



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

## 1-1 PERSONNEL CODE OF CONDUCT

### Index

[1-1-1 – Purpose](#)

[1-1-2 – Policy](#)

[1-1-3 – Definitions](#)

[1-1-4 – Rules of Conduct](#)

- A. [Training](#)
- B. [Compliance with Laws, Rules, and Regulations](#)
- C. [Reporting for Duty](#)
- D. [On-Duty Conduct](#)
- E. [On and Off-Duty Conduct](#)
- F. [Department Property](#)
- G. [Special Consideration, Privilege, and Professional Courtesy](#)
- H. [Use of Department Issued Telephones](#)
- I. [Outside Employment](#)
- J. [Alcoholic Beverages and Controlled Substances](#)
- K. [Gratuities and Conduct](#)
- L. [Documenting Officer/Employee Conduct](#)

### 1-1-1 Purpose

The purpose of this policy is to establish a Code of Conduct for all Department personnel to follow.

### 1-1-2 Policy

The Department's mission is to assure a safe and secure community, through a police force that upholds the Constitution and protects the rights of all citizens, through the process of shared responsibility by police personnel, government leaders, and the overall community. The Department fairly enforces the laws, protects the life, property, and safety of Albuquerque citizens, victims, offenders, and its law enforcement officers. In partnership with the community, the Department engages in constitutional policing to promote public safety, and enforces all laws to reduce crime.

Department personnel, whether sworn or non-sworn, are expected to follow a prescribed code of conduct and to act responsibly whether on or off duty. The Department will hold all personnel accountable for their actions, particularly when those actions reflect adversely on the Department or result in an appearance of impropriety or conflict of interest that may violate the public trust and erodes the public's confidence in the Department.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

### 1-1-3 Definitions

#### A. Conduct Unbecoming

Conduct on the part of an officer or employee that is contrary to the interests of the public served or Mission of the Department.

#### B. Conflict of Interest

Arises when an employee's personal interest in a transaction, business or obligation owed to someone else, comes in conflict with the employee's obligation to the Department or the City of Albuquerque. This includes the employee using his/her position as an employee of the Department or City to advance his/her own personal or financial gain or advantage on the basis of sensitive information gained during employment. In addition, a conflict of interest can arise when personal conduct impacts the Department's official business, reputation, and compliance with official and regulatory obligations. All employees must be sure to comply with all Department policies, regulations, State and Federal laws at all times.

#### C. Controlled Substances

A drug which has been declared by federal, state or local law to be illegal for sale or use, but may be dispensed under a physician's prescription. The basis for control and regulation is the danger of addiction, abuse, physical and mental harm, including death, the trafficking by illegal means, and the dangers from actions of those who have used the substances.

A prohibited drug or substance for sworn members of the Albuquerque Police Department, members of Aviation Police Department, and Open Space Enforcement Officers, shall mean marijuana, cocaine, opiates, amphetamines, phencyclidine, barbiturates, benzodiazepines, methadone, methaqualone, propoxyphene, and anabolic androgynous agents at levels at or above the minimum thresholds specified in Appendix A of Part 1 for the [City's Substance Abuse Policy](#).

#### D. Felony

A serious crime characterized under federal or state law as an offense punishable by term of imprisonment exceeding 1 year, a fine, penalty, or forfeiture.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

E. Fraternalization

The Department training policy and other policies forbid improper fraternization between employees and Police Cadets. Fraternization relates to prohibited personal relationships between Department employees of different ranks and positions. Fraternization involves improper relationships, ranging from overly casual relationships to friendships to romantic relationships. When fraternization occurs between employees of different hierarchical pairing, it can potentially undermine the chain of command, order, and discipline. Not all contact between employees and officers or subordinates and superiors is prohibited, however the following is directly prohibited:

1. The direct supervision, assignment, appointment, removal, or discipline by one Department employee of another Department employee who is family or household member, spouse, or domestic partner;
2. The direct evaluation or audit of the work of one Department employee by another who is a family or household member, spouse, or domestic partner;
3. A relationship in which the existence or reasonable existence of circumstances which would place a Department employee who is the family or household member, spouse, or domestic partner of another Department employee in a situation that a reasonable and prudent person would believe could supersede or interfere with the interests of the Department;
4. Any relationship that in reality or appearance of improper influence between two or more Department employees.

F. I.D. Badge

An official credential for personnel authorizing access to restricted areas. It is the official employee identification card, provided to the employee upon hiring, and is returned to Security upon termination of employment.

G. Insubordination

Defiance of authority; refusal to obey an order, whether verbal or written.

H. Misdemeanor

A less serious crime characterized under federal or state law as an offense punishable by a term of imprisonment less than 1 year, a fine, penalty, or forfeiture.

I. Order of Protection

A court order directing a respondent to stay away from another person, and not to commit any act of stalking, domestic abuse, harassment or sexual abuse.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

J. Retaliation

Includes intentional adverse conduct towards any individual or group, not otherwise authorized by law or policy, in response to the individual or group's behavior.

K. Visitor's Pass

This is a temporary authorization allowing access to restricted areas. It is provided to a visitor after showing proper photo identification, and advising Security the name and phone number of the APD personnel visiting, and the time of entry in the visiting log. All visitors must return the visitor's pass to Security upon departure.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

**1-1-4 Rules of Conduct**

A. Training

The Department will provide training regarding the Rules of Conduct detailed in this policy to all officers during basic training at the Police Academy. Subsequently, an annual one-hour in-service training will be provided to all officers regarding the Rules of Conduct through an annual in-service training and tracked through the Department's Advanced Training Academy's record maintenance system.

**1-7** B. Compliance with Laws, Rules, and Regulations

1. All sworn personnel are required to take an oath of office.
2. Personnel will obey all federal, state, and local laws, rules and regulations, and enforce those lawful directives while protecting the rights of individuals, as established in the [Constitution of the United States](#) and the [Constitution of the State of New Mexico](#). This includes, but is not limited to, obeying all felony, misdemeanor, and traffic laws, and local ordinances, as well as all lawfully issued civil orders of any jurisdiction. Quarterly, the Department will compile and review violation reports to identify trends.

- 1** 3. Personnel who are required to must maintain all state certification requirements and standards established by the New Mexico State Law Enforcement Academy. Permanent revocation of certification will be prima facie evidence of a violation of this policy. Upon receiving notification that an employee's certification was suspended or revoked by the New Mexico Law Enforcement Academy, sworn personnel must notify the appropriate Deputy Chief/Major in writing through their chain of command *within 24 hours* of said notification.

- 4** 4. Personnel who are served with a Court Order of Protection will immediately provide a copy of that Order of Protection through the chain of command to the Assistant Chief.
5. Personnel will not commit any act that constitutes a violation of the rules, regulations, directives, or orders of the Department, to include, but not limited to, this policy. Personnel will, at all times, be held accountable for their own personal policy and procedure violations and must report any such violations to their chain of command.
6. Nor will any personnel omit to perform any act required to be performed by the City's or Department's rules, regulations, directives, orders or settlement agreement.
  - a. Personnel will report any known or observed violation of policy or procedure to their supervisor.
  - b. All ranking Supervisors will also be held accountable for identifying and responding to policy or procedure violations by personnel under their command.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- 5-6**
7. Personnel will conduct themselves both on duty and off duty in a manner that reflects favorably on the Department. Conduct unbecoming an officer or employee of APD includes:
    - a. Conduct that could bring disrepute, shame, dishonor, disgrace or embarrassment to the Department;
    - b. Conduct that interferes with, or compromises the efficiency of personnel/employees, or;
    - c. Conduct that impairs the operation or efficiency of the Department.
  8. After providing notice to the Officer or employee, and an opportunity for a hearing, the Department may impose discipline, up to and including termination, upon the occurrence of any of the following:
    - a. Completion of an internal investigation establishing that an employee more likely than not has violated Department policy or procedure, or has failed to report or document an alleged violation of Department policy or procedure;
    - b. Completion of a criminal investigation establishing a reasonable belief that the employee has violated a federal, state, or local felony and/or misdemeanor, or has failed to report or document an alleged violation of law;
    - c. The return of an indictment, or filing of a criminal information, complaint, or other formal criminal charge for the violation of any federal, state, or local felony or misdemeanor.
- 3**
9. Personnel arrested or cited for any federal, state, or local criminal offense or traffic violation (including but not limited to, careless driving, reckless driving, or driving while intoxicated), occurring in any jurisdiction, must inform their immediate supervisor.
    - a. This includes any arrest or citation for conduct occurring while on-duty or off-duty.
    - b. Personnel must inform their supervisor within 48 hours after the arrest or citation.
- 7**
- C. Reporting for Duty
1. All personnel, including supervisors and command staff will report for duty at the time and place required by assignment or order, and all personnel shall be physically and mentally fit to perform their assigned duties when reporting for duty, and at all times when on duty.
  2. Personnel will have all proper equipment so that they may immediately assume their duties when reporting for duty.
  3. Personnel will not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department or the City of Albuquerque as to the condition of their health.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

6-7

D. On-Duty Conduct

1. Personnel will constantly direct their best efforts to accomplish the purposes of the Department intelligently and efficiently.
2. Personnel will not engage in any activity or personal business that may cause them to neglect or be inattentive to their official duties, or create an actual or potential conflict of interest with their employment at the Department.
3. Personnel will maintain sufficient physical and mental competency to perform properly their duties and to assume the responsibilities of their positions.
4. Personnel will perform their duties so as to maintain established standards of efficiency while carrying out the functions and objectives of the Department.
5. Personnel will notify their supervisor, or, if the supervisor is unavailable, another supervisor in the chain of command, before leaving their duty station or post for any reason, including illness or injury.
6. Personnel are permitted to suspend their assigned duties for the purpose of having meals and breaks during their shift, but only for such period and at such time and place as approved by their supervisor.
7. All common work areas, conference and meeting rooms, offices, lobbies, reception areas, auditoriums, classrooms, elevators, hallways, medical facilities and restrooms will be smoke-free. Individual offices will be smoke-free.
8. When personnel are in direct contact with the public, they will refrain from using tobacco products. This restriction is not applicable to personnel in undercover operations.

6

9. Personnel will promptly obey all lawful written or oral orders of a supervisor. This includes orders relayed from a supervisor to the individual by other personnel of the same or lesser rank.
10. Insubordination by any member of this Department is expressly prohibited. Insubordination consists of:

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a. Willful neglect or deliberate refusal to perform any lawful order given by a superior and/or acting supervisor.

5-7

b. Contemptuous or disrespectful language or conduct directed at a superior and/or acting supervisor.

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11. Personnel who are given an otherwise proper order that conflicts with a previously given order, rule, regulation, or directive will respectfully inform the supervisor of the previous conflicting order. If the supervisor issuing the order does not alter or retract the conflicting order, the most recent (subsequent) order will stand.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- a. The responsibility for resolving the conflict between two orders rests with the supervisor.
- b. Once notifying the supervisor of the conflicting order, personnel will obey the second, or conflicting order, unless instructed otherwise by the supervisor.
- c. Personnel, however, will not obey any order that they know or should know would require them to commit any violation of Department or City policy or procedure or violation of any federal, state or local law.
- d. If in doubt as to the legality of an order, personnel will request that the issuing supervisor to clarify the order, or will confer with higher authority.

12. Personnel will not recommend or suggest in any manner to the Department, members of the Department, or any individual citizen, (except in their personal transactions; i.e., transactions involving non-official Department business), the contracting, employment, procurement, or retention of a particular product, service, or commercial activity (including, but not limited to, an attorney, ambulance service, towing service, bondsman, mortician).

13. While on duty, personnel will not possess or distribute personal business cards or any forms of marketing or advertisement promoting personal business.

14. Personnel must not act officiously, abuse their lawful authority, or permit their personal feelings, animosities, or friendships to influence their official decisions.

15. Personnel will treat the public with respect, courtesy and professionalism at all times.

16. Police officers and Department employees are expected to conduct themselves in a professional manner at all times. Personnel are discouraged from using any language that could be considered profane, derogatory, or disrespectful toward any person. In certain situations, profanity may be acceptable, subject to review on a case-by-case basis.

17. Personnel will obtain information from the public in an official, prompt and courteous manner, and then act upon it in a proper and judicious manner within the scope of their duties. Personnel will take prompt and appropriate action in a timely manner from such information.

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18. Personnel will have an operating telephone in their residence(s), either a land line and/or cell phone. Personnel will report any changes to telephone numbers or addresses to their supervisor and to the Personnel Management Division within 2 working days.

1-7

19. Personnel will not alter, misrepresent, or make any false statement in any report, verbal or written or other written document that has been completed in the course of their employment.





ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- a. Written documents include, but are not limited to, reports, citations, public records or documents, public vouchers, overtime slips, leave requests, personnel records, affidavits, or any other written instrument completed by Department personnel.
- b. In addition to disciplinary action up to and including termination, a violation of this section may result in prosecution for violating New Mexico Statutes Annotated, including, but not limited to, Paying or Receiving Public Money for Service Not Rendered (NMSA 30-23-2), Making or Permitting False Public Voucher (NMSA 30-23- 3), Perjury (NMSA 30-25-1), or Tampering with Public Records (NMSA 30-26-1).

**1-5** 20. Personnel will truthfully answer all questions specifically directed to them that are related to their employment and to all operations of the Department.

**6-7** 21. Personnel will ensure form [PD2035 \(Employee Emergency Incident Information Form\)](#) is on file with their section/activity commander. Upon change of assignment, the supervisor will forward the form to the appropriate section/activity commander. Personnel will be responsible for updating the information on their forms as needed.

E. On and Off-Duty Conduct

**1-5** 1. Personnel shall not lend or offer their identification card or badge to anyone.

**6** 2. Personnel will not authorize the use of their names, photographs, or official titles in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

**5** 3. Personnel will avoid regular or continuous association or activity with persons whom they know, or should know are under active criminal investigation or indictment. Personnel will also avoid associating or engaging in activities with persons who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships.

**5** 4. Personnel will not knowingly visit, enter, or frequent a house of prostitution, or fraternize with prostitutes or knowingly visit, enter, or frequent an illegal gambling house, except in the performance official Department business.

**5** 5. Personnel will not, except in the performance of official Department business, knowingly frequent any establishment wherein federal, state, or local laws are violated.

**6** 6. Personnel will not disparage the Department, its policies, or other personnel in any manner which is:

- a. Defamatory;
- b. Obscene;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- c. Unlawful;
- d. Undermines the effectiveness of the department;
- e. Interferes with the maintenance of discipline; or
- f. Is made with reckless disregard for the truth.

7

7. Personnel will not present themselves as the official representative of the Department, without prior authority.

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8. Personnel will always treat the official business of the Department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established Department procedures.

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9. Personnel will not knowingly interfere with any criminal or administrative investigations, assigned tasks, or the duty assignments of another employee, and will not directly or indirectly, by threat, bribe or other means, attempt to secure the withdrawal or abandonment of an administrative or criminal complaint or charges. Personnel will not conduct any criminal or administrative follow-up investigation outside the scope of their assigned duties, without first having previous authorization from the primary investigator or immediate supervisor.

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10. Retaliation by any member of this Department is expressly prohibited. Retaliation includes intentional adverse conduct towards any individual or group, not otherwise authorized by law or policy, in response to the individual or group:

- Exercising their legal rights;
- Making or supporting a complaint;
- Making or supporting a claim;
- Making a charge, testifying, assisting or participating in any manner with an investigation, proceeding or hearing; or
- Exercising their lawful duties.

Retaliation includes, but is not limited to, threats, intimidation, coercion, or other adverse action against any person in the workplace or community.

Retaliation against personnel who report misconduct or who cooperate with an investigation of misconduct is grounds for discipline, up to and including termination of employment.

7

11. Political Activity

Personnel will be guided by New Mexico law regarding their participation and involvement in political activities. Where New Mexico law is silent on this issue, personnel shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of the Department:

- a. Engage in any political activity;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- b. Place or affix any campaign literature on city/county-owned property;
- c. Solicit political funds from any member of the Department or another governmental agency in this jurisdiction;
- d. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures on property owned by this jurisdiction;
- e. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
- f. Favor or discriminate against any person seeking employment because of political opinions or affiliations, and;
- g. Participate in any type of political activity while in uniform.

7

F. Department Property

1. Personnel will be responsible for safeguarding, using, and properly maintaining all departmental-issued property. All authorized equipment will be used only for its intended purpose, by established departmental procedures.
2. Personnel will operate official vehicles in a careful and prudent manner and will obey all laws and all department orders about such operation. Official vehicles will be used by personnel while on-duty and for official business. Department take home vehicles may only be used for minimal personal use as described in [the Use of Police Vehicles SOP](#) which allows for the transportation of the employee's children for school/daycare purposes while the employee is en-route to work and from work, during an approved ride-along, or when in an on-call status.
3. Personnel will immediately report to their supervisor loss or suspension of a driver's license.
4. When not in uniform at the Law Enforcement Center or a substation, personnel will wear their APD Identification Card so that it is visible on the outer garment. When in the Law Enforcement Center or a substation, personnel will give their name, rank, and duty assignment to any person requesting it. Personnel should challenge anyone who is not wearing an I.D. badge or a visitor's pass in the police facility. Personnel that identify any employee in violation of this section will report the violation immediately to their chain of command.
  - a. Personnel must ensure that all police facilities are secure, including verifying that doors are closed and locked.
  - b. Personnel will not permit anyone into a secure area without proper identification.
  - c. All personnel will notify Emergency Communications or Security if an unauthorized person is within in a police facility. Personnel must draft an incident report documenting the encounter.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- 6
5. Personnel are encouraged to communicate with a supervisor using the proper chain of command. During an emergency, personnel may bypass their immediate supervisor but should notify the immediate supervisor of the event as soon as possible.
  6. Personnel will not fraternize with, engage the services of, accept services from, or do favors for, any person in the custody of the Department, except as set forth in writing by the unit Commander. Personnel shall not associate socially with, or fraternize with, the spouse of any person in the custody of the Department.

Fraternization between employees of different hierarchical pairing, that potentially undermines the chain of command, order, and discipline is prohibited. The relationship between members of the Department, while on duty, shall be businesslike; conduct between personnel shall be affable and courteous.

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7. Personnel will not photograph or video record any crime scene or police-related investigation for their personal use, pursuant to the [On-Body Recording Devices \(OBRD\) policy](#).

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8. Personnel will not release any police documents or OBRD video for use in any hearing or use by any court, unless a judicial subpoena or court order was issued, or the release was approved by the City Attorney or the Chief of Police. Nothing in this section prohibits the release of reports or OBRD video as provided for in the [Records SOP](#).

7

G. Special Consideration, Privilege, and Professional Courtesy

1. Personnel will not offer special consideration, privilege, or professional courtesy to other Department or City personnel or to personnel from other law enforcement or public safety agencies when such individuals are alleged to be involved in a violation of any law or Department or City policy.
2. Personnel who are being investigated in connection with an alleged violation of law or Department or City policy are not permitted to solicit special consideration, privilege, or professional courtesy from other Department personnel or from personnel of other law enforcement agencies.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

**7** H. Use of Department Issued Telephones

1. Telephone Calls

- a. All international telephone calls will not be made without prior approval of a supervisor.
- b. All calls that incur a charge to the City of Albuquerque will be for City of Albuquerque business only.
- c. Personnel must reimburse the City of Albuquerque for all charges incurred related to personal phone activity outside of City business and above regular monthly charges.
- d. Personal usage of Department issued cellular telephones should be minimal. Personal usage should not be for any illegal or improper activity that would be in violation of [City Personnel Rules and Regulations](#) or Department SOPs.
- e. Abusive, threatening or obscene phone calls or text messages are strictly prohibited. Use for personal calls during work hours is discouraged and must not interfere with the work duties and responsibilities of the employee, Departmental operations, performance or services to the public.

2. Use of Hand-Held Cellular Telephones While Operating a City Vehicle

- a. Except for emergency communication, the use of hand-held cellular telephones or electronic devices is prohibited while operating a city vehicle.
- b. Personnel may use a hands-free device, such as an earpiece or Bluetooth, while operating a city vehicle.

**7** I. Outside Employment

1. Personnel may engage in outside employment only after written permission is granted by the Chief of Police with the concurrence of the Human Resources Director, in accordance with the [City of Albuquerque Merit System Ordinance](#) and [City Personnel Rules and Regulations, Section 310](#). Such permission may be terminated at any time and at the discretion of the Chief of Police.
2. Personnel engaged in outside employment must update their employment status annually, at the first of the year, or following any change of employment status by completing an [Outside Employment form](#), which is kept on file in the Chief's Office.
3. Personnel that own real estate and act as the property landlord may not perform any law enforcement related duties at that property. Personnel who merely own property for their own personal use are not required to submit an Outside Employment Form.
4. Personnel who are enlisted or who are commissioned in the Armed Forces of the United States, including the National Guard and Reserves, will notify the Department of their membership status and Armed Forces obligations.
  - a. Personnel are required to submit a completed form, [Armed Forces Membership Notice \(PD Form #2047\)](#), to Personnel/Payroll upon joining.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- b. Personnel whose military status changes must submit an updated Armed Forces Membership Notice form to Personnel/Payroll when the status change becomes effective.

J. Alcoholic Beverages and Controlled Substances

- 1. Personnel will comply with all terms and conditions of the [City's Substance Abuse Policy](#), contained in [Section 1100 of the Personnel Rules and Regulations](#) and [City Personnel Rule and Regulation 309](#).

- 1-5 2. Personnel will not bring or possess alcoholic beverages into any police facility, City facility or city vehicle for any purpose during assigned work hours including lunch periods or breaks, except in the performance of their official duties.

- 1-5 3. Personnel will not consume any intoxicating beverages on duty, including lunch periods or breaks, or while using department property, except in the performance of their assigned duties requiring its use.

- 5 4. Personnel will not use intoxicating beverages while off duty if such use renders them unable to report for their next scheduled tour of duty or if the use would cause discredit to the department.

- 1-5 5. Personnel will not use intoxicating beverages while off duty if carrying a firearm.

- 5 6. Personnel will not consume alcoholic beverages on or off duty after being involved in an incident that may result in a criminal or administrative investigation of their conduct, until the investigator deems the preliminary investigation is complete.

- 6 7. Personnel will notify their immediate supervisor if a prescription requires the on or off-duty use of a controlled substance. Personnel shall comply with [City Personnel Rule and Regulation 311.1](#) regarding prescription and non-prescription drug use.

8. Controlled Substances

- 1-5 a. Personnel will not possess, store, or bring into any police facility or city vehicle any controlled substances, narcotics, or hallucinogens, except as required in the performance of their official duties, or when such substance is prescribed for their use by a licensed medical professional.

- 1 b. Personnel will not illegally possess any controlled substances as defined under New Mexico and federal law. Any illegal possession will result in dismissal.

- 1 c. Personnel will not consume any controlled substance unless prescribed by a licensed medical professional. Any use of a controlled substance without a prescription will result in dismissal.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

- 6 d. Personnel will notify their immediate supervisor when using prescription medicine that may impair their mental and/or physical performance. The employee will advise the supervisor of the known side effects of such medication, and the prescribed period of use.
- i. The employee may be temporarily reassigned to other duties during the time the employee is required to take the prescribed medication.

- 5 e. Personnel will not consume any prescribed or over-the-counter medication in amounts beyond the recommended dosage.

- 6 f. Personnel who, while on duty, unintentionally ingests or is forced to ingest a controlled substance will immediately report the incident to his/her immediate supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

- 5 g. Personnel having knowledge that another employee is illegally using or possessing any controlled substance will promptly report the facts and circumstances to his/her immediate supervisor.

7 K. Gratuities and Conduct

1. Personnel will not solicit or accept, either for themselves or for other personnel, gifts, gratuities, or compensation for services performed in the line of duty, other than that which is paid by the City of Albuquerque or is allowed by the [City Merit System Ordinance](#), unless authorized by the Chief of Police.
2. Personnel must never accept gifts, gratuities or advantages from any suspect, prisoner, defendant, or other person involved in any case, or person of ill repute, professional bondsman, or person whose vocations may profit from information obtained from the Department.
3. If any establishment has a policy to provide food, beverages, and/or services at a lesser rate to APD personnel, the establishment will not receive any official considerations, but will be treated the same as any other establishment.
4. The Department does not endorse its personnel accepting any items free of charge, or at a discounted rate, that is not available to the general public.
5. Shopping on duty or off duty while in uniform is discouraged as it may invite a merchant's special consideration.
6. Personnel will not use their official positions to gain entry into any event without paying admission, except while on official duty.
7. Personnel will not use their official position, official identification, card or badge, or official APD logo or letterhead to solicit any benefits or gratuities for any personal, official, or financial gain; to obtain privileges not otherwise available to them, and; to avoid any consequences of illegal conduct.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

Effective: 12/01/16 Review Due: 12/01/17 Replaces: 05/26/16

7

8. Any officer who plans to receive reduced or free rent must submit a written request for prior approval to the Chief of Police.

- a. Each request will be reviewed on a case-by-case basis.
- b. Officers may receive reduced rent as long as the grant of reduced rent does not violate Department policy regarding gratuities and is not conditioned on the performance of any official duty that may constitute a conflict of interest.
- c. The grant of reduced rent will be reviewed by the Chief of Police to determine if it could be interpreted as influencing the officer's judgment in the discharge of his/her duties or that would appear to be a conflict of interest.

N/A

L. Documenting Officer/Employee Conduct

1. Employee Card

A permanent [Employee Card](#) will be maintained for all Department personnel. Information on the card may include the following:

- a. Whether the individual has been named as Officer/employee of the month, including Department and area officer of the month, and including all nominations when not selected;
- b. Receipt of letters of appreciation, commendations, and acknowledgments of service;
- c. Any other recordable action indicating positive performance;
- d. All incidents that involve disciplinary action, corrective training, counseling, and complaints which are subsequently sustained, to include violations not based on the original complaint. The card will indicate clearly what exact rule, regulation, or standard operating procedure, was violated.

2. Maintenance of Card Files

The appropriate section/Watch Commander is responsible for maintaining and updating the Employee Card. This card contains the officer's history of discipline and commendation for the chain of command's reference and should reflect all actions contained in the employee's internal affairs card file.

- a. After the division/area commander reviews the incident, the employee and section/Watch Commander will initial all entries made on the card when the entry is made.
- b. Employees who receive letters of appreciation and/or other evidence of positive performance directly from a citizen/community group will be responsible for providing copies of the letters or evidence of performance to their immediate supervisor for review.
- c. When personnel transfer from one command to another, the Employee Card will be transferred with them.
- d. Upon termination or resignation of personnel from the Department, the Employee Card will be forwarded to the Internal Affairs unit for permanent retention.





ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-1

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- e. At the beginning of each calendar year, Internal Affairs will audit and monitor the Employee Card. Any discrepancies or patterns of inappropriate behavior will be reported to the appropriate division/area Commander.
- f. Employee card entries that involve disciplinary action, corrective training, counseling, and sustained complaints will be removed from the card by the section/watch commander no sooner than five years after the date of the complaint and only after written verification with the Internal Affairs unit and the Chief that the information is appropriate to remove. All other entries will be considered as permanent entries.

### 3. Employee Card Usage

Information obtained from the Employee Card will be utilized by commanding officers and Internal Affairs to:

- a. Systematically identify specific personnel needs.
- b. Identify personnel who display a tendency towards unacceptable behavior.
- c. Coordinate with the Training Section on training needs that minimize undesirable practices.
- d. Identify positive performance such as Officer/Employee of the Month, letters of appreciation, and other positive performance a supervisor wants to recognize.