



**1-53 HOMICIDE UNIT**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 5-8)
- 2-30 Emergency Command Post (Formerly 1-30)
- 2-72 Procedures for Serious Crimes Call-Outs (Formerly 2-28 and 2-91)
- 2-74 Submission of Cases to the District Attorney (Formerly 2-39)
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

B. Form(s)

PD 4201 Request for Forensic Service

C. Other Resource(s)

N.M. R. Ann. LR2-400 Case Management Order

D. Rescinded Special Order(s)

None

**1-53-1 Purpose**

The purpose of this policy is to outline the requirements for the investigation of cases involving homicides, unexplained deaths, questionable suicides, and cases of aggravated battery with great bodily harm for which another investigative unit has done the preliminary investigation and the victim passed away due to their injuries before sworn personnel arrest the individual.

**1-53-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to thoroughly investigate cases, to reasonably follow-up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case. Furthermore, it is the policy of the Department for the Homicide Unit to conduct weekly meetings with supervising prosecutors at the District Attorney's (DA) Office to establish the Department's credibility and create consistency in homicide investigations.

N/A

**1-53-3 Definitions**

A. Homicide

The unlawful killing of one person by another.



B. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

C. Next of Kin

The nearest relative, spouse, child, parent, or sibling of the person who is part of an investigation.

D. Serious Crime

For the purpose of this policy, any criminal offense resulting in grievous bodily harm (GBH) with the potential of death or permanent disfigurement.

E. Serious Crimes Call-Out

A Serious Crimes Call-Out is generated when an individual sustains a life-threatening injury.

**7** **1-53-4** **Rules and Responsibilities**

A. A Homicide Unit Detective shall investigate:

1. Homicides, except for:

**N/A**

- a. The unlawful death of a child as outlined in SOP Crimes Against Children Investigations (refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties); or
- b. When another investigative unit investigates a crime and has arrested the suspected individual before the victim passes away.

2. Suspicious deaths as determined by the Office of the Medical Investigator (OMI) or a Crime Scene Specialist (CSS); and

3. Suspicious suicides as determined by the OMI or a CSS.

B. Criminal Investigations Division (CID) Supervisory Procedures for Serious Crimes Call-Outs

1. After a CSS supervisor determines the crime is a serious crime, as outlined in SOP Crime Scene Specialists Unit and SOP Procedures for Serious Crimes Call-Outs, the CID supervisor shall:



- a. Provide investigative support to the primary investigative detective who responds to the Serious Crimes Call-Out; and
- b. Assign case responsibility when the victim passes away due to their injuries, after sworn personnel have criminally charged the suspected individual with the associated crime.

**C. Homicide Unit Call-Out Procedures**

1. Field Services Bureau (FSB) sworn personnel who are dispatched to a potential homicide, a suspicious death, or an unexplained death shall notify their on-duty supervisor and request to respond to the scene.
  - a. The responding FSB supervisor shall:
    - i. Ensure a CSS responds to the scene; and
    - ii. Determine whether a Homicide Unit call-out is appropriate.
  - b. If the FSB supervisor or CSS determines that a Homicide Unit call-out is appropriate, the CSS supervisor shall notify the Emergency Communications Center (ECC).
2. ECC personnel shall notify the following on-call personnel:
  - a. Primary and secondary Homicide Unit Detectives;
  - b. Primary and secondary Major Crime Scene Team (MCST) Detectives and supervisor;
  - c. The assisting Criminal Investigations Division (CID) Detectives and Investigative Services Division (ISD) Detectives;
  - d. The on-call Assistant District Attorney;
  - e. A Field Investigator for the OMI;
  - f. The on-call CID supervisor;
  - g. The on-call officer for the emergency command post, consistent with SOP Emergency Command Post (refer to SOP Emergency Command Post for sanction classifications and additional duties); and
  - h. The Department's Public Information Officer (PIO).
3. The on-call CID supervisor shall ensure that the above personnel are notified and respond to the scene.

**N/A**

**D. Homicide Unit On-Call Status Procedures**

1. A Homicide Unit sergeant shall place Homicide Unit Detectives on the on-call rotation list as primary or secondary Homicide Unit Detectives.
2. The CID supervisor or their designee shall organize and maintain the on-call roster for Homicide Unit Detectives on Homicide Unit call-outs.



3. The on-call primary Homicide Unit Detective shall have one (1) hour to respond to the scene.

**E. Homicide Unit Briefings**

1. The on-scene CID supervisor shall ensure that Department personnel who are responsible for the Homicide Unit call-out conduct a briefing of the incident as soon as possible.
2. The Homicide Unit briefing shall include the following personnel:
  - a. Primary and secondary Homicide Unit Detectives;
  - b. On-scene investigative supervisors;
  - c. The MCST primary detective;
  - d. The primary dispatched officer; and
  - e. Additional sworn personnel or the CSS with pertinent information.
3. The Homicide Unit briefing may include representatives from the following outside agencies:
  - a. The DA's Office;
  - b. The OMI; and
  - c. Any other relevant law enforcement agencies.

**F. Homicide Unit Meetings**

1. The Violent Crimes Section Lieutenant or their designee shall coordinate meetings two (2) and sixty (60) days after the initial call-out investigation ends.
  - a. If either meeting falls on the primary Homicide Unit Detective's normal day off, the meetings shall take place on their next regularly scheduled shift.
  - b. The meetings shall not be postponed or canceled without the written authorization of the CID Commander or their designee.
2. Procedures for Meeting Two (2) Days After Initial Call-Out Investigation
  - a. A Homicide Unit supervisor shall ensure that the following Department personnel and representatives from outside agencies attend the meeting in person or virtually:
    - i. The primary Homicide Unit Detective;
    - ii. A Homicide Unit sergeant;
    - iii. An MCST Detective or representative;
    - iv. A Victim Liaison;
    - v. The Digital Intelligence Team (DIT) lead; and
    - vi. Sworn personnel who are assigned to apprehend the individual.



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- b. A Homicide Unit supervisor shall ensure that the meeting is conducted in the following order:
  - i. The victim is identified and verified (OMI, etc.);
  - ii. Next of kin contact information is confirmed or difficulties in contacting the next of kin are communicated;
  - iii. Details of communication with next of kin who have already been briefed;
  - iv. New Mexico Crime Victims Reparation Commission (CVRC) qualification status;
  - v. The Department's PIO is contacted and updated on whether next of kin has been notified by the Homicide Unit supervisor for cases when the homicide victim's name may be released to the public.
    - 1. If the victim's name cannot be released at that time, the Homicide Unit supervisor shall update the PIO every day until they can release the victim's name to the public.
  - vi. The Victim Liaison may leave the meeting at this point;
  - vii. The primary Homicide Unit Detective shall provide a brief summary of the investigation;
  - viii. The MCST Detective shall outline any physical evidence that was collected; and
    - 1. When necessary, the MCST Detective shall complete the Request for Forensic Service form during the meeting.
  - ix. The DIT lead shall review social media accounts, phone numbers, and physical mobile devices.
    - 1. The DIT lead shall assess locked mobile devices and choose the appropriate lab or tools.
    - 2. The DIT lead shall identify all social media accounts and phone numbers requiring preservation.
- c. The meeting attendees shall assess any available surveillance video to determine:
  - i. If assistance from the Regional Computer Forensic Laboratory (RCFL) is needed to edit video surveillance or to review a large quantity of footage;
  - ii. Whether to release still images or video to persons outside of the Homicide Unit for assistance; and
  - iii. What information can be released to sworn personnel first, then to the public through the Crime Stoppers Program.
    - 1. The Department's PIO shall share information with the public unless a lead exists that is currently being investigated or if a lead is likely to come in within the next forty-eight (48) hours.
- d. The Homicide Unit supervisor shall add the following information to the Homicide Unit's internal information management system:
  - i. Completed search warrants;
  - ii. Identified need for future search warrants;
  - iii. Completed interviews;
  - iv. Identified need for future interviews and who the backup detective will be if the lead detective is unavailable; and
  - v. Persons of interest or witnesses with outstanding arrest warrants for any charge.



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- e. The Homicide Unit supervisor shall update modifications to internal tracking data in the internal information management system, including:
  - i. The potential motive; and
  - ii. The victim's behavior.

3. Procedures for Meeting Sixty (60) Days After Initial Call-Out Investigation

- a. Department personnel shall review the same information as discussed during the two (2) day meeting.
- b. The primary Homicide Unit Detective shall complete a Supplemental Report that will become part of the case file.

4. Procedures for Weekly Meetings with the DA's Office

- a. The Homicide Unit supervisor shall schedule an in-person or virtual meeting with the DA's Office to take place every Wednesday at 10:30 a.m.
- b. The Homicide Unit supervisor shall email an agenda to the DA's Office every Tuesday before close of business.
  - i. The agenda shall include the most recent Supplemental Report from the Homicide Unit Detective or drafts of arrest warrants to allow the prosecutor time to review the material prior to the meeting.
- c. The Homicide Unit supervisor shall prioritize homicide cases that are near arrest or at closure during the DA's Office meeting.
- d. The primary Homicide Unit Detective shall complete Supplemental Reports or charging documents, including arrest warrant drafts, as outlined in SOP Arrests, Arrest Warrants, and Booking Procedures before they are sent to the DA's Office (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties).
- e. If an active call-out investigation interrupts the weekly meeting, it shall be rescheduled to occur before the end of the week.
  - i. The Homicide Unit supervisor shall postpone the meeting in writing on the calendar invite, and shall provide a brief reason for postponing the meeting.
- f. If the Homicide Unit supervisor needs to cancel the weekly meeting, they shall submit an Interoffice Memorandum to the CID commander with their chain of command copied, indicating:
  - i. The specific reason they are requesting to cancel the meeting;
  - ii. The current amount of open homicide investigations assigned to Homicide Unit Detectives;
  - iii. The number of homicide investigations for the current calendar year;
  - iv. The number of detectives currently assigned to the Homicide Unit; and
  - v. A signature line for the CID Commander.

N/A

G. Contacting the Victims

- 1. In the event of a homicide, Homicide Unit personnel shall meet with the victim's family as soon as possible to provide the death notification.



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2. The primary Homicide Unit Detective shall keep the family informed of any arrests and developments in the case.

N/A

a. Homicide Unit Detectives may rely on internal and external victim's advocates to assist with the notification process and to help the victim's family.

H. Homicide Discovery Requirements

N/A

1. The Homicide Unit Sergeant shall ensure that homicide cases are submitted to the DA's Office, consistent with time limits prescribed by the DA's court discovery rules (Case Management Order N.M. R. Ann. LR2-400 of the Second Judicial District Court) and consistent with SOP Submission of Cases to the District Attorney (refer to SOP Submission of Cases to the District Attorney for sanction classifications and additional duties).

2. Once sworn personnel arrest the individual, the Homicide Unit Detective who has case responsibility shall provide all available electronic reports and documentation to the appropriate screener at the DA's Office.

3. Homicide Unit Detectives shall only use Department-approved technology to transmit electronic reports and documentation to the DA's Office.

I. Homicide Case Assignment and Closure

1. The Homicide Unit Sergeant shall:

a. Assign homicide cases to a Homicide Unit Detective;

i. Cases shall remain assigned to Homicide Unit Detectives until all leads are exhausted.

b. Hold weekly briefings on the status of active homicide cases; and

c. Assist with the two (2) day and sixty (60) day meetings, and the weekly meetings with the DA's Office.

2. If a Homicide Unit Detective expresses that they wish to transfer out of the Homicide Unit, the Homicide Unit supervisor shall remove them from the on-call rotation.

a. The Homicide Unit Detective shall be given up to sixty (60) days to complete their case files.

N/A

b. The Homicide Unit supervisor shall make recommendations to the CID Commander on whether the Homicide Unit Detective shall retain their cases, consistent with SOP Preliminary and Follow-Up Investigations (refer to SOP Preliminary and Follow-Up Investigations for sanction classifications and additional duties), if their cases will be reassigned, or if their cases were closed prior to the Homicide Unit Detective's departure from the Homicide Unit.



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3. When a Homicide Unit Detective submits an Interoffice Memorandum announcing their retirement, their Homicide Unit Sergeant shall remove them from the on-call rotation list no less than sixty (60) days before their proposed retirement date.
  - a. The Homicide Unit Detective shall provide the earliest possible notice before retirement to ensure that cases are managed.
4. Homicide Unit Detectives who transfer out of the Homicide Unit shall forward their case files to their Homicide Unit supervisor before departing.

REDLINED



## 1-53 HOMICIDE UNIT

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

#### A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 5-8)
- 2-30 Emergency Command Post (Formerly 1-30)
- 2-72 Procedures for Serious Crimes Call-Outs (Formerly 2-28 and 2-91)
- 2-74 Submission of Cases to the District Attorney (Formerly 2-39)
- ~~2-91 Investigation of Violent Crimes~~
- 2-92 Crimes Against Children Investigations (Formerly 2-33)

#### B. Form(s)

~~None~~ PD 4201 Request for Forensic Service

#### C. Other Resource(s)

N.M. R. Ann. LR2-400 Case Management Order

#### D. Rescinded Special Order(s)

None

### 1-53-1 Purpose

The purpose of this policy is to ~~establish~~ outline the requirements for the investigation of cases involving homicides, unexplained deaths, questionable suicides, and cases of aggravated battery with great bodily harm for which ~~an Impact Teams~~ other investigative unit has done the preliminary investigation and the victim passed away due to their injuries before sworn personnel arrest the individual.

### 1-53-2 Policy

It is the policy of the Albuquerque Police Department (Department) to thoroughly ~~efficiently~~ work ~~investigate~~ cases, to reasonably follow-up on every investigative lead, to submit completed cases to the prosecutor, and to update victims' families on the progress of the case ~~investigation cases by utilizing the best techniques and other Department resources.~~ Furthermore, it is the policy of the Department for the Homicide Unit to ~~Our~~ conduct weekly meetings with ~~the~~ supervising prosecutors at the District Attorney's (DA) Office to, ~~this~~ establishes the Department's credibility and creates consistency in homicide investigations. ~~to assign rules and responsibilities for investigations of homicides, unexplained deaths, suspicious suicides, or cases of felony aggravated battery for which an Impact Teams unit has done the preliminary investigation and the victim passed away from their injuries before an arrest is made.~~



1-53-3 Definitions

A. Homicide

The unlawful killing from of one person by another.

~~A.~~ B. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight; that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

C. Next of Kin

The nearest relative, spouse, child, parent, or sibling of the person who is part of an investigation the victim.

~~B. Homicide Unit Call Out~~

~~A Homicide Unit Call Out is generated following a suspicious death, including a suspicious suicide, as determined by a Crime Scene Specialist (CSS) Unit supervisor, or the Office of the Medical Investigator (OMI).~~

~~C.~~ D. Serious Crime

~~For the purposes of the~~ purpose of this policy, "serious crime" means any criminal offense resulting in great grievous bodily harm (GBH) with the potential of death or permanent disfigurement.

~~D.~~ E. Serious Crimes Call-Out

A Serious Crimes Call-Out is generated when an individual sustains a life-threatening injury.

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~~D. Serious Crimes Call Out~~

~~A Serious Crimes Call Out is generated when an individual sustains a life threatening injury.~~

1-53-4 Rules and Responsibilities

A. ~~The~~ Homicide Unit Detectives shall investigate:

- 1. Homicides, except for:



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N/A

- a. ~~The Crimes-unlawful death of a against child reas~~ as outlined in SOP Crimes Against Children Investigations (refer to SOP Crimes Against Children Investigations for sanction classifications and additional duties); ~~and~~
  - i. ~~When The Homicide Unit may assist the Crimes Against Children Unit (CACU) if requested by a CACU supervisor.; However, the responsibility of the case remains with the CACU.~~
  - b. ~~A another investigative unit Impact Teams investigates a crime and has arrested an the suspected the individual before the victim passes away.~~

~~b. ations whenre sworn personnel havean arrested the individual. has been made.~~

~~i. The Impact Teams retain case responsibility when the detective charges an individual(s), before the victim passes away.~~

- 2. Suspicious deaths as determined by the Office of the Medical Investigator (OMI) or a ~~Major Crime Scene Team~~ Crime Scene Specialist (MCSST); ~~and~~
- 3. Suspicious suicides as determined by the OMI or a ~~CSS~~ MCST.

B. ~~Homicide Unit Detective Responsibilities~~ Criminal Investigations Division (CID)  
~~Supervisory for Procedures for Se~~ Serious Ce ~~Crimes Ce~~ Call-Outs;

- 1. After a CSS supervisor determines the ~~incident crime~~ is a s ~~Serious C~~ Crime, consistent with ~~as outlined in~~ SOP Crime Scene Specialists Unit and ~~SOP~~ SOP Investigation of Violent Procedures for Serious Crimes Call-Outs, the ~~Homicide Unit detective~~ Detective CID supervisor shall:
  - a. Provide investigative support to the primary investigative detective who for the responding responds to the Serious Crimes Call-Out Primary Investigative Detective; and
  - b. Assign ~~ume~~ case responsibility for the case in which ~~when~~ the victim passed away due to as a direct result of their injuries, after and sworn personnel have yet to not criminally charged drafted the suspected individual with the associated crime. there no criminal charges. s have been drafted.

C. Homicide Unit Call-Out Procedures ~~Procedures~~

- 1. Field Services Bureau (FSB) ~~The s~~ Sworn personnel who are dispatched to a ~~Homicide Unit Call~~ Call-Out out shall notify their supervisor of a potential homicide, a ~~and/or~~ suspicious death, or an unexplained death, shall notify their on-duty supervisor and request to respond to the scene.
  - a. The responding FSB ~~CSS~~ supervisor shall:
    - i. Ensure a CSS responds to the scene; and
    - 2. ~~of the officersworn personnel who is dispatched to a potential homicide or suspicious, unexplained death the Homicide Unit Call~~ Call-Out out and a CSS shall respond to the scene and d Determine if whether a Homicide Unit Call ~~Call-Out out~~ is appropriate.



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~~ii.~~  
~~a.b.~~ If the ~~FSB~~CSS supervisor or CSS ~~it is determined~~ that a Homicide Unit ~~Call-out~~ Call-out is appropriate, ~~the~~ the ~~CSS supervisor~~ shall notify the Emergency Communications Center (ECC).

~~3.2.~~ ECC personnel shall ~~then~~ notify the ~~listed~~following on-call personnel ~~listed below~~:

- ~~a.~~ The ~~PP~~ Primary and secondary Homicide Unit ~~eD~~ Detectors/Investigators;
- ~~b.~~ The ~~PP~~ Primary and secondary Major Crime Scene Team (MCST) ~~Detectors/investigators~~ and supervisor;
- ~~c.~~ The ~~A~~ Assisting Criminal Investigations Division (CID) ~~D~~ Detectors and Investigative Services Division (ISD) Detectors;
- ~~d.~~ The on-call ~~A~~ Assistant District Attorney ( District Attorney);
- ~~e.~~ A Field Investigator for the OMI;
- ~~f.~~ The ~~O~~ on-call CID supervisor; and
- ~~g.~~ The ~~O~~ on-call officer for the Emergency ~~emergency Command~~ command Post ~~post~~, consistent with SOP Emergency Command Post (refer to SOP Emergency Command Post for sanction classifications and additional duties); and
- ~~g.h.~~ The Department's Public Information Officer (PIO).

N/A

~~4.3.~~ The on-call CID supervisor shall ~~also~~ ensure that the above personnel are notified and respond to the scene.

~~5.D.~~ Homicide Unit On-Call Status Procedures

~~1.~~ A Homicide Unit sergeant (Someone) shall place Homicide Unit ~~eD~~ Detectors and ~~MCST Detectors/Investigators~~ are placed ~~in~~ on the on-call rotation list as primary or secondary Homicide Unit Detectors.

~~2.~~ The CID supervisor or their designee shall organize and maintain the on-call roster for Homicide Unit Detectors on Homicide Unit call-outs.

~~A MCST sergeant shall place MCST Detectors in an on-call rotation list as primary or secondary.~~

~~b.3.~~ The on-call primary Homicide Unit ~~eD~~ Detectors/Investigators shall have one (1) hour to respond to the scene.

~~c.~~ The CID supervisor and/or their designee shall be responsible for organizing and maintaining the on-call roster for detectives/investigators on Homicide Unit Call-outs.

~~D.E.~~ Homicide Unit Briefings

1. The on-scene ~~investigative~~ CID supervisor shall ensure that Department personnel who are responsible for the Homicide Unit ~~Call-out~~ Call-out conduct a briefing of the incident as soon as possible ~~after arrival~~.



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2. ~~The Homicide Unit briefing shall include the following personnel:~~ The following Homicide Unit briefing shall include the following personnel who are needed for the briefing include, but are not limited to:

- a. Primary and secondary Homicide Unit ~~detectives~~ Detectives/investigators;
- b. On-scene investigative supervisors;
- c. The MCST primary detective/investigator and MCST supervisor;
- ~~d.a. DA's Office representatives;~~
- ~~e. OMI representative, (if needed);~~
- ~~f.d. The primary dispatched officer shall participate in this briefing; and~~
- e. Additional sworn personnel or the CSS with pertinent information may also participate in the briefing.

3. ~~The Homicide Unit briefing may include representatives from the following outside agencies: These additional personnel representatives may be included in the briefing:~~

- ~~g.a. The DA's Office representatives;~~
- b. The OMI representative; and
- ~~h.c. Any other relevant Law Enforcement Agencies.~~

~~E.F. Homicide Unit Debriefings/Meetings and Meetings~~

1. The Violent Crimes Section Lieutenant or their designee shall coordinate debriefing meetings two (2) and sixty (60) days after the initial call-out investigation ends.

~~—If either the meeting falls on the primary Homicide Unit lead Detective's a normal day off, the meetings shall take place on their next regularly scheduled shift day of the lead detective.~~

- a. These meetings shall not be postponed or canceled without the written authorization of the Division CID Commander or their designee.

~~—Procedures for Meeting Two (2) Days After Initial Call-Out Investigation the two two (2) dDay mMeeting.~~

2.

~~—A Homicide Unit supervisor shall ensure that the following Department personnel and representatives from outside agencies who are required to attendance this the meeting in person or virtually are:~~

- a.
  - i. The primary Lead Homicide Unit dDDetective;
  - ii. The Homicide Unit sSergeant;



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- iii. An MCST Detective or representative;
- iv. A Victim Liaison;
- v. The Digital Intelligence Team (DIT) lead; and  
Sworn personnel who are assigned to The Apprehension Team the individual.
- vi. The Homicide Unit supervisor shall ensure that the meeting shall proceed is conducted in the following order:
- b. The meeting shall proceed is conducted in the following order:
  - i. The victim is identified and verified (Identification and Verification (OMI, etc.);
  - ii. Next of kin contact information is confirmed or difficulties in contacting the next of kin are communicated;
  - iii. Details of communication with next of kin who have already been briefed next of kin communications;
  - iv. New Mexico Crime Victims Reparation Commission (CVRC) qualification status;
  - v. The Department's Public Information Officer (PIO) is contacted and updated on whether next of kin has been notified by the Homicide Unit supervisor and for cases when the homicide victim's name may be released to (someone) it is the public.
    - 1. If their victim's name cannot be released at that time, the Homicide Sergeant Unit supervisor must shall update the PIO every day daily until they can release the victim's name to (someone) it is the public.
  - vi. The Victim Liaison can may depart from leave the meeting at this point;
  - vii. The primary lead Homicide Unit Detective shall provide a brief summary (something) of the investigation;
  - viii. The MCST Detective shall outline any physical evidence that was collected; and
    - 1. (Someone) When necessary, the MCST Detective shall identify and complete the Need to for a Request for Request for Forensic Service requests Service form requests shall be identified and completed during the meeting; and
  - ix. The Digital Intelligence Team (DIT lead) shall review social media accounts, phone numbers, and physical mobile devices;
    - 1. The DIT lead shall assess locked mobile devices; and DIT shall choose the appropriate lab or tools.
    - 2. The DIT lead shall identify All Social media accounts and phone numbers requiring preservation shall be identified.
- c. The meeting attendees shall assess elements of any available surveillance video to determine:
  - i. Determine if assistance from the Regional Computer Forensic Laboratory (RCFL) is needed to clean up edit video surveillance or to review a large quantity of footage;
  - ii. Determination of whether to release still images or video to persons outside of the Homicide Unit for assistance; and



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- ~~iii. What information should be released to sworn officers personnel first, and then to the public through the Crime Stoppers Program.~~
- ~~1. (Someone) The Department's PIO shall share information should be shared with the public unless a lead exists that is currently being followed up on investigated or if a lead is likely to come in within the next forty-eight (48) hours.~~
- ~~d. The Homicide Unit supervisor shall add the following information to the Homicide Unit's internal information management system Monday Boards:~~
- ~~i. Completed search warrants completed;~~
  - ~~ii. Identified need for future search warrants;~~
  - ~~iii. Completed interviews;~~
  - ~~iv. Identified need for what id future interviews are needed and who the with a backup detective listed to interview subject will be if the lead detective is not unavailable; and~~
  - ~~v. Persons of interest or witnesses with outstanding arrest warrants for any charge.~~
- ~~e. (Someone) The Homicide Unit supervisor shall update modifications to internal tracking data shall be updated in the internal information management system Monday board, including:~~
- ~~i. The potential motive; and~~
  - ~~ii. The victim's behavior.~~
- ~~3. Procedures for the sixty (60) Day Meeting Procedures for Meeting Sixty (60) Days After Initial Call-Out Investigation~~
- ~~a. Department personnel shall review the same information as discussed during the two (-2)- day meeting.~~
  - ~~b. The primary Homicide Unit supervisor and Detective but shall complete written in a Supplemental Narrative Report that shall become part of the case file. The Supplemental Report It may also include information on an Assistant District Attorney DA ADA and one (1) other senior detective to help review at the Division Commander's discretion.~~

### Feedback

~~Verbal or written suggestions to modify this process are encouraged and shall be done by either sergeant through the chain of command to the Commander.~~

- ~~1. The Violent Crimes Section Lieutenant or their designee shall coordinate debriefings to review previous Homicide Unit Call-Outs from the prior week two (2) days and, which shall include the following personnel:~~
- ~~a. Primary and secondary detectives/investigators;~~
  - ~~b. On scene investigative supervisor;~~
  - ~~c. MCST primary detective/investigator and MCST supervisor; and~~
  - ~~d. DA's Office representatives.~~



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4. ~~Procedures for the weekly meetings with the District Attorney's (DA's) Office~~  
meetings

a. ~~The Homicide Unit Supervisor shall schedule Our weekly meeting with the supervising prosecutors at the District Attorney's Office establishes our credibility and consistency in homicide investigations. This an in-person or virtual meeting with the DA's Office to take place is scheduled every Wednesday at ten thirty (10:30) 10:30 AM a.m. over the web internet.~~

b. ~~The Homicide Unit supervisor shall email an agenda to the DA's Office prior to the every Tuesday before close of business. close of business the day before the scheduled meeting. The Any agenda shall must include the most recent written Supplemental Report from the case agent Homicide Unit Detective or drafts of arrest warrants, so to allow the p that the p prosecutor has time to review that material ahead prior to of the meeting.~~

i. ~~The Homicide Unit supervisor shall prioritize Homicide cases that are near arrest or at closure should all be prioritized during at the DA's Office meeting.~~

c. ~~(Someone) The primary Homicide Unit Detective shall complete Supplemental Reports or charging documents, including arrest warrant drafts, must follow the internal review and approval processes as outlined in SOP Arrests, Arrest Warrants, and Booking Procedures before they are sent to the DA's Office out (refer to SOP Arrests, Arrest Warrants, and Booking Procedures for sanction classifications and additional duties).~~

d. ~~If an active call-out investigation interrupts the weekly is regularly scheduled meeting day and time for the meeting, it shall must be rescheduled to happen occur before the end of the week.~~

e. ~~2. (Someone) The Homicide Unit supervisor shall postpone the meeting. It shall be postponed in writing on the calendar invite, and shall provide a brief reason shall be given in that postponement message for postponing the meeting.~~

i. ~~If you wish to the Homicide Unit supervisor needs to cancel the weekly is meeting for the week, you must they shall write submit an Interoffice Memorandum before the meeting to the division CID commander with your their chain of command copied, indicating the following:~~

- f.
  - i. ~~The specific reason they are R requesting to cancel the meeting;~~
  - ii. ~~The current amount of open homicide investigations assigned to Homicide Unit Detectives;~~
  - iii. ~~The number of homicide investigations for the current calendar year;~~
  - iv. ~~The number of detectives currently assigned to the Homicide Unit; and~~

N/A



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v. A signature line for the division CID Commander.

~~The specific reason the meeting will not be conducted this week~~

~~If an active call-out investigation interrupts the regular day and time for the meeting, it must be rescheduled to happen before the end of the week. It will be postponed in writing on the calendar invite, and a brief reason will be given in that postponement message.~~

G. Contacting the Victims

1. In the event of a homicide, Homicide Unit ~~personnel~~ Detectives personnel shall meet with the victim's family as soon as possible to provide the death notification.

2. The primary Homicide Unit ~~DD~~ Detective shall keep the family informed of any arrests and/or developments in the case.

N/A

3. a. ~~Homicide Unit DD Detectives should~~ may utilize ~~rely on internal and external the DA's Victim's Advocates Impact Unit internally or externally to assist with the notification process and to help the victim's family.~~

F.H. Homicide Reports Discovery Requirements

N/A

1. The Homicide Unit Sergeant shall ensure ~~that homicide~~ that homicide cases are submitted to the DA's Office, consistent with time limits prescribed by the DA's court discovery rules, ~~and the (Case Management Order (N.M. R. Ann. LR2-400) of the Second Judicial District Court),~~ and consistent with SOP Submission of Cases to the District Attorney (refer to SOP Submission of Cases to the District Attorney for sanction classifications and additional duties).

2. Once sworn personnel arrest the individual, ~~an arrest is made,~~ the Homicide Unit ~~DD~~ Detective who has case responsibility shall provide all available electronic reports and documentation to the appropriate screener at the DA's Office.

3. ~~A~~ Homicide Unit ~~DD~~ Detectives shall only use Department-approved technology to transmit ~~for the electronic submission of~~ reports and documentation to the DA's Office.

~~4. Homicide Unit Detectives personnel shall keep reports and electronic documentation confidential to preserve a case, pending any future investigative efforts.~~

G.I. Homicide Case Assignment and Closures

1. The Homicide Unit Sergeant shall:

a. ~~Assign all~~ homicide cases to a Homicide Unit ~~DD~~ Detective; ~~and~~

~~a.i. Cases shall remain assigned to detectives~~ Homicide Unit Detectives until all leads are exhausted; ~~and~~

b. ~~Hold weekly briefings on the status of active homicide cases;~~ and



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~~b.c. Facilitate Assist with the two (2) day and sixty (60) day meetings, meetings, and the weekly meetings with the DA's eOffice. with the DA's office.~~

~~2. When all leads in a case are exhausted, the case shall be reviewed by the Homicide Unit Sergeant, the Cold Case Unit Sergeant, and the Violent Crimes Section Lieutenant shall review the case. Once an agreement has been reached by the Homicide Unit Sergeant, the Cold Case Unit Sergeant, and the Violent Crimes Section Lieutenant reach an agreement the aforementioned personnel, they shall reassign the case to the Cold Case Unit.~~

~~The Homicide Unit detective shall:~~

~~Detectives who transfer out of the Homicide Unit are required to shall turn in all case files before leaving.~~

~~2. If a Homicide Unit eDetective expresses that they wish to transfer out of the Homicide Unit, the Homicide Unit supervisor shall be remove themd from the on-call rotation.~~

~~a. The Homicide Unit eDDetective shall and be given up to sixty (60) days to complete their case files.~~

~~b. Their Homicide Unit supervisor shall will make recommendations to the Division CID eCommander on whether the Homicide Unit detectivesd Detective shalls" retainment retain of their cases, consistent with SOP Preliminary and Follow-Up Investigations (refer to SOP Preliminary and Follow-Up Investigations for sanction classifications and additional duties), if the their cases will be reassigned, nment of the cases, or if their the closure status of the cases cases were closed prior to the detectivesd Homicide Unit Detective's' departure from the Homicide uUnit.~~

~~3. Even if When the detective's transfer is approved, the detective shall be removed from primary on-call status and remain in the Homicide Unit in a Temporary Duty (TDY) status, if approved by the CID Commander, until the Homicide Unit Detective submits the cases are submitted for supervisor review and approval.~~

~~3. When a Homicide Unit eDDetective submits an interoffice-Interoffice memorandum Memorandum announcing their retirement, thetheir Homicide Unit Sergeant shall remove themm detective from being on in anthe on-call status-rotation list approximately two (2) monthsno less than sixty (60) days before their proposed retirement date, to complete the existing caseload.~~

~~a. The Homicide Unit eDDetective should shall provide the earliest possible notice before retirement to ensure that cases are management and integritymanaged.~~

~~a.4. Homicide Unit Detectives who transfer out of the Homicide Unit shall forward their case files to their Homicide Unit supervisor before departing.~~

N/A