advisories, news releases, and news alerts, subject to appeal to the Chief of Police or their designee under the following non-exclusive conditions:
 - i. One or more instances of interfering with law enforcement operations or investigations, including, but not limited to, violations of established crime scene perimeters;
 - ii. Disruptive action that interferes with news conferences, including, but not limited to, talking over the speaker or other journalists, asking questions without being called upon, and intimidating or harassing the speaker or other City personnel; or
 - iii. Harassing behavior toward Department personnel that interferes with personnel's ability to disseminate public information.
 - b. The Director of Communications will maintain a list of media representatives, personnel, and other recipients of news advisories, news releases, and news alerts.
3. The Communications Specialists/PIO shall use digital tools, which include email and/or social media platforms, to disseminate public information.
 - a. The information, usually in the form of a news advisory, news release, or news alerts, may be disseminated directly to news media representatives through social media or published on a Department website.
 - b. The information may also be disseminated to the new media through the use of news conferences, which may be conducted in person or through online platforms.

F. Additions to Access to Crime Scenes and Critical Incidents

N/A

1. Department personnel shall not discuss or disseminate information to the news media without specific authorization from a supervisor and/or Communications



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Specialist/PIO in accordance with SOP Personnel Code of Conduct and SOP Social Media.

2. Department personnel shall ensure that the news media representatives respect the established perimeters of the scene.

N/A

3. Department personnel shall not prohibit newsgathering practices outside the established perimeters, in accordance with SOP Rights and Safety of Onlookers.

4. If a conflict arises regarding the location of the news media, the on-scene supervisor and/or Incident Commander (IC) shall have the authority to resolve the conflict with the news media.

N/A

- a. The supervisor and/or IC may contact the Communications Specialist/PIO for assistance to resolve the conflict with the news media.

N/A

5. The IC or Communications Specialist/PIO may grant the news media closer access with the approval of the IC, as long as it does not interfere with law enforcement operations.

6. If appropriate, the IC shall establish a news media staging area to conduct media updates.

- a. The IC shall notify an ECC dispatcher of the staging area's location.
- b. To allow for effective communication, the staging area will be the preferred location for updates.
- c. Department personnel interacting with an individual who does not want to remain in the staging area shall comply with SOP Rights and Safety of Onlookers.

7. The Communications Specialist/PIO shall work in cooperation with the news media to ensure that live broadcasts do not disclose information endangering law enforcement personnel or the general public.

G. Media Ride-Alongs

1. Requests for news media ride-alongs shall first be considered by the Director of Communications.

- a. The request shall then be approved by the Deputy Chief.

2. The person requesting a ride-along shall complete the Ride Along Media/Photographer Ride Along Agreement form.

N/A

H. Multi-Agency/Multi-Jurisdictional Investigations



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SOP 2-36 (Formerly 1-13)

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The lead investigative agency will provide or coordinate the release of public information.

REDLINED



2-36 POLICE-NEWS MEDIA RELATIONS AND RELEASE OF POLICE IDENTIFICATION

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

A. Related SOP(s)

- 1-1 Personnel Code of Conduct (Formerly 1-04 and 1-4)
- 1-2 Social Media (Formerly 1-44)
- 2-33 Rights and Safety of Onlookers (Formerly 1-31)

B. Form(s)

PD 1010 Ride Along Media/Photographer Ride Along Agreement

C. Other Resource(s)

New Mexico Inspection of Public Records Act (IPRA)

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-36-1 Purpose

The purpose of this policy is to outline the rules and responsibilities that support the Albuquerque Police Department's (Department) commitment to the accurate and transparent dissemination of public information.

2-36-2 Policy

It is the policy of the Department to work with the news media to inform the public about its efforts to keep the community safe.

N/A

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A professional staff member who oversees all communications meant to inform the public and Department personnel. The Director of Communications also serves as a PIO.

C. News Media

An organization or member of the press who gathers and reports the news by publishing, broadcasting, or cablecasting articles, commentaries, books, photographs, video, film, or audio by electronic, print, or digital media, such as radio, television, newspapers, magazines, wires, books, and the Internet. A member of the press includes an employee of a newsgathering organization and a self-employed newsperson.

7

2-36-4 Rules and Responsibilities

A. The Director of Communications shall:

1. Coordinate with the Communications Specialist/PIO to provide responses to the news media;

N/A

2. Coordinate with the Chief of Police, command staff, and subject matter experts on external communication about policy, personnel, and Department priorities; and
3. Serve as the on-call Communications Specialist/PIO when necessary.

B. The Communications Specialist/PIO shall:

1. Coordinate with the Director of Communications to provide responses to the news media, which may include information about police responses to incidents;
2. Serve as the on-call Communications Specialist/PIO who is contacted through the Emergency Communications Center (ECC) about major incidents that may require the dissemination of public information through the news media; and
3. Contact the appropriate supervisor prior to releasing information pertaining to an on-going police incident or investigation.

C. Supervisors shall inform their chain of command of news media inquiries and actions taken with the Communications Specialist/PIO or Director of Communications to respond to inquiries.

D. On-scene supervisors shall:

1. Coordinate with the on-call Communications Specialist/PIO and/or the Director of Communications to determine a response to news media inquiries; and



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2. Provide facts and details about an incident when contacted by the Communications Specialist/PIO and/or the Director of Communications.

- a. On-scene supervisors and/or their supervisors are responsible for determining whether details of an incident may be released to the public.

E. Dissemination of public information to news media

1. The Director of Communications shall determine how public information is disseminated to the public and the news media.
2. The Director of Communications shall determine who proactively receives news advisories, news releases, and news alerts.
 - a. The Director of Communications may deny direct access to media representatives who do not conduct themselves professionally for news conferences, news advisories, news releases, and news alerts, subject to appeal to the Chief of Police or their designee under the following non-exclusive conditions:
 - i. One or more instances of interfering with law enforcement operations or investigations, including, but not limited to, violations of established crime scene perimeters;
 - ii. Disruptive action that interferes with news conferences, including, but not limited to, talking over the speaker or other journalists, asking questions without being called upon, and intimidating or harassing the speaker or other City personnel; or
 - iii. Harassing behavior toward Department personnel that interferes with personnel's ability to disseminate public information.
 - b. The Director of Communications will maintain a list of media representatives, personnel, and other recipients of news advisories, news releases, and news alerts.
3. The Communications Specialists/PIO shall use digital tools, which include email and/or social media platforms, to disseminate public information.
 - a. The information, usually in the form of a news advisory, news release, or news alerts, may be disseminated directly to news media representatives through social media or published on a Departments website.
 - b. The information may also be disseminated to the new media through the use of news conferences, which may be conducted in person or through online platforms.

F. Additions to Access to Crime Scenes and Critical Incidents

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1. Department personnel shall not discuss or disseminate information to the news media without specific authorization from a supervisor and/or Communications



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Specialist/PIO in accordance with (refer to SOP Personnel Code of Conduct and SOP Social Media ~~for sanction classifications and additional duties~~).

2. Department personnel shall ensure that the news media representatives respect the established perimeters of the scene.

N/A

3. Department personnel shall not prohibit newsgathering practices outside the established perimeters, in accordance with SOP Rights and Safety of Onlookers.

4. If a conflict arises regarding the location of the news media, the on-scene supervisor and/or Incident Commander (IC) shall have the authority to resolve the conflict with the news media.

N/A

a. The supervisor and/or IC may contact the Communications Specialist/PIO for assistance to resolve the conflict with the news media.

N/A

5. The IC or Communications Specialist/PIO may grant the news media closer access with the approval of the IC, as long as it does not interfere with law enforcement operations.

6. If appropriate, the IC shall establish a news media staging area to conduct media updates.

a. The IC shall notify an ECC dispatcher of the staging area's location.

b. To allow for effective communication, the staging area will be the preferred location for updates.

c. Department personnel interacting with an individual who does not want to remain in the staging area shall comply with SOP Rights and Safety of Onlookers. ~~(refer to SOP Rights and Safety of Onlookers for sanction classifications and additional duties)~~.

7. The Communications Specialist/PIO shall work in cooperation with the news media to ensure that live broadcasts do not disclose information endangering law enforcement personnel or the general public.

G. Media Ride-Alongs

1. Requests for news media ride-alongs shall first be considered by the Director of Communications.

a. The request shall then be approved by the Deputy Chief.

2. The person requesting a ride-along shall complete the Ride Along Media/Photographer Ride Along Agreement form.

N/A

H. Multi-Agency/Multi-Jurisdictional Investigations



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SOP 2-36 (Formerly 1-13)

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The lead investigative agency will provide or coordinate the release of public information.

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2-84 BODY CAVITY SEARCHES

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)
- 2-71 Search and Seizure without a Warrant (Formerly 2-17)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-83 Hospital Procedures and Rules (Formerly 2-11)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Orders

None

E. Rescinded Special Order(s)

None

2-84-1 Purpose

The purpose of this policy is to provide guidelines for sworn personnel when conducting body cavity warrant searches when an arrested individual has concealed evidence on or in their person that would not be found during a regular search, and to ensure that body cavity searches of prisoners are conducted within the limits of legal authority.

2-84-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide Department personnel with rules and procedures for body cavity searches.

N/A 2-84-3 Definitions

A. Body Cavity Search

A search conducted by licensed medical personnel of specific body cavities for the purpose of retrieving necessary evidence from an individual who has been arrested.



5 2-84-4 Rules and Procedures

A. Body Cavity Search

1. Sworn personnel shall only request a body cavity search with a valid search warrant.
2. Sworn personnel shall not conduct body cavity searches.
3. Body cavity searches shall be conducted in the following manner:
 - a. Sworn personnel shall take an individual who has been arrested to a licensed medical facility where licensed medical personnel may conduct the search, in accordance with SOP Hospital Procedures and Rules;
 - b. Sworn personnel shall provide the licensed medical personnel a copy of the search warrant;
 - c. Sworn personnel shall provide the target individual a copy of the search warrant;
 - d. If licensed medical personnel locate an item(s) within the individual's person, sworn personnel shall retrieve the item(s) from licensed medical personnel and properly package and tag the item(s) into evidence, in accordance with SOP Collection, Submission, and Disposition of Evidence and Property;
 - e. Sworn personnel shall document the search in a Uniform Incident Report or a supplemental narrative report and shall include the name(s) of the licensed medical personnel who conducted the search, and the name and location of the licensed medical facility where the search was conducted; and
 - f. Sworn personnel shall use their OBRD through the entirety of the body cavity search and shall follow the procedures for recording audio and video data during the search in accordance with SOP Use of On-Body Recording Devices (OBRD).
 - i. When sworn personnel are present for a body cavity search being conducted by qualified medical personnel pursuant to a search warrant, sworn personnel shall position their camera to collect audio data only.
 - ii. Sworn personnel shall verbally record the reason for not capturing visual data. Once the body cavity search is over and the individual is clothed, sworn personnel shall resume recording audio and visual.

N/A



2-84 BODY CAVITY SEARCHES

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)
- 2-71 Search and Seizure without a Warrant (Formerly 2-17)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)
- 2-83 Hospital Procedures and Rules (Formerly 2-11)

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Orders

None

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

None

2-84-1 Purpose

The purpose of this policy is to provide guidelines for sworn personnel when conducting body cavity warrant searches when an arrested individual has concealed evidence on or in their persons that would not be found during a regular search, and to ensure that body cavity searches of prisoners are conducted within the limits of legal authority.

2-84-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide Department personnel with rules and procedures for body cavity searches.

N/A 2-84-3 Definitions

A. Body Cavity Search

A search conducted by licensed medical personnel of specific body cavities for the purpose of retrieving necessary evidence from an individual who has been arrested.



5 2-84-4 Rules and Procedures

A. Body Cavity Search

1. Sworn personnel shall only request a body cavity search with a valid search warrant.
2. Sworn personnel shall not conduct body cavity searches.
3. Body cavity searches shall be conducted in the following manner:
 - a. Sworn personnel shall take an individual who has been arrested to a licensed medical facility where licensed medical personnel may conduct the search, in accordance consistent with SOP Hospital Procedures and Rules;
 - b. Sworn personnel shall provide the licensed medical personnel a copy of the search warrant;
 - c. Sworn personnel shall provide the target individual a copy of the search warrant;
 - d. If licensed medical personnel locate an item(s) within the individual's person, sworn personnel shall retrieve the item(s) from licensed medical personnel and properly package and tag the item(s) into evidence, in accordance consistent with SOP Collection, Submission, and Disposition of Evidence and Property;
 - e. Sworn personnel shall document the search in a Uniform Incident Report or a supplemental narrative report and shall include the name(s) of the licensed medical personnel who conducted the search, and the name and location of the licensed medical facility where the search was conducted; and
 - f. Sworn personnel shall use their OBRD through the entirety of the body cavity search and shall follow the procedures for recording audio and video data during the search in accordance (refer with to SOP Use of On-Body Recording Devices (OBRD)).
 - i. When sworn personnel are present for a body cavity search being conducted by qualified medical personnel pursuant to a search warrant, sworn personnel shall position their camera to collect audio data only.
 - ii. Sworn personnel shall verbally record the reason for not capturing visual data. Once the body cavity search is over and the individual is clothed, sworn personnel shall resume recording audio and visual.

N/A



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REDLINED



2-79 — LAW ENFORCEMENT ASSISTED DIVERSION (LEAD) — PROGRAM

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

A. Related SOP(s)

2-80 — Arrests, Arrest Warrants, and Booking Procedures (Formerly 2-14)

B. Form(s)

Albuquerque Police Department LEAD Client Screening Form

C. Other Resource(s)

NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

D. Rescinded Special Order(s)

None

2-79-1 — Purpose

The purpose of this policy is to provide requirements for Albuquerque Police Department (Department) personnel who are participating in the Bernalillo County Law Enforcement Assisted Diversion (LEAD) Program, which provides for jail diversion of low-level, non-violent individuals into treatment.

2-79-2 — Policy

It is the policy of the Department to have trained personnel participate in the Bernalillo County LEAD Program in order to improve public health and to impede the cycle of recidivism. The goals of the LEAD Program are to reduce the harm a low-level drug offender may cause to themselves or the community, reduce the effects of substance use disorders, address untreated or undertreated mental and physical health challenges, and reduce jail and emergency services recidivism. This process will allow the criminal justice system the opportunity to focus on more serious offenses, and the program will advocate for improved wellness of LEAD participants.

N/A 2-79-3 — Definitions

A. Criminal Justice System



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~~The system of law enforcement that is directly involved in apprehending, prosecuting, defending, sentencing, and punishing individuals who are suspected of criminal offenses.~~

B. Jail Diversion

~~The process to address the situation in which an individual's criminal behavior appears to stem from a behavioral health disorder and/or a substance use disorder where the individual would be better served in a treatment setting rather than in a criminal justice setting.~~

C. Law Enforcement Assisted Diversion (LEAD)

~~A criminal justice system diversion program developed with community input to address individuals with low-level, non-violent offenses by diverting them into community-based programs and services instead of jail or prosecution. By diverting eligible individuals to services, LEAD aims to improve public safety and public order and to reduce criminal behavior of people who participate in the program.~~

D. LEAD Liaison

~~An officer who has successfully completed LEAD training and who assists sworn personnel with the necessary paperwork and guidance needed for a successful diversion.~~

E. Pre-Arrest Diversion

~~The decision for diversion made by sworn personnel when they have established probable cause for enforcement action (i.e., arrest, summons, or citation) but use discretion to divert the individual into the LEAD Program and away from the criminal justice system.~~

F. Social Contact Referral/Self-Referral

~~When sworn personnel encounter an individual who meets the eligibility criteria for diversion into the LEAD Program but who is not committing or has not committed a criminal offense and a referral is made to a Bernalillo County LEAD Case Manager for services.~~

G. Substance Use Disorder

~~The recurrent use of alcohol and/or drugs that causes clinically and functionally-significant impairment, such as health problems, disability, and failure to meet major responsibilities at work, school, or home.~~



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- A. ~~Department personnel who make contact with an adult individual who has a known or self-admitted history of a substance use disorder, a behavioral health disorder, or who experiences poverty or homelessness may make a referral to the LEAD Program twenty-four (24) hours a day, seven (7) days a week as long as the individual meets the eligibility criteria.~~
- B. ~~Pre-Arrest Diversion for Misdemeanor Charges~~
1. ~~An individual with misdemeanor charges is eligible for the LEAD Program if they are an adult who has a known or self-admitted history of a substance use disorder, a behavioral health disorder, or who experiences poverty or homelessness. Sworn personnel may refer the individual to the LEAD Program after probable cause has been established for the following offense(s):~~
- a. ~~Non-violent misdemeanor(s);~~
b. ~~Non-violent City Ordinance violation(s); or~~
c. ~~Any non-violent misdemeanor offense involving a victim and the victim is willing to decline prosecution.~~
- C. ~~Pre-Arrest Diversion for Felony Charges~~
1. ~~An adult who has a known or self-admitted history of a substance use disorder, a behavioral health disorder, or who experiences poverty or homelessness is eligible for diversion into the LEAD Program. Sworn personnel may refer the individual to the LEAD Program after probable cause has been established for the following offense(s):~~
- a. ~~Non-violent felonies, including, but not limited to:~~
i. ~~Possession of a controlled substance. Sworn personnel shall determine if the quantity of the controlled substance found with the individual is an amount sufficient for personal use only;~~
ii. ~~Shoplifting over \$500;~~
iii. ~~Burglary with the victim's consent;~~
iv. ~~Criminal damage to property over \$1,000 with the victim's consent; or~~
v. ~~Auto or residential burglary with the victim's consent.~~
- D. ~~Social Contact Referral or Self-Referral~~
1. ~~A social contact referral or self-referral is when sworn personnel encounter an individual who meets the eligibility criteria for diversion into the LEAD Program but who is not committing or has not committed a criminal offense.~~
2. ~~The individual may be someone whom sworn personnel frequently encounter and whom sworn personnel believe would benefit from the LEAD Program. The individual must meet the eligibility criteria and would not be disqualified based on the exclusionary criteria.~~



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3. Sworn personnel who proceed with diverting an individual into the LEAD Program through a social contact referral or self-referral will contact the Bernalillo County LEAD Case Manager for intake and will provide a copy of the LEAD Client Screening Form to the Bernalillo County LEAD Case Manager.

E. Exclusionary Criteria

1. An individual is not eligible for diversion into the LEAD Program if they:
 - a. Have been convicted for any of the following crimes within the last three (3) years:
 - i. Homicide (all offenses);
 - ii. All felony and misdemeanor sex offenses;
 - iii. All violent offenses, including all domestic abuse offenses;
 - iv. Arson;
 - v. Stalking and violations of protection order (all offenses);
 - vi. Kidnapping/false imprisonment;
 - vii. Any criminal offense involving a deadly weapon;
 - viii. All crimes against children;
 - ix. Trafficking a controlled substance;
 - x. Registered sex offender; or
 - xi. Promoting or accepting the earnings of a prostitute.
 - b. Are not amendable to the LEAD Program; or
 - c. Are under eighteen (18) years of age.

- F. If an individual qualifies for the LEAD Program but needs emergency medical attention or an emergency mental health evaluation, sworn personnel have the discretion to forward a completed LEAD Client Screening Form to the Bernalillo County LEAD Case Manager for follow-up after the individual receives medical attention.

7 2-79-5 Procedures for LEAD Program Referral

A. Pre-Qualification

1. Before referring an individual to the LEAD Program, sworn personnel shall complete a background check by using the databases and resources available to them in order to determine whether the individual has any disqualifying criminal history, as outlined in this SOP.

B. Referrals for Eligible Individuals

1. If the individual meets the eligibility criteria as confirmed through a background check, sworn personnel may use their discretion to divert the individual from jail.
2. Sworn personnel shall use the jail diversion instead of arrest. Jail diversion options include the following:



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- ~~a. Issuing a verbal warning;~~
 - ~~b. Issuing a citation;~~
 - ~~c. Giving a summons for misdemeanors or submitting a non-violent felony case to the District Attorney;~~
 - ~~d. Transporting a person to a mental health provider, either voluntarily or involuntarily, according to NMSA 1978, § 43-1-10; or~~
 - ~~e. Utilizing the LEAD Program.~~
- ~~3. When sworn personnel decide to divert an individual into the LEAD Program, they shall:~~
 - ~~a. Contact the Bernalillo County LEAD Case Manager by telephone at (505) 250-6282 for intake;~~
 - ~~b. Complete the LEAD Client Screening Form located in Mark43 and provide a copy to the Bernalillo County LEAD Case Manager either in person or by email at leadcm@bernco.gov;~~
 - ~~i. Sworn personnel will complete the LEAD Client Screening Form for social contact referrals/self-referrals.~~
 - ~~c. Complete all documentation consistent with Department policy and procedures, including, but not limited to, LEAD Client Screening Forms, Uniform Incident Reports, criminal summons, etc.; and~~
 - ~~d. Be responsible for all other necessary paperwork as outlined in SOP Arrests, Arrest Warrants, and Booking Procedures and forward it to the LEAD Liaison at apdlead@cabq.gov.~~
- ~~2. When sworn personnel divert an individual for cases in which there is a victim involved, they will:~~
 - ~~a. Explain the LEAD Program to the victim, allow the victim to make their own decision regarding prosecution, and document the decision made by the victim;~~
 - ~~b. Seek approval from the victim in order to divert the individual who has been suspected of committing a crime from entering the criminal justice system;~~
 - ~~c. Complete the LEAD Client Screening Form and provide it to the Bernalillo County LEAD Case Manager;~~
 - ~~d. Be responsible for completing all other necessary paperwork as outlined in SOP Arrests, Arrest Warrants, and Booking Procedures; and~~
 - ~~e. Forward all other necessary paperwork to the LEAD Liaison.~~
- ~~3. When sworn personnel decide to divert an individual to the LEAD Program after-hours or when a Bernalillo County LEAD Case Manager is unavailable, sworn personnel may transport the individual to the CARE Campus or email the referral to the Bernalillo County LEAD Case Manager for follow-up via email.~~
- ~~4. The Bernalillo County LEAD Case Manager may complete an intake by responding to the scene via a phone call with sworn personnel, or the sworn personnel may transport the individual to the CARE Campus (formerly known as MATS) at 5901~~



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Zuni Rd. SE. This process helps facilitate a “warm hand-off” between the Bernalillo County LEAD Case Manager, the individual, and sworn personnel.

N/A

C. Individuals Who Are Ineligible

1. If the individual is ineligible and there are no pending criminal offenses, sworn personnel shall file charges and proceed with the procedures outlined in SOP Arrests, Arrest Warrants, and Booking Procedures (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties).

D. Individuals with an Active Warrant

N/A

1. If an individual is diverted into the LEAD Program but has an active warrant, sworn personnel shall arrest the individual and process the individual for the warrant. Sworn personnel will follow the appropriate procedures for the warrant (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties). Sworn personnel will forward a completed LEAD Client Screening Form to the Bernalillo County LEAD Case Manager and to the LEAD Liaison for the new charges. If applicable, sworn personnel should remind the individual(s) that they must comply with the conditions of release set by the court.

a. Sworn personnel have the discretion to divert an individual with any new criminal charges that make them eligible for the LEAD Program.

N/A

2-79-6 LEAD Program Participation

A. An individual will have fourteen (14) days upon release from custody to contact a Bernalillo County LEAD Case Manager for intake. An individual will have thirty (30) days to maintain compliance with the LEAD Program before sworn personnel file the charges for which the individual was diverted from the criminal justice system.

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1. If the individual is non-compliant, the diverted charges will be filed by sworn personnel with assistance from the LEAD Liaison.

B. When an individual is diverted for criminal charges, they have fourteen (14) days to complete an initial intake with a Bernalillo County LEAD Case Manager.

C. An individual with criminal charges who was diverted from the criminal justice system will have fourteen (14) days upon release from a medical facility to contact a Bernalillo County LEAD Case Manager for intake.

N/A

2-79-7 LEAD Operational Work Group

A. The LEAD Operational Work Group is a partnership between the Department and the following:



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- ~~1. Bernalillo County Department of Behavioral Health Services;~~
- ~~2. Bernalillo County Sheriff's Office (BCSO);~~
- ~~3. Second Judicial District Attorney's Office;~~
- ~~4. LEAD Coordinators with the Law Offices of the Public Defender;~~
- ~~5. A person with lived experience of mental health; and~~
- ~~6. Any party to the LEAD Program Memorandum of Understanding (MOU).~~

~~B. LEAD Program partners will use the staffing meetings to discuss:~~

- ~~1. LEAD Program participants' situation and progress;~~
- ~~2. Possible withdrawal of program support from participants who are not making effective use of the opportunity;~~
- ~~3. Referral criteria, program capacity, and compliance with the protocol; and~~
- ~~4. Particular cases or individuals to focus the attention of LEAD Program staff to include BCSO and the Department.~~

~~C. Individual cases may be staffed more frequently via phone conferences as needed.~~

N/A 2-79-8 LEAD Policy Coordinating Group

~~A. The LEAD Policy Coordinating Group is a collaboration between the following:~~

- ~~1. Bernalillo County Department of Behavioral Health Services;~~
- ~~2. Second Judicial District Attorney's Office;~~
- ~~3. LEAD Coordinators with the Law Offices of the Public Defender;~~
- ~~4. Bernalillo County LEAD Case Managers; and~~
- ~~5. Any party to the LEAD Program MOU.~~

~~B. The LEAD Policy Coordinating Group will hold staffing sessions to discuss major policy changes, program evaluation, funding, and service capacity.~~

7 2-79-9 General Responsibilities



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A. ~~All sworn personnel assigned to Proactive Response Teams (PRT) shall be trained in the LEAD Program and shall be able to assist other sworn personnel in their respective area commands regarding the LEAD Program.~~

B. ~~LEAD Liaison~~

1. ~~The LEAD Liaison shall maintain and update LEAD Program referrals and records and shall ensure that the required paperwork related to LEAD Program diversions and referrals are completed.~~

2. ~~The LEAD Liaison is a collateral duty assignment overseen by the Crisis Intervention Unit (CIU). Department personnel may contact the LEAD Liaison at apdlead@cabq.gov.~~



2-99 NALOXONE POLICY

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

A. Related SOP(s)

None

B. Form(s)

New Mexico Department of Health ([NMDOH](#)) Naloxone Administration Form

C. Other Resource(s)

NMSA 1978, § 24-23-1 Authority to Possess, Store, Distribute, Dispense, Prescribe and Administer Opioid Antagonists; Release from Liability; Rulemaking

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-99-1 Purpose

The purpose of this policy is to establish and create requirements and procedures for the administration of nasal naloxone to reverse the effects of opioid-induced overdose.

2-99-2 Policy

It is the policy of the Albuquerque Police Department (Department) that Department personnel who will be administering nasal naloxone are properly trained in its use of naloxone, consistent with State laws and Department procedures.

N/A 2-99-3 Definitions

A. Administration of Opioid Antagonist

The administration of an opioid antagonist by an authorized person.

B. Naloxone Administration Program

A training program that prepares Department personnel to administer an opioid antagonist, as shown by best practices or recommended by the Department for an opioid antagonist administration program.



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C. Naloxone Administration Program Director

The Department's designated director who manages the Naloxone Administration Program for Trained Targeted Responders.

D. Opioid

Containing or derived from opium, including but not limited to morphine and heroin.

E. Opioid Antagonist

A drug that nullifies in whole or in part the effects of an opioid. The opioid antagonist is limited to naloxone or other medications approved by the Department.

F. Physician Medical Director

A physician who completed a fellowship in emergency medical services and who is board certified in emergency medicine, who, by law, oversees the training and practice of the Trained Targeted Responders via written treatment protocols, case reviews, direct observation, and other training as applicable.

G. Trained Targeted Responder

Department personnel who have completed an authorized opioid antagonist training program and who administer naloxone.

7 2-99-4 Procedures

A. Department personnel shall:

1. Primarily be responsible for providing a safe environment for themselves, the public, and emergency medical services (EMS) personnel;
2. Consider administering naloxone, as prescribed, if the individual has a pulse but is not breathing;
3. When feasible, have a minimum of two (2) Department personnel present with the individual to ensure the scene is safe before administering naloxone;
 - a. Department personnel should be aware that the individual may wake up and become combative soon after they administer naloxone and be prepared to protect themselves, if necessary.
4. Use medical gloves when administering naloxone;
5. Request EMS personnel to advise they administered naloxone and the total amount of doses they administered;



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6. Once on-scene, rely on EMS personnel to evaluate the individual; and
7. After administration, fill out the NMDOH Naloxone Administration Form found on the Department's Share Hub and email the form to apdnarcn@cabq.gov.

B. Department personnel shall not administer naloxone if the individual does not have a pulse.

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C. The Naloxone Administration Program Director shall:

1. Maintain the Department's NMDOH Naloxone Administration Program registration;
2. Consult with the Physician Medical Director to oversee the Naloxone Administration Program;
3. Assist the Physician Medical Director with quality assurance review of all naloxone administration;
4. Ensure the naloxone is maintained and stored in accordance with the manufacturer's guidelines;
5. Report all administration of naloxone to the NMDOH and the Physician Medical Director using the NMDOH-approved reporting format; and
6. Maintain the following documentation:
 - a. Naloxone administration training records for all Trained Targeted Responders while they are active in the program and for at least three (3) years thereafter;
 - b. Naloxone Administration Program records, including naloxone inventory records, Trained Targeted Responder training records, and Naloxone Administration Program usage records; and
 - c. Copies of Physician Medical Director-approved medical protocols, NMDOH reporting forms, and Naloxone purchase and maintenance records.

N/A

D. Trained Targeted Responders

1. Trained Targeted Responders will:
 - a. Complete an initial naloxone administration training program with cardiopulmonary resuscitation (CPR) training;
 - b. Every two (2) years, complete a refresher naloxone administration training course with CPR instruction;
 - c. Comply with Physician Medical Director-approved medical protocols for response to suspected opioid-induced overdose; and
 - d. Report all responses to suspected opioid-induced overdose to the Naloxone Administration Program Director using the NMDOH Naloxone Administration



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Form and email the form to apdnarcn@cabq.gov. Narcan will be resupplied once this is complete.

REDLINED



2-99 NALOXONE POLICY

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

A. Related SOP(s)

None

B. Form(s)

New Mexico Department of Health ([NMDOH](#)) Naloxone Administration Form

C. Other Resource(s)

NMSA 1978, § 24-23-1 Authority to Possess, Store, Distribute, Dispense, Prescribe and Administer Opioid Antagonists; Release from Liability; Rulemaking

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-99-1 Purpose

The purpose of this policy is to establish and create requirements and procedures for the administration of nasal naloxone to reverse the effects of opioid-induced overdose.

2-99-2 Policy

It is the policy of the Albuquerque Police Department (Department) that Department sworn personnel who will be administering nasal naloxone are properly trained in its use of naloxone, consistent with State laws and Department procedures.

N/A

2-99-3 Definitions

A. Administration of Opioid Antagonist

The administration of an opioid antagonist by an authorized person.

B. Naloxone Administration Program

A training program that prepares Department personnel to administer an opioid antagonist, as shown by best practices or recommended by the Department for an opioid antagonist administration program.



C. Naloxone Administration Program Director

The Department's designated director who manages the Naloxone Administration Program for Trained Targeted Responders.

D. Opioid

Containing or derived from opium, including but not limited to morphine and heroin.

E. Opioid Antagonist

A drug that nullifies in whole or in part the effects of an opioid. The opioid antagonist is limited to naloxone or other medications approved by the Department.

F. Physician Medical Director

A physician who completed a fellowship in emergency medical services and who is board certified in emergency medicine, who, by law, oversees the training and practice of the Trained Targeted Responders via written treatment protocols, case reviews, direct observation, and other training as applicable.

G. Trained Targeted Responder

Department Sworn personnel who have completed an authorized opioid antagonist training program and who administer naloxone.

7 2-99-4 Procedures

A. Department Sworn personnel shall:

1. Primarily be responsible for providing a safe environment for themselves, the public, and emergency medical services (EMS) personnel;
2. Consider administering naloxone, as prescribed, if the individual has a pulse but is not breathing;
3. When feasible, have a minimum of two (2) Department Sworn personnel present with the individual to ensure the scene is safe before administering naloxone;
 - a. Department Sworn personnel should be aware that the individual may wake up and become combative soon after they administer naloxone and be prepared to protect themselves, if necessary.
4. Use medical gloves when administering naloxone;



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5. Request EMS personnel to advise they administered naloxone and the total amount of doses they administered;
6. Once on-scene, rely on EMS personnel to evaluate the individual; and
7. After administration, fill out the NMDOH Naloxone Administration Form found on the Department's Share Hub and email the form to apdnarcen@cabq.gov.

B. Department sworn personnel shall not administer naloxone if the individual does not have a pulse.

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C. The Naloxone Administration Program Director shall:

1. Maintain the Department's NMDOH Naloxone Administration Program registration;
2. Consult with the Physician Medical Director to oversee the Naloxone Administration Program;
3. Assist the Physician Medical Director with quality assurance review of all naloxone administration;
4. Ensure the naloxone is maintained and stored in accordance with the manufacturer's guidelines;
5. Report all administration of naloxone to the NMDOH and the Physician Medical Director using the NMDOH-approved reporting format; and
6. Maintain the following documentation:
 - a. Naloxone administration training records for all Trained Targeted Responders while they are active in the program and for at least three (3) years thereafter;
 - b. Naloxone Administration Program records, including naloxone inventory records, Trained Targeted Responder training records, and Naloxone Administration Program usage records; and
 - c. Copies of Physician Medical Director-approved medical protocols, NMDOH reporting forms, and Naloxone purchase and maintenance records.

N/A

D. Trained Targeted Responders

D.

~~1. Nothing in this Standard Operating Procedure (SOP) shall be construed to impose civil or criminal liability on any Trained Targeted Responder, consistent with NMSA 1978, § 24-23-1.~~

~~2.~~ 1. Trained Targeted Responders will:



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- a. Complete an initial naloxone administration training program with cardiopulmonary resuscitation (CPR) training;
- b. Every two (2) years, complete a refresher naloxone administration training course with CPR instruction;
- c. Comply with Physician Medical Director-approved medical protocols for response to suspected opioid-induced overdose; and
- d. Report all responses to suspected opioid-induced overdose to the Naloxone Administration Program Director using the NMDOH Naloxone Administration Form and email the form to apdnarcn@cabq.gov. ~~You will be resupplied with Narcan~~ will be resupplied once this is complete.

REDLINED



2-107 USE OF CRIME SCENE SPECIALISTS (CSS) UNIT

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

A. Related SOP(s)

- 1-35 Crime Scene Specialist (CSS) Unit (Formerly 5-8)
- 2-98 Gunshot Detection Procedure

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

E. Rescinded Special Order(s)

None

2-107-1 Purpose

The purpose of this policy is to establish procedures for Albuquerque Police Department (Department) personnel when requesting a Crime Scene Specialist (CSS) to identify and collect forensically-significant evidence at crime scenes. This includes, but is not limited to, scenes where the presence of a CSS is required based on the defined responsibilities of the position, as well as all incidents involving a use of force.

2-107-2 Policy

It is the policy of the Department to use the CSS Unit to properly recognize, preserve, and collect forensic evidence in a timely manner through advanced forensic training that goes beyond the scope of what standard Field Service Bureau (FSB) sworn personnel receive.

N/A 2-107-3 Definitions

A. Crime Scene Specialist (CSS)

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



B. Life-threatening Injury

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

6 2-107-4 Procedures

A. Requesting CSS Unit Personnel

1. Department personnel shall call for CSS Unit personnel for the following incidents:
 - a. High-priority calls for service that include, but are not limited to:
 - i. Homicides;
 - ii. Fatal vehicle crashes;
 - iii. Juvenile calls for service with serious injury; and
 - iv. Violent crimes resulting in life-threatening injuries.
2. Emergency Communication Center (ECC) dispatchers shall dispatch the following calls for service in the following order unless there is an articulable reason for the deviation or as directed by a SED supervisor:
 - a. Serious and life-threatening injuries;
 - b. All levels of use of force, including shows of force;
 - c. Criminal sexual penetration crimes;
 - d. Unattended or unexpected deaths that are unnatural in nature, including overdoses;
 - e. Juvenile calls for service without serious injury;
 - f. All apparent suicides;
 - g. Domestic violence;
 - h. All felony crimes involving forensically-significant evidence, including armed robberies;
 - i. Property crimes;
 - j. Processing a warrant;
 - k. Accidental discharges of Department-issued firearms or intermediate weapon systems, except for training purposes;
 - l. Gunshot detection system follow-up canvases, in accordance with SOP Gunshot Detection Procedure;
 - m. Calls for service when sworn personnel leave the scene, but request a CSS to respond and take photos or process evidence; and
 - n. Any call as requested by the Chief of Police, their designee, or SED supervisor.

N/A

N/A

3. Department personnel shall be aware that CSS Unit personnel shall respond to calls in order of priority in accordance with SOP Crime Scene Specialists (CSS).



2-107 USE OF CRIME SCENE SPECIALISTS (CSS) UNIT

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

A. Related SOP(s)

- 1-35 Crime Scene Specialist (CSS) Unit (Formerly 5-8)
- 2-98 Gunshot Detection Procedure

B. Form(s)

None

C. Other Resource(s)

None

D. Active Special Order(s)

None

D.E. Rescinded Special Order(s)

None

2-107-1 Purpose

The purpose of this policy is to establish procedures for provide Albuquerque Police Department (Department) personnel with procedures when requesting a Crime Scene Specialist (CSS) to identify recognize and collect forensically-significant evidence at crime scenes evidence at crime scenes, including but not limited to crime scenes for serious crimes call-outs, and to photograph all uses of force. This includes, but is not limited to, scenes where the presence of a CSS is required based on the defined responsibilities of the position, as well as all incidents involving a use of force.

2-107-2 Policy

It is the policy of the Department to use the CSS Unit to properly recognize, preserve, and collect forensic evidence in a timely manner through advanced forensic training that goes beyond the scope of what a standard Field Service Bureau (FSB) sworn personnel receives.

N/A

2-107-3 Definitions

A. Crime Scene Specialist (CSS)



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

B. Life-threatening Injury

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

C. ~~Serious Crime Call-Out~~

~~A serious crime call-out is generated when an individual sustains a life-threatening injury such as paralysis, double amputation, complete blindness, brain death, and/or the individual has a twenty percent (20%) or lower chance of survival.~~

6 2-107-4 Procedures

A. Requesting CSS Unit Personnel

1. Department personnel shall call for CSS Unit personnel for the following incidents:

- a. High-priority calls for service that include, but are not limited to:
 - i. Homicides;
 - ii. Fatal vehicle crashes;
 - iii. Juvenile calls for service with serious injury; and
 - iv. Violent crimes resulting in life-threatening injuries.

2. Emergency Communication Center (ECC) dispatchers shall dispatch the following calls for service in the following order unless there is an articulable reason for the deviation or as directed by a SED supervisor:

- a. Serious and life-threatening injuries;
- b. All levels of use of force, including shows of force;
- c. ~~Gunshot detection system follow-up canvasses, in accordance consistent with SOP Gunshot Detection Procedure (refer to SOP Gunshot Detection Procedure for sanction classifications and additional duties);~~
- d. b. Criminal sexual penetration crimes;
- e. d. Unattended or unexpected deaths that are unnatural in nature, including overdoses;
- f. e. Juvenile calls for service without serious injury;
- g. f. All apparent suicides;
- h. g. Domestic violence;



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N/A

- i. h. All felony crimes involving forensically-significant evidence, including armed robberies;
- j. i. Property crimes;
- k. j. Processing a warrant;
- l. k. Accidental discharges of Department-issued firearms or intermediate weapon systems, except for training purposes;
- l. Gunshot detection system follow-up canvases, in accordance with SOP Gunshot Detection Procedure;
- m. Calls for service when sworn personnel leave the scene, but request a CSS to respond and take photos or process evidence; and
- n. Any call as requested by the Chief of Police, their designee, or SED supervisor.

N/A

3. Department personnel shall be aware that CSS Unit personnel shall respond to calls in order of priority as outlined in accordance with SOP Crime Scene Specialists (CSS) ~~(Refer to SOP Crime Scene Specialists (CSS) Unit for sanction classifications and additional duties).~~



2-77 In-Car Video System (ICVS)

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

A. Related SOP(s)

- 1-22 Automated License Plate Reader Program
- 1-80 Prisoner Transport Unit
- 1-87 Scientific Evidence Division (Formerly 5-5)
- 2-8 Use of On-Body Recording Devices
- 2-9 Use of Computer Systems
- 2-40 Misdemeanor, Traffic, and Parking Enforcement
- 2-41 Traffic Stops
- 2-42 DWI Investigations and Revoked/Suspended License
- 2-45 Pursuit by Motor Vehicle
- 2-46 Response to Traffic Crashes
- 2-73 Collection, Submission, and Disposition of Evidence and Property
- 2-82 Restraints and Transportation of Individuals
- 2-111 Records Division Units
- 3-41 Complaints Involving Department Personnel

B. Form(s)

Lieutenant's Inspection Form
PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

N.M. Const. art. II, § 24 Victim's Rights
NMSA 1978, §§ 14-2-1 to 14-2-12 Inspection of Public Records Act
NMSA 1978, §§ 31-26-1 to 31-26-16 Victims of Crime Act
NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

D. Active Special Order(s)

E. Rescinded Special Order(s)

2-77-1 Purpose

The purpose of this policy is to enhance accountability and effective criminal prosecution by promoting constitutional policing, the efficiency in the collection and submission of evidence, administrative investigation, and the review of performance, tactics, and training. This policy provides Albuquerque Police Department (Department) personnel with guidelines for the use of the Axon Fleet 3 in-car video system.



2-77-2 Policy

It is the policy of the Department to establish and communicate clear guidelines regarding the appropriate use of the In-Car Video System (ICVS) and define components of the system.

N/A 2-77-3 Definitions

A. Activate

Any process which causes the Interior Video Camera (IVC) system to record data.

B. Automated License Plate Reader (ALPR) Alert

A visible and/or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared Hot List.

C. Buffer Mode

A pre-recording mode in which the In-Car Video System (ICVS) is powered on and has not been activated to record. A solid green LED light confirms that the Dual-View camera is buffering and ready to record. The IVC captures only video and no audio.

D. Dashboard (Axon Fleet Dashboard)

A proprietary software system provided by Axon as part of the ICVS system. It allows Department personnel to operate their IVC System, and On-Body Recording Device (OBRD), review recordings, and receive and respond to ALPR Alerts. The software uploads recordings to Evidence.com and allows the officer to assign and confirm the correct case number for recordings and input appropriate labels.

E. Dual-View Camera (Axon Fleet 3)

Forward-facing cameras, with two (2) lenses, mounted to the front windscreen of the vehicle. The Evidence Capture lens is the primary lens that captures and records a front panoramic view. The secondary lens is a component of the ALPR integrated into the ICVS system.

F. Event Mode

A mode where the IVCS is recording audio and video.

G. In-Car Video System (ICVS)

A combination of proprietary hardware and software that records the interior view of the rear passenger seat of the vehicle, a forward-facing view of the vehicle, and an



ALPR. The ICVS includes software and an interface for automatic & manual activation, recording, and storage of evidence in accordance with Department policy.

H. Interior Video Camera (IVC)

Cameras or lenses that are a component of the ICVS. There are three (3) cameras installed with different functions for the system.

1. The Evidence Capture lens records events in front of the police vehicle.
 - a. This is the primary lens and is one (1) of (2) two lenses of the Dual-View Camera.
2. The ALPR lens is a component of the ALPR system used to scan license plates.
 - a. This is one (1) of two (2) lenses of the Dual-View Camera.
3. The Interior camera captures a view of the rear passenger compartment and is used to record any activity in the rear passenger compartment.

I. Traffic Stop

A seizure of a vehicle and detention of a driver and/or occupant(s) based upon reasonable suspicion or probable cause that the driver or occupant(s) committed or is committing a crime. A lawful order for the driver to stop the vehicle is given through the use of emergency vehicle lights and, in some cases, sirens and loudspeaker announcements. A traffic stop is considered a seizure under the Fourth Amendment.

J. Wireless Activation (Axon Signal Vehicle)

A proprietary function of Axon that enables the OBRD and Fleet cameras to sense an event and start recording. The activation during an event triggers other Axon OBRDs and Fleet cameras within Bluetooth range to activate. The OBRD assigned to the device user who is logged into the Axon Fleet 3 dashboard is the only OBRD that will activate.

7 2-77-4 Rules and Responsibilities

- A.** All Department personnel operating an authorized emergency vehicle, and whose regular duties include DWI & traffic enforcement, responding to calls for service, and transporting prisoners, shall operate a Department vehicle that is equipped with an ICVS.

1. It is the responsibility of Department personnel to be familiar with the operation of the ICVS and follow all policy and procedure related to evidence.



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2. If a failure to record an event or a partial event is recorded, it shall be documented in the report, or in the CAD if there is no report.
3. The ICVS does not replace the purpose of the OBRD for any event. Department personnel are still required to adhere to procedures in SOP Use of On-Body Recording Device.
4. Police motorcycles assigned to the Metro-Traffic Division are excluded. Motor officers shall use their Department-issued OBRDs in accordance with SOP Use of On-Body Recording Devices.

N/A

B. Timelines for Uploading ICVS Recordings

6

1. Incidents Involving Use of Force
 - a. By the end of the officer's shift during which the use of force incident occurred. Department personnel shall upload ICVS footage capturing all use of force incidents in which they witnessed force, ordered force, used force, or were otherwise involved, as directed by a supervisor.
 - i. If Department personnel are not physically capable of uploading the ICVS recording(s) by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor or their designee shall ensure that the ICVS recording(s) from the affected employee's ICVS is uploaded by the end of the employee's shift during which the use of force incident occurred.
2. Incidents That Do Not Involve Use of Force
 - a. Department personnel shall upload ICVS recordings by the end of their next regularly scheduled shift as long as there are no incidents involving a use of force as described above.
 - i. Department personnel who have scheduled days off beyond their scheduled shift weekends shall upload ICVS recording(s) prior to starting their leave.
 - ii. Department personnel who do not report for duty for their next scheduled shift due to an unanticipated need to take leave shall upload their ICVS recording(s) upon returning to duty.
 - b. Sworn personnel shall ensure their immediate supervisor or their designee has access to their ICVS in order for the recording(s) to be uploaded.
3. Department personnel who have scheduled training shall upload their ICVS recording(s) by the end of their first day of training.

6

2-77-5

Mandatory Recording

- A. Department personnel shall activate their ICVS for any event related to traffic enforcement and any other law enforcement encounter or investigative encounter where contact with a community member is expected to occur or is occurring outside



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of a structure and involving the use of a police vehicle. If an encounter or contact is initiated before ICVS activation, Department personnel should activate their ICVS at the first available opportunity.

- B. The intended purpose of the ICVS is to capture and record evidence. A mandatory recording policy does not preclude Department personnel from using the system in a reasonable manner that is intended to gather additional evidence for any law enforcement-related investigation.
- C. Examples of mandatory recording events include, but are not limited to:
 - 1. Traffic Stops;
 - 2. Traffic crashes;
 - 3. Pursuit by motor vehicle;
 - 4. Detention and transport of individuals based on a Certificate of Evaluation, Emergency Mental Health Evaluation per NMSA 43-1-10, or voluntary mental health evaluation for an Emergency Mental Health Evaluation;
 - 5. Prisoner transport duty; or
 - a. Department personnel assigned to prisoner transport duty shall activate the internal video camera immediately upon escorting the individual into the transport vehicle and prior to transport.
 - b. The internal video camera shall be installed in PTU vans, and all prisoner transports shall be recorded with the internal video camera.
 - 6. Anytime the rear passenger seat is occupied.
 - a. Individuals under lawful detention or arrest.
 - b. Witnesses, victims, children, or any other persons seated in the passenger seat for security reasons or as a form of shelter.
- D. It is the responsibility of Department personnel to confirm and verify that the system is in event mode (when practical), recording is uploaded, labeled correctly, and tagged as evidence in accordance with SOP Collection, Submission, and Disposition of Evidence and Property.
- E. For mandatory recording events consistent with this policy, once an ICVS is activated, it shall not be deactivated until all intentional contact with the individual is terminated.
 - 1. When a mandatory recording event is not captured in its entirety, Department personnel shall document the reason and justification in a Uniform Incident Report. In the absence of a Uniform Incident Report, the same shall be entered into the Computer Aided Dispatch (CAD) system.



6

2-77-6 Prohibited Recording

- A. Department personnel shall not activate their ICVS:
1. During any investigative interactions involving a Confidential Informant (CI);
 2. During personal activities and private conversations between Department personnel that do not involve calls for service or do not involve any other law enforcement or investigative encounters with a community member;
 3. At locations where recordings are prohibited by law, unless permission is obtained to activate the ICVS; or
 4. When assisting with or participating in a Federal Agency investigation, except during the following circumstances:
 - a. When participating in a pre-planned attempt to serve an arrest warrant;
 - b. When participating in a pre-planned arrest; or
 - c. During the execution of a search or seizure warrant or court order. In these circumstances, personnel shall ensure the recording does not intentionally capture:
 - i. Undercover personnel;
 - ii. Confidential informants;
 - iii. Confidential sources;
 - iv. On-scene witness interviews; or
 - v. On-scene professional staff assisting law enforcement, pursuant to the current MOU.
- B. In the event Department personnel inadvertently record a prohibited recording incident, the Department personnel shall categorize the recording as "Restricted."

N/A

2-77-7 Discretionary Recording

- A. Department personnel shall have the discretion to activate the ICVS for events that are not mandatory to record when there is a reasonable justification that the recording is valuable and appropriate. Constitutional and civil rights and legitimate privacy concerns will be considered when balancing the reasonableness.
- B. During privileged conversation with legal counsel while seeking legal advice.
1. Department personnel may deactivate the ICVS while obtaining legal advice.
 - a. Department personnel shall activate the ICVS once legal advice has concluded.
- C. Discretionary recording is allowed when a scene is being processed by investigative units or the Scientific Evidence Division (SED) and is secured, and the likelihood of public contact is minimal.



- D. Perimeter position for an active law enforcement event that involves a criminal investigation. Sworn personnel in a perimeter position are granted the discretion to deactivate the recording function when the likelihood of recording valuable evidence is minimal. Examples include, but are not limited to:
 - 1. An outer perimeter position;
 - 2. The scene of a fatal or serious injury crash investigation that is being processed by detectives and or Crime Scene personnel; or
 - 3. Traffic control.
- E. Perimeter positions for peaceful demonstrations and other events.
- F. While on perimeter and the likelihood of a law enforcement encounter is minimal.
- G. Traffic control at public events.
- H. Police escorts.
 - 1. In some cases, law enforcement action is required to preserve the safety of personnel escorting community members or dignitaries. Department personnel involved in such action shall activate the ICVS as soon as reasonably practical.

7 2-77-8 Supervisor Responsibilities

- A. The sergeant shall:
 - 1. Verify the ICVS of Department personnel under their command is functioning properly by observing the ICVS in buffer mode during monthly line inspections;
 - 2. Ensure any reported malfunctioning ICVS are exchanged for a working ICVS upon discovery of the malfunction or that the ICVS is returned to proper working order by the SED;
 - 3. Review relevant ICVS recording(s) for any duty-related injuries to sworn personnel listed in a report not involving a use of force;
 - 4. Review relevant ICVS recording(s) for complaints involving Department personnel that are reported directly to the supervisor;
 - 5. Complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application no later than seventy-two (72) hours after identifying a potential policy violation, in accordance with SOP Complaints Involving Department Personnel; and



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6. Perform two (2) monthly video inspections, which will be completed on or before the last day of each month. ICVS recordings may be included in the two (2) inspections required each month.
 - a. To complete a monthly video inspection, the immediate supervisor shall review a randomly selected mandatory recording event video for each assigned employee to:
 - i. Ensure personnel are using the ICVS in accordance with this SOP;
 - ii. Identify any concerns or deficiencies in training, equipment, tactics, and or policy;
 - iii. Identify and report potential policy violations in accordance with SOP Complaints Involving Department Personnel; and
 - iv. Identify commendable work or performance.
 - b. When concerns or deficiencies in training, equipment, tactics, and or policy are identified, the appropriate documentation shall be made to address the issue.
 - c. When a potential policy violation is identified, the supervisor shall complete an IAR through the IA database web application in accordance with SOP Complaints Involving Department personnel.
 - d. When commendable work performance is identified that merits recognition for award nomination, the supervisor shall initiate a request through the IA database web application.
 - e. The video reviewed shall be documented on the Department Monthly Line Inspection Form.

B. The lieutenant shall:

1. Perform two (2) monthly video inspections, which will be completed on or before the last day of each month in accordance with SOP Use of On-Body Recording Devices. ICVS recordings may be included in the two (2) inspections required each month.
2. When a potential policy violation is identified during their review, initiate an IAR through the IA database web application no later than seventy-two (72) hours after identifying the potential policy violation in accordance with SOP Complaints Involving Department Personnel.

N/A 2-77-9 Retention and Release

- A. Release of an ICVS recording(s) shall comply with the New Mexico Inspection of Public Records Act (IPRA).
- B. All non-evidentiary ICVS videos will be retained for one hundred twenty days and will then be deleted by the system automatically.

7 2-77-10 Training Requirements

- A. All Department personnel shall complete mandatory training before using the ICVS.



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- B. Department personnel shall receive additional training following a system upgrade or policy change.
- C. Newly promoted supervisors shall receive additional training related to supervisor responsibilities regarding the ICVS.
- D. The ICVS and its recordings are the property of the Department and may be used for training purposes. Any ICVS recording(s) used for training purposes shall only be derived from adjudicated cases. The Department shall not use ICVS recordings that would otherwise be protected by N.M. Const. art. II, § 24. Victim's Rights, and the Victims of Crime Act, NMSA 1978, §§ 31-26-1 to 31-26-16, unless the victim provides written consent.

REDLINED



2-~~77~~XX In-Car Video System (ICVSVG)

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

A. Related SOP(s)

- 1-22 Automated License Plate Reader Program
- 1-80 Prisoner Transport Unit
- 1-87 Scientific Evidence Division (Formerly 5-5)
- 2-8 Use of On-Body Recording Devices
- 2-9 Use of Computer Systems
- 2-40 Misdemeanor, Traffic, and Parking Enforcement
- 2-41 Traffic Stops
- 2-42 DWI Investigations and Revoked/Suspended License
- 2-45 Pursuit by Motor Vehicle
- 2-46 Response to Traffic Crashes
- 2-73 Collection, Submission, and Disposition of Evidence and Property
- 2-82 Restraints and Transportation of Individuals
- 2-111 Records Division Units
- 3-41 Complaints Involving Department Personnel

B. Form(s)

Lieutenant's Inspection Form
PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

N.M. Const. art. II, § 24 Victim's Rights
NMSA 1978, §§ 14-2-1 to 14-2-12 Inspection of Public Records Act
NMSA 1978, §§ 31-26-1 to 31-26-16 Victims of Crime Act
NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

D. Active Special Order(s)

D-E. Rescinded Special Order(s)

2-~~77~~XX-1 Purpose

The purpose of this policy is to enhance accountability and effective criminal prosecution by promoting constitutional policing, the efficiency in the collection and submission of evidence, administrative investigation, and the review of performance, tactics, and training. This policy provides Albuquerque Police Department (Department) personnel with guidelines for the use of the Axon XON Fleet 3 in-car video system.



2-77XX-2 Policy

It is the policy of the Albuquerque Police Department (Department) to establish and communicate clear guidelines regarding the appropriate use of the In-Car Video System (ICVS) and define components of the system.

N/A 2-77XX-3 Definitions *(if applicable)*

A. Activate

Any process which causes the Interior Video Camera (IVC) system to transmit or record store data. A blinking red Primary LED light indicates dual-view recording. A blinking red secondary light indicates the interior camera is recording.

B. Automated License Plate Reader (ALPR) Alert

A visible and/or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared Hot List. (SOP 2-8)

C. Buffer Mode

A pre-recording mode in which the In-Car Video System (ICVS) is powered on and has not been activated to record. ~~The IVC captures only video and no audio.~~ A solid green LED light confirms that the Dual-View camera is buffering and ready to record. The IVC captures only video and no audio.

D. Dashboard (AxonXON Fleet Dashboard)

A priority proprietary software system provided by AxonXON as part of the ICVS overall system. ~~The interface downloaded on the officer's Department issued laptop and requires a unique profile for the officer to log in.~~ It allows the officer Department personnel to operate their IVC System, and On-Body Recording Device (OBRD), review recordings, and receive and respond to ALPR Alerts. The software uploads recordings to Evidence.com and allows the officer to assign and confirm the correct case number for recordings and as well as input appropriate labels.

E. Dual-View Camera (AxonXON Fleet 3)

——A Forward-facing cameras, with two (2) lenses, mounted to the front windscreen of the —vehicle. The Evidence Capture lens is the primary lens that which captures and records a front panoramic view. The secondary lens —is a component of the ALPR integrated in-to the ICVS system.

F. Event Mode



A mode where tThe IVCS is recording audio and video.

G. In-Car Video System (ICVS)

A combination of proprietary hardware and software that records thean interior view of the rear passenger seat of the vehicle, a forward-facing view of the vehicle, andand an ALPR. The ICVS includes software and an interface for automatic & manual activation, recording, and storage of evidence in accordance with Ddepartment policy.

H. Interior Video Camera (IVC)

CAcameras or lenses that are a component of the ICVS. There are three (3) cameras installed with different functions for the system.

1. The Evidence Capture lens records events in front of the police vehicle.

- a. This is the primary lens and This is one (1) of (2) two lenses of the Dual-View Camera.
- b. The primary lens

2. The ALPR lens is a component of the ALPR system used to scan license plates.

- a. This is one (1) of two (2) lenses of the Dual-View Camera.

3. The Interior camera captures a view of the rear passenger compartment and is used to record any activity in the rear passenger compartment.

I. Traffic Stop

A seizure of a vehicle and detention of a driver and/or occupant(s) based upon reasonable suspicion or probable cause that the driver or occupant(s) committed a crime or is are committing a crime. A lawful order for the driver to stop the vehicle is given through the use of emergency vehicle lights and, in some cases, sirens and loud speaker announcements. A traffic stop is considered a seizure under the Fourth Amendment.

J. Wireless Activation (Axon Signal Vehicle)

A proprietary function of Axon ~~XON~~ that enables the OBRD and Fleet cameras to sense an event and starts recording. The activation during an event triggers other Axon ~~XON~~ OBRD's and Fleet cameras within Bluetooth range to activate. The OBRD assigned to the device user who is logged in-to the Axon Fleet 3 dashboard is the only OBRD that will activate.



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A. All sworn personnel and ~~Prisoner Transport Unit (PTU)~~ Department personnel operating an authorized emergency vehicle, and whose regular duties include DWI & traffic enforcement, responding to calls for service, and transporting prisoners, shall operate a ~~D~~police department vehicle that is equipped with an ICVS.

1. It is the responsibility of Department personnel ~~the officer~~ to be familiar with the operation of the ICVS and follow all policy and procedure related to evidence.

2. If a failure to record an event or a partial event is recorded, it shall be documented in the report, ~~if there is a report or~~ ion the CAD if there is no report.

3. ~~Department~~APD ~~p~~Personnel shall not use the ICVS solely for the purpose of recording any individual who is actively resisting. For example, an individual who is walking or running away. In such cases, the officer shall respond as they normally would and take the appropriate action.

4. ~~3.~~ The ICVS does not replace the purpose of the OBRD for any event.
DepartmentAPD ~~p~~Personnel are still required to adhere to procedures in SOP 2-8 Use of On-Body Recording Device.

N/A

5. ~~4.~~ Police motorcycles assigned to the Metro-Traffic Division are excluded. Motor officers shall use their ~~D~~department-issued OBRD's in accordance with SOP 2-8 Use of On-Body Recording Devices.

B. Timelines for Uploading ICVS Recordings

6

1. Incidents involving a Use of Force

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

i. If ~~D~~department personnel are not physically capable of uploading the ICVS recording(s) by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor or their designee shall ensure that the ICVS recording(s) from the affected employee's ICVS is uploaded by the end of the employee's shift during which the use of force incident occurred.

2. Incidents That Do Not involve a Use of Force

a. Sworn~~Department personnel~~Officers shall upload ICVS recordings by the end of their next, regularly scheduled shift as long as there are no incidents involving a use of force as described in ~~paragraph 1~~ above.

i. Department~~Sworn personnel~~Officers who have scheduled days off beyond their scheduled shift weekends shall upload ICVS recording(s) prior to starting their leave.



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ii. Sworn Department personnel Officers who do not report for duty for their next scheduled shift due to an unanticipated need to take leave shall upload their ICVS recording(s) upon returning to duty.

e.b. Sworn personnel Officers shall ensure their immediate supervisor or their designee has access to their ICVS in order for the recording(s) to be uploaded.

3. Department personnel Officers who have scheduled training shall upload their ICVS recording(s) by the end of their first day of training.

6 2-77XX-5 Mandatory Recording

A. Department personnel shall activate their ICVS for any event related to traffic enforcement and any other law enforcement encounter or investigative encounter where contact with a community member is expected to occur or is occurring outside of a structure and involving the use of a police vehicle. If an encounter or contact is initiated before ICVS activation, Department personnel should activate their ICVS at the first available opportunity. Except for running back to the car to turn on cameras.

B. A. _____

B. The intended purpose of the ICVS is to capture and record evidence. A mandatory recording policy does not preclude officers Department personnel from using the system in a reasonable manner that is intended to gather additional evidence for any law enforcement-related investigation.

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

1. Traffic Stops;
2. Traffic crashes;
3. Pursuit by motor vehicle;

4. Arrests;

5. Perimeter position for an active law enforcement event that involves a criminal investigation. Sworn personnel on a perimeter position are granted the discretion to de-activate the recording function when the likelihood of recording valuable evidence is minimal. Examples include but not limited to

- i. Outer perimeter position
- ii. Scene of a fatal or serious injury crash investigation that is being processed by detectives and or Crime Scene personnel.
- iii. Traffic control

4. Detention and transport of individuals based on a Certificate of Evaluation, Emergency Mental Health Evaluation per NMSA 43-1-10, or voluntary mental health evaluation for an Emergency Mental Health Evaluation;



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~~6. The interior camera can be deactivated once the individual is escorted outside the vehicle and it is safe to do so.~~

~~7.5. Prisoner transport duty; or~~

~~—a. Department personnel assigned to prisoner transport duty shall activate the internal video camera immediately upon escorting the individual in-to the~~
~~a. —transport vehicle and prior to transport.~~

~~a. When the officer arrives at the final destination, the interior camera may be deactivated immediately before escorting the prisoner out of the vehicle.~~

~~b. The internal video camera shall be installed in PTU vans, and all prisoner transports shall be recorded with the internal video camera.~~

~~b. The interior camera can be deactivated once the individual is escorted outside the vehicle, and it is safe to do so.~~

~~1. —Transport of any individual in an authorized emergency vehicle marked police vehicle, regardless of the circumstances. The internal video camera shall be activated prior to transport.~~

~~2.6. Anytime the rear passenger seat is occupied, the internal video camera shall be activated. Examples include, but not limited to:~~

~~i.a. Individuals Suspects under lawful detention or arrest; or~~

~~b. Witnesses, victims, children, or any other persons seated in the passenger seat for security reasons or as a form of shelter; or~~

~~ii. The interior camera can be deactivated once the individual is escorted outside the vehicle, and it is safe to do so.~~

~~iii. The officer shall inform the individual that they are being recorded.~~

~~D. It is the responsibility of Department personnel the officer to confirm and verify that the system is in event mode (when practical), recording is uploaded, labeled correctly, and tagged as evidence in accordance with SOP 2-73 Collection, Submission, and Disposition of Evidence and Property.~~

~~E. —For all mandatory recording events, dDepartment personnel shall activate the ICVS prior to contact with the individuals, except during exigent emergency situations that require immediate action to preserve life or safety. At the first available opportunity, personnel shall activate their ICVS immediately.~~

~~D.~~

~~F. Officers Sworn personnel are permitted to deactivate recording function while on perimeter and the likelihood of a law enforcement encounter is minimal.~~

~~G.E. —For mandatory recording events consistent with this policy, once an ICVS is activated, it shall not be deactivated until all intentional contact with the individual is terminated.~~



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1. ~~Exemptions to continued recording:~~

a. ~~The ICVS recording is no longer of value and the OBRD is recording the incident. Examples include:~~

- ~~i. Escorting an individual or prisoner from the police Department issued vehicle to their final destination that is inside a habitable structure such as a hospital, prison, prisoner transport center or mental health facility.~~
- ~~ii. The investigation has led to another location out of view and audio range and the OBRD is recording the event.~~

2. 1. When a mandatory recording event is not captured in its entirety, DePARTMENT personnel shall document the reason and justification as to why in a Uniform Incident Report it when one is required. In the absence of a Uniform Incident Report, the same shall be entered done into the Computer Aided Dispatch (CAD) system.

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b. Department personnel are responsible for adding the information to the CAD and are prohibited from requesting Emergency Communications Center (ECC) personnel to add this information to the CAD.

2-77XX-6 Prohibited Recording

A. Department personnel shall not activate their ICVS:

- 1. During any investigative interactions involving a Confidential Informant (CI);-
- 2. During personal activities and private conversations between Department personnel that do not involve calls for service or do not involve any other law enforcement or investigative encounters with a community member;-
- 3. At locations where recordings are prohibited by law, unless permission is obtained to activate the ICVS; or-
- 4. When assisting with or participating in a Federal Agency investigation, except during the following circumstances:
 - a. When participating in a pre-planned attempt to serve an arrest warrant;
 - b. When participatinged in a pre-planned arrest; or
 - c. During the execution of a search or seizure warrant or court order. In these circumstances, personnel shall ensure the recording does not intentionally capture:
 - i. Undercover personnel;
 - ii. Confidential informants;
 - iii. Confidential sources;
 - iv. On-scene witness interviews; or
 - v. On-scene professional staff/civilian personnel assisting law enforcement, pursuant to the current MOU.

B. In the event Department personnel inadvertently record a prohibited recording incident, the Department personnel/officer shall categorize the recording as "Restricted."



N/A ~~2-77XX-75~~ Discretionary Recording

- A. Department personnel shall have the discretion to activate the ICVS for events that are not mandatory to record when there is a reasonable justification that the recording is valuable and appropriate. Constitutional and civil rights and ~~as well as~~ legitimate privacy concerns will be considered when balancing the reasonableness.
- B. During privileged conversation with legal counsel while seeking legal advice;
1. Department personnel may deactivate the ICVS while obtaining legal advice.
 2. a. Department personnel shall activate the ICVS once legal advice has concluded.
- C. Discretionary recording is allowed when a scene is being processed by investigative units or the Scientific Evidence Division (SED) and is secured, and the likelihood of public contact is minimal.
- D. Perimeter position for an active law enforcement event that involves a criminal investigation. Sworn personnel in a perimeter position are granted the discretion to de-activate the recording function when the likelihood of recording valuable evidence is minimal. Examples include, but are not limited to:
1. An outer perimeter position;
 2. The scene of a fatal or serious injury crash investigation that is being processed by detectives and or Crime Scene personnel; or;
 3. Traffic control.
- ~~D.~~ E. Perimeter positions for peaceful demonstrations and other events.
- F. While on perimeter and the likelihood of a law enforcement encounter is minimal.
- ~~E.~~ G. Traffic control at public events.
- ~~F.~~ H. Police escorts.
1. In some cases, law enforcement action is required to preserve the safety of personnel providing the escort and members of the escorting community members or dignitaries ~~who are being escorted.~~ Department personnel Officers involved in such action, shall activate the ICVS as soon as reasonably practical.



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~~A. Department personnel shall not activate their ICVS:~~

- ~~— During any investigative interactions involving a Confidential Informant (CI)~~
- ~~1. During personal activities and private conversations between Department personnel that do not involve calls for service or do not involve any other law enforcement or investigative encounters with a community member.~~
- ~~1. At locations where recordings are prohibited by law, unless permission is obtained to activate the ICVS.~~
- ~~1. When assisting with or participating in a Federal Agency investigation, except during the following circumstances:~~
 - ~~— When participating in a pre-planned attempt to serve an arrest warrant;~~
 - ~~— When participated in a pre-planned arrest; or~~
 - ~~— During the execution of a search or seizure warrant or court order; and~~
 - ~~— In these circumstances, personnel shall ensure the recording does not intentionally capture:~~
 - ~~— Undercover personnel;~~
 - ~~— Confidential informants;~~
 - ~~— Confidential sources;~~
 - ~~— On-scene witness interviews; or~~
 - ~~— On-scene civilian personnel assisting law enforcement, pursuant to the current MOU~~

~~A. In the event personnel inadvertently record a prohibited recording incident, the officer shall categorize the recording as "Restricted."~~

2-77XX-87 Supervisor Responsibilities

A. The sergeant shall:

1. Verify the ICVS of Department personnel under their command is functioning properly by observing the ICVS in buffer mode during monthly line inspections;
2. Ensure any reported malfunctioning ICVS are exchanged for a working ICVS upon discovery of the malfunction or that the ICVS is returned to proper working order by the SED;
3. Review the ICVS recordings involving a Use of Force in accordance with SOP 2-57 Use of Force Review and Investigation by Department Personnel.
- 4.3. Review relevant ICVS recording(s) for any duty-related injuries to sworn personnel listed in a report not involving a use of force;



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5. ~~Review relevant ICVS recording(s) for sworn personnel involved in a foot pursuit not involving a use of force.~~

~~6.4.~~ Review all relevant ~~related~~ ICVS recording(s) for complaints involving Department personnel that are reported directly to the supervisor; ~~;~~

~~7.5.~~ Complete an Internal Affairs Request (IAR) through the Internal Affairs (IA) database web application no later than ~~seventy-two~~ twenty four (72/24) hours after identifying a potential policy violation, in accordance with SOP Complaints Involving Department Personnel; and

~~8.6.~~ Perform two (2) a monthly video inspections, which will be completed on or before the last day of each month. ICVS recordings may can be included in the two (2) inspections required each month. ICVS recordings will not replace the two (2) OBRD recording inspections required in accordance with SOP Use of On-Body Recording Devices

- a. To complete a monthly video inspection, the immediate supervisor shall review a randomly selected mandatory recording event video for each assigned employee to:
 - i. Ensure personnel are using the ICVS in accordance with this SOP;
 - ii. Identify any concerns or deficiencies in training, equipment, tactics, and or policy;
 - iii. Identify and report potential policy violations in accordance with SOP Complaints Involving Department Personnel; and
 - iv. Identify commendable work or performance.
- b. When concerns or deficiencies in training, equipment, tactics, and or policy are identified, the appropriate documentation shall be made to address the issue.
- c. When a potential policy violation is identified, the supervisor shall complete an IAR through the IA database web application in accordance with SOP Complaints Involving Department personnel.
- d. When commendable work performance is identified that, ~~which~~ merits recognition for award nomination ~~is identified~~, the supervisor shall initiate a request through the IA database web application.
- e. The video reviewed shall be documented on the Department Monthly Line Inspection Form.

B. The lieutenant shall:

~~1. By the last day of the month, complete an ICVS video review and complete the web-based Lieutenant's Inspection Form for videos reviewed by a subordinate sergeant;~~

~~1. Each month, conduct a review an ICVS video review of the same videos that were reviewed by a subordinate sergeant during the same month~~

~~a. The lieutenant shall select a different officersworn personnel each month;~~



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- a. ~~If a lieutenant does not have a sergeant assigned to conduct the review, the lieutenant shall be obligated to complete this review.~~
1. ~~Ensure the sergeant conducted a proper review and identified any items listed in 2-XX 7.A of this SOP.~~
1. Perform two (2) monthly video inspections, which will be completed on or before the last day of each month in accordance with SOP Use of On-Body Recording Devices. -ICVS recordings may be included in the two (2) inspections required each month.
4. ~~2.~~ When a potential policy violation is identified during their review, initiate an IAR through the IA database web application no later than seventy-two ~~twenty-four~~ (72) ~~24~~ hours after identifying the potential policy violation in accordance with SOP Complaints Involving Department Personnel.

N/A 2-77XX-98 Retention and Release

- A. Release of an ICVS recording(s) shall comply with the New Mexico Inspection of Public Records Act (IPRA).
- B. All non-evidentiary ICVS videos will be retained for one hundred twenty days and will then be deleted by the system automatically.

7 2-77XX-109 Training Requirements

- A. All ~~D~~department personnel shall ~~must~~ complete mandatory training before using the ~~using ICVS in Car Video System.~~
- B. Department personnel shall receive additional training following a system upgrade or policy change.
- C. Newly promoted supervisors shall receive additional training related to supervisor responsibilities regarding the ICVS.
- D. The ICVS and ~~and its~~ ISVS recordings are the property of the Albuquerque Police Department and may be used ~~sued~~ for training purposes. Any ICVS recording(s) used for training purposes shall only be derived from adjudicated cases. The ~~D~~department shall not use ICVS recordings that would otherwise be protected by N.M. Const. art. II, § 24. Victim's Rights, and the Victims of Crime Act, NMSA 1978, §§ 31-26-1 to 31-26-16, unless the victim provides written consent.