



**1-16 AUTO THEFT UNIT**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 2-60 Preliminary and Follow-Up Criminal Investigations
- 2-86 Investigation of Property Crimes
- 2-88 Bait Car Program

B. Form(s)

None

C. Other Resource(s)

ROA 1994, §§ 7-7-1 to 7-7-99 City of Albuquerque Wrecker Ordinance

D. Rescinded Special Order(s)

None

**1-16-1 Purpose**

The purpose of this policy is to outline the responsibilities for the Albuquerque Police Department's (Department) Auto Theft Unit when completing auto theft investigations and investigations related to the Bait Car Program; to outline operations for property crime reduction and wrecker services; and to outline the responsibilities for auto theft prevention training for Department personnel and outside agencies.

**1-16-2 Policy**

It is the policy of the Department for the Auto Theft Unit to detect, identify, investigate, apprehend, and prosecute individuals involved in auto thefts.

**N/A 1-16-3 Definitions**

None

**7 1-16-4 Rules and Responsibilities**

A. Auto Theft Unit personnel shall investigate:

- 1. Auto theft cases where follow-up investigation is needed;
- 2. "Chop shop" investigations;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-16**

**P&P Draft 10/20/2021**

3. Bait car activations and investigations, consistent with Standard Operating Procedure (SOP) Bait Car Program;
4. Under-cover operations and surveillance;
5. Vehicle Identification Number (VIN) inspections; and
  - a. Auto Theft Unit personnel shall assign New Mexico-issued VINs when applicable.
6. Tow yard inspections and/or investigations.

**B. Wrecker Services**

1. Auto Theft Unit personnel shall:
  - a. Enforce the provisions of the City of Albuquerque Wrecker Ordinance;
  - b. On a quarterly basis, as directed by the Auto Theft Unit Sergeant, conduct yard inspections of wreckers on the rotation list;
  - c. Maintain a file of tow yard inspections documenting findings and actions taken;
  - d. Check the vehicles that are towed by the participating wrecker companies through the National Crime Information Center (NCIC) database; and
    - i. The participating wrecker companies maintain a log of towed vehicles for seventy-two (72) hours.
  - e. Recover and remove vehicles from the NCIC database that are reported as being stolen and towed by wreckers on the rotation list, consistent with SOP Investigation of Property Crimes.

**N/A**

**C. Auto Theft Call-Out Procedures**

1. Field Services Bureau (FSB) personnel shall conduct a preliminary investigation for auto thefts; including interviews with all involved parties (refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties).
2. FSB personnel shall determine whether a follow-up investigation for an auto theft is required.
  - a. If it is determined that a follow-up investigation is required, FSB personnel shall notify their supervisor.
  - b. The FSB supervisor shall contact the on-call Auto Theft Unit Detective and brief the detective about the incident.
  - c. The Auto Theft Unit Detective shall determine whether the incident meets the call-out criteria based on:
    - i. The complexity of the case; and
    - ii. Whether a warrant is required.

**N/A**



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-16**

**P&P Draft 10/20/2021**

3. If there is a disagreement between the FSB supervisor and the Auto Theft Unit Detective, the Auto Theft Unit Sergeant shall make the final determination for a call-out.

D. On-Call Status

1. Auto Theft Unit personnel shall be on-call at all times.
2. The Auto Theft Unit Sergeant shall prepare the on-call schedule.

E. Training

1. Auto Theft Unit personnel shall:
  - a. Conduct auto theft-related training for Department personnel, as directed by Department unit supervisors, and outside law enforcement agency personnel; and
  - b. Provide auto theft prevention training and events for the community.

REDLINED



**1-16 \_\_\_\_\_ AUTO THEFT UNIT**

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

A. Related SOP(s)

~~2-49 \_\_\_\_\_ Inspection of Motor Vehicles~~

~~2-60 \_\_\_\_\_ Preliminary and Follow-Up Criminal Investigations~~

~~2-86 Investigation of Property Crimes~~

~~2-88 \_\_\_\_\_ Bait Car Program~~

B. Form(s)

~~PD X Form Title None~~

C. Other Resource(s)

~~City of Albuquerque Wrecker Ordinance ROA 1994, §§ 7-7-1 to 7-7-99 City of Albuquerque Wrecker Ordinance §§ Rotation Lists~~

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

D. Rescinded Special Order(s)

~~SO X Subject None~~

**1-16-1 \_\_\_\_\_ Purpose**

The purpose of this policy is to outline ~~the guidelines~~ responsibilities for the Albuquerque Police Department's (Department) Auto Theft Unit ~~in~~ when completing auto theft investigations and investigations related to ~~auto thefts~~, the Bait Car Program; to outline operations for property crime reduction and, wrecker services, and to outline the responsibilities for auto theft prevention training for Department personnel and outside agencies ~~as it relates to the aforementioned areas.~~

**1-16-2 \_\_\_\_\_ Policy**

It is the policy of the ~~Albuquerque Police Department (Department)~~ for to utilize the Auto Theft Unit to detect, identify, investigate, apprehend, and prosecute ~~persons~~ individuals involved in auto thefts.

**N/A** 1-16-3 \_\_\_\_\_ Definitions ~~(if applicable)~~

None



7

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

~~Describe terminology used.~~

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

~~Describe terminology used.~~

**1-16-4 Rules and Responsibilities**

A. Auto Theft Unit personnel shall investigate ~~investigations include:~~

1. ~~All~~ auto theft cases where follow-up investigation is needed;
2. ~~All~~ "Chop shop" investigations;
3. ~~All~~ Bait car activations and investigations, consistent with Standard Operating Procedure (SOP) Bait Car Program;
4. Under-cover operations and surveillance;
5. Vehicle Identification Number (VIN) inspections; and
  - a. ~~The Auto Theft Unit~~ unit personnel shall assign New Mexico ~~issued~~ assigned VINs when applicable.
6. Tow ~~Yard~~ inspections and/or investigations.

7

B. Wrecker Services

1. Auto Theft Unit Personnel shall:

- ~~1.a.~~ will ~~Enforce~~ the provisions of the City of Albuquerque Wrecker ~~Wrecker~~ Ordinance ~~that regulates wreckers on rotation~~ at wreckers lists;  
~~On a quarterly basis, as directed by the Auto Theft Unit Sergeant,~~
- ~~3.b.~~ Auto Theft Unit Personnel shall ~~conduct~~ yard inspections of wreckers ~~on the~~ rotation list ~~at wrecker quarterly as directed by the Auto Theft Sergeant.~~
- ~~5.c.~~ Auto Theft Unit Personnel shall ~~maintain~~ a file of the tow ~~yard~~ inspections documenting findings and actions taken;
- ~~d.~~ Auto Theft Unit Personnel shall ~~check~~ the vehicles that are towed by the participating wrecker companies through the National Crime Information Center (NCIC) database; and

N/A



~~7. The participating wrecker companies maintain a log of towed vehicles for and the wrecker companies that are maintained the seventy-two (72) - hours logs, and~~

~~i.~~

~~9.e. Auto Theft Unit Personnel shall will r~~ Recover and remove vehicles from the NCIC database that are reported as being discovered stolen and towed by the rotational wreckers on the rotation list, consistent with SOP Investigation of Property Crimes.

7

C. Auto Theft Call-out Procedures

N/A

1. Field Services Bureau (FSB) ~~s~~ personnel officers shall will conduct a preliminary investigation for auto thefts, ~~to including~~ interviews with all involved parties, ~~offer an auto theft (refer to , consistent with SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties).~~

2. ~~FSB field Services officers~~ personnel shall will determine whether if a follow-up investigation for an auto theft is needed required.

~~2.a.~~ If it is determined that a follow-up investigation is required, ~~the Field Services FSB officer~~ personnel shall will notify their supervisor.

~~3.~~ The FSB ~~field Services~~ supervisor shall will contact the on-call Auto Theft Unit Detective and brief the detective about of the incident.

~~b.~~

~~4.~~ The Auto Theft Unit Detective shall will determine whether if the incident meets the call-out criteria based on:

~~c.~~

~~a.i.~~ The complexity of the case; and

~~b.ii.~~ ~~if~~ Whether a warrant is required.

~~5.3.~~ If there is a disagreement between the ~~Field Services FSB~~ supervisor and the Auto Theft Unit Detective, the Auto Theft Unit Sergeant shall will make the final determination for a call-out.

7

D. Auto Theft On-Call Status

1. ~~The~~ Auto Theft Unit personnel ~~is are~~ shall be on-call at all times.

~~4.~~

2. The Auto Theft Unit Sergeant shall will organize prepare the on-call schedule.

7

E. Training

1. ~~The~~ Auto Theft Unit personnel shall will



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-16

P&P Draft 10/20/2021

~~E.a. \_\_\_\_\_~~ - ~~Conduct Auto-auto Theft-theft-related training for Department personnel, as directed by Department unit supervisors, and outside law enforcement agency personnel as directed by the unit supervisors; and~~

7

~~b. The Auto Theft Unit personnel shall~~ Provide a Auto t Theft p Prevention training and events to for the community.

~~F.~~

REDLINED