



1-19 SHIELD UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- ~~SOP 2-8 Use of On-Body Recording Devices~~
- 2-16 Records
- ~~SOP 2-80 Arrests, Arrest Warrants, and Booking Procedures~~
- ~~2-73 Submission of Evidence, Confiscated Property, and Found Items~~
- ~~SOP 2-74 Submission of Cases to the District Attorney~~

B. Form(s)

~~Felony Discovery Coversheet available on Pprotopage~~ None

C. Other Resource(s)

- ~~(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association)~~ Blue Team
- Copperfire
- Evidence.com
- OnBase
- OnBase
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Training Shield Unit Case Preparation Manual ~~url~~
- Copperfire ~~None~~

D. Rescinded Special Order(s)

- ~~SO Department Special Order 18-17~~ Felony Arrests By Field Officers
- ~~SO 18-135~~ Felony Arrest - II
- ~~Department Special Order SO 18-135~~
- ~~SO Department Special Order 18-136~~ Shield Unit (Formerly Paralegal Project)
- ~~Department Special Order SO 18-137~~ Surveillance Video Copy fFor Discovery
- ~~SO Department Special Order 18-138~~ Copies oOf Items Tagged Into Evidence
- ~~Department Special Order SO 19-36~~ Copies oOf Items Tagged Into Evidence fFor Adult Felony Cases
- ~~Department Special Order SO 19-42~~ Units Assisted By Shield Unit
- ~~Department Special Order SO 19-46~~ Felony Arrests Reports To Shield Unit On Adult Arrests, Arrest Warrants, and Non-Arrests
- ~~Department Special Order SO 20-44~~ Felony Discovery Coversheet



1-19-1 Purpose

The purpose of this policy is to establish the Shield Unit to facilitate the delivery production of discovery to prosecuting agencies. Furthermore, the purpose of this policy is to recognize the Shield Unit as the central point of contact for discovery on felony cases involving adult offenders for charges other than homicide or fatal crashes.

1-19-2 Policy

It is the policy of the Albuquerque Police Department's (Department) Shield Unit to provide complete discovery to prosecuting agencies in a reliable and trackable manner. Sworn personnel shall provide required reports, documents, and evidence consistent with SOP Submission of Cases to the District Attorney.

N/A

1-19-3 Definitions

6

Abbreviated Discovery for Non-arrest Cases

1.

12. A copy of all approved Uniform Incident Reports and documents that are provided to the Shield Unit. These cases are forwarded to the District Attorney (DA) for preliminary review. If the DA notifies the Shield Unit that they will desire to prosecute the case, Full Non-Arrest Discovery shall then be provided.

A.

Non-arrest cases that are sent to the DA's Office for review and possible prosecution, including Uniform Incident Reports, supplemental narrative reports, and any documents that are provided to the Shield Unit.

2.

Abbreviated discovery, rather than complete discovery, is sent to the DA to:

Allows the DA to decide which cases they wish will prosecute before the Department dedicates additional resources to the case;

Provide the cases to the DA for faster decisions; and

Dedicate the resources of communications and evidence to cases which the DA has positively affirmed they wish will prosecute.

B. Additional Discovery

When initial discovery is provided, not all items needed for prosecution, that were may not initially provided because they had not have been ready, approved, or obtained. Additional discovery These items shall be provided, when as they become available after initial discovery was provided. quickly as possible, when they become available.



~~2. This shall include reports which were not previously available or approved, Evidence.com items, which had not been previously uploaded, and documents or videos which were not obtained prior to sending out the initial discovery.~~

~~B. Case Preparation Specialist~~

~~Means.....~~

C. Complete Discovery

All items need for prosecution to include but are not limited to: Uniform Incident Reports(s), supplemental narrative reports, document(s), Computer-Aided Dispatch (CAD) audio recordings, photographs, digital media, and any Evidence.com records with for Department an APD case number.

~~— A list of all related CAD numbers shall be created. This list shall then be provided to the Emergency Communications Center (ECC) for production of any relevant CAD audio and 911/242 COPS phone recordings. The list shall also be provided to the prosecuting agency.~~

~~— Complete discovery also includes all of the above materials for case and CAD numbers which are referenced in any Uniform Incident Report(s) or CAD.~~

~~— Complete discovery also includes, when possible, referenced reports from other law enforcement agencies.~~

~~— Complete discovery also includes, when possible, referenced reports from other departments within the City of Albuquerque, including Transit, Albuquerque Fire Rescue, and the Animal Welfare Department Humane.~~

~~— Reports containing HIPAA information will not be provided.~~

~~— Complete discovery also includes, when possible, referenced reports, videos, or documents from civilian businesses.~~

~~— Reports containing HIPAA information shall not be provided.~~

D. Computer-Aided Dispatch (CAD)

The digital record created through the interaction of the Emergency Communications Center (ECC) and Department APD personnel responding to calls for service, or documenting calls for service and investigation(s).

Includes both 911 /and 242 COPS phone audio and radio transmissions.

For Shield Unit purposes, printed CADs are not generally provided.



E. Discovery

A combination of the written and digital items which need to be provided to a prosecuting agency, including Uniform Incident Reports, supplemental narrative reports, documents, photos, and videos.

F. Felony First Appearance

~~C.~~

~~Monday through Friday, excepting holidays, the District Attorney's Office (DA) will provide a copy of the Metropolitan Court's Felony First Appearance list. Upon this list the DA will indicate every case for which they request desire discovery.~~

~~1.~~

~~Felony First Appearance is the The initial court hearing following the arrest of an individual offender for a felony charge.~~

~~a.~~

~~Each case indicated on the list sh will be assigned to a Case Preparation Specialist (CPS) for complete discovery to be provided within four (4) days, including the initial day.~~

~~2.~~

~~Cases received on Monday sh will be provided on Thursday regardless of what day of the weekend the individual person was arrested.~~

~~a.~~

Complete discovery

~~D.~~

~~Complete discovery consists of all reports, documents, CAD audio, photographs, digital media, and evidence.com records for an APD case number.~~

~~1.~~

~~A list of all related CAD numbers will be created. This list will be provided to ECC for production of any relevant CAD audio and 911/242 COPS phone recordings. The list will also be provided to the prosecuting agency.~~

~~a.~~

~~Complete discovery also includes all of the above materials for case and CAD numbers which are referenced in any report or CAD.~~

~~2.~~

~~Complete discovery also includes, when possible, referenced reports from other law enforcement agencies.~~

~~3.~~

~~Complete discovery also includes, when possible, referenced reports from other departments within the City of Albuquerque, including Transit, Albuquerque Fire Rescue, and Animal Humane.~~

~~4.~~

~~Reports containing HIPAA information will not be provided.~~

~~a.~~

~~Complete discovery also includes, when possible, referenced reports, videos, or documents from civilian businesses.~~

~~5.~~



~~— Reports containing HIPAA information will not be provided.~~

G. Full Non-arrest Discovery

~~When Complete discovery that is provided on non-arrest cases requested by the DA's Office. See Initial discovery above.~~

~~— Abbreviated discovery, rather than complete discovery, is sent to the DA to:~~

- ~~— Allow the DA to decide which cases they will prosecute before the department dedicates additional resources to the case~~
- ~~— Provide the cases to the DA for factor decisions~~
- ~~— Dedicate the resources of communications and evidence to cases which the DA has positively affirmed they will prosecute.~~

H. Initial discovery

~~The initial~~ When the first packet of complete discovery sent to the DA's Office for prosecution on a case with all available Uniform Incident Report(s), supplemental narrative reports, document(s), Computer Aided Dispatch (CAD) audio, photographs, digital media, and any evidence.com records with a Department case number that are initially available.

~~1. Cases requested by the DA on the Felony First Appearance list shwill receive is sent initial discovery on the fourth (4th) day to the DA.~~

~~2. Full non-arrest discovery shwill be prepared and complete discovery shwill be provided on Crimes Against Children Unit CACU cases, Sex Crimes cases, and those cases requested by a prosecuting agency.~~

~~3. Full non-arrest discovery shwill be prepared on any cases requested by sworn personnel.~~

Additional discovery

~~When initial discovery is provided, all items may not have been ready, approved, or obtained. These items will be provided, as quickly as possible, when available.~~

~~1. This will include reports which were not previously available or approved, evidence.com items which had not been previously uploaded, and documents or videos which were not obtained prior to sending initial discovery.~~

I. Preventative Discovery



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~~Is designed to~~ Discovery provide to the DA's prosecutor Office with information necessary to prepare for the preventative detention hearing. Including all approved reports, accompanying documents and evidence.com access that is available on the first day of request.

J. Prosecuting Agency

~~Includes a~~ Any governmental agency which prosecutes or investigates criminal offenses, such as: the The District Attorney DA's Office, Attorney General (AG), Federal Bureau of Investigation (FBI), Office of Superintendent of Insurance Investigation, US Attorney's Office (USAO), or other s State or Local Law Enforcement agency.

~~4.~~

Requested Discovery

~~6.~~

~~Prosecuting agencies may request full or partial discovery on any felony case (other than homicide or fatal crashes). See Initial discovery above.~~

~~1.~~

Full non-arrest discovery

~~11.~~

~~Complete discovery provided on non-arrest cases. See Initial discovery above.~~

~~1.~~

Abbreviated discovery for non-arrest cases

~~1.~~

~~Includes a copy of all approved reports and documents provided to the Shield Unit. These cases are forwarded to the District Attorney for preliminary review. If the DA notifies the Shield Unit they desire to prosecute the case, full non-arrest discovery will be provided.~~

~~1.~~

~~Abbreviated discovery, rather than complete discovery, is sent to the DA to:~~

~~2.~~

~~a. Allow the DA to decide which cases they will prosecute before the department dedicates additional resources to the case~~

~~b. Provide the cases to the DA for faster decisions~~

~~Dedicate the resources of communications and evidence to cases which the DA has positively affirmed they will prosecute.~~

~~6.~~

Prosecuting Agency

~~1.~~

~~Includes any governmental agency which prosecutes or investigates criminal offenses, such as: District Attorney, Attorney General, Federal Bureau of Investigation, Office of Superintendent Investigation, US Attorney's Office, or other State or Local Law Enforcement.~~

~~1.~~

Computer Aided Dispatch (CAD)

7

~~K.~~

~~The digital record created through the interaction of the EGC and APD personnel responding to or documenting calls for service and investigation.~~

~~1.~~

~~Includes both 911/242 COPS phone audio and radio transmissions.~~

~~2.~~



~~3. For Shield Unit purposes, printed CADs are not generally provided~~

~~1-19~~ ~~XX-4~~ Rules and Responsibilities

~~The Shield Unit Sergeant of the Shield Unit shall:~~

~~1.~~

~~Prepare and maintain personnel documents necessary to the supervision of the Unit.~~

~~4.~~

~~A. Provide weekly updates of Unit statistics to the Division's bureau's Deputy Chief;~~

~~2.~~

~~1. Provide Ensure a final review is completed of the discovery that is to be sent to the prosecuting agency;~~

~~3.~~

~~2. Act as liaison to prosecuting agencies, on discovery issues, to facilitate the prosecution of felony cases;~~

~~4.~~

~~May Can review and approve reports by Department APD personnel, if necessary, to facilitate the production of discovery to prosecuting agencies;~~

~~a.~~

6

~~The Department personnel's SOP 2-80 Arrests, Arrest Warrants and Booking Procedures requires supervisors shall to approve all reports related to the case prior to Department personnel officers going off duty, as consistent with SOP Arrest, Arrest Warrants, and Booking Procedures, and consistent with SOP Records;~~

~~a) Supervisors who consistently fail to approve reports in a timely manner shall have the misconduct reported to the Internal Affairs Unit; wi~~

~~When reports require corrections, Department personnel officers wi shall be advised that the report was sent back for corrections;~~

~~e.~~

~~3. Review declination notices from prosecuting agencies;~~

~~5.~~

~~a. Forward notices to the Department personnel's supervisors or advanced academy, as appropriate;~~

~~b. Advise the Case Preparation Specialist (Case Preparation Specialists PS) of areas of concern for future case assembly preparation;~~

~~b.~~

~~4. Contact supervisory personnel within the Field Services Bureau (FSB) and other bureaus and Divisions, as necessary, to achieve Shield Unit requirements;~~

~~6.~~

~~7. Ensure that all Retrieve and document requests sent to APDShield@cabq.gov from prosecuting agencies are logged sent to APDShield@cabq.gov; and;~~

~~5.~~

~~8. A~~

~~a. Answer requests or assign Follow-up requests are assigned to CPS personnel as necessary; and;~~



~~b. Utilize this process as a means for assessing the quality of follow-up work done by Case Preparation Specialists (CPS); and~~

~~b. Determine trends which trends, which need to be addressed in the preparation of cases; and~~

~~e.~~

~~6. Tag into evidence videos into Evidence which Evidence, which were obtained collected by CPS personnel pursuant to request of the Shield Unit, consistent with, SOP Submission of Evidence, Confiscated Property, and Found Items.~~

~~g.~~

7 ~~Detective of Shield Unit (if any)~~

~~h.~~

~~Duties as assigned by the Shield Unit Sergeant.~~

~~i.~~

B. The Shield Unit Sergeant may review and approve reports by Department personnel, if necessary, to facilitate the production of discovery to prosecuting agencies.

7 C. The Case Preparation Specialists (CPS) shall: Duties

~~h.~~

1. CPS are Be responsible for preparing and sending complete completing discovery and providing it to prosecuting agencies in a timely manner, including but not limited to:

~~4.~~

a. Preventative discovery;

~~a.~~ b. Initial discovery;

~~b.~~ c. Additional discovery; and

~~c.~~ a. Preventative discovery;

d. Follow-up requests discovery;

~~e.~~ CADs;

~~f.~~ Evidence.com; and

~~Physical copies of digital media obtained from Evidence.~~

~~g.~~

2. CPS shall d Document the contents of each case file on a coversheet;

~~2.~~

3. CPS shall a Assess cases to ensure internal consistency;

~~3.~~

~~CPS shall evaluate the APD department databases to identify missing reports.~~

~~4.~~

~~CPS shall evaluate the APD department databases to identify reports which have not reached the Automated Reporting System (ARS) system.~~

~~5.~~

~~CPS shall evaluate APD department databases to identify reports written under cancelled case numbers.~~

~~6.~~

4. CPS shall e Contact businesses to inquire about video or documents that have =not already been obtained;



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- ~~7.~~
- 5. ~~CPS shall~~ Request copies of order digital media and photos from the APD Department Evidence Unit consistent with SOP Submission of Evidence, Confiscated Property, and Found Items to be sent to the prosecuting agencies Evidence Unit.
- 8.
- 6. ~~CPS shall~~ Identify, prepare, and send Evidence.com access data to prosecuting agencies.
- 9.
- 7. ~~CPS shall~~ Follow-up on reports and Evidence.com for one (1) month.
- 10.
- 8. ~~CPS shall~~ Upload copies of discovery to OnBase.
- 11.
- 9. ~~CPS shall~~ Retrieve copies of documents emailed to APDFelonyArrest@cabq.gov.
- 12.
- 10. ~~CPS shall~~ Retrieve audio copies of CAD audio recordings audio from APDParalegals@cabq.gov and forward them to the prosecution agency.
- 13.
- 14. ~~On a daily basis, CPS shall~~ Deliver physically deliver discovery as necessary to the District Attorney DA's Office daily or as necessary, and shall arrange for other prosecuting agencies to collect discovery.
- 11. and
- 12. ~~CPS shall~~ Make copies copy of all documents brought from evidence by sworn personnel officers.
- 15.
- a. ~~Sworn Department personnel Officers~~ are responsible for bringing the ~~items~~ documents to be copied to the Shield Unit, and then retrieving, and returning the items to evidence upon notification.

7

- ~~a.~~
- IV. ~~Sworn personnel utilizing Shield Unit for discovery~~
- 1. ~~Reports~~
 - a. ~~For a felony arrest on new charges, the following must be completed prior to logging off at the end of shift:~~
 - a) ~~Complete the Original Offense Report and backup officer supplemental reports (if applicable). This includes any corrections which are necessary.~~
 - b) ~~Advise a sergeant to approve the reports in Copperfire.~~
 - c) ~~Email a copy of the report and copies of any documentation to APDFelonyArrest@cabq.gov.~~
 - d) ~~Officers who do not comply with this section will be notified to complete their report within the timeframe necessary for the Shield Unit to provide discovery to prosecuting agencies.~~
- 2. ~~Copies~~
 - a. ~~For a felony arrest, officers are responsible for copying items prior to tagging them into evidence or sending them to records.~~
 - b. ~~This includes items tagged as "return to owner."~~



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- ~~e. This requirement applies regardless of assumed evidentiary value.~~
- ~~d. The primary officer on a case will be contacted to make copies of items previously tagged into evidence~~
- ~~e. Copies shall be sent to the Shield Unit at APDFelonyArrest@cabq.gov with copies of reports and other documentation.~~
- ~~f. If there are an excessive number of items to copy, the Shield Unit can assist with copying Monday Friday 0800-1700 hours. Officers are responsible for bringing the items and then retrieving and returning the items to evidence upon notification.~~
- ~~3. Recovery of stolen items~~
 - ~~a. Officers shall include the original reporting agency name and case number in the report as well as documenting removal of the item from NCIC.~~
- ~~4. Felony Discovery Coversheet~~
 - ~~a. The Felony Discovery Coversheet, available on the Forms tab of the protopage, replaces the checklist from Copperfire.~~
 - ~~b. This form should be completed and sent to the Shield Unit with reports and copies as described above.~~
- ~~5. Videos from civilians~~
 - ~~a. Shield Unit personnel will not contact civilian victims on your case.~~
 - ~~b. If your report indicates the person has video, you will be responsible for obtaining that video, either through the DIVRT unit, upload to evidence.com, drop-off at substations, or personally collecting the video.~~
- ~~6. Damage estimates from civilians~~
 - ~~a. Shield Unit personnel will not contact civilian victims on your case.~~
 - ~~b. If you charge felony criminal damage to property, the prosecuting agency will need proof of the amount of damage (over \$1000). Otherwise the charge will be dropped to a misdemeanor or dropped entirely. If a damage estimate is necessary but not provided, the Shield Unit personnel will send you an email to follow up on that documentation.~~
 - ~~a) Documentation includes written receipts for broken items or a damage estimate obtained. Documentation does not include the officer's estimate of value.~~
 - ~~b) Such documentation can be sent to officers via email, fax, or by text to a city cell phone, in addition to regular mail or personally collecting the item. When received, such proof should be emailed to the Shield Unit personnel who contacted you on the case, or to the APDFelonyArrest@cabq.gov email.~~
- ~~7. Upload videos per SOP 2-8 Use of On-Body Recording Devices~~

~~1-19-5X-XX-4~~ Procedures

A. Felony First Appearance



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~~Monday through Friday, excepting holidays, The DA's District Attorney's Office (DA) shall provide to the Shield Unit with a copy of the Metropolitan Court's Felony First Appearance list. Upon this list, the DA shall indicate every case for which they request discovery. Monday through Friday, excepting holidays.~~

~~Felony First Appearance is the initial court hearing following the arrest of an individual for a felony charge.~~

~~The Shield Unit A Sergeant or their designee shall assign cases to a CPS that are shall be assigned Each case indicated on the Felony First Appearance list that is provided by the DA's Office.~~

~~A CPS shall provide a list shall be assigned to a CPS for complete discovery to be provided within four (4) days, including the initial day.~~

~~1.~~

~~Cases received on Monday shall be provided on Thursday regardless of what day of the weekend the individual was arrested.~~

~~Complete discovery shall include all documents for the case and CAD numbers that are referenced in any related report(s).~~

~~CPS when possible, shall include all referenced reports from other law enforcement agencies, and other Departments within the City of Albuquerque, including Transit, Albuquerque Fire Rescue, and the Animal Welfare Department.~~

~~CPS shall also include when possible, any referenced reports, videos, or documents from civilian businesses.~~

~~Reports containing Health Insurance Portability and Accountability Act (HIPAA) information shall not be provided.~~

~~Complete discovery consists of all Uniform Incident Report(s), document(s), Computer Aided Dispatch (CAD) audio, photographs, digital media, and evidence.com records with a Department case number.~~

~~A list of all related CAD numbers shall be created. This list shall then be provided to the Emergency Communications Center (ECC) for production of any relevant CAD audio and 911/242 COPS phone recordings. The list shall also be provided to the prosecuting agency.~~

~~Complete discovery also includes all of the above materials for case and CAD numbers which are referenced in any Uniform Incident Report(s) or CAD.~~

~~CPS shall create a list of all related CAD numbers.~~



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~~This list shall then be provided to the Emergency Communications Center (ECC) for production of any relevant CAD audio and 911/242 COPS phone recordings.~~

~~The list shall also be provided to the prosecuting agency.~~

~~Complete discovery shall also include, when possible, referenced reports from other law enforcement agencies.~~

~~Complete discovery shall also include, when possible, referenced reports from other Departments within the City of Albuquerque, including Transit, Albuquerque Fire Rescue, and the Animal Welfare Department.~~

~~Complete discovery also includes, when possible, referenced reports, videos, or documents from civilian businesses.~~

~~Reports containing Health Insurance Portability and Accountability Act (HIPAA) information shall not be provided.~~

~~=====~~

B. Initial Discovery

1. The A-CPS shall:

a. When possible shall provide initial discovery to the DA's Office within four (4) business days, including the initial day except when the original reports have not been approved. Cases requested by the DA on the Felony First Appearance list is sent initial discovery on the fourth (4th) day to the DA.

2. Full non-arrest discovery shall be prepared and complete discovery shall be provided on Crimes Against Children Unit (CACU) cases, Sex Crimes Unit cases, and those cases requested by a prosecuting agency or sworn personnel.

~~Full non-arrest discovery shall be prepared on any cases requested by sworn personnel.~~

~~A.~~

~~CPS prepare and send discovery to prosecuting agencies.~~

~~3.~~

a.3. CPS shall document the contents of each case file to facilitate accurate documentation and accountability with prosecuting agencies.

a. Items missing from the initial discovery packet shall be listed on the coversheet as pending, and shall be provided as additional discovery when available.

b. If missing items cannot be obtained, CPS shall send written notice to the prosecuting agency noting the inability to obtain the item.



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~~b.~~

~~CPS shall assess reports for entire cases to ensure internal consistency.~~

~~4.~~

~~a. When inconsistencies are noted, CPS shall contact Department APD personnel to evaluate whether their report should be adjusted to correct the inconsistency.~~

~~Inconsistencies which are not corrected shall be documented by CPS on the coversheet of the case file.~~

~~b.~~

~~CPS Personnel shall evaluate APD department databases to determine if reports have been lost between Copperfire and the ARS system.~~

~~5.~~

~~When necessary, personnel shall notify the Records department, Tech Services Unit, officers/sworn personnel, and supervisors of the need and method for correcting this situation.~~

~~a.~~

~~CPS Personnel shall evaluate APD department databases to determine if reports have been mislabeled, causing problems in approving reports.~~

~~6.~~

~~When necessary, personnel will notify Records, Tech Services Unit, officers/sworn personnel, and supervisors of the need and method for correcting this situation.~~

~~a.~~

~~CPS Personnel shall evaluate APD databases to determine if original reports are missing and/or if reports have been written under cancelled case numbers.~~

~~7.~~

~~When necessary, personnel will notify records, tech services, officers, and supervisors of the need and method for correcting this situation.~~

~~a.~~

~~8. CPS shall evaluate the APD department's databases for any errors.~~

4. When errors are identified, CPS shall notify records, tech services, sworn personnel, and supervisors of the need and method for correcting the situation.

~~When reports have been lost between Copperfire and the Automated Reporting System (ARS) system;~~

~~APWhen reports have been mislabeled, causing problems in approving reports; and~~

~~c. When original reports are missing and/or if reports have been written under cancelled case numbers.~~

5. CPS shall contact businesses to inquire about video or documents which the officer's report indicates exist but were not already obtained.

~~9.~~

a. A chain of custody form shall be prepared for videos which are obtained through efforts of the Shield Unit.

b. The chain of custody form shall be sent to the prosecuting agency once the item is tagged into evidence.

~~b.~~

6. CPS shall order copies of photographs and digital media which were tagged into APD department evidence consistent with SOP Submission of Evidence, Confiscated



~~Property, and Found Items. Such items shall then be provided to the prosecuting agency upon receipt from evidence.~~

~~40~~

7. CPS shall review and evaluate items uploaded to Eevidence.com for discovery.

~~11~~

- a. Interviews conducted pursuant to Internal Affairs reviews shall not be provided with discovery.
- b. All remaining items uploaded to evidence.com shall be provided to the prosecuting agency.
- c. CPS shall search evidence.com to locate videos which were not automatically labeled with the relevant case or CAD number as necessary.
 - i. Such videos ~~sh~~will be labeled as "evidence" for retention purposes with ~~and~~ the appropriate case number, when possible.

~~a~~

C. Follow-up Discovery

~~B~~

1. The CPS shall follow-up on reports and Eevidence.com items for one (1) month to ensure that all items have been provided.

~~3~~

~~a~~2. ~~Detectives~~ Sworn personnel completing investigation beyond that time frame ~~sh~~will be responsible for informing Shield Unit personnel of Uniform Incident Reports, supplemental narrative reports, documents, or videos completed, created, or uploaded after that time.

~~E~~D. Preventive Discovery

~~4~~1. When a prosecuting agency indicates that they have filed ~~s~~ a Preventative Detention motion, ~~the~~ Shield Unit personnel shwill provide preventative discovery by the end of the day.

2. Requests from the prosecuting agency to assist in obtaining additional information in time for the Preventative Detention hearing ~~sh~~will be honored by ~~the~~ Shield Unit personnel when possible.

~~b~~

E. Abbreviated Discovery

1. Non-arrest cases requested to be sent to the DA's Office for review and possible prosecution submitted by sworn personnel shall be sent as an abbreviated case to the DA's Office.

F. Additional Duties

~~C~~

~~CPS shall upload a copy of all discovery sent to prosecuting agencies to an information sharing database.~~

~~3~~

~~CPS shall retrieve copies of documents emailed to the Shield Unit at APDFelonyArrest@cabq.gov.~~



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~~4.~~

~~a. Shield Unit personnel shall complete additional duties as assigned by the supervisor, based on the needs of the Department. Documents for arrest cases shall be added to Initial Discovery.~~

~~b. Documents for non-arrest cases shall be sent as follows:~~

~~a. CACU cases and Sex Crimes cases are added to Full non-arrest discovery.~~

~~b. Documents for all other felony non-arrest cases are added to Abbreviated discovery; and~~

~~Documents for juvenile offenders shall be forwarded to juvdiscovery@cabq.gov~~

~~e. 1. _____~~

~~This email address sends a copy to both juvenile probation and the juvenile DA's office.~~

~~CPS shall retrieve copies of CAD audio sent by the ECC communications to APDParalegals@cabq.gov and provide the same to prosecuting agencies.~~

~~5. _____~~

~~6. CPS shall physically deliver discovery to the DA as necessary and arrange for other prosecuting agencies to collect discovery.~~