



**1-17 AVIATION DIVISION**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

2-25 Bomb Threats and Bomb Emergencies (Formerly 1-28)

B. Form(s)

Aviation Division In-Processing Checklist

C. Other Resource(s)

49 C.F.R. Part 15 Protection of Sensitive Security Information  
49 C.F.R. Part 1520 Protection of Sensitive Security Information  
49 C.F.R. Part 1542 Airport Security  
49 U.S.C. § 114(s) Transportation Security Strategic Planning  
Aviation Division Operational Manual (AOM)

D. Rescinded Special Order(s)

None

**1-17-1 Purpose**

The purpose of this policy is to provide law enforcement service and security within the Albuquerque International Sunport and designated surrounding areas.

**1-17-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to provide guidelines and procedures for the Aviation Division. It is also the policy of the Department for personnel assigned to the Aviation Division to follow the Airport Security Program (ASP), Security Directives (SD), the Transportation Security Administration (TSA) Other Transaction Agreement (OTA), and the Aviation Division Operational Manual (AOM).

**N/A**

**1-17-3 Definitions**

A. Aircraft Movement Areas

Runways, taxiways, and safety areas used for taxiing, takeoff, and landing of aircraft under the control of the Federal Aviation Administration (FAA).

B. Aircraft Operation Area (AOA)



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All areas of the airport located inside the Airport Security Perimeter, including Aircraft Movement Areas, aircraft aprons, cargo ramps, public aircraft parking positions, passenger terminal gates, leased areas, and ground vehicle roadways.

C. Airport Security Program (ASP)

A security program approved by TSA under 49 C.F.R. § 1542.101.

D. Aviation Division Operational Manual (AOM)

Detailed manual containing daily duties and operational responsibilities for the Aviation Division. The information contained in the AOM is SSI and restricted from public disclosure.

E. Canine Explosive Training Aid (CETA)

Aids or devices used in training an Explosives Detection Canine Team (EDCT) TSA-issued canines for the detection of explosive components.

F. Deployment

Any circumstance in which an EDCT is used to conduct a systematic search for the presence of explosives.

G. Explosives Detection Canine Team (EDCT)

A team that deters and detects the introduction of explosives into the Albuquerque International Sunport and the air carriers it serves. The team consists of sworn personnel and TSA-issued canines that are owned and regulated by the TSA and trained in the detection of explosives.

H. Explosive Detection System (EDS) or Explosive Trace Detection (ETD)

X-ray machines; swabs; computed tomography (CT) scan; whole-body imaging devices; spectrometry; neutron activation; or other technology that provides an alert indicating the presence of potential explosives, hazardous devices, materials, or substances.

I. National Explosive Detection Canine Team Program (NEDCTP)

The program under which the EDCT operates that consists of Department personnel who are responsible for handling Department of Homeland Security (DHS) TSA-issued canines for explosive detection.

J. Other Transaction Agreement (OTA)



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GENERAL ORDERS

**SOP 1-17 (Formerly 4-9)**

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An agreement between the Department and TSA to cooperate in good faith and perform their respective obligations in executing the purpose of this agreement.

K. Security Directives (SD)

Directives that are issued by the TSA in the form of an information circular to notify airport operators of security concerns.

L. Security Identification Display Area (SIDA)

A portion of an airport specified in the ASP in which security identification badges must be displayed.

M. Sensitive Security Information (SSI)

Information that may only be disclosed on a need-to-know basis, except with the written permission of the Administrator of the TSA or the Secretary of Transportation as defined in 49 C.F.R. Part 15 and 1520.

N. Statement of Joint Obligations (SOJO)

The document that defines the responsibilities and conditions agreed to by the Department for participation in the TSA National Explosives Detection Canine Team Program (NEDCTP).

O. Suspicious Item

Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances to include location, placement, appearance, threat or intelligence information and activity before its discovery, would raise concerns of public safety.

P. Transportation Operating System (TOS)

Transportation operating systems under the jurisdiction of the participant, including, but are not limited to, the Albuquerque International Sunport, rail or bus systems, or infrastructures determined by the TSA. The Aviation Division is assigned to the Albuquerque International Sunport TOS.

Q. Transportation Security Administration (TSA)

An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

R. Unattended Item



Any item (e.g., baggage, packages, parcels, containers, vehicles, equipment, or devices) where contents are unknown and, based on the totality of the circumstances, would normally be present in the environment in which it was found and is absent of any indicators of a possible explosive device.

**7 1-17-4 Sensitive Security Information (SSI)**

A. SSI cannot be released without prior authorization, consistent with 49 C.F.R. Part 1520, and is not subject to transparency and public disclosure under the New Mexico Inspection of Public Records Act (IPRA). SSI includes, but is not limited to:

1. Airport Security Program (ASP);
2. Aviation Division Operational Manual (AOM);
3. TSA Other Transaction Agreement (OTA); and
4. Statement of Joint Obligations (SOJO).

**1** B. Aviation Division sworn personnel shall not deliberately disseminate SSI.

**5** C. Aviation Division sworn personnel shall not negligently disseminate SSI.

**6 1-17-5 Chain of Command**

A. While assigned to the Aviation Division, all personnel shall be under the responsibility of the Aviation Division Commander. All Aviation Division sworn personnel shall follow the chain of command when passing on information or discussing issues concerning the Aviation Division.

B. All correspondence and contact with outside agencies or personnel on problems or situations concerning the Aviation Division shall be approved by the chain of command. This includes:

1. Any inquiries on TSA directives; and
2. Situations or problems concerning TSA functions.

**7 1-17-6 Geographical Responsibilities**

A. Aviation Division sworn personnel shall be responsible for the following locations within the AOA:

1. Albuquerque International Sunport terminal;
2. Secure Identification Display Areas (SIDA), including:



- a. Air Carrier SIDA; and
- b. Cargo SIDA.
- 3. Baggage tunnel;
- 4. General aviation area; and
- 5. Airfield maintenance facilities.
- B. Aviation Division sworn personnel shall be responsible for the following locations outside the AOA:
  - 1. Rental car facilities (3400 University Boulevard Southeast);
  - 2. Sheraton Hotel (2910 Yale Boulevard Southeast);
  - 3. Sunport Boulevard Southeast;
  - 4. Sunport Loop Southeast;
  - 5. Sunport parking lots and parking garage;
  - 6. Girard Boulevard Southeast, south of Miles Road Southeast; and
  - 7. The area south of Sunport Boulevard to Rio Bravo Boulevard Southeast and east of University Boulevard Southeast.
    - a. Emergency police responses by Aviation Division personnel outside of the Aviation Division areas of responsibility shall be at the discretion of the on-duty Aviation Division supervisor.

**7 1-17-7 Security Identification Display Area (SIDA) Protocol**

- A. Aviation Division sworn personnel shall:
  - 1. Qualify for and maintain current Albuquerque International Sunport-issued SIDA Identification;
    - a. Failure to do so shall result in removal from the Aviation Division.
  - 2. Swipe their airport badge through a card reader before entering the sterile area of the terminal building or SIDA absent exigent circumstances; and
  - 3. Visually display their Albuquerque International Sunport-issued SIDA identification on their persons at all times while on duty.



- B. Aviation Division sworn personnel with valid Albuquerque International Sunport-issued SIDA identification may escort individuals without a badge.

**7 1-17-8 Air Control Tower Procedures**

A. Aircraft Movement Areas (AMA)

1. Sworn personnel shall not enter AMA's unless escorted by Aviation Operations personnel or with their approval.
2. If exigent circumstances exist, sworn personnel may enter the AMA without prior approval.
  - a. Before doing so, Aviation Division sworn personnel shall use all precautions, consider any incoming and outgoing aircraft traffic and the location of the threat or endangered person. An Emergency Communications Center (ECC) Dispatcher and Airport Operations personnel shall be notified as soon as feasible.

**7 1-17-9 Responsibilities within Aviation Division**

- A. New Aviation Division sworn personnel shall complete all sections of the Aviation Division In-Processing Checklist before working as a solo officer.

B. Aviation Division sworn personnel shall:

1. Abide by the requirements outlined in the AOM; and
2. Safeguard all SSI.

- C. Aviation Division sworn personnel shall not be allowed to participate in collateral duties that require an on-call status due to manning levels required by the ASP.

**7 1-17-10 Explosive Detection Canine Team (EDCT)**

A. EDCT Handler Duties

1. The EDCT Handler shall:

- a. Abide by all provisions and requirements dictated within the ASP, OTA, SOJO, AOM, and NEDCTP in addition to all Department SOPs; and
- b. Be responsible for all Department-issued equipment.

2. While their assigned EDCT canine is under their care, the EDCT Handler shall:

- a. Be directly responsible for the care of the canine;



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- b. Allow for the care of the canine by only those persons authorized by the EDCT Supervisor;
- c. Absent exigent circumstances, check the canine at least every hour when the EDCT Handler must leave the canine unattended in a vehicle;
  - i. During periods of extreme temperatures, the EDCT Handler shall check on their canine more frequently and avoid leaving their canine unattended.
- d. Avoid leaving the canine confined in a vehicle or kennel for extended periods of time;
- e. Keep the canine on a leash in the presence of the public unless:
  - i. Practicing off-leash obedience; and/or
  - ii. Conducting off-leash explosives detection.
- f. Ensure routine examinations and emergency care are performed by licensed, board-certified veterinary medical professionals for the canine; and
- g. Maintain safe, sanitary living conditions for the canine while at home and while on duty.

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3. EDCT Handlers shall not:
    - a. Allow any person to tease or agitate their assigned EDCT canine; or
    - b. Allow any unauthorized person to pet their assigned EDCT canine.

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B. Manage the Safekeeping of CETA

1. The handling and safekeeping of TSA CETA shall be consistent with the OTA and SOJO.
2. For all explosives training aids, at a minimum, EDCT Handlers shall:
  - a. Ensure lock boxes and magazines remain locked and secured at all times when not in use and when there is no custodian of the keys present;
  - b. Not relinquish control of magazine keys or lock box keys to anyone who is not a designated custodian of the items;
  - c. Appropriately document each time NEDCTP personnel sign in or sign out magazine keys and CETA, consistent with NEDCTP training and the SOJO; and
  - d. Follow all guidelines and training provided by the NEDCTP regarding safekeeping and transportation of CETA.

- 1
3. Aviation Division sworn personnel shall not intentionally relinquish control of CETA.

- 5
4. Aviation Division sworn personnel shall not negligently relinquish control of CETA.

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C. EDCT Handler On-Call Status

1. The EDCT Handler shall:
  - a. Be on-call twenty-four (24) hours a day, seven (7) days a week;



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- b. Rotate being on an on-call status for seven (7) consecutive days;
- c. Receive eight (8) hours of straight compensatory time for every week (7 days) they are on-call;
- d. Request permission from the EDCT Sergeant before covering on-call shifts;
- e. Immediately notify ECC and the EDCT Sergeant of changes in on-call coverage; and
- f. Be available to respond on-scene at the Albuquerque International Sunport in full uniform and with all of the required equipment to perform their functions within forty-five (45) minutes of notification.

2. The EDCT Handler shall not be permitted to work overtime outside of the International Sunport that is unrelated to EDCT-specific duties while on-call.

**6**

**D. EDCT Call-Out Criteria**

1. The EDCT Handler shall:

- a. While on-call, respond to any deployment within the guidelines of the NEDCTP and deemed viable by an Aviation Division on-duty supervisor at the designated TOS(s); and
- b. Respond to all credible bomb threat calls at the Albuquerque International Sunport.

2. The EDCT Handler may be called out:

- a. To search for secondary devices after a detonation has occurred;
- b. To clear staging areas and command posts for calls involving explosives or threats of explosives;
- c. At the discretion of the Aviation Division on-duty supervisor for unattended items that sworn personnel are unable to resolve through investigation; and
- d. For any other incident at the discretion of the EDCT Sergeant and consistent with NEDCTP guidelines.

3. The EDCT shall not be called out for:

- a. Items that are deemed suspicious, consistent with the SOJO definition, and would otherwise be subject to an Explosive Ordnance Disposal (EOD) Unit call-out, consistent with SOP Bomb Threats and Bomb Emergencies;
- b. Situations that are deemed unsafe for the EDCT canine; and
- c. A deployment that is prohibited by NEDCTP guidelines.
  - i. The EDCT Sergeant shall have final authority for deployment, consistent with NEDCTP guidelines.
  - ii. In the absence of the EDCT Sergeant, the EDCT Handler shall comply with any request from an Aviation Division on-duty supervisor as long as it is not prohibited by the NEDCTP.



**5** E. EDCT Canine Bites and Allegation of Bites

1. When an EDCT canine bite or allegation of a bite occurs while on duty or off duty, the EDCT Handler shall:
  - a. Secure the canine in a safe area away from the affected person;
  - b. Call Albuquerque Fire Rescue (AFR) and emergency medical services;
  - c. Notify the EDCT Sergeant;
    - i. If the EDCT Sergeant is unavailable, the EDCT Handler shall notify the on-duty Aviation Division Sergeant.
  - d. Request for an officer to investigate and write a Uniform Incident Report;
  - e. Contact a Crime Scene Specialist (CSS) to photograph injuries, allegations of injuries and process the scene;
  - f. Provide the affected individual with the Uniform Incident Report case number and the City of Albuquerque Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080);
  - g. Notify the NEDCTP Headquarter Canine Coordinator;
  - h. Submit a supplemental narrative to the investigating officer's Uniform Incident Report before the end of shift; and
  - i. Notify the City's Risk Management Division and provide them with all documentation before the end of shift.
2. The EDCT Sergeant shall follow up with the NEDCTP Headquarters Canine Coordinator for potential further action.



**1-17 AVIATION DIVISION**

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

A. Related SOP(s)

- ~~2-5 Use of Police Vehicles~~
- 2-25 Bomb Threats and Bomb Emergencies ([Formerly 1-28](#))
- ~~2-73 Submission of Evidence, Confiscated Property, and Found Items~~

B. Form(s)

Aviation Division In-Processing Checklist

C. Other Resource(s)

- 49 C.F.R. Part 15 Protection of Sensitive Security Information
- 49 C.F.R. Part 1520 Protection of Sensitive Security Information
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- 49 U.S.C. § 114(s) Transportation Security Strategic Planning
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D. Rescinded Special Order(s)

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Transportation operating systems under the jurisdiction of the participant, ~~to include~~ including, but are not limited to, the Albuquerque International Sunport, rail, or bus systems, or infrastructures determined by the TSA. The Aviation Division is assigned to the Albuquerque International Sunport TOS.

Q. Transportation Security Administration (TSA)

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R. Unattended Item



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  1. Abide by the requirements outlined in the AOM; and
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**7 1-17-10 Explosive Detection Canine Team (EDCT)**

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  - a. Abide by all provisions and requirements dictated within the ASP, OTA, SOJO, AOM, and NEDCTP in addition to all Department SOPs; and
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  - a. Be directly responsible for the care of the canine;



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- b. Allow for the care of the canine by only those persons authorized by the EDCT Supervisor;
- c. Absent exigent circumstances, check the canine at least every hour when the EDCT Handler must leave the canine unattended in a vehicle;
  - ~~e.i.~~ During periods of extreme temperatures, the EDCT Handler shall check on their canine more frequently and avoid leaving their canine unattended.
- d. Avoid leaving the canine confined in a vehicle or kennel for extended periods of time;
- e. Keep the canine on a leash in the presence of the public unless:
  - i. Practicing off-leash obedience; and/or
  - ii. Conducting off-leash explosives detection.
- f. Ensure routine examinations and emergency care are performed by licensed, board-certified veterinary medical professionals for the canine; and
- g. Maintain safe, sanitary living conditions for the canine while at home and while on-duty.

- 6 3. EDCT Handlers shall not:
  - a. Allow any person to tease or agitate their assigned EDCT canine; or
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6 B. Manage the Safekeeping of CETA

- 1. The handling and safekeeping of TSA CETA shall be consistent with the OTA and SOJO.
- 2. For all explosives training aids, at a minimum, EDCT Handlers shall:
  - a. Ensure lock boxes and magazines remain locked and secured at all times when not in use and when there is no custodian of the keys present;
  - b. Not relinquish control of magazine keys or lock box keys to anyone who is not a designated custodian of the items;
  - c. Appropriately document each time NEDCTP personnel sign in or sign out magazine keys and CETA, consistent with NEDCTP training and the SOJO; and
  - d. Follow all guidelines and training provided by the NEDCTP regarding safekeeping and transportation of CETA.

- 1 3. Aviation Division sworn personnel shall not intentionally relinquish control of CETA.

- 5 4. Aviation Division sworn personnel shall not negligently relinquish control of CETA.

6 C. EDCT Handler On-Call Status

- 1. The EDCT Handler shall:
  - a. Be on-call twenty-four (24) hours a day, seven (7) days a week;



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- b. Rotate being on an on-call status for seven (7) consecutive days;
- c. Receive eight (8) hours of straight compensatory time for every week (7 days) they are on-call;
- d. Request permission from the EDCT Sergeant ~~prior to~~ before covering on-call shifts;
- e. Immediately notify ECC and the EDCT Sergeant of changes in on-call coverage; and
- f. Be available to respond on-scene at the Albuquerque International Sunport in full uniform and with all of the required equipment to perform their functions within forty-five (45) minutes of notification.

2. The EDCT Handler shall not be permitted to work overtime outside of the International Sunport that is unrelated to EDCT-specific duties while on-call.

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D. EDCT Call-Out Criteria

1. The EDCT Handler shall:
  - a. While on-call, respond to any deployment within the guidelines of the NEDCTP and deemed viable by an Aviation Division on-duty supervisor at the designated TOS(s); and
  - b. Respond to all credible bomb threat calls at the Albuquerque International Sunport.
2. The EDCT Handler may be called out:
  - a. To search for secondary devices after a detonation has occurred;
  - b. To clear staging areas and command posts for calls involving explosives or threats of explosives;
  - c. At the discretion of the Aviation Division on-duty supervisor for unattended items that sworn personnel are unable to resolve through investigation; and
  - d. For any other incident at the discretion of the EDCT Sergeant and consistent with NEDCTP guidelines.
3. The EDCT shall not be called out for:
  - a. Items that are deemed “suspicious”, consistent with the SOJO definition, and would otherwise be subject to an Explosive Ordnance Disposal (EOD) Unit call-out, consistent with SOP Bomb Threats and Bomb Emergencies;
  - b. Situations that are deemed unsafe for the EDCT canine; and
  - c. A deployment that is prohibited by NEDCTP guidelines.
    - i. The EDCT Sergeant shall have final authority for deployment, consistent with NEDCTP guidelines.
    - ii. In the absence of the EDCT Sergeant, the EDCT Handler shall comply with any request from an Aviation Division on-duty supervisor as long as it is not prohibited by the NEDCTP.



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E. EDCT Canine Bites and Allegation of Bites

1. When an EDCT canine bite or allegation of a bite occurs while on duty or off duty, the EDCT Handler shall:
  - a. Secure the canine in a safe area away from the ~~affected~~ affected person;
  - b. Call Albuquerque Fire Rescue (AFR) and emergency medical services;
  - c. Notify the EDCT Sergeant;
    - i. If the EDCT Sergeant is unavailable, the EDCT Handler shall notify the on-duty Aviation Division Sergeant.
  - d. Request for an officer to investigate and write a Uniform Incident Report;
  - e. Contact a Crime Scene Specialist (CSS) to photograph injuries, allegations of injuries and process the scene;
  - f. Provide the ~~affected~~ affected individual with the Uniform Incident Report case number and the City of Albuquerque Risk Management Division's email address ([riskmgmt@cabq.gov](mailto:riskmgmt@cabq.gov)) and phone number (505-768-3080);
  - g. Notify the NEDCTP Headquarter Canine Coordinator;
  - h. Submit a supplemental narrative to the investigating officer's Uniform Incident Report ~~prior to~~ before the end of shift; and
  - i. Notify the City's Risk Management Division and provide them with all documentation ~~prior to~~ before the end of shift.
2. The EDCT Sergeant shall follow up with the NEDCTP Headquarters Canine Coordinator for potential further action.