CITY OF ALBUQUERQUE

CIVILIAN POLICE OVERSIGHT AGENCY BOARD
POLICY AND PROCEDURE REVIEW SUBCOMMITTEE

Thursday, November 5, 2020 at 4:30 p.m.
By Video Conference

Members Present:
Dr. William Kass
Tara Armijo-Prewitt (late)
Eric Olivas

Members Absent:

Others Present
Diane McDermott, CPOA
Katrina Sigala, CPOA
Valerie Barela, CPOA
Ali Abbasi, CPOA
Patricia Serna, APD

PO Box 1293

Albuquerque

NM 87103

www.cabq.gov

Minutes

I. Welcome and Call to Order: Chair Dr. Kass called to the order the Policy and Procedure Review Subcommittee meeting at 4:33 p.m.

II. Approval of the Agenda

a. Agenda approved

III. Approval of the Minutes from October 1, 2020

a. October 1, 2020 Minutes approved

*****Member Armijo-Prewitt arrived at 4:35 p.m.*****

IV. Discussion Items

a. Polices reviewed at OPA/PPRB

1. Chair Dr. Kass reviewed the recent SOP's presented at OPA and PPRB.

b. Update on SOP 3-52 Policy Development Process

1. Chair Dr. Kass will attend OPA's SOP 3-52 Policy Development Process meeting scheduled for November 19, 2020 at 2:00 p.m. and will present his recommendations.
2. Patricia Serna, APD has extended the invite to Member Armijo-Prewitt and Olivas to include CPOA Lead Investigator Diane McDermott to attend the OPA SOP 3-52 Policy Development Process meeting.

Albuquerque - Making History 1706-2006

c. SOP 3-20 Overtime Policy

1. Policy and Procedure subcommittee discussed SOP 3-20 Overtime Policy and will keep the policy on their watchlist. (*see attached*)

d. SOP 1-64 K-9 Unit / SOP 2-23 Use of Canine Unit

1. Policy and Procedure discussed SOP 1-64 K-9 Unit and SOP 2-23 Use of Caine Unit and will continue the discussions at the next regular scheduled Policy and Procedure subcommittee meeting. (*see attached* SOP 1-64)
2. CPOA Data Analyst, Ali Abbasi will look into the reporting of canine dog bite data in the CPOA Semi-Annual report and will provide an update at the next regular scheduled Policy and Procedure subcommittee meeting.

e. PPRB Polices in 30-day Recommendation Period

1. SOP 1-10 Peer support program (*see attached*)
2. SOP 2-68 Interviews and interrogations
3. SOP 2-23 Use of Canine Unit (*see attached*)
   i. Chair Dr. Kass reviewed the SOP Polices in the 30-day recommendation period and the Policy and Procedure subcommittee does not have any recommendations on the above policies at this time.

V. Follow-up

a. SOP 1-1 Personnel Code of Conduct

1. Policy and Procedure subcommittee discussed SOP 1-1 Personnel Code of Conduct and will keep the policy on their watchlist.

b. SOP 2-73 Submission of Evidence, Confiscated Property, and Found Items

1. Policy and Procedure subcommittee discussed SOP 2-73 and does not recommend any further action on this policy at this time.

c. SOP 2-19 Response to Behavioral Health Issues

1. Policy and Procedure subcommittee discussed SOP 2-19 Response to Behavioral Health Issues.
2. CPOA Lead Investigator, Diane McDermott updated the Policy and Procedure subcommittee on the creation of a Draft SOP policy for Certificate of Evaluation related to SOP 2-19 and will provide a copy to

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the subcommittee members of the Draft SOP when she receives it from Lt. Dietzel.

d. SOP 2-98 Gunshot Detection Procedure

1. Chair Dr. Kass reported that the request for more information on SOP 2-98 was received by Commander Art Sanchez and the Policy and Procedure subcommittee will continue follow the policy.

VI. Other business

a. Chair Dr. Kass noted that he attended the APD Training Committee meeting and provided a brief synopsis of the meeting.

b. Patricia Serna, APD reminded the Policy and Procedure subcommittee that the 15-day commentary period for SOP 3-20 Overtime Policy ends November 5, 2020 at 11:59 p.m.

VII. Next meeting December 3, 2020 at 4:30 p.m.

VIII. Adjournment

a. The meeting adjourned at 6:05 p.m.

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Attachments

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15-Day Department Commentary

Please utilize the PowerDMS Comment feature to consider the proposed policy for the time period beginning:

10/22/2020

and ending on

11/05/2020

Any recommendations and/or suggested language changes should be submitted by posting a comment, rather than using the vote tool. Remarks will be taken into consideration to further develop the Department's Standard Operating Procedures.

Your contribution is appreciated.

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Summary of changes:

1) This policy was due for review and was re-written due to process changes and improvements.

3-20 OVERTIME, COMPENSATORY TIME AND WORK SHIFT DESIGNATION

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

A. Related SOP(s)

1-43 ~~(Currently 8-3)~~ Fiscal Division (Currently 8-3)

1-71 Operations Review
1-75 Planning Division
2-56 Use of Force—Reporting by Department Personnel
~~noneX-XX Policy Title~~

B. Form(s)

Interoffice Memorandum ~~PD-X~~
Upgrade Request ~~Formrm~~
~~Title~~

C. Other Resource(s)

Albuquerque, N.M., Merit System Ordinance, § 3-1-10 Compensation
Chief's Overtime (COT) Program Access Datab~~b~~ase
~~29-1994, Chapter 3 art. art. 1X (1994)~~

City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement
Fair Labor Standards A~~a~~ct of 1938

Family and Medical Leave Act of 1993~~, 2006~~
United States of America v. City of Albuquerque, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)
~~Chief's Overtime Program, Access Data Base~~

~~(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association)~~

D. Rescinded Special Order(s)

SO 20-43 Overtime~~X Subject~~

3-20-1 Purpose

The purpose of this policy is to establish guidelines for ~~the~~ Albuquerque Police Department (Department) personnel who work, ~~ing~~ and are compensated for, ~~claiming~~ overtime or compensatory (comp) time. It also provides for the designations of shifts worked by personnel, as well as ~~-~~Chief's Overtime review, approval, and oversight~~te~~.

3-20-2 Policy

It is the policy of the ~~Albuquerque Police Department (~~Department ~~) policy is~~ to compensate personnel for all overtime worked in the form of wages ~~and/~~or comp~~ensatory~~ time as provided by federal, state, and local laws.

3-20-3 Definitions ~~(if applicable)~~

A. Backfill

~~A~~ Substitute or alternate Department personnel working for, or as a replacement for~~of~~, another ~~Department personnel~~employee of the same rank.

B. Differential Pay

The shift times designated below ~~above~~ shall be used to compute shift differential pay, consistent ~~per~~ with t~~T~~he Collective Bargaining Agreement (CBA) between the City of Albuquerque and Albuquerque Police Officers' Association ~~Collective Bargaining Agreement (CBA).~~

C. Shift Classifications

1. Permanent work shifts of the Department are classified into one of the following categories:

a. Watch I: ~~–~~ A~~a~~Any shift that begins between 1700 hours and 0329 hours shall be considered Graveyard Shift;
b. Watch II: ~~–~~ A~~a~~Any shift that begins between 0330 hours and 0959 hours shall be considered Day Shift; and
~~a.~~c. Watch III: ~~–~~ A~~a~~Any shift that begins between 1000 hours and 1659 hours shall be considered Swing Shift.

D. Special Assignments

Covers any shift or portion of a shift worked by Department personnel outside their normally scheduled shift~~,~~ or location.

E. Types of Compensation

1. Regular time

Paid at the employee's regular hourly rate.

2. Overtime

Paid at the rate of one and one-half (1.5) the employees regularly hourly rate.

3. Regular Comp time

Overtime worked is compensated with future time-off at the rate of one and one-half (1.5) hours for each hour worked.

4. Straight Comp time

Time is compensated with future time-off at the rate of one (1) hour for each hour worked.

5 ~~A. Differential Pay~~

~~The shift times designated above shall be used to compute shift differential pay per The City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA).~~

~~A. Backfill~~

~~A substitute or alternate Department personnel working for or as a replacement of another Department personnel of the same rank.~~

~~Flex Scheduling and Split Shifts~~

~~Flex scheduling and split shifts may be implemented at the discretion of the Bureau Commanders to fit the needs of particular work units.~~

~~The title of defined word or unit.~~

~~Describe terminology used.~~

~~The title of defined word or unit.~~

~~Describe terminology used.~~

3-20-4~~3-20-4~~ Rules, ~~and~~ Responsibilities, and~~or~~ ~~Rules~~Procedures

B. Overtime
A.

1. Eligible personnel shall be paid at the rate oftime one and one-half (1.5) their of their regular rate of pay at the rate of time and one-half their regular straight time rate of pay for all time worked in excess of forty (40) hours in any one workweek.

4 5. Personnel mayshall not exceed sixty-five (65) work hours per week without prior authorization by their Bureau Deputy Chief. This includes overtime paid or comp time earned through hours worked.

a. This does not include court overtime.
b. This does not include comp time earned through on-call status or City of Albuquerque Shooting Range Park practice.
c. All Cchief's Oovertime (COT), grant overtime, and any other overtime per week, worked shallwill go toward the cap of sixty-five (65) hours.
d. Any exception to the sixty-five (65) hours per week maximum must be pre-approved by their Bureau Deputy Chief.
e. If un-scheduled overtime causestakes Department personnelthe employee to go over the sixty-five (65) hour weekly cap they must notify their chain of command by the end of their work shift.
f. A commander canmay approve personnelan employee working additional hours to meet significant operational needs, not to include COTchiefs or grant oOvertime.
The Cchief of Police, or his their designee, through issuance of a Special Order, can waive the weekly sixty-five (65) hour cap to meet Department operational needs, which . This shallwill be done with a Sspecial Oorder.
g.

6 1.6. A "non-Scheduled Time" form (PD-4019) will be completed by personnel performing the overtime. The form must be approved All overtime, if considered acceptable, must be approved by the appropriate supervisor in the personnelthe employee's chain of command.

7. All overtime, with the exception of cCourt oOvertime and CChief's OoOvertime (COT), must be pre-approved by the on-duty supervisor supervisor of the employee working the overtime assignment and recorded on a daily basis within the payroll time keeping system, that the personnelthe employee has been assigned.

2. on weekly time sheets.

3.8. When possible, It is the responsibility of personnel working during normal business hours shallouldto scheduled work-related meetings, interviews, or

/appointments during their shift(s)s, whenever possible. If there are circumstances where personnel cannot schedule meetings, interviews, or /appointments during his/hertheir shift(s)s, they personnel shallwill notify their immediate supervisor to and obtain prior approval from their cCommander before scheduling meetings, interviews, or appointments /interviews duringon off--duty hours. -This section does not apply to personnel whose entire shift occurs during non-business hours.

4.9. Whenever possible, it is the responsibility of personnel to shallhould consolidate appointments or /meetings to reduce overtime expenditures.

5.10. Restrictions – Officers Personnel cannot shall not sign-up for, or accept, an assignment for overtime if they:

i. Are On iIn an "on-call status";

a.

i. Honor Guard, and Emergency Response Team (ERT) are permitted to sign up and work overtime/compensatory p assignments.

ii. If Honor Guard or ERT are working overtime/compensatory (comp) assignmenttime and there is an ERT call-out, responding to the ERT call-out is mandatory, and no disciplinary action will be taken for the missed COT assignments, if any. The Honor Guard team and Emergency Response Team (ERT) shallwill be exempt from this.

iii.ii. Applies only to Chief's Overtime COT assignments.

b. Are oOn an aAdministrative lLeave/aAssignment;

c. Are oOn suspension from normal work;

d. Are oOn sSick lLeave, Family Medical Leave Act (FMLA), or Eeducational Lleave;

e. The officer Department personnelemployee Hhas physical or e/medical restrictions which affect his/hertheir ability to perform all the essential functions of a field officer;.

f. Military lLeave; or

g. On Light dDuty; or

h. /lilnjury lLeave.

g.

C. Chief's TimeCOT Program

The Chief's TimeCOT Program is open to Department personnelofficers on a sign-up basis.

Patrolman Second Class (P2/cC) must be off OJT to be eligible to work Chief's TimeCOT.

1. Personnel must use a fully marked police unit with a cage capable of transporting prisoners. (See letter "E" for supervisor sign-up policy).

Department personnelOfficers who wish to participate in the Chief's TimeCOT Program should contact the Chief's TimeCOT Coordinator indicating their desire to sign up for available assignments. Officers are responsible for and provide updating all necessary information.

2. , i.e., address, telephone numbers, a recent transfer, etc., by notifying the Chief's Time Coordinator.
3.
4. Classes of compensation for working Chief's TimeCOT:

a. Lieutenant (Commanding Officer) Chief's Time rate. Compensation for working ChiefsCOT will be paid at the Department personnelofficer's current rank/pay rate at time and one-half, and only for jobs they are trained to perform.
Sergeant Chief's Time rate Police Service Aids (PSAs) may work a Chief's OvertimeCOT assignment that only consistsonly consisting of traffic duties at time and one-half

The COT unit is responsible for ensuring the proper number of supervisors have been assigned to maintain the eight (8) to one (1) ratio of subordinates to supervisors.
5. The number and /rank of personnel requested required for an assignment is determined by the event, and/or the vendor requirementsrequests, e.g., an event may require a commanding officer (lieutenant or above) and/or a superior officer to supervise patrolmen.
Patrolman First Class Chief's Time rate

6. Supervisors Working Chief's TimeCOT

a. Supervisors may sign-up for any assignment requiring a supervisor, as outlined in paragraph "5" below.
b. Supervisors may not sign-up for, or accept any P1/C assignments designated for employees at a lower paygrade.
c. Lieutenants may not sign-up for or accept any Sergeant assignments.

7. An alphabetical grouping of eligible Department personnelofficers, (A-F, G-L, M-R, S-Z) shallwill be prepared by the Chief's TimeCOT Coordinator in order to equitably distribute assignments. The list is rotated monthly and . The list will be posted in the Chief's TimeCOT office. The list covers each month of the calendar year and is distributed to all area commands/ and divisions commands. Chief's Time

8. COT sign-up will be conducted as follows:

a. The Chief's TimeCOT Coordinator will have assignments available for sign-up by the second week of the month. Each officer may select only three (3) assignments on their designated sign-up date.
b. Supervisors may select only two (2) assignments on their designated sign-up date. The third Wednesday of each month will be the "open-book" period to sign up for an additional three (3) assignments.
c. The day after "open book" officers may take any assignments available. Officers may sign up for only 3 additional assignments per day as long as assignments are available.
d. Supervisors may sign-up for only two (2) additional assignments per day as long as assignments are available.
e. Officers are only authorized to sign-up for and/or accept assignments for themselves only.

f. Chief's TimeCOT hHour lLimitations:
i. No employee can work more than twenty-five (25) hours of COT per week;.
ii. Any COT overtime worked counts toward the total of sixty-five (65) hours of total time allowed per week;
:
iii. It is the employee's responsibility to monitor/keep up with their total number of hours worked in any capacity.
1.
1. If a COT job runs longer then scheduled and this takes you over the twenty-five (25) hour COT cap, then the employee working the assignment must advise a supervisor and note the overage on the COT paperwork.
2. If un-scheduled overtime takes you over the twenty-five (25) hour COT cap and you have additional COT assignments scheduled, later in the pay period. Those additional assignments must be posted on SharePoint to attempt to obtain coverage.
i. a. a. Iif coverage cannot be found after posting, the approval to work the assignment must be granted by two (2) ranks above the employee. Tand the approval must be noted on the COT paperwork. In cases where officers do not receive any type of overtime, excluding court overtime, officers will not accept, sign-up for, or work more than twenty-five (25) hours of Chief's TimeCOT per week. An officer who exceeds twenty-five (25) hours of Chief's TimeCOT in a given week will be subject to suspension of Chief's TimeCOT privileges listed in paragraph 12.
ii. Officers are limited to twenty-five (25) hours of Chief's total overtimeCOT for any given week. For example, if an officer has 10 hours of grant overtime for a given week, he/she may sign up for a maximum of only 15 hours of Chief's Time.
g. Officers must personally pick up paperwork from the Chief's TimeCOT Coordinator on the last working day of the month for the next month's assignments.
h. Vendors occasionally request officers for an event on short notice. The Chief's Time Coordinator will contact Communications to broadcast a request for officer(s) to fill the assignment. This will be done on a limited, emergency only basis. The Chief's overtimeCOT coordinator will post assignments for giveaway through SharePoint and additional emails along with the Chief's overtimeCOT bBook.

9. Department personnelOfficers who are unable to work a scheduled Chief's TimeCOT assignment are responsible for finding a replacement. Any officer working as a replacement is responsible for ensuring he/shethey does not exceed twenty-five (50 hours per pay period 25) hours of Chief's overtimeCOT for any given week.

6 artment personnelOfficers will not ask the Emergency Communications Center (ECC) to dcast any Chief's TimeCOT assignment for them.
Department personnelOfficers will not send Ccity wide emails to broadcast any Chief's TimeCOT aAssignments.
6 If a replacement personnelofficer misses the assignment, both employeesofficers will ubject to suspension as listed in paragraph 12 below for failing to appear for the assignment.

10. Department personnelOfficers who are not performing the assigned duties will be subject to suspension as listed in paragraph 12.

a. Vendors may request personnelofficers who have specific skills/experience to work events based on the nature of the assignment duties.
Vendors may request certain employeesofficers not work their assignments if they feel the employeesofficers are not satisfactorily performing their duties.

11. I.C.O.D. Payments:

a. C.O.D. assignment payments will be by money orders, business checks, and/or cashier's checks ONLY. Cash and/or personal check will be accepted.
i. C.O.D. payments will be hand carried to the Chief's Time Coordinator's office along with the Chief's Time Work Order and Overtime Slip. Inter- office mail will not be used.
ii. C.O.D. payments must be turned in to the Chief's Time Coordinator by the opening of the next business day.
b. Officers will not receive Chief's Time pay until the C.O.D. payment is received by the Chief's Time Coordinator.

6 Approval of COThief's Time dDocuments:

a. An officer's Chief's Timeslip and A work order shallwill accurately reflect the actual time worked.
i. Department personnelOfficers receive a minimum of two (2) hours Chief's TimeCOT pay for any time worked under two (2) hours.
ii. If officers personnel arrive at an assignment that has been canceled without the officer's employee's knowledge, they will receive two (2) hours pay.
iii. The vendor must sign's signature on the Chief's TimeCOT work order will to confirm that the employeeofficer actually worked the hours indicated at the vendor's place of business. If the work order is not signed by the vendor, the employeeOfficer will not be paid.
b. The Department personnelofficer(s) will then forward the slip and vendor work order to the Chief's TimeCOT Coordinator as outlined below. Failure to do so may result in suspension of Chief's TimeCOT privilege as outlined in paragraph 12.
i. Personnel must turn in Aall Chief's Time slips wWork oOrders must be turned in to the Chief's TimeCOT Coordinator no later than 1200 hours on Friday of the second week of the pay period.
ii. If a holiday falls within that pay week, the deadline is 1600 hours on Thursday of the second week of the pay period.

13. Personnel working Chief's TimeCOT assignments shallwill adhere to the following sStanding eOrders:

a. While working a Chief's TimeCOT assignment, Department personnel officersshall will adhere to all Department rules and regulations as if they were on normal duty hours.. Violations of this policy may result in disciplinary action and/or loss of Chief's TimeCOT as stated in this sSection;.

b. Department personnelOfficers working a Chief's TimeCOT assignment requiring a supervisor shallwill be under the command of that supervisor for the duration of the assignment;.

c. Personnel shall report for Chief's TimeCOT assignments on time. Should personnel be late for any reason, they shallwill;:

i. Notify the contact person.

ii. Notify the on-duty sector supervisor; and.

iii. Document his/hertheir actual arrival time on the paperworkCOT work order.

d. Upon arrival at a Chief's TimeCOT assignment, officers personnel shallwill:

i. Advise Communications the Emergency Communications Center (ECC) of their assignment either by Mobile Data Terminal (MDT) or voice radio transmission. At the conclusion of the Chief's TimeCOT assignment, Department personnelofficers will advise the Communications ECC that they are out of service.

ii. Notify the on-duty sector supervisor of the assignment, times and location, if the assignment is unsupervised.

iii. Meet with the supervisor/contact person for specific instructions.

iv. Be monitored by the on-duty Ssector sSupervisor working Chief's TimeCOT in their area. The on-duty sector supervisor shallwill ensure that Department personnelofficers are properly equipped for their assignment, i.e., traffic vests and helmets when directing traffic, etc.

v. Will be corrected by the on-duty sector supervisor for any minor violations of Department policies/procedures at the time they are discovered. Major infractions will be reported to the Department personnelofficer's supervisor for investigation.

e. Civilian ride-a-longs will not be permitted on any Chief's TimeCOT assignments.

f. Department personnelOfficers shall not make or accept personal phone calls or participate in recreational reading. Exceptions to reading will be determined by the nature of the assignment and approval of the vendor.

g. Department personnelOfficers shall not leave their assignment to respond to other calls for service except in the event of a priority one dispatch in the immediate area of the COT assignment. life-threatening situations.

h. Department personnelOfficers who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Officers are to report back immediately to their Chief's OvertimeCOT assignment after booking prisoner(s) if still within the assignment time frame.

i. Department personnelOfficers shall advise the assignment supervisor/contact person when leaving at the end of the assignment.

j. Department personnelOfficers working at liquor establishments shall not spend any time in the establishment unless an incident occurs inside the business, which would normally result in a police officer being dispatched to respond.

Department personnelOfficers shall wear their unit's standard duty uniform with the exception of plain-clothes units who will wear a standard or alternate Field Services Bureau (FSB) FSB duty uniform.

All Chief's overtimeCOT assignments will require at least one fully marked unit capable of transporting a prisoner with a cage, whether marked or unmarked but must be equipped with lights and siren

Department personnelOfficers working a Chiefs overtimeCOT assignment may assist with unrelated requests when approached by a community memberitizen(s), provided it does not

interfere with their current Chief's OvertimeCOT assignment. If the request does interfere with the assignment, the officer will assist the citizencommunity by having an officer dispatched from the field.

14. Any complaints or /disciplinary action generated during Chief's TimeCOT assignments will be handled in the following manner:

a. The complaint will be sent to the supervisor assigned to the outside activity for investigation.
If a supervisor was not assigned to that event, the investigative responsibility would be the Department personnelofficer's regular duty supervisor, at the time the incident occurred. The findings and recommendations will be the responsibility of their assigned supervisor.
Personnel on COT involved in a use of force or show of force shall immediately report the incident.
Including levels 1, 2 and 3 uses of force.
To the supervisor assigned to the outside activity/COT if assigned who will then have the investigative responsibility.
b. If a supervisor for the outside activity/COT had not been assigned, then the on-duty supervisor of that sector will have the investigative responsibility.

15. Department personnelOfficers who violate any provision as contained in this Section section of the SOP related to COT.SOP Wwill be subject to suspension or disqualification from the m working Chief's TimeCOT program. The following guidelines will be used:

a. FA first offense within one (1) calendar year of the date of the missed assignment will be a – three one-month suspension from the COT program;.
b. A second offense within one (1) calendar year of the date of the missed assignment will be a – two (2) six-month suspension from the COT program;.
c. A third offense within one (1) calendar year of the date of the missed assignment will be a - one year three month suspension from the COT program; and .
d. Suspension from signing up or working Chief's TimeCOT will commence with the next scheduled sign-up period. Suspension or disqualification from Chief's TimeCOT will not be grieveablegrieve able under the City's Merit System Ordinance.

Authorized/Unauthorized Chief's OvertimeCOT Assignments

Authorized Assignments include:

Traffic Control;
Parking Lot Security;
Security at entrance/exit of business;
Crowd controlmanagement;
General escort;
Neighborhood patrol; and
Vehicle .Identification .Number (VIN) inspections (by certified officers).

~~As a rule, the Ddepartment will not authorize Chief's TimeCOT assignments when the assignment conflicts with the mission or the interests of the Ddepartment. The following types of assignments are not generally authorized:~~

~~Working for businesses whose primary purpose is to serve alcoholic beverages or private parties where alcohol will be served;~~
~~Plain-clothes assignments, such as store security, escort, bodyguards, etc.;~~
~~Funeral escorts;~~
~~Block parties;~~
~~Civil process servers;~~
~~Repossessions;~~
~~Credit investigator;~~
~~Bill collections;~~
~~Pre-employment investigations;~~
~~Working for bail bond businesses;~~
~~Assisting case preparation or investigations for criminal defense attorneys;~~
~~Sergeant at arms;~~

~~D.~~ B. Compensatory Time

~~1.~~11. The accumulation and use of ~~compensatory (~~comp~~)~~ time in lieu of paid overtime on a voluntary basis is not allowed except as authorized by ~~Collective Bargaining Agreements~~ the ~~(~~CBA~~)~~ and the Fair Labor Standards Act of 1938, and is subject to the following guidelines and restrictions:

a. Comp time shall~~will~~ require the same approval process as overtime;~~.~~
~~a. Personnel will not be allowed to work comp time unless it is necessary in order to achieve a specific objective.~~
b. Department personnel~~Officers~~ working in excess of forty (40) hours ~~a~~per week can choose either ~~bet~~pay at the rate of ~~ween being paid~~ time and ~~a~~one–half of their regular rate of pay~~in pay~~ or earning comp time at the rate of one and one-~~a~~ half (1.5) hours for each hour worked ~~in comp time~~;~~.~~ and~~Compensatory time in lieu of overtime may be taken at the option of the employee on an individual basis as compensation for time worked in excess of forty (40) hours per workweek. All compensatory time in lieu of OT will be computed at a rate of one and one-half times the time actually worked.~~

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c. ~~C.~~ The maximum amount of comp time which can be accrued by any one Department personnel~~employee~~ is ~~that amount~~ stipulated in the respective, current ~~Collective Bargaining Agreement~~CBA.
~~b.~~i. At no time ~~can~~shall personnel~~an employee~~ work greater than the ~~the~~ sixty-five (65) hour work-week without prior authorization from their Bureau Deputy Chief, n~~. NN~~ot- including court overtime.

~~2. Documented compensatory time will be transferable from one bureau, division, or section to another up to the maximum amount of hours permitted.~~

~~3.~~12. Supervisors shall not select personnel to work overtime based on their preference for choosing ~~taking~~ comp~~ensatory~~ time in lieu of paid overtime. ~~Remove space~~

~~Personnel who are dismissed from the Ddepartment shallwill be given credit as time worked for any compensatory time they may have accrued up to the maximum allowed by the Collective Bargaining AgreementCBA and the Fair Labor Standards Act.~~

~~4.~~

13. ~~Employees are responsible for ensuring that a "Non-Scheduled Time" form (PD-4019) has been used to~~ Time sheet entries must include the use of comp time and any addition of ~~any~~ comp time accrued~~-~~.

~~5. Weekly time sheets must document all personal compensatory comp time accumulated as well as compensatory time taken. These forms will be retained by division commanders for at least a 12-month period. Accumulation and use of comp time must be documented on weekly time sheets.~~

14. ~~5.~~ M~~m~~aximum comp time and comp time reduction plan.

a. ~~a.~~ Maximum comp time threshold shall be consistent~~, see~~ with the CBA.
   i. Once personnel have achieved eighty-five percent (85%) of the comp time threshold, the Payroll Officer and Payroll Clerk shall notify the employee, and their chain of command, up to and including the commander~~,~~ via email.
   ii. The personnel will then meet with their supervisor to develop a comp time reduction plan.

5

~~i. Oonce the maximum comp time thresh hold is achieved reached a monitory payout shallwill occur.~~

~~ii. Oonce personnelan employee has is atachievedreach the 85% of the threshold a comp time threshold, a reduction plan must be implemented within five work (5) days.~~

~~The iii. cCcomp reduction plan must be reduce the accrued comp accrual to 65% of the threshold within sixty (60) calendar days.~~

~~iv. The Pppayroll Oofficer and Ppayroll Cclerk are responsible for written notification to the Department personnelhe employeeofficer and personnelsupervisor's chain of command once when the 85% maximum comp time thresholds hasve been achieved.~~

~~v. The supervisor of the personnelemployee is responsible for implementation of a comp time reduction plan.~~

Personnel~~The vi. eEmployee~~ are~~is~~ ~~ultimetly~~ultimately responsible for staying below the maximum comp time threshold and for following the reduction plan.

15.

a. If the comp time reduction plan cannot be implemented due to a serious operational readiness concern, the supervisor of the effected employee shall obtain written approval to exceed the comp-time maximum for that employee. This memorandum shall be addressed to the Deputy Chief of that Bureau.

~~E. Remove spaceShift Classifications~~

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~~1.Permanent work shifts of the Albuquerque Police Department are classified into one of the following categories:~~

~~a. Watch I - Any shift thatwhich begins between 1700 hours and 0329 hours shall be considered Graveyard.~~
~~b. Watch II - Any shift that which begins between 0330 hours and 0959 hours shall be considered Day.~~
~~c. Watch III - Any shift thatwhich begins between 1000 hours and 1659 hours shall be considered Swing.~~

~~F. Differential Pay~~

~~The shift times designated above shall be used to compute shift differential pay.~~

~~G. Flex Scheduling and Split Shifts~~

~~Flex scheduling and split shifts may be implemented at the discretion of the Bureau Commanders to fit the needs of particular work units.~~

~~H.~~F. Upgrades and Certified Acting Sergeants

1. When a supervisor is scheduled to be away from work for ~~consecutive~~ eight (8) consecutive hours or more, a subordinate may be temporarily upgraded to the higher graded position ~~that is graded higher~~.
~~1. The upgrade procedure will only apply to employees that are under contractual agreements.~~

a. A ~~To upgrade, ann Department personnelemployee, a~~ Department Interoffice Memorandum Upgrade Request ~~an inter-office correspondence (as found on the Protopage in the forms sections http://www.protopage.com/apdweb.cabq.gov#Forms) must~~shall be ~~written and~~ submitted through the personnel's~~employeesir~~ chain of command to their division c~~C~~ommander ~~of their division,.~~ when upgrading Department personnel.
~~2.~~ Temporary upgrades to Commander, and above, ~~temporary upgrades~~ shall~~will~~ be submitted to the Bureau Deputy Chief. ~~by the supervisor (one rank above the upgrade) that is in charge of the activity to their Ddeputy Cchief/ deputy director/aArea cCommander, with a copy sent to the police payroll supervisor. The correspondence must include:~~

~~a. The dates that the upgrade will be effective.~~
~~b. The reason the upgrade is necessary.~~

c. The name and employee number of the person being upgraded.
d. A request that the upgraded employee's salary be adjusted.
e. Approval lines for the chain of command.
b.
3. Payroll upgrading should not be used when there is a temporary absence of fewer than eight (8) hours during the normal work period.

Special Assignments
G.

4. This section covers situations where Department personnel an employee areofficersis are given a special assignment reporting on ato different schedule, at a different position, working a different shift,a or with a task force or on a joint investigation that is not led by the personnelemployeesofficers's regular supervisor.

5.1. In such cases, the'Department personnelemployeeofficers shallwill follow the operational orders of the supervisor in charge of the special assignment.

a. PersonnelEmployeesOfficers are responsible forshall notifying their regular supervisor of the work schedule for the special assignment and provideing their regular supervisor with any available documentation of theat schedule for the special assignment.
b. Any leave taken, or overtime worked must be cleared in advance with the regular supervisor unless the situation prevents this.
   i. In such cases, personnelemployeesofficers shallwill contact their regular supervisor the next working day to obtain approval for the leave or overtime.
c. Case agents (primary investigator) do not have the authority to approve leave or overtime.

6 2. Supervisors are responsible for monitoring leave taken, the work schedule, and overtime worked by their subordinates, even if the subordinate is working on a special assignment. The regular supervisor is also expected to coordinate with the operational supervisor in charge of the special assignment to minimize the use of overtime.

6.3. The regular supervisor shallwill attend all briefings held to organize and coordinate the special assignment. Temporary Duty (TDY) Aassignments (TDY) do not apply in this section. During a TDY assignment, the Department personnel's TDY supervisor/chain of command takes on all responsibilities, consistent with as listed in this Standard Operating Procedure (SOP)section.

H. Overtime/Comp Time Approval

4 1. Administrative Oovertime

All administrative overtime shall~~will~~ require the approval of the Bureau Deputy Chief prior to accrual.

2. Calls for Service/Late Call Overtime

All calls for service/late call overtime generated as the result of Department personnel working outside their normal scheduled time or being held over for calls for service shall be pre-approved by an on-duty supervisor.

a. Documentation of this overtime entry in the employee's payroll system shall include:
   i. The name of the supervisor authorizing the overtime and the area command in which the overtime was completed and;
   ii. A minimum of two (2) Computer Aided Dispatch (CAD) numbers documented within the comments; or
   iii. If personnel are held over for a single late call the case number or incident number of the single call will be documented.
b. As soon as practical, personnel working calls for service/late call overtime shall go off-duty. Calls for service/Late call overtime must be reviewed every hour by an on-duty supervisor who shall evaluate the need for the continued use of overtime.
c. This overtime is included in the Sixty-five (65) hour work week maximum.
   i. The direct supervisor of the employee must verify and audit the comments prior to approval of the overtime.

3. Call-Out O~~o~~vertime

All call-out overtime shall~~will~~ only be used in cases requiring immediate intervention by personnel who are off-duty. Requests for personnel who are off-duty to report for duty ~~come into work~~ shall~~will~~ only be made by an on-scene supervisor. Only the necessary personnel are to be called out. Call-out overtime must be reviewed every hour by an on-duty supervisor who shall~~will~~ evaluate the need for the continued use of overtime.

4. Community Meeting O~~o~~vertime

No community meeting overtime is ever authorized.

5. Court O~~o~~vertime

a. This overtime is not included in the sixty-five (65) hour work week ~~s~~-maximum. ~~overtime allowance.~~
b. Payroll entries related to court overtime ~~must follow~~shall be consistent with the current CBA.
c. Department personnel~~Officers~~ who are involved in the arrest of ~~an~~ individual(s) shall~~will~~ not involve ~~have~~ other personnel~~officers become involved in~~ the

incident solely for the addition of court time. In cases where more than one (1) ~~Department personnel~~employee~~officer~~ is involved in an arrest, the same employee~~personnelofficer~~ shall~~will~~ write the ~~offense/incident report~~Uniform Incident Report and citations whenever possible. The last line of the report shall~~will~~ state which Department personnel~~officer(s)~~ are necessary for the prosecution of the case. If other personnel~~officers~~ were~~ere~~ -only a witness~~only witnesses~~ to the incident, personnel shall~~will~~ state that in the report.

6. Grant Overtime

a. All grant overtime must be pre-approved by the Planning Division and the Chief of Police or designee at the beginning of the grant cycle. All grant overtime shall~~will~~ be clearly identified on the overtime entry. The grant overtime shall~~will~~ be monitored and ~~/~~reviewed by the respective l~~L~~ieutenant of that Division.
b. The Planning Division shall~~will~~ be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it shall~~will~~ be necessary to forward ~~that~~ a summary of the grant activity ~~be forwarded~~ to the Planning Division along with a detailed list of personnel working the assignment, their rate of pay, ~~salary,~~ and hours worked. This summary shall be completed by the respective l~~L~~ieutenant of that Division

7. Holiday O~~o~~vertime

Holiday pay eligibility is defined in the current CBA.

8. Investigation O~~o~~vertime

~~1.~~ All investigation overtime must be pre-approved by the supervisor of the investigator~~,~~ a~~A~~nd must be required~~needed~~ in order to conduct or ~~/~~complete an investigation. Whenever possible, investigators shall~~should~~ adjust their hours or have other personnel who are on-duty assist in obtaining necessary statements ~~and/~~or conducting follow-up investigations.

~~Late Call Oovertime:~~

~~All late call overtime Overtime generated as the result of being held over for calls for service, must shall be pre-approved by an on-duty supervisor. The overtime slip weekly time sheet shallwill note the name of the supervisor authorizing the use of overtime and the call/case number or incident number of the activity requiring the overtime. As soon as practical, personnel working late call overtime shallwill go off-duty. Late call overtime must be reviewed every hour by an on-duty supervisor who shallwill evaluate the need for the continued use of overtime.~~

9. Reimbursable Overtime

Any overtime that is worked and subject to reimbursement from an outside funding source shallwill have that information noted within the payroll entry system. This does not include COT, see section Iconsistent with this SOP.

10. Special Event Oovertime

a. All special event overtime must be pre-approved by the Chief of Police, or their designee. :
b. Assignments for special event shawill be coordinated and assigned by the Operations Review Lieutenant and Home-ILand Security/Special Events Lieutenant.
c. The weekly hours cap of sixty-five (65) can be waived by Tthe Chief of Police, or theirhis designee, may waive the -sixty-five (65) hour workweek maximum via special order to provide sufficient staffing for to work spspecial events., by with a Sspecial Oorder.
   i. PersonnelAll employees exceeding the cap shallwill note it within their payroll entries.

1.

Call-Out overtime:

2. Call-out overtime will only be utilized used in cases requiring immediate intervention on the behalf ofby personnel who are off-duty. Requests for personnel who are off-duty to come into work will only be made by an on-scene supervisor. Only the Whenever possible, the on-scene supervisor should talk with the supervisor of the person/unit being requested so that only the absolutely necessary personnel are to be called out. Call-out overtime must be reviewed every hour by an on-duty supervisor who will evaluate the need for the continued use of overtime.

Investigation overtime:

3. All investigationor overtime must be pre-approved by the supervisor of the investigator. And must be neededin g to work overtime in order to conduct/complete an investigation. Whenever possible, investigators should adjust hours or have other personnel who are on-duty assist in obtaining necessary statements and/or conduct follow-up investigations.

11. Tactical Operations -Plan Oovertime

4. :All tactical operations planical operation plan overtime shawill require the-pre-approval from the Department personnel's cCommander and their Bureau Deputy Chief. All written tactical operations plans must include clear language as to whether overtime is authorized or not by the commander of that division.

Administrative overtime:

5. All administrative overtime will require the approval of the Bureau Chief prior to accuralaccrualCommander.

12. Training Oovertime: Training overtime will require the pre-approval of the Deputy Chief from the Bureau of the employee conducting training while on an overtime status. a.

Training shallwill normally only be conducted during designated duty hours. while the Department personnelemployee areis working. Whenever possible the employee should have their hours adjusted in order to avoid the use of overtime expenditures.

a.

b. a. Wwork hours may and shoulds shall be adjusted to meet training needs.

c. –No back-fill overtime is permitted if minimum staffing levels can be maintained.

i. If backfill overtime is required due to minimum staffing levels, backfill overtime must be pre-approved by the respective commander of the division and noted in each personnelemployee's payrtroll enteryentry.

i.

d. Range practice (straight comp time).

i. Shall be categorized as straight comp time.

ii. MustShall be conducted at a Department-authorized a Department range facility.:

iii. Personnel mMustshall sign–in on the Range log book.

1. This lLog book shall be retained for one-hundred eighty (180)### days and shall be available for audit purposes. for supervisors.

A total of two (2) hours of "straight comp time" shawill be earned/ be permitted per month.

b. No back fill overtime is permitted if minimum staffing levels can be maintained.

i. If backfill overtime is required due to minimum staffing levels is must be pre-approved by the respective commander of the division and noted in each employee's patrol entry.

6.

Special Event overtime:

7. All special over overtime must be pre-approved by the Commander.

a. a. All special event over overtime must be pre-approved by thee The Chief of Polices Office.

b. Assignments for special event will be coordinated and assigned by the Operationps Review LieutenantLt. and Hhome Lland Security Lieutenant.LT

c. The weekly hours cap of sixty-five (65) hours can be wavedwaived by the Chief of Police or his designee to work special events, by special order.

i. Aall employees exceeding the cap will note it with in their payroll entries.

Grant Overtime

overtime: All grant overtime must be pre-approved by the Planning Division and the Chief of Police at the beginning of the grant cycle. All grant overtime will be clearly identified on the overtime entry,as such on the overtime slip, and a copy of the overtime slip will be forwarded to the APD Planning Divisionattached to the employee's timesheet. The grant overtime will be monitored/reviewed by the officer's respective LLieutenant t. of that Ccommand.

The Planning Division will be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it will be necessary that a summary of the grant activity be forwarded to the Planning Division along with a detailed list of personnel working the assignment, salary and hours worked.

iv.

8. chain of command. The Planning Division of APD will be responsible for the monitoring of all grant overtime to ensure compliance with the requirements of the grant

Holiday overtime:

9. Holiday pay eligibility is defined in the current Collective Bargaining Agreement.CBA.

Community Meeting overtime: Whenever possible, on-duty personnel should be used to attend community meetings/functions.

10. No community meeting overtime is ever authorized. Any community meeting requiring overtime must be pre-approved by the Area Commander.

Reimbursable Overtime:

Any overtime that is worked and subject to reimbursement from an outside funding source will have that information noted within the payroll entry system.

11. on the overtime slip and on the corresponding timesheet. Information should include; the agency responsible for the reimbursement and a description of the specific operation (identifier) worked. A supervisor working the assignment/project must approve the reimbursement overtime.

Court overtime

:

a.a. This overtime is not included in the sixty five (65) hours maximum overtime allowance.

b.

b. Payroll entries related to court overtime must follow the current CBA.

12. c. Officers who are involved in the arrest of an individual will not have other officers become involved in the incident solely for the addition of court time. In cases where more than one officer is involved in an arrest, the same officer will write the offense/incident report and citations. The last line of the report will state which officer(s) are necessary for the prosecution of the case. If other officers were only witnesses to the incident, personnel will

~~state that in the report. Officers attending a court appearance will complete the Evidence Disposition Form included on the bottom of the time slip submitted if attending court off-duty. A separate form should be filled out for each case adjudicated on the docket during the court appearance. Indicate whether any evidence connected to the case may be disposed of or should be retained for further adjudication. Officer-prosecuted cases do not need an Assistant District Attorney signature.~~

~~J.~~I. Overtime/Comp Time Uusage and Review

1. ~~1.~~ No c~~C~~omp time or time off will be authorized or granted without prior authorization from the division commander if it~~usage shallwill be allowed which~~ would~~that~~ cause~~s~~ manning levels to fall below seventy percent (70-%). ~~without prior authorization from thea dDivision cCommander.~~

~~Time off is not to be granted if in order to maintain the 70% manning level, overtime must be authorized, without the prior authorization from the Ddivision Ccommander.~~

a. ~~i.~~ No shift vacancy shall~~will~~ be filled by use of overtime, if the vacancy was caused by the use of comp time or vacation time of ~~an~~other Department personnel,~~employee~~ without the d~~D~~ivision c~~C~~ommander's authorization.

4

2. ~~3.~~ Payroll O~~o~~versight

~~The P~~Payroll

a. ~~i. Ttime keeper~~personnel shall~~will~~ only~~not~~ compensate employee on ~~any~~ overtime/-comp time additions or usage with~~out~~ documented comments within the payroll system.
b. The ~~ii.~~ Payroll O~~o~~fficer shall~~will~~ follow-up and ensure ~~and follow-up~~ that all payroll entries are documented with comments or the entry shall~~will~~ go unpaid/unapproved.
c. Payroll Officer shall produce a written report at the end of each payroll cycle with a list of all employees who have "exceeded" and earned over twenty-five (25) hours in one (1) week of overtime.
   i. Report shall be provided per pay period and to the employee's entire chain of command up to and including the commander of their division.

3. ~~6.~~ All over-time and comp time usage requests must be approved by supervisors no later than the Monday following close of the current pay period at 0800 hours.

a. ~~i.~~ All exception entries must have comments included.
   i. Exception entries are defined as any scheduled or unscheduled hours ~~An exception entry is everything scheduled or unscheduled o~~outside of a personnel's ~~your~~ normal work hours/shift.
   ii. The supervisor must audit and verify the entry for accuracy prior to approval.

6 J. Chief's Overtime (COT) Program

1. Department personnel who wish to participate in the COT Program shall~~ould~~ contact the COT Coordinator and provide all necessary information.

2. The COT Program is open to Department personnel on a sign-up basis.

3. Patrolman Second Class (P2/C) must be off OJT to be eligible to work COT.

4. The following are c~~C~~lasses of compensation for working COT:

   a. Compensation for working COT shall~~will~~ be paid at the Department personnel's current rank/pay rate at one and one-half (1.5)~~.~~ per hour worked and only for jobs they are trained to perform.
   b. The COT unit is responsible for ensuring the proper number of supervisors have been assigned to maintain the eight ~~(8)~~ to one (8:1) ratio of subordinates to supervisors.

5. Supervisors Working COT

   a. Supervisors may sign up for any assignment requiring a supervisor.
   b. Department personnel~~Supervisors~~ may not sign -up for,~~-~~ or accept ~~any~~, assignments designated for personnel~~employees~~ at a lower paygrade.

6. An alphabetical grouping of eligible Department personnel~~,~~ (A-F, G-L, M-R, and S-Z) shall be prepared by the COT Coordinator in order to equitably distribute assignments. The list is rotated monthly and shall~~will~~ be posted in the COT o~~o~~ffice. The list covers each month of the calendar year and is distributed to all area commands and divisions.

7. COT sign-up shall~~will~~ be conducted as follows:

   a. The COT Coordinator shall~~will~~ have assignments available for sign-up by the second week of the month. Each officer may select only three (3) assignments on their designated sign-up date.
   b. Supervisors may select only two (2) assignments on their designated sign-up date.
   c. The third Wednesday of each month shall~~will~~ be the "open-book" period to sign up for an additional three (3) assignments.
   d. The day after "open book" personnel~~officers~~ may take any assignments available. Supervisors may sign-up for only two (2) additional assignments per day as long as assignments are available.
   e. Department personnel~~Officers~~ are only authorized to sign-up for assignments for themselves.
   f. COT hour limitations:

4

i. No Department personnel~~employee~~ can work more than twenty-five (25) hours of COT per week;

ii. Any COT worked counts toward the total of sixty-five (65) hours maximum ~~of total~~ time allowed per week;

iii. It is the ~~personnel~~employee~~employee~~'s responsibility to monitor~~/keep up with~~ their total number of hours worked in any capacity.

5

1. If a COT assignment~~job~~ causes personnel to exceed ~~runs longer then scheduled and this takes you over~~ the twenty-five (25) hour COT cap, then the personnel~~employee~~ working the assignment must advise a supervisor and note the overage on the COT paperwork.

2. If un-scheduled overtime causes personnel to exceed ~~takes you over~~ the twenty-five (25) hour COT cap and ~~you have~~ additional COT assignments are scheduled~~,~~ later in the pay period, ~~. T~~those additional assignments must be posted on SharePoint to attempt to obtain coverage.

a. If coverage cannot be found after posting, the approval to work the assignment must be granted by one~~two~~ (1~~2~~) rank~~s~~ above the Department personnel at the minimum rank of l~~L~~ieutenant~~employee~~. The COT Coordinator shall note the approval in the COT Program Access Database~~approval must be noted on the COT paperwork~~.

g. Department personnel~~Officers~~ must obtain ~~pick up~~ paperwork from the COT Coordinator on the last working day of the month for the next month's assignments.

h. The COT C~~c~~oordinator shall~~will~~ post assignments for giveaway through SharePoint, Department ~~and additional~~ emails, and ~~along with~~ the COT ~~book~~list.

5

i. Department personnel sha~~w~~ill not ask the Emergency Communications Center (ECC) to broadcast available ~~any~~ COT assignments ~~for them~~.

j. Department personnel shall~~will~~ not send City–wide emails to broadcast any COT assignments.

6

k. If a replacement personnel misses the assignment, ~~both personnelemployees and~~ the~~ir~~ replacement personnel who accepted the assignment sha~~w~~ill be subject to suspension as described in paragraph 12 for failing to appear for the assignment.

l. Department-approved v~~V~~endors may request personnel who have specific skills and ~~/~~experience to work events based on the nature of the assignment duties.

m. Vendors may exclude ~~request certain~~ personnel~~employees~~ from specific ~~not work their~~ assignments if they believe ~~feel the~~ the ~~at personnel is~~employee is~~employees are~~ not satisfactorily performing the assigned ~~ir~~ duties.

i. If a vendor makes a request to exclude ~~that certain~~ personnel from specific ~~not work their~~ assignments, the~~at~~ Department personnel's supervisor shall initiate an investigation and an ~~/~~Internal Affairs investigation.

6

8. Approval of COT D~~d~~ocuments

a. A work order from the vendor shall accurately reflect the actual time worked.

b. Department personnel receive a minimum of two (2) hours COT pay for any time worked under two (2) hours.
   i. If personnel arrive at an assignment that has been canceled without the personnel~~employee~~'s knowledge, they shall~~will~~ receive two (2) hours pay.
   ii. The vendor must sign the COT work order to confirm that the personnel ~~employee~~ worked the hours indicated at the vendor's place of business. If the work order is not signed by the vendor, the personnel~~employee will~~shall not be paid.
c. The Department personnel shall~~will~~ then forward the vendor work order to the COT Coordinator as outlined below. Failure to do so may result in suspension of COT privilege.
   i. Personnel must turn in all work orders to the COT Coordinator no later than 1200 hours on Friday of the second week of the pay period.
   ii. If a holiday falls within that pay week, the deadline is 1600 hours on Thursday of the second week of the pay period.
d. The COT Coordinator shall conduct an audit of 30% of all COT entries per pay period to ensure there is an appropriate CAD entry to support the assignment.
   i. Any discrepancy between the CAD entry and the assignment will be reported to, and investigated by the employees direct supervisor.

9. Personnel working COT assignments shall adhere to the following standing orders:

a. While working a COT assignment, Department personnel shall adhere to all Department rules and regulations ~~as if they were on normal duty hours~~. Violations of this ~~policy~~SOP may result in disciplinary action and/or loss of COT as stated in this section;
b. Department personnel working a COT assignment requiring a supervisor shall be under the command of that supervisor for the duration of the assignment;
c. Personnel shall report for COT assignments on time. Should personnel be late for any reason, they shall;
   i. Notify the contact person.
   ii. Notify the on-duty sector supervisor; and
   iii. Document their actual arrival time on the COT work order.
d. Upon arrival at a COT assignment, personnel shall;~~:~~
   i. Advise the ECC of their assignment either by Mobile Data Terminal (MDT) or radio transmission. At the conclusion of the COT assignment, Department personnel shall~~will~~ advise the ECC they are out of service.
   i. Meet with the contact person for specific instructions.
   ii. Notify and be monitored by the on-duty sector supervisor of the area command of the assignment, times and location, if the assignment is unsupervised.
   iii. Sha~~W~~ill be corrected by the on-duty ~~sector~~ sector supervisor for any minor violations of Department ~~policies/procedures~~SOP(s) at the time they are discovered. Major infractions shall~~will~~ be reported to the Department personnel's supervisor for investigation.
b. Civilian ride~~-~~a-longs sha~~w~~ill not be permitted on any COT assignments;~~.~~

c. Department personnel shall not make or accept personal phone calls or participate in recreational reading. Exceptions to reading shall~~will~~ be determined by the nature of the assignment and approval of the vendor~~.~~;
d. Department personnel shall not leave their assignment to respond to other calls for service except in the event of a P~~p~~riority one (1)~~one~~ dispatch in the immediate area of the COT assignment;~~.~~
e. Department personnel who make an arrest during their assignment are responsible for transporting the prisoner(s) to the Prisoner Transport Center (PTC) or the Metropolitan Detention Center (MDC). Department personnel~~Officers~~ are to return ~~report back~~ immediately to their COT assignment after booking prisoner(s) if still within the assignment time frame;~~.~~
f. Department personnel shall advise the assignment supervisor/contact person when leaving at the end of the assignment;~~.~~
g. Department personnel working at liquor establishments shall not spend any time in the establishment unless an incident occurs inside the business, which would normally result in ~~a police officer~~sworn personnel being dispatched to respond;~~.~~
h. Department personnel shall wear their unit's ~~standard~~ duty uniform with the exception of plain-clothes units who shall~~will~~ wear a standard or alternate Field Services Bureau (FSB) duty uniform;~~.~~
i. All COT assignments sha~~w~~ill require at least one fully marked unit capable of transporting a prisoner with a cage; and ~~.~~
j. Department personnel working a COT assignment may assist with unrelated requests when approached by a community member, provided it does not interfere with their current COT assignment. If the request does interfere with the assignment, the personnel~~officer~~ shall~~will~~ assist the community member by having an officer dispatched from ~~the field~~FSB.

2. Any complaints or disciplinary action generated during COT assignments shall~~will~~ be handled in the following manner:

a. The complaint shall~~will~~ be sent to the supervisor assigned to the outside activity for investigation; or~~and~~
b. If a supervisor was not assigned to the outside activity~~at event~~, the investigative responsibility shall~~would~~ be the responsibility of the ~~Department personnel's regular duty~~sector supervisor, at the time the incident occurred. The findings and recommendations shall~~will~~ be sent to, and become the ~~the~~ responsibility of, the Department personnel's full-time~~ir~~ assigned supervisor to determine final discipline, if any.~~.~~

5

3. Sworn p~~P~~ersonnel on COT involved in all uses of force, including ~~or~~ shows of force, shall immediately report the incident, consistent with SOP Use of Force—Reporting by Department Personnel, as follows:~~I.~~

~~—~~To the ~~Including Llevels one (1), two (2,) and three (3) uses of force.~~
a. ~~To the~~ supervisor assigned to ~~the outside activity/~~COT, if ~~one is~~ assigned~~,~~; or
b. To the on-duty supervisor, if a supervisor for the COT had not been assigned.

i. The supervisor who shallwill then have the investigative responsibility. If a supervisor for the outside activity/COT had not been assigned, then the on-duty supervisor of that sector shallwill have the investigative responsibility.

4. Department personnel who violate any provision as contained in this section of the SOP related to COT shallwill be subject to suspension or disqualification from the COT program. The following guidelines shallwill be used:

a. A first offense within one (1) calendar year of the date of the missed assignment shallwill be a one-month suspension from the COT program;
b. A second offense within one (1) calendar year of the date of the missed assignment shawill be a two (2) -month suspension from the COT program;
c. A third offense within one (1) calendar year of the date of the missed assignment shallwill be a three (3) -month suspension from the COT program; and
d. Suspension from signing up or working COT shallwill commence with the next scheduled sign-up period. Suspension or disqualification from COT shallwill not be subject to a grievancee able under the City's Merit System Ordinance, Section 3-1-10.

1. Any All Overtime Slips/Evidence Disposition Forms and tTimesheets containing any overtime and/or comp time must be reviewed and approved by the immediate supervisor/sergeant and manager/lieutenant, that contain any overtime and/or comp time. Additionally;

a. There will be nNotification will be given to the employee's Commander/Director of timesheets with 16 hours of more of overtime.

J. The Fiscal Division

The Fiscal Division of the Albuquerque Police Department sShallWwill track overtime expenditures and provide reports to the Chief of Police and/or the Chief 's of Police's designated supervisors, as requested. provide a breakdown of all overtime expenditures by activity number every two weeks. Copies will be provided to the Chief of Police, the respective Deputy Chief of Police for each Bureau, and the Commander/Manager for each Division that utilizes overtime as well as the lieutenants/supervisors of divisions/units that have overtime expenditures. Reimbursable overtime shallwill be delineated by operation and reported to the appropriate commander, . Gconsistent with SOP Fiscal Division.

2.

3. The Planning Division of the Albuquerque Police Department will be responsible for the monitoring and validation of all grant-funded overtime. In order to properly monitor grant overtime, it will be necessary that a summary of the grant activity be forwarded to the Planning Division along with a detailed list of personnel working the assignment, salary and hours worked. Additionally, all original overtime slips will be sent to Planning along with a copy of the employee's timesheets.

~~4. Officers who are involved in the arrest of an individual will not have other officers become involved in the incident solely for the addition of court time. In cases where more than one officer is involved in an arrest, the same officer will write the offense/incident report and citations. The last line of the report will state which officer(s) are necessary for the prosecution of the case. If other officers were only witnesses to the incident, personnel will state that in the report.~~

DRAFT

1-64 K-9 Unit

Related SOP(s):

2-3 Firearms and Ammunition Authorization
2-8 Use of On-Body Recording Devices
2-52 Use of Force
3-33 Early Intervention and Recognition System (EIRS)

1-64-1 Purpose

The purpose of this policy is to provide procedures for the proper use of Police Service Dogs (PSD) in locating and apprehending specific criminal suspects, protecting the K-9 handler, conducting article searches, and tracking and wind scenting individuals.

1-64-2 Policy

It is the policy of the Department to use PSD to assist in locating and apprehending specific criminal suspects, to protect the K-9 handler, to track and wind scent individuals, and to conduct article searches.

1-64-3 Definitions

A. Apprehension

Any occasion when a PSD is deployed and plays a clear and well-documented role in apprehending a suspect or individual. In order to play a clear and documented role, a handler must articulate the PSD role, such as being the subject of warnings, following bark commands, performing a search, or the suspect stating that the PSD influenced their decision to submit to arrest.

B. Accidental Bite

Any occurrence when the PSD bites an unintended person. An accidental bite is not considered for purposes of calculating the bite ratio of a handler/unit.

C. Bite

A skin puncture or tear caused by the teeth of a PSD.

D. Bite Apprehension

Any apprehension where a bite did occur.

E. Bite Ratios

Calculation of the number of bite apprehensions divided by the total number of

apprehensions for a given time period. For the purpose of this calculation, PSD bites will not include accidental or directed bites.

F. PSD Caused Injury

Any injury caused by a PSD that is not a bite. This includes knocking a person down, scratching, and/or causing abrasions.

G. Deployment

Any situation, except an on-leash article search, where a PSD is brought to the scene and is used in an attempt to locate or apprehend a suspect, whether or not a suspect is located or apprehended.

H. Directed Bite

When a handler directs a PSD to bite a visually identified individual. A directed bite will be investigated as a use of force. If a bite occurs, this investigation will be conducted as a serious use of force investigation.

I. Handler

A certified K-9 Unit handler assigned to a particular PSD who deploys with that PSD and is responsible for the PSD's 24-7 care.

J. Police Service Dogs

PSD assigned to the K-9 Unit after meeting the selection standards and certification requirements as established by the Department's Tactical Section – K-9 Unit.

K. Search

When a PSD is deployed into a search area or structure, commercial or residential, to look for and find a specific suspect of a specific crime, or is utilized to ensure that the area/structure is clear of any criminal suspect who may be hiding from law enforcement or evading capture.

1-64-4 Rules and Responsibilities

A. Use of the PSD as a Force Option

1. Any time an officer within the K-9 Unit is required to use force, the force used will be in accordance with Department SOP – Use of Force General, all applicable laws, and the United States Constitution.

2. Use of the PSD as a tactic may range from the simple presence of the PSD to a

less lethal force option. A handler may not deploy his or her PSD merely because it is an available option. As a use of force option, the deployment of a PSD must be objectively reasonable given the facts and circumstances confronting the handler and consistent with SOP – Use of Force – General. A handler using a PSD as a use of force must use the minimum amount of force that is reasonable, necessary, and proportional based on the totality of the circumstances confronting the officer in order to bring about a lawful objective. Handlers should consider the reasonableness of other use-of-force options before deploying the PSD. Based upon the totality of the circumstances, the handler will have the discretion of deploying the PSD with or without a muzzle or on or off-lead. Before deploying the PSD, the handler must evaluate the following factors, taking into consideration the safety of civilians, officers, and the suspect or individual:

a. The severity of the crime(s) at issue;
b. Whether the suspect poses an immediate threat to the safety of the officers or others;
c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight; and
d. All other factors that must be considered pursuant to SOP – Use of Force – General.

3. It is the policy of the Department to allow the deployment of PSDs in the following circumstances:

   a. To apprehend violent felony individuals;
   b. To apprehend individuals who pose an immediate threat to the safety of the officers or others;
   c. For officer safety, to conduct searches for felony individuals where the individual has concealed themselves from law enforcement; and
   d. To locate a misdemeanor individual where the K-9 Unit Sergeant has approved a search with a muzzled PSD.

4. PSDs should not be deployed against an individual known by the officers to be pregnant, less than fourteen (14) years old, or over seventy (70) years old unless the officers can articulate exceptional circumstances justifying the deployment.

5. Violating this policy will subject the handler to disciplinary action.

B. Warnings

1. When a PSD is used to locate an individual, the handler will give three loud and clear verbal warnings before releasing the PSD. If officers believe the individual may be Spanish-speaking, they will make reasonable attempts to provide the warning in Spanish as well. The warning will give notice that the handler will release a PSD and that the PSD will probably bite the suspect.

2. Under certain circumstances, a warning or multiple warnings may be dangerous or

futile. Thus, a handler is not required to give a warning prior to a PSD deployment if a difficult or dangerous situation develops so quickly that the handler has no reasonable time or opportunity to do so. When a warning is not given in this circumstance, the handler shall document the specific facts in his or her written report to explain the omission.

C. Operational Control and Conflict of Orders

1. The K-9 Unit Sergeant will assume operational control of any situation requiring deployment of the PSDs, unless the purpose of the deployment is to safely search and clear a building the handler believes is empty, in which case a supervisor is not required. In the absence of the K-9 Unit Sergeant, a Tactical Section Supervisor will be contacted to assume control.

2. If the K-9 Unit Sergeant is not present and another supervisor asks a handler to deploy his PSD in a manner the handler believes is inappropriate, the handler will explain the concerns to the supervisor. If the supervisor allows the order to stand, the handler will do his best to comply with the order. The supervisor issuing the order assumes responsibility for the decision. The handler and supervisor will each complete a supplemental report detailing this discussion and decision.

3. However, under no circumstance will a handler comply with an illegal order or one that violates the civil rights of any individual, particularly prohibitions against excessive force.

4. If a handler is participating in a full tactical activation, the Tactical Commander or designee will have the authority to deploy a PSD.

D. Documentation of Injuries Resulting from Use of a PSD

1. Personnel shall immediately report any bite or PSD-caused injury to an individual or officer to the K-9 Unit Sergeant. The K-9 Unit Sergeant will respond to the scene, conduct an initial post-apprehension deployment investigation, and provide necessary information to the Internal Affairs Force Division (IAFD) for consideration in their investigation of the incident.

2. A bite by a PSD is considered a use of force and shall be investigated by the K-9 Sergeant and the IAFD. An accidental bite shall not be considered a use of force. The investigation of an accidental bite shall be conducted by the K-9 Sergeant.

3. Whenever an individual sustains a PSD bite, the handler or K-9 Sergeant shall immediately contact a Department dispatcher to request Emergency Medical Services (EMS) response. If EMS determines that additional medical attention is required, the individual shall be transported to a medical facility for treatment.

E. K-9 Unit Equipment

1. Handlers will maintain all equipment issued by the K-9 Unit, including on-body recording devices (OBRD) for officers. Equipment that requires repair will be reported as soon as practicable to the K-9 Unit Sergeant.

2. Specialized weapons issued to handlers shall be carried at all times. Handlers shall be qualified in their use in accordance with SWAT Unit requirements as set forth in SOP - Specialized Tactical Units and in accordance with Department standards set forth in SOP - Firearms and Ammunition Authorization.

F. Training and Handler Team Certifications

1. Training will be conducted by the K-9 Unit weekly.

2. All training will be conducted in accordance with the guidelines, training practices, and safety measures of the approved Department trainer and/or K-9 Sergeant.

3. The K-9 Unit Sergeant will be responsible for coordinating proper training for each handler and PSD.

4. The K-9 Unit will contract with a professional trainer regarding selection and training of PSDs. The K-9 Unit's professional trainer will guide the teams to their highest level of ability.

   a. The professional trainer will evaluate each PSD to determine any performance concerns. The trainer will make any training and performance recommendations to the K-9 Unit Sergeant.
   b. Job duties for the contract professional trainer will be determined by the Tactical Section Commander.

5. Handlers will follow the training directives from the Department trainer and the K-9 Unit Sergeant.

6. All handler/PSD teams shall be certified through the professional trainer. All teams will also complete a secondary certification process.

7. All handlers will assure their PSDs comply with the standards of training set forth in this policy and standards recommended by the professional trainer.

   a. If for any reason a PSD does not meet the expected standards articulated by the K-9 Unit, the handler must immediately notify the K-9 Unit Sergeant.
   b. The K-9 Unit Sergeant, together with the Department trainer and professional trainer, will evaluate any deficiencies and determine if the PSD will remain in service while the deficiency is being corrected or be removed from service until the deficiency is corrected.

G. Records

1. The K-9 Unit will track and record performance measures of both the handler and the PSD. In addition, deployments will be specifically tracked and archived within other specialized units, as noted below.

    a. All K-9 deployments will be recorded and archived within the Tactical Section and Internal Affairs Professional Standards (IAPS).
    b. PSD medical records will be recorded and archived with the contracted unit veterinarian.
    c. Monthly in-service training and certifications will be recorded and archived with the contracted professional trainer. Copies of in-service training and certifications will also be archived with the K-9 Sergeant.
    d. Handlers will archive all PSD training, as well as copies of deployment reports resulting in bites and certifications presented to the handler and/or PSD.
    e. All K-9 deployments resulting in a bite apprehension will be presented to the Force Review Board (FRB) and analyzed to identify potential needs for revision to training, policy, equipment, tactics, and supervision. Accidental bites shall not be presented to the FRB.

H. Maintenance of the PSD

1. The eighth hour of each eight-hour shift or the last hour and fifteen minutes of a ten-hour shift will be reserved for PSD and equipment upkeep. This reserved time will apply to every working shift, training day, or all types of leave. These guidelines assume that the PSD's assigned handler is caring for the PSD, not another handler or boarder. The total allotted time for this maintenance will not exceed five hours in a pay period week or forty-three minutes per day in a seven- day period. This time will be allotted for the daily upkeep of the PSD and will include the handler's regular days off. This time may also be used for picking up dog food and routine visits to the veterinarian.

    a. No compensation beyond the time allowed will be authorized, unless approved in advance by the K-9 Unit Sergeant.

2. The K-9 Unit Sergeant and the contracted veterinarian will instruct handlers on proper methods of PSD health. Twice a year the contracted veterinarian will examine all PSDs to ensure their state of health and to give them their annual shots.

    a. If the PSD shows signs of illness, the handler will call the contracted veterinarian or take the PSD to the contracted veterinarian as soon as practicable.
    b. If the PSD is injured, the PSD will be treated as soon as possible, either by the contracted veterinarian or at the Emergency Animal Clinic.
    c. In either case, the K-9 Unit Sergeant will be notified immediately.

I. Working Hours

1. Handlers will normally work an eight- or ten-hour shift. The Tactical Section Commander will determine hours and days off.

    a. Handlers are expected to be available for duty at all times should the need arise.
    b. Hours of assignment, vacation, and days off will be determined by the needs for service and support.

2. Handlers are also subject to SWAT Unit call outs.

J. Call-Outs

1. Responding to call outs will be one of the handlers' responsibilities. Handlers will be subject to call out on a twenty-four hour, 365 day basis.

    a. The K-9 Unit on-call schedule will be issued every other month; it will identify primary and secondary on-call teams. The schedule will be modified by the K-9 Unit Sergeant only as needed to accommodate unforeseen schedule changes and overtime issues. The Tactical Commander will receive a copy of the K-9 Unit on-call schedule.
    b. The Communications Supervisor will call the primary handler when a Sergeant or higher ranking officer requests K-9 assistance.
    c. The K-9 Unit Sergeant or designee must approve all requests for mutual aid and any special requests. When deploying for mutual aid requests, Department policies, procedures, and guidelines for using the PSD and use of force will be followed by the handler, not those of the non-Department agency.

2. The K-9 Unit Sergeant or designee will be notified of all incidents involving a barricaded subject, area searches, or large-scale searches that require more than the primary and secondary K-9 teams. The K-9 Unit Sergeant or designee will also be contacted regarding requests from supervisors of specialized units and requests from any non-Department agency.

K. Vacations

1. Vacations will be contingent upon the needs of the Department and the Tactical Section.

2. Before going on vacation or other extended leave, the handler will explain to the K-9 Unit Sergeant how the PSD will be properly fed and safely cared for while the Handler will be on vacation.

L. SWAT Unit Assistance

1. Officers assigned to the K-9 Unit will also be considered SWAT officers. As such, they will be expected to abide by SOP – Specialized Tactical Units. They will be held to all SWAT Team standards, as explained in the SOP. Failure to comply with

these standards may result in the officer's removal from the K-9 Unit.

M. General Rules for the K-9 Unit

1. Handlers are responsible for the actions of their PSDs, both on and off leash and at all times.

2. Handlers will not discipline their PSDs in public view.

3. Cruel actions toward the PSDs will not be tolerated and are grounds for disciplinary action.

4. When a handler leaves his or her police unit while the PSD is inside, he or she will ensure the PSD has proper ventilation for the given weather conditions and that the unit is properly secured.

5. Requests for PSD demonstrations or exhibitions will be managed by the K-9 Unit Sergeant.

6. Prior to giving the PSD a "break," the handler will make sure there are no civilians in the immediate area. If conditions do not permit, the handler will keep the PSD on leash during the "break."

7. All K-9 handlers will wear the Department-approved fatigue uniform as their normal duty uniform.

8. PSDs will not be deployed for crowd control

N. Bite Ratios

1. K-9 Officers will track and calculate bite ratios on a monthly basis. Members of the K-9 Unit will provide monthly reports to the IAPS documenting activity and bite ratios. These monthly reports will be forwarded to the K-9 Unit Sergeant for review and aggregated into unit monthly and annual reports. The K-9 Unit Sergeant will review monthly reports to ensure accuracy.

2. Each handler's bite ratio will be reviewed by considering activity of the previous six months. If any handler's bite ratio exceeds twenty (20) percent for the preceding six- month period it will be included as an indicator in the PEMS for that handler and will be reviewed by that handler's supervisor. If the entire Unit's bite ratio exceeds that threshold, a meeting with the Division Commander, Tactical Lieutenant, and K-9 Sergeant will take place. They will determine why the 20% threshold was exceeded and document the review.

O. Annual Retention Review

1. All K-9 Unit Members will be subject to an annual review to ensure they are

meeting the delineated criteria for their positions.

2. The annual review shall be comprised of three evaluations.

   a. The chain of command will review the Team Member's Employee Work Plan.
   b. The chain of command will conduct a file review of the Team Member.
   c. The Department's Behavioral Sciences Section will meet with the Team Member.

3. Should negative issues arise during the annual review, the Team Member will be subject to retraining, progressive discipline, and/or removal from the unit.

P. Retirement of Police Service Dogs

1. A PSD will be retired based on the PSD's health, ability to perform, and age. The decision to retire a PSD will be after consultation from the Unit Trainer, the professional trainer, and the K-9 Sergeant. The final decision on a PSD retirement will be made by the K-9 Unit Sergeant.

2. PSDs may be medically retired on the recommendation of the Department's contracted veterinarian.

3. A retired PSD will be released to the handler to whom it was assigned. If the handler does not wish to take ownership of the retired PSD, the K-9 Sergeant will be responsible for finding a suitable home. In any case, the person taking ownership of the retired PSD will sign a waiver provided by the Office of the Albuquerque City Attorney. The waiver will relinquish the City of ownership of any liability of the PSD to include any costs for its upkeep.

Q. Annual Policy Review

1. The supervisors of the Tactical Section will conduct an annual meeting every January to analyze occurrences and issues of the previous year. During this meeting the topics to be discussed will include (but need not be limited to) policies, procedures, legal developments, training updates, operational evaluations, FRB recommendations, and after action reviews. If any changes are required, those changes shall be implemented no fewer than 90 days from the review date.

1-10 PEER SUPPORT PROGRAM

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

A. Related SOP(s)

1-11 Behavioral Sciences Section

B. Form(s)

None

C. Other Resource(s)

Peer Support Program Handbook

D. Rescinded Special Order(s)

(Placeholder)

1-10-1 Purpose

The purpose of this policy is to establish a P~~p~~eer S~~s~~upport P~~p~~rogram (PSP) and P~~p~~eer S~~s~~upport N~~n~~etwork for both sworn and civilian personnel.

The Albuquerque Police Department (Department) recognizes that sworn and civilian personnel ~~are~~ may be exposed to emotionally disruptive ~~personal and professional~~ experiences during the ~~course of the~~ performance of their duties. These experiences may lead to emotional and~~/or~~ psychological ~~insult or~~ injury, resulting in ~~as well as personal~~ mental or emotional distress and job dissatisfaction. These situations may ~~job stressors also~~ adversely affect the sworn ~~officer~~ or civilian ~~employee~~employee's professional and personal well-being.

~~This policy describes the opportunity and procedures for department personnel to give and receive support from their peers during stressful times.~~

1-10-2 Policy

~~The Department establishes peer support program and peer support network for both sworn and civilian personnel.~~

~~The Department recognizes that sworn and civilian personnel are exposed to emotionally disruptive personal and professional experiences during the course of the performance of their duties. These experiences may lead to emotional and/or psychological insult or injury, as well as personal mental or emotional distress, and dissatisfaction. These job stressors also adversely affect the officer or civilian employee's professional and personal well-being. The purpose of the peer support program is to:~~

~~A. Provide a means for immediate peer-driven emotional support during and after personal or professional crisis; or serious illness or injury;~~

~~B. Provide resources including referrals for professional assistance; Develop peer supporters who can identify personal struggles, offer support, and provide guidance; and~~

~~C. Set guidelines for peer support team functions and team member roles.~~ It is the policy of the ~~Albuquerque Police Department (~~Department~~)~~ to provide opportunities and procedures for ~~D~~department personnel to give support to, and receive support from, their peers during stressful times.

1-10-3 Peer Support Roles and Responsibilities

A. Peer Support Program Coordinator (PSPC)

A civilian employee who performs administrative functions for the PSP~~peer support program~~, including but not limited to: scheduling of training or meetings, coordinating an on-call list, maintaining contact numbers, and preparing statistical data for reporting and monitoring purposes.

~~A civilian employee who provides oversight and completes administrative functions for the Peer Support Program such as scheduling of training or meetings, coordination of on-call coverage, maintenance of contact numbers, compiling of program utilization numbers, etc.~~

B. Peer Support Program Board (PSPB)

The PSPB ~~board~~ is responsible for the long-term,~~.~~ effective operation of the ~~Peer Support Program (~~PS~~P~~P~~)~~, including ~~providing~~ guidance to the PSPC~~,~~ and selection of ~~ng all~~ Peer Support Team Members (PSTM). The PSPC serves as the chair and ~~-~~non-voting member of the PSPB~~. The PSPC is a non-voting member of the PSPB~~, except in cases of a tie.

C. Peer Support Team Member (PSTM)

A ~~PSTM is a~~ current law enforcement or civilian ~~personnel~~employee~~,~~ who provides peer support~~, as needed~~. The PSTM's~~'~~ role is to assist Department personnel who may be experiencing ~~unusual~~ difficulties while coping with specific mental and psychological stressors related to duty assignments. PSTMs~~'~~ are required to attend Department training and quarterly meetings. PSTMs~~'~~ will provide a contact phone number to facilitate communication. PSTMs~~'~~ do not provide professional mental health care.

D. Confidentiality is essential to the integrity of the~~is~~ ~~Ppeer Ssupport Pprogram~~PSP.

1. All communications with individuals seeking assistance shall be kept confidential, unless otherwise required by this policy.
   a. ~~Under the following circumstances, however,~~ T~~t~~he PSTM is required to confer with the on-call BSS clinician, which may require sharing information that would otherwise be confidential, under the following circumstances~~such as when~~:
      i. The person seeking assistance expresses a threat of immediate or reasonably anticipated physical harm to self or others;
      ii. There is reasonable suspicion of elder or child abuse;
      iii. An emergency medical response is required;
      iv. Criminal activity is reported; or
      v. There is reasonable suspicion that domestic violence occurred or is occurring.

b. The confidential ~~cConfidential~~ peer support activity summary shall only be ~~kept in confidence and~~ used ~~only~~ to evaluate and improve the PSP~~peer Ssupport Pprogram~~.
c. The confidential p~~p~~eer s~~s~~upport a~~a~~ctivity s~~s~~ummary will not include identifying information regarding the individual seeking peer support.
d. PSTM will advise peers seeking assistance that communications are confidential, providing that maintaining such confidentiality does not violate any law or Department policy~~regulation~~.

~~c. Peer Support Team Members (team members)~~

~~1-10-4 Team members are current law enforcement or civilian personnel, in good standing with the department, who provide peer support as needed The 'sarewhile (not as mental health professionals, but as individuals who are familiar with, experienced or know the pressures and stresses of the police function. Team members are required to attend Ddepartment training and quarterly meetings. Team members will provide a contact phone number to facilitate communication.~~

1-10-4

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~~1-10-6~~ **Procedures**

A. The goals of the P~~eer Ssupport Pprogram~~ SP are~~ goals~~:

1. To provide a means for immediate, peer-driven emotional support during and~~/or~~ after a personal or professional crisis, serious illness, or injury;~~.~~

2. To identify resources, including referrals for professional assistance;~~.~~

3. To recruit, select and train PSTM ~~peer support team members~~ who can identify personal struggles, offer support, and provide guidance to Department members; and~~.~~

4. To establish guidelines for P~~peer Ssupport Program~~ SP team functions and team members' roles.

~~A.~~B. Appointments to the ~~Peer Support Program Board~~P~~eer Support Program Board~~SPB:

~~1.~~ The Chief of Police, or ~~his~~ their designee, along with the assistance of the PSPC, selects a seven-member ~~Peer Support~~ bBoard. Members serve a maximum term of three (3)~~wo~~ consecutive years~~, which will be staggered~~. The Bboard consists of:

1.

a. One (1) sworn supervisor ~~(~~Sergeant or above;~~);~~
b. One (1) sworn Field Services Bureau, Patrolman 1st Class (P1/C);~~;~~
c. One (1) sworn Investigative Unit ~~detective~~Detective;~~;~~
d. One (1) civilian supervisor~~;~~;
e. One (1) civilian employee;~~;~~
f. One (1) APOA union representative (non-voting member); and
g. One (1) Behavioral S~~s~~ciences Section~~SD~~ (BSS) clinician (~~advisory only;~~ non-voting member).

2. The criteria for board membership will be set out in the Peer Supp~~PS~~ort Program H~~h~~andbook.

~~3. The PSPB recruits and select team members, based on criteria developed by the PSPB. Criteria include factors such as the applicant's past education, relevant training, maturity, judgment and professional standing in the department.~~

3. The PSPB recruits and selects team members~~,~~ based on criteria developed by the PSPB. Criteria include factors such as the applicant's education, relevant training, maturity, judgment, and professional standing in the Department.

~~5.~~4. Team members may be removed for cause at any time by the Chief of Police.

C. PSPC~~eer Support Program Coordinator~~ Duties

1. The PSPC performs the following duties:

a. Maintains a dedicated telephone line to receive and route the requests for emotional support and assistance from Department members, or their family members;~~.~~
b. Creates and updates an on-call roster for team members and provides the on-call roster to the Emergency Communications Center (ECC) supervisor;~~.~~
c. Posts the team flyer on bulletin boards at each of the Department's ~~police building~~facilities and ~~,~~on the APDWeb/Protopage~~, and provides the on-call list to the Emergency Communications Center (ECC) supervisor;~~.
d. Routes assistance requests to PSTM~~team member~~s;
e. Ensures PSTM ~~team member~~s complete the required peer support training;
f. Maintains confidential p~~p~~eer- s~~s~~upport activity summary records to review at quarterly team meetings~~.~~; and
g. Compiles a quarterly utilization report for the program.

D. PSTM ~~eer Support Team Member~~ Duties
~~B. Peer Support Program Coordinator and Team Member Duties~~

PSTMs perform the following duties~~The PSC oversees and assists the Peer Support Program by~~:
1.

~~a. Maintaining a 24-hour, toll-free hotline and responding to requests for emotional support and assistance from a law enforcement officer, civilian employee or family member;~~
~~b. Creating and updating an on-call roster for team members;~~
~~c. Posting the on-call list of team members on bulletin boards at each police building, listing on the APD Webpage, and providing the on-call list to Dispatch Control;~~
~~d. Routing assistance requests to team members;~~
~~d. Ensuring team members complete required peer support training;~~
~~d. Maintaining contact sheet records to review at quarterly team meetings; and~~
~~d. Compile a quarterly utilization report for the program.~~

~~1. The team members respond to peer requests for assistance by:~~

a. Assure~~s~~ ~~ing~~ availability for phone call contacts when on-call;
~~b.~~ Provide~~sding~~ peer support services during critical incidents when requested by an officer, on-scene supervisor, or ~~FIT activation~~ECC supervisor; ~~and~~
b.
c. Provide~~s~~ emotional support to Department ~~members~~personnel~~.~~, ~~or~~ family members, ~~in crisis;~~, or ~~to~~ those exposed to a critical incident, as defined by SOP Behavioral Sciences Section;

d. Provide~~s~~ additional follow–up resources and referrals for mental health and well–being assistance;~~. Contact Sheet~~

~~c.~~ Complete~~ing~~ a c~~C~~onfidential ~~P~~peer s~~S~~upport activity summary ~~Contact Sheet~~ for each contact and provide~~sing~~ it to the PSPC~~B~~ within twenty-four (24) hours. ~~, of contact documenting:~~

e.

~~i. Name of the team member;~~

~~ii. Date, time, and length of contact with personnel using program;~~

~~iii. Summary of needed support;~~

~~Additional resources requested;~~Participate~~laced~~ in an on-call rotation ~~in order~~ to respond to requests for assistance.

f.

~~1. Confidentiality is essential to the integrity of this peer support program. Each peer support team member signs a confidentially agreement. The Confidential Peer Support Contact Sheet is kept in confidence and used only to evaluate and improve the peer support program. The contact sheet will not include identifying information regarding the individual seeking peer support. Team members will not disclose the identity of the caller, or the subject of the call to any departmental supervisor or employee. However, in the following circumstances, the team member is required to report to the on-call Behavioral Sciences BSSDivision clinician for guidance on appropriate intervention:~~

~~d. Caller expresses a threat of immediate or reasonably anticipated physical harm to self;~~

~~d. A threat of immediate or reasonably anticipated threat of physical harm to others;~~

~~d. There is reasonable suspicion of elder or child abuse;~~

~~d. An emergency medical response is required;~~

~~d. Criminal activity is reported; or; or~~

~~d. There is reasonable suspicion that domestic violence occurred or is occurring.~~

~~When any one of these circumstances occurs, the team member will not continue in a peer support role, but will contact the on-call Behavioral Science Division clinician to follow up with caller.~~

~~D.~~E. ~~Department~~ Training ~~and In-Service~~

~~All team members, regardless of position, will complete the following courses from the International Critical Incident Stress Foundation (ICISF) or equivalent; Team members will not be added to the on-call roster until completing training.~~

1. All ~~team members~~PSTMs, regardless of position, will receive training offered by the International Critical Incident Stress ~~f~~Foundation (ICISF) or ~~by~~ a similar organization. -Prospective team members will not be added to the on-call roster until they compete this training.

2. The PSPB shall consult with the BSS clinician regarding recommendations for additional ~~team member~~PSTM training.

3. Any recommendations for training made by a BSS clinician, or other mental health professional,~~s~~ may be offered to team members as in-service training~~,~~ if ~~such training is~~ relevant to the mission and purpose of the PSP.

4. PSPB will evaluate and update the training requirements every two (2) years, following consultation with a BSS c~~C~~linician.

5. PSPC will coordinate training for PSTMs topics for training to include, but are not limited to:

~~1.~~a. Individual Crisis Intervention;

~~—~~Peer Support; and

b.

~~1.~~ Ethics and Confidentiality.~~; and~~

c.

~~1. Group Crisis Intervention; and~~

~~1. Advanced Individual Crisis Intervention and Peer Support~~

~~The PSPB consults with the Behavioral Science Division regarding recommendations for additional training. Any recommendations for training from BSD or other mental health professionals will be offered to team members as in-service training. PSPB will evaluate and update the training requirements in consultation with the Behavioral Science Division every two years.~~

~~PSC will organize and lead training for Team members.~~

~~E.~~F. PSPB meetings

1. The PSPB will meet quarterly to review and evaluate the ~~peer support program~~PSP.

2. ~~and any data gathered. Occasionally~~ ~~A~~additional ~~-~~meetings may be held ~~needed~~ to ~~carry out the~~meet the needs of the ~~peer support program'~~PSP~~s~~ responsibilities.

2-23 USE OF CANINE (K-9) UNIT

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

A. Related SOP(s)

1-64 K-9 Unit (Formerly 6-9)

2-35~~29~~ Emergency Response Team (ERT) (Formerly 2-29)
2-70 Execution of Search Warrants
2-71 Search and Seizure Without a Warrant

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

~~2-29 Emergency Response Team (ERT)~~

2-23-1 Purpose

The purpose of this policy is to assist sworn personnel~~officers~~ in searching for and locating individuals suspected of a crime and/or articles associated with a crime with the use of a Police Service Dog (PSD) to ensure the safety of sworn personnel~~officers~~ and individuals. ~~is for department personnel to utilize the K-9 Unit to search buildings for intruder and/or track wanted subjectsindividual .provide guidelines for Department personnel when to requesting the use of a Canine (K-9) Unit to ensure safety for officers and citizens.~~

2-23-2 ~~1~~ Policy

It is the policy of the Albuquerque Police Department (Department) to provide rules and procedures for Department personnel when to request and utilize a PSD.
~~provide rules for department personnel when requesting the use of a Canine (K-9) Unit to ensure safety for officers and individuals citizens. utilize the K-9 Unit to search buildings for intruders and to track wanted subjects.~~

2-23-3 Definitions

A. Apprehension

For the purposes of this policy, -aAny occasion when a PSD is deployed and plays a clear and well-documented role in the arrestpprehen ding of an suspect or individual. In order to play a clear and documented role, thea handler must articulate the PSD's role, such as being the subject of K-9 warning announcementss, following bark commandshearing the PSD bark, conducting performing a search, locating or apprehending an individual, and/-or the arrestedpprehended individualsuspect stating that the PSD influenced their decision to submit to arrest.

B. Deployment

Any situation, , except an on-leash article search, where a PSD is brought to the scene and is used to search for in an attempt to locate or apprehendapprehend an individual suspect, or article or apprehend an individual associated with a crime whether or not anthe individuall(s) is apprehended or the article is located. suspect is located or apprehended.

K-9

C. Handler

An officer K-9 officer whoAn officer who is certified in the use of a PSD, assigned a PSD, and who is certified in the use of a PSD who isK-9 Unit handler assigned to a particular PSD who deploys with that PSD and is responsible for the PSD's 24-7 care twenty-four (24) hours a day, seven (7) days per week.

D. Police Service Dogs (PSD)

A dogPSD assigned to the K-9 Unit after meetingthat meets the selection standards and certification requirements, consistent with SOP K-9 Unit as established by the Department's Tactical Section – K-9 Unit.

E. Search

When a PSD is deployed into a search area or structure (, commercial, or residential, or residentirural), to looksearch for, r and locate, and/or apprehendfind a specifiecn individual who is wantedsuspect offor a a specific crimee or locate , an article associated with a crime or when a PSD is usedtilized to ensure that anthe area/structure is clear of any individuals criminal suspect who may be hiding from law

enforcement or evading capture.

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~~2-23-2~~2-23-4 Rules

A. On-Call Status

1. The K-9 Unit~~s~~ is~~are~~ on-call twenty-four (24) hours per day via the Emergency Communications Center (ECC). If ~~no~~there are no K-9 ~~Officers~~Handlers ~~Unit is~~ on duty, an on-duty ~~area~~ supervisor must give approval before calling out a~~the K-9 Officer~~K-9 Handler.~~Unit.~~

7

B. Operational Control / Conflict of Orders

1. The K-9 Unit Sergeant, if present, will assume operational control of any situation requiring the deployment of a~~the Police Service Dogs (~~PSD~~)~~. In the absence of the K-9 Unit Sergeant, ~~a Tactical Section Supervisor will be contacted.~~ the acting K-9 Unit Sergeant or individual handler will assume operational control of the deployment of a PSD.

2. If the K-9 Unit Sergeant is not present and a Handler is requested by another supervisor to deploy their ~~his/her~~ PSD in a manner that the Handler believes ~~feels is inappropriate~~is inconsistent with Department SOP(s), the Handler will inform the supervisor ~~of this and state~~ of the reasons for their~~his/her~~ concern. If necessary, ~~and contact a Tactical Section Supervisor~~the K-9 Unit Sergeant will be contacted and advised of the situation. The K-9 Handler shall have the ultimate authority in whether or not to deploy the PSD~~Ultimate authority to deploy a Police Service Dog~~PSD ~~shall be at the discretion of the individual K-9 Handler~~.

~~3. Under no circumstance will a Handler comply with an order that he/she they knows to be illegal, or violates the civil rights of any individual, or is in violation of the Use of Force Policy.~~

~~4. If the Handler is participating in a full tactical activation the authority to deploy a~~the ~~Police Service Dog~~PSD ~~resides with the Tactical Commander or their his/her designee.~~

~~a. When the Tactical Section is activated for first amendment assemblies for demonstrations, incidents or events,. crowd control situations, civil disturbances, and/or riots, K-9 Handlerslers will not deploy with their police service dogsPSDs as a force option. However, this does not preclude K-9 Handlers from being utilized for other tasks at the discretion of the Tactical Commander.~~

3. PSDs ~~will~~ shall not be deployed for crowd control, consistent with SOP Emergency Response Team.

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C. K-9 Unit Searches

1. All K-9 searches will be conducted consistent with SOP Search and Seizure Without a Warrant and/or SOP Execution of Search Warrants.

~~1.~~2. Building Searches

~~a.~~ The primary duty of the K-9 Unit is to search buildings for ~~intruders~~individuals.

~~b.~~a. ~~During the K-9 Unit's normal working hours, a K-9 Officer Unit will be dispatched to all commercial and school silent alarms.~~

b. Commercial Buildings

~~c.~~ A ~~K-9 officer and~~ PSD ~~Unit~~ will be utilized to search all commercial buildings and schools where a point of entry is found or an individual ~~the suspect~~ is believed to be in the building.

i.

ii. As soon as a point of entry is found to the building, the primary officer will ~~a perimeter will be~~ establish~~ed~~ a perimeter around the building, and request a ~~K-9 Officer~~K-9 Handler. ~~will be secured an~~

~~d~~

~~d.~~ N~~n~~o one will be allowed to enter ~~the building~~ until ~~the~~a K-9 ~~Oofficer~~Handler ~~and PSD has arrived~~arrives.

1.

In the event a commercial business appears secure, the business will be searched by a PSD~~K-9s~~ only after:

~~e.~~iii.

~~i.~~1. The K-9 Handler ~~It is~~ determines~~ed~~ that there is a strong possibility that the alarm is valid;~~.~~

~~ii.~~2. The K-9 Handler deems it ~~It would be~~ impractical to conduct a search by ~~officers~~ sworn personnel due to building design; ~~.~~

~~iii.~~3. The owner/manager arrives and requests the search, in concurrence with the officer at the scene; and~~.~~

Approval has been granted by an on-duty ~~area~~ supervisor.

~~iv.~~4.

a. Residential Buildings

A ~~K-9 Officer~~K-9 Handler may~~can~~ be requested to search a residential building if ~~officers~~sworn personnel believe that an individual may be concealed inside.

~~and refusing to surrender to officers.~~

i.

ii. An on-duty supervisor must give approval before calling out a ~~K-9 Officer~~K-9 Handler and make the request through ~~Emergency Communications Center (~~ECC~~).~~

~~2.~~5. ~~Tracking/~~Area Searches

a. ~~K-9 Units~~PSDs may~~can~~ be used~~tilized~~ to ~~track~~ search for an individual(s) ~~subject and search for articles associated with the subject~~ individualwho are

wanted for a crime, ~~and~~ believed to be ~~are~~ concealed within~~inside~~ a perimeter, and refusing to surrender to sworn personnel~~officersin an area~~.

b. After the perimeter is established, the primary officer~~, with supervisory approval may,~~ may request ~~assistance from~~ a ~~K-9 Officer~~K-9 Handler -for assistance from their supervisor.

~~a.~~ An on-duty supervisor must give approval before calling out a ~~K-9 Officer~~K-9 Handler and make the request through ~~(~~ECC~~)~~.

c.

~~b.~~d. ~~Officers~~ Sworn personnel should remain out of the search area ~~to prevent contamination~~ if a ~~K-9 Unit~~~~K-9 Officer~~K-9 Handler is going to be requested.~~utilized.~~

~~c. The K-9 Unit should be called to the scene as quickly as possible while the individual's subject's scent is still fresh.~~

~~d.~~

6. Article Searches

a. ~~PSDs maycan be used to search for articles that are associated with a crime within an specific area based on articulable facts to believe the article is present.~~All K-9 article searches will be conducted consistent with SOP Searches and Seizures without a Warrant and/or SOP Execution of Search Warrants. PSDs may be used to search for evidence associated with a crime within a specific area. The decision to use a PSD for this purpose must be based on articulable facts to believe the evidence is present.

b. After a perimeter is established around the search area of the article, the primary officer may request a K-9 ~~Officer~~Handler for assistance from their supervisor.

c. An on-duty supervisor must give approval before calling out a ~~K-9 Officer~~K-9 Handler and make the request through ~~(~~ECC~~)~~.

~~b. An on-duty supervisor must give approval before calling out a K-9 Officer.~~

~~3.~~7. Apprehension of Fleeing or Resisting ~~Subjects~~Individuals

a. ~~K-9 Units~~ PSDs can be used to apprehend ~~persons~~ individuals fleeing or resisting arrest~~,~~ when there is ~~reason to believe~~probable cause that the individual~~subject(s)~~ has committed a felony, consistent with SOP K-9 Unit.

~~a.~~

~~b. The decision to use a PSD for apprehension will be based on the threat posed by the individual. The age of the individual (i.e. juvenile) will not preclude the use of the PSD, but should be considered in evaluating the threat the individual poses.~~

c. ~~The decision to utilize use athe PSD K-9 for apprehension will be based on the threat posed by the subjectindividual. The age of the subject individual (i.e. juvenile) will not preclude the use of the PSDK-9, but should be considered in evaluating the threat the subject individual poses.~~