



**1-27 COLD CASE UNIT**

**Related SOP(s), Form(s), Other Resource(s) and Rescinded Special Order(s):**

A. Related SOP(s)

2-74 Submission of Cases to the District Attorney (Formerly 2-39)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**1-27-1 Purpose**

The purpose of this policy is to outline the requirements for all Cold Cases in which the principal investigator has exhausted all leads.

**1-27-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to provide rules and responsibilities to Department personnel when investigating Cold Cases.

**N/A 1-27-3 Definitions**

A. Cold Case

An unsolved homicide investigation in which the principal investigator has exhausted all leads.

**7 1-27-4 Rules and Responsibilities**

A. Cold Case Unit personnel shall:

1. Maintain all files of Cold Cases in a secure environment;
2. Update the Cold Case Checklist with any new information pertinent to the Cold Case;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-27 (Formerly 5-3)**

**P&P Draft 09/07/2022**

3. Maintain Cold Cases in the case management system for information tracking, and crime analysis;
4. Assume case responsibility for reopened Cold Cases and conduct follow-up investigation, including, but not limited to, interviewing or re-interviewing witnesses, informants, or suspects;
5. Notify the primary detective, if this individual is still working for the Department, when a Cold Case is investigated and give the detective periodic progress updates;
  - a. Under circumstances as determined by the Cold Case Unit Sergeant, a case may be returned to the original detective for investigation or completion.
6. Prepare and submit a monthly activity report;
7. Assist sworn personnel, the District Attorney, or other agencies in documenting and directing information concerning Cold Cases;
8. Analyze Cold Cases with any new and available forensic technologies, where appropriate;
9. Correspond with other agencies within New Mexico and throughout the nation, regarding Cold Cases;
10. Collaborate with support organizations;
11. Assist other homicide or violent crime-investigating units (e.g., Armed Robbery Unit, Crimes Against Children Unit, etc.) within the Criminal Investigations Division (CID), when necessary;
12. Collaborate with the National Missing and Unidentified Persons System (NamUs) on all unsolved missing persons cases, which are maintained in the Cold Case Unit; and
13. For Cold Case Unit Detectives, be in an on-call status.

**B. The Cold Case Unit Sergeant shall:**

1. Conduct a case review of incoming Cold Cases, including the Cold Case Checklist, to ensure that all leads have been exhausted before accepting the case;
2. Send the case to the Violent Crimes Section Lieutenant for clearance; and
3. Confirm clearance by the Violent Crimes Section Lieutenant before accepting the file.

**C. Leads and Investigative Tips**



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1. As leads develop and investigative tips are received, the Cold Case Unit shall report the information to the Cold Case Unit Sergeant, when necessary, and conduct follow-up investigations.
2. The Cold Case Unit Detective shall:
  - a. Update the Cold Case Checklist and notify the Cold Case Unit Sergeant of a lead and an investigative tip within seventy-two (72) hours;
  - b. Complete a Supplemental Report, which shall be included with the Cold Case file, documenting the outcome of the lead and investigative tip; and
  - c. Should the lead or tip result in a cleared Cold Case or arrest, complete the Cold Case, consistent with SOP Submission of Cases to the District Attorney.

REDLINED



**1-27 COLD CASE UNIT**

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

A. Related SOP(s)

- ~~1-66 Missing Persons Unit (Formerly 5-3)~~
- 2-74 Submission of Cases to the District Attorney (Formerly 2-39)
- ~~5-3 Criminal Investigations Division~~

B. Form(s)

~~Cold Case Checklist~~ None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

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