



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

1-62 ~~7-1~~ INTERNAL AFFAIRS PROFESSIONAL STANDARDS (IAPS)  
DIVISION SECTION [~~DOJ 62g~~]

**Policy Index**

- ~~iv. Policy~~
- ~~v. Definitions~~
- ~~vi. Goals and Objectives~~
- ~~vii. Duties and Responsibilities~~
- ~~viii. Investigator Training~~
- ~~ix. Staffing and Personnel Responsibilities~~
- ~~x. Civilian Complaints~~
- ~~xi. Investigation Procedures~~
- ~~xii. Review of CIRT Reports~~
- ~~xiii. Transfer of Cases between IAS and CIRT~~
- ~~xiv. Records Management and Security~~
- ~~xv. Archive and Records Retention~~
- ~~xvi. Office Security~~
- ~~xvii. Reports and Statistical Analysis~~
- ~~xviii. Employee Card Audits~~

**Related SOPs**

- ~~2-52: Use of Force~~
- ~~2-53: Electronic Control Weapon~~
- ~~2-54: Use of Force Reporting and Supervisory Force Investigation Requirements~~

~~3-22: Complaints Involving Department Policy or Personnel~~

~~7-2: Critical Incident Review Team (CIRT)~~

~~xxviii. 7-3: Investigative Response Team~~

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

**A. Related SOP(s)**

- ~~3-33 Performance Evaluation and Management System (PEMS) (Currently Early Intervention and Recognition System (EIRS))~~
- ~~1-61 Internal Affairs Force Division (IAFD) (Currently 7-2 and 7-3)~~
- ~~1-80 Prisoner Transport Unit (Formerly 6-5)~~
- ~~2-52 Use of Force: General~~
- ~~2-53 Use of Force: Definitions~~
- ~~2-54 Intermediate Weapon Systems~~
- ~~3-14 Supervisory Leadership~~
- ~~3-41~~ 22 Complaints Involving Department Personnel
- 3-52 Policy Development Process
- ~~3-42 Investigation of Police Personnel~~
- ~~3-43 Relief of Duty~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~3-44 Review of Completed Administrative Investigations~~
- ~~3-45 Due Process Notification of Personnel~~
- ~~3-46 Discipline System~~
- ~~3-47 Acceptance of Disciplinary Action and Right to Appeal~~
- ~~7-2 Critical Incident Review Team (CIRT)~~
- ~~Force Investigation Team (FIT)~~

B. Form(s)

- PD 1106 Chain of Command Discipline Recommendation Form
- ~~(Placeholder) PD 4201 Request for Forensic Service~~
- Policy and Procedure Unit SOP Recommendation Form
- ~~Supervisor Recommendation Form~~

C. Other Resource(s)

- Agreement Between the City of Albuquerque and Local 3022 AFSCME, Council 18, AFL-CIO
- Agreement Between the City of Albuquerque and Prisoner Transport Officers
- ~~Albuquerque, N.M., Civilian Police Oversight Agency §§ 9-4-1-1 to 9-4-1-144 (C)(3)~~
- City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
- City of Albuquerque and the Albuquerque Officers' Association Local 1888
- Collective Bargaining Agreement (CBA) Between the City of Albuquerque and the Albuquerque Police Officers' Association
- ROA 1994, §§ 9-4-1-1 to 9-4-1-14 Civilian Police Oversight Agency

United States of America v. City of Albuquerque, No. 1:14-cv-01025 – Document 465 (D.N.M. 2019)

~~N.M. Stat. Ann. §§ 66-7-301 through 66-7-375 Traffic Laws Generally~~

D. Rescinded Special Order(s)

None

1-62-1 Purpose

~~The purpose of this policy to outline the requirements of establish the Albuquerque Police Department (Department) Internal Affairs Professional Standards (IAPS) Division's. The purpose of this policy is to outline the has developed procedures, processes, practices. The purpose of this policy is of the IAPS Division and other policies, to ensuring both internal and external complaints about alleged policy violations by Department personnel generated against members of the Albuquerque Police Department are are fairly, impartially, properly, and thoroughly investigated in compliance with the Court-Approved Ordered Settlement Agreement (C=A=S=A), and best practices.~~

~~1-62-1-2~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

**Policy**

~~It is the policy of the Albuquerque Police Department (Department to complete thoroughly, timely, and comprehensive investigations into investigate allegations of misconduct by Department employee personnel misconduct in order to maintain the integrity of the Department. It is also the policy of the Department to maintain accurate and thorough records that are generated during the of the employee discipline process and Early Intervention System (EIS), Performance Evaluation and Management System (PEMS) in order to provide the Department with statistical analysis of trends and activities and to improve the the decision-making process.~~

~~), it is imperative that all complaints against law enforcement officers are fairly and thoroughly investigated.~~

~~Internal Affairs Section (IAS) is charged with the investigation and determination of complaints concerning an officer's alleged conduct. of claims relating to police misconduct and evaluation of department policies, practices, procedures, and training. IAS is responsible for all cases generated from within the department, administrative review of CIRT investigations to determinate dispositions for SOP violations identified, managing the Early Intervention System, maintenance of employee discipline files, and creation, maintenance, and auditing of all administrative investigation employee records.~~

~~IAS completes thorough, timely, and comprehensive investigations into allegations of employee misconduct in order to maintain the integrity of the department.~~

~~IAS maintains accurate and thorough records of the employee discipline process and EIS in order to provide the department with statistical analysis of trends and activities to improve the decision making process.~~

**1-62-32 Definitions**

~~Terms defined in the Investigative Response Team's Investigation of Officer Involved Shootings, Serious Use of Force, and In-Custody Deaths SOP have the same meaning when used in this SOP.~~

~~C. Accidental Discharge~~

~~An accidental discharge is the unintended discharge, on-duty or not, of any firearm by Department/APD personnel outside of a training environment or legal recreational activity.~~

~~F.A. Animal Shoot~~

~~An animal shoot is tThe intentional discharge of a firearm at any animal by Department/APD personnel during the scope of the officer's duties while on-duty.~~



# ALBUQUERQUE POLICE DEPARTMENT GENERAL ORDERS

**SOP 1-62 (Currently 7-1)**

**P&P Draft 08/25/2021**

## ~~G.B.~~ Apparent Criminal Misconduct

~~Apparent criminal misconduct is a~~ An action or omission that appears to violate United States or New Mexico State federal, state, and local criminal codes laws. ~~This does not include minor traffic violations unless there are aggravating circumstances. Minor traffic violations are parking violations or violations of N.M. Stat. SAnn. Sections §§ 66-7-301 through 66-7-3754.~~

## ~~H.~~ CIRT

~~CIRT is the acronym for the Critical Incident Review Team.~~

## ~~K.~~ CPC

~~CPC is the acronym for Civilian Police Complaint.~~

## ~~N.C.~~ Civilian Police Oversight Agency (CPOA)

~~An Civilian police complaints are complaints originating externally from non-Department personnel.~~

independent agency of City government, not part of either the City Administration or City Council, which was created by City Ordinance and is overseen by a board comprised of community members, consistent with

~~All civilian complaints are forwarded to the Civilian Police Oversight Agency (CPOA) for investigation. The CPOA will investigate civilian complaints unless apparent criminal misconduct is identified by the CPOA.~~

~~Complaints indicating apparent criminal misconduct will be administratively investigated by IAD and, if appropriate, criminally investigated by the appropriate criminal investigative unit or agency.~~

~~Civilian police complaints are assigned CPC numbers. The format is CPC, year, hyphenated unique six digit number, for example, CPC16-123456.~~

CPOA policy and procedures are not governed by the Department; however, they follow the City Ordinance Section, ROA 1994, §§ 9-4-1 et seq., Albuquerque Police Officers' Association Collective Bargaining Agreement (APOA CBA), and Department policy-1 to 9-4-1-14.

~~Civilian Police complaints may be resolved through mediation or investigation.~~

~~The Department will track allegations regarding misconduct involving civilians who are homeless and/or have behavioral health issues, mental illness or disorders, whether or not it is related to a complaint.~~

~~The information relating to alleged misconduct is obtained from the CPC form and tracked through the software programs IAPro/BlueTeam.~~

The CPOA receives, investigates, and reviews complaints and commendations submitted by community members concerning Department personnel. The CPOA also



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

reviews Department policies, practices, and procedures, in order to provide recommendations throughout the policy development process and ultimately to the Chief of Police.

~~CPOA is the acronym for the Civilian Police Oversight Agency.~~

~~Crime Scene Specialist~~

~~P. Collateral Allegation~~

~~A collateral allegation is an issue of concern that arises during an investigation and was not initially identified as a complaint during initial review of an incident. A collateral allegation can be misconduct, policy correction and/or training issues. Collateral allegations remain with the original case and are addressed during the supervisor review on the Supervisor Recommendation Form.~~

~~CSS) Crime Scene Specialist (CSS)~~

~~D. CSS~~

~~T.~~

~~A A A Department civilian employee charged with the who is responsible forility of recognizing, collecting, and preserving all forensically-significant evidence at crime scenes and the properly submitting ssion of that evidence to Scientific Evidence Division (SED) personnel for analysis.~~

~~CSS is the acronym for Crime Scene Specialist. A crime scene specialist is responsible for identifying, collecting and preserving evidence at crime scene. This includes photographing crime scenes, identifying, collecting physical evidence including blood, body fluids, hair, fibers, firearms for laboratory testing, obtaining latent prints, castings of footprints and tire tracks.~~

~~U. ECW~~

~~ECW is the acronym for Electronic Control Weapon.~~

~~V. Early Intervention System (EIS)~~

~~EIS is the acronym for Early Intervention System. The Early Intervention System (EIS) is a management tool used to promote supervisory awareness and to proactively identify both potentially problematic and commendable behavior among officers.~~

~~Y. FI~~

~~FI is the acronym for Field Investigator.~~

~~BB.E. Force Review Board (FRB)~~

~~FRB is the acronym for Force Review Board. The Force Review Board (FRB) reviewsA board comprised of voting and non-voting members who review uses of force and tactical deployments to verify determine compliance with Ddepartment policy and constitutional policing, and, further, to recognize any additional needs as they pertain toconcerns with equipment, policy, training, equipment, policy, tactical deploymenttactics, training, or supervision, discipline, and investigations.~~

~~CC.F. IAPro~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~IAPro is a relational database designed for law enforcement agencies to track, analyze, and maintain internal investigations, early intervention systems, and uses of force. IAPro is used for tracking IAPS Division investigations, PEMS data, Ceivlian Police Ce complaints (CPC), and IAFD investigations, containing all IAPS Division, PEMS, IAFD, and personnel disciplinary data. IAPro links all data and provides PEMS alerts.~~

~~DD. IAS~~

~~IAS is the acronym for Internal Affairs Section.~~

~~EE. IRT~~

~~IRT is the acronym for Investigative Response Team.~~

~~Major Crime Scene Team (MCST) Major Crime Scene Team (MCST)~~

G. MCST

~~GG.~~

~~MCST is the acronym for Major Crime Scene Team. This is tThe on-call criminalistics team used that for processsing a crime scene when a major or serious crime or incident occurs. The MCST team consists of a sergeant, primary investigator, and secondary investigator.~~

H. Performance Evaluation and Management System (PEMS)

A process that analyzes employee data, derived from City of Albuquerque and Department systems, to allow the Department to define performance ranges and thresholds.

~~HH. OMI~~

~~OMI is the acronym for Office of the Medical Investigator.~~

~~II. Subject Matter Expert~~

~~SME is the acronym for Subject Matter Expert. An SME is a person who is an authority in a particular area or topic.~~

~~JJ. Third Party Allegations~~

~~Third party allegations are aAllegations originating from parties not involved in the incident under review.~~

4N/

~~KK. Walkthrough~~

~~A walkthrough is wWhen investigators enter a scene to help understand timelines, locations of events, and location of evidence. The walkthrough is usually with a witness to the incident.~~

7-1-43 Goals and Objectives



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~A. IAS completes thorough, timely, and comprehensive investigations into allegations of employee misconduct in order to maintain the integrity of the department.~~

~~B.A. IAS maintains accurate and thorough records of the employee discipline process and EIS in order to provide the department with statistical analysis of trends and activities to improve the decision-making process.~~

~~6-0-3~~ Duties

1-62-4 Duties and Internal Affairs Professional Standards (IAPS) Division Responsibilities Personnel

A. The IAPS Division shall consist of:

1. Commander;

IAPS Division Case Manager;

2. Lieutenant;

3. IAPS Division Case Manager;

4. IAPS Division In-take Case Manager;

5. ~~Two (2)~~ Sergeants;

6. ~~Eight (8)~~ Detectives;

7. ~~Two (2)~~ Investigators;

8. IAPS Division Coordinator; and

9. ~~Five (5)~~ Administrative Assistants

4

1-62-5 IAPS Division Personnel Responsibilities

A. ~~Internal Affairs Division (IAD)~~ The IAPS Division Commander shall:

1. ~~Ensure~~ Verify the the IAPS Division's work product is completeness and accuracy of the division's work product;

2. ~~Notifies~~ the Chief of Police when an investigation shows apparent criminal misconduct by a Department ~~APD personnel~~ employee;

3. ~~Determines~~ whether an ~~civilian or~~ internal or external complaint is investigated criminally. This determination is made in consultation with the Chief of Police;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

4. Maintains separation of criminal and administrative cases;

a. ~~separation by ensuring~~ Criminal investigators shall ~~de~~ not have access to IAPS Division and Critical Incident Review Team (CIRT) ~~Internal Affairs Force Division (IAFD)~~ files and ~~ensures~~ administrative investigators ~~de~~ shall not share information with criminal investigators.;

~~Approves or disapproves administrative use of force investigations extending beyond the two (2) month time limit through consultation with the Chief of Police.;~~

5. Reviews all IAPS Division reports and ensures they are complete and thorough;

6. On all ~~CIRT/IAFD and~~ IAPS Division investigations, reviews the proposed disposition, and if necessary, orders additional investigation when there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of the IAPS Division ~~or CIRT/IAFD~~;

7. Takes appropriate action to address any inadequately supported determination, and The IAPS Division commander shall remediate any investigative deficiencies by assigning the case for additional investigation or any other reasonable action when reviewing IAPS Division ~~and CIRT/IAFD~~ completed cases;

8. Is Be responsible for the accuracy and completeness of investigation reports prepared by the IAPS Division ~~and CIRT/IAFD~~; and;

~~Forwards all completed CIRT/IAFD investigation reports to IAPS Division for review and determines whether the involved officer violated department policies or procedure; and;~~

9. Maintains confidentiality of all investigations.

B. ~~CIRT/IAS~~ The IAPS Division Lieutenant ~~Responsibilities~~ shall:

1. Verify the IAPS Division's work product is complete and accurate;

~~Ensures the completeness and accuracy of CIRT/IAFD/IAPS Division and their work product.;~~

2. Notifies the IAPS Commander of criminal misconduct complaints by ~~De~~ department ~~employee~~ personnel or when serious physical injury or death of a police officer or civilian occurs as a result of police actions;

3. Plans and coordinates daily activities and investigations with subordinates;

4. Keeps the chain of command informed on the progress of major investigations;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- 5. Assists in investigations when necessary;
- 6. Assigns cases for investigation;
- 7. On all ~~CIRTIAFD and~~ IAPS Division investigations, reviews the proposed disposition, and if necessary, orders an additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of the IAPS Division ~~or CIRTIAFD;~~
- 8. Ensures reports are thorough, complete, and distributed on time;
- 9. Act as the Department's drug testing coordinator;
- 10. Ensures compliance with training requirements for ~~CIRTIAFD~~ IAPS Division personnel;
- 11. Maintain separation of criminal and administrative cases;
  - a. Criminal investigators shall not have access to IAPS Division files and administrative investigators shall not share information with criminal investigators.  
~~Maintains criminal and administrative case separation by ensuring criminal investigators do not have access to IAPS Division and CIRTIAFD files and ensures administrative investigators do not share information with criminal investigators.~~
- 12. Serves on-call, as needed;
- 13. Prepares annual personnel performance evaluations and takes corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations; and  
~~Determines which cases are referred to the chain of command for investigation, consistent with the SOP Complaints Involving Department Policy or Personnel SOP. The Chief of Police determines investigatory responsibility when a disagreement exists regarding responsibility for the investigation; and~~
- 14. Maintains confidentiality of all investigations.

C. The ~~IAS~~ IAPS Division Sergeant ~~Responsibilities~~ shall:

- 1. Assists in investigations when necessary;
- 2. Ensures cases are professionally and objectively investigated and dispositions are ~~are consistent with~~ conducted in accordance with Standard Operating Procedure ~~(the SOP)~~ P Complaints Involving Department Personnel; ~~Complaints Involving~~

4N/



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~Department Policy or Personnel SOP;~~ (Refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties);

3. ~~Reviews~~ the proposed disposition, and, if necessary, ~~orders~~ an additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies, or where there is evidence of a collateral allegation falling under the purview of the IAPS Division;
4. ~~Prepares~~ and distribute the on-call roster ~~and distributes it to~~ The Emergency Communications Center (ECC) and IAPS Division ~~staff~~ personnel;
5. ~~Serve~~ ~~Be~~ on-call, as needed;
6. ~~Prepares~~ annual ~~personnel~~ performance evaluations on IAPS Division personnel and ~~takes~~ corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations;
7. ~~Assists~~ supervisors outside of ~~the unit~~ the IAPS Division when they are conducting administrative investigations upon request, ~~when they so request~~;
8. ~~Maintains~~ a working knowledge of current ~~employee labor~~ bargaining unit contracts, the City of Albuquerque's Merit System Ordinance, and ~~Department~~ SOPs; and
9. ~~Maintains~~ confidentiality of all investigations.

3

D. ~~IAPS~~ The IAPS Division Investigator/Detective ~~Responsibilities~~ shall:

1. ~~Completes~~ case assignments within time limits;
2. ~~Prepares~~ cases in a thorough, comprehensive, and professional manner;
  - 3N/ a. The IAPS Division Investigator/Detective shall ~~make~~ dispositions ~~consistent~~ with conducted in accordance with ~~the~~ SOP Complaints Involving Department Personnel; (Refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties); ~~Complaints Involving Department Policy or Personnel SOP;~~
  3. ~~Is~~ ~~Be~~ placed in the ~~on an~~ on-call rotation with other IAPS Division ~~Investigators/Detectives~~;
  4. ~~Assists~~ supervisors outside of the ~~unit~~ IAPS Division when they are conducting administrative investigations;
  5. ~~Assists~~ outside agencies when practical and with their direct supervisor's approval;
  - 3 b. ~~Maintains~~ confidentiality of all investigations;

3N/

3



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

7. ~~Maintains a working knowledge of current bargaining unit contracts, the City of Albuquerque's Merit System Ordinance, and Department SOPs~~  
contracts, City Merit Ordinance, and Department SOPs; and

8. ~~Notify the IAPS Division head~~Commander and lower chain of command when the IAPS Division, as part of a misconduct complaint or internal investigation, summons any personnel; and

9. ~~Maintain current information on~~Keeps all investigations current with the information in IAPro.

E. Internal Affairs ~~The IAPS Division Coordinator~~ Responsibilities shall:

1. ~~Has~~overall responsibility for the efficient conduct of the ~~section~~IAPS Division's administrative functions;

2. ~~Supervises~~all IAPS Division Administrative Assistants ~~assigned to the section;~~

3. ~~Ensures~~all outbound correspondences ~~is~~are properly formatted, grammatically correct, and professional in appearance;

4. ~~Ensures~~all records and information are current in IAPro;

5. ~~Is~~Be responsible for IAPro password distributions and tier-level access;

**7** 6. ~~Maintains~~a log of New Mexico Inspection of Public Records Act requests and legal requests;

**7** 7. ~~Ensures~~Civilian Police external ~~Complaints~~about sworn personnel are entered into IAPro and an alert is sent to the CPOA no later than three (3) days from receipt of the complaint;

8. ~~Forwards~~EISPEMS alerts to the supervisor for the affected employee;

9. ~~Prepares~~New Mexico Law Enforcement Academy reports;

**3** 10. ~~Maintain the confidentiality of IAPS Division~~ Ensures files are properly secured;

~~Maintains office supplies in sufficient quantities to facilitate the proper operation of the office;~~

11. ~~Assists~~the IAPS Division Lieutenant with all reports as needed;

12. ~~Maintains~~a sufficient quantity of CPOA Complaint or Commendation Forms at all outlets; and



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

13. Maintains logs of incoming/outgoing cases and correspondence.

F. The IAPS Division In-take Case Manager shall:

~~— Determine which cases are referred to the chain of command for investigation, consistent with the SOP Complaints Involving Department Personnel. The Chief of Police determines investigatory responsibility when a disagreement exists regarding responsibility for the investigation; and~~

1. Process all incoming Internal Affairs Requests (IARs) submitted to the IAPS Division;

2. Assist with reviewing and editing investigation reports;

3. Assist with completing Disciplinary Action Packets (DAP);

3N/

4. Determine which cases are referred to the chain of command for investigation, consistent with the SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties);

a. The Chief of Police determines investigatory responsibility when a disagreement exists regarding responsibility for the investigation; (Refer to SOP Complaints Involving Department Personnel for sanction classification and additional duties.)

5. Manage all IAPS Division intake functions and IAPS Division intake staff;

6. Develop and conduct training regarding IAPS Division operations; and

7. Complete special projects, including, but not limited to, (i.e. statistical reporting and analysis,) as directed by the IAPS Division Commander.  
and

~~— Notifies the division head and lower chain of command when any employee is summoned by IAS or CIRT as part of a misconduct complaint or internal investigation. IAPS Division or CIRT, as part of a misconduct complaint or internal investigation, summons any personnel.~~

~~— The IAPS Division Administrative Assistant responsibilities shall~~

~~are to a~~  
G. Assist the IAPS Division Coordinator with administrative functions, as directed.

~~— The IAPS Division Social Media Compliance Officer Responsibilities shall~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~Monitors popular social media to ensure personnel/employees are in compliance with APD Department policy.~~
- ~~Conducts social media background checks for police applicants prior to Chief's Selection Committee or at the direction of the recruiting sergeant.~~
- ~~Audits APD department employees' personnel's driver's licenses to ensure validity.~~
- ~~Checks Department personnel/employees against police databases to ensure none have active warrants, and~~
- ~~Assists with investigations as needed.~~

H. IAPS Division personnel shall:

- ~~1. IAS tracks, monitors, audits, documents, and provides statistical analysis of all allegations of misconduct against Department personnel/employees or the Department.~~
- ~~2. IAS maintains and secures all records that pertain to Department employee personnel discipline, commendations, EISPEMS, and administrative cases, and use of force. These records are not purged.~~
- ~~3. IAS investigates all internal cases; however, though if the employee's if the (cases generated within the department), unless the alleged misconduct is a minor policy violation, such as reporting for duty late or unprepared, missed court, or leave abuse, in which case it may be investigated by the chain of command.~~
- ~~4. DIAS documents and forwards to the CPOA to the CPOA all civilian external complaints received by the IAPS Division to the CPOA.~~
- ~~5. IAS ensures complaint forms and informational materials, including brochures and posters, in Spanish and English, explaining how to file civilian complaints are available at appropriate government properties, including Department/APD headquarters, area stations, Department/APD and City websites, City Hall, public libraries, community centers, and the CPOA.~~
- ~~6. IAS manages EIS thresholds and provides timely notifications of alerts, consistent with in accordance with the EIS SOP/SOP Early Intervention System (EIS).~~
- ~~7. IAS maintains IAPro access rights.~~
- ~~8. CIAS conducts all administrative investigations involving allegations of criminal misconduct by APD Department personnel; and~~

3N/



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~13. IAS rReviews all Critical Incident Review Team(AFD) i investigations for compliance with department policy, procedures, timelines, and rules; and.~~

~~7. IAPS Division rReturns dispositions consistent conducted in accordance with SOP Complaints Involving Department Personnel P with the Complaints Involving Department Policy or Personnel SOP Complaints Involving Department Policy or Personnel in all investigations conducted by the IAPS Division =(Refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties=).~~

1  
-62-6      Training

A. IAPS Division Investigators/Detectives shall receive training on the following topics prior to conducting internal investigations:

1. Cultural awareness and diversity;
2. Credibility evaluation factors;
3. Bias-based policing/profiling;
4. CPOA;
5. Civilian complaints;
6. IAPro software;
7. Albuquerque Police Officers' Association representative's rights and responsibilities;
8. Current sworn and civilian collective bargaining agreements; and
9. Misconduct Investigations to include the following subtopics:
  - a. Department policies and protocols;
  - b. Compelled statements;
  - c. Conducting parallel administrative and criminal investigations; and
  - d. At least eight (8) hours minimum, annual, update training in misconduct investigations.

B. IAPS Division Investigators/Detectives shall be trained in the following topics prior to conducting force investigations:

1. Force investigation procedures;
2. Call-out and investigative procedures;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- 3. Investigative equipment and techniques;
- 4. Proper roles of on-scene counterparts, specifically the following:
  - a. Office of the Medical Investigator (OMI) Investigator;
  - b. Major Crime Scene Team (MCST), field investigator, and Crime Scene Specialist (CSS);
  - c. District Attorney's Office personnel;
  - d. Multi-Agency Task Force (MATF);
  - e. City of Albuquerque Legal Department Attorney; and
  - f. CPOA.

**4N/** 1-62-7 External Complaints

- A. The IAPS Division Coordinator shall:
  - 1. Forward all external complaints to the CPOA for investigation, in accordance with the City of Albuquerque Ordinance, Section 9-4-1-4 (C)(3);
  - 2. Enter external complaints into IAPro within three (3) days of receiving the complaint;
  - 3. Attach a scanned copy of the complaint form to the IAPro entry. An alert is sent to the CPOA;
  - 4. Forward the original complaint form to the CPOA;
- B. The IAPS Division shall maintain a log with the date and time the complaint was given to the CPOA.
- C. The CPOA representative initials the receipt log upon receipt of the complaint form.

**6** 1-62-8 Investigation Procedures

- N/A** A. IAPS Division personnel shall follow the investigation procedures outlined in SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).

~~IAPS Division Call-Out Procedures~~

~~The ECG shall call out the on-call IAPS Division Investigator/Detective under any of the following circumstances:~~

- ~~When apparent felony criminal misconduct is evident;~~
- ~~In custody deaths;~~
- ~~Animal shoots;~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~— Traffic accidents involving on-duty Department personnel operating a City-issued vehicle and resulting in a civilian death;~~
- ~~— When requested by an the Internal Affairs Force Division (IAFD) sSupervisor or as approved by the IAPS Division Lieutenant; or~~
- ~~— When IAPS Division is requested by any supervisor to respond to a scene.~~
- ~~— The IAPS Division Lieutenant shall approve the request. This will be approved by the IAPS Lieutenant.~~

~~— Evidence Collection Procedures~~

- ~~— IAPS Division Investigators/Detectives may take photographs, collect documents, collect other items, and store them with the case file and/or upload them to IAPro when there is no criminal investigation.~~
- ~~— IAPS Division Investigators/Detectives shall collect evidence and document the date, time, location, and circumstances surrounding the collection of any items used in an investigation to court standards for chain of custody requirements.~~
- ~~— MCST personnel shall aAnalysis of physical evidence is made by MCST by submitting the PD 4201 and complete the Request for Forensic Service form.~~

~~— IAPS Division Report Procedures~~

- ~~— The IAPS Division shall prepare IAPS Division reports is prepared as follows (with variations depending on the complexity/simplicity of the case):~~

~~— Report is bound with a Smead no. R129 hard cover or similar.~~

~~— Each section has divider tabs containing letters in sequential order:~~

~~— A table of contents identifies each tab's contents to facilitate the ease of locating information and data.~~

~~— An investigative synopsis contains sufficient information to provide the reader with an understanding of the issues of concern and status of investigation.~~

~~— The issue(s) of concern citing the applicable SOP sections addressing the allegations and/or conduct.~~

~~— PD 1106 Chain of Command Discipline Recommendation Form for supervisory comments and recommendations by each reviewer.~~

~~— The investigation narrative, which contains a detailed description of the evidence and why it is pertinent to the case. Interviews are summarized with sufficient detail to provide a reader with the known facts. The narrative enables the reader to make reasonable determinations and supported conclusions to include witness and employee credibility determinations and an explanation of how those determinations were reached.~~

~~— Supporting documentation is individually tabbed and includes records, reports, memorandums, etc. pertinent to the case. This includes IAFD and/or other police reports. Any documentation referenced in the narrative is included when possible.~~

~~— Relevant photographs that accurately represent their content are included; however, the location of all photographs will be identified should a need to review them arise.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

N/A

~~Digital recordings of interviews are included to allow the reviewer to listen to the exact language, tone, and content of the interviews.~~

~~Any and all other items pertinent to the investigation are included when possible, or at the minimum, their location is identified.~~

~~The complete disciplinary history of subject personnel involved in the investigation.~~

~~The investigator includes dispositions, conducted in accordance with SOP Complaints involving Department Personnel as they relate to each issue of concern. (Refer to SOP Complaints Involving Department Personnel for sanction classification and additional duties.)~~

~~IAPS Division personnel may complete IAPS Division reports with variations depending on how complex or simple the case is.~~

~~District Attorney or United States Attorney's Office (USAO) Consultation Procedures~~

~~The investigator notifies IAPS Division Commander through the chain of command, to brief the Chief of Police when there is possible criminal allegations.~~

~~The Chief of Police or their designee notifies and consults with the District Attorney, United States Attorney's Office (USAO), or appropriate agency based on the case and seeks direction on how to proceed.~~

~~Administrative and criminal investigations run concurrently after consultation with the appropriate prosecutorial entity, unless otherwise directed by the Chief of Police.~~

~~When a Department employee refuses to give a voluntary statement and the investigator has reason to believe that the person has committed a crime, the investigator consults with the appropriate prosecuting agency and seeks the approval of the Chief of Police, through the chain of command before taking a compelled statement.~~

~~Animal Shoot Investigative Procedures~~

~~The IAPS Division Investigator/Detective contacts the on scene supervisor to obtain a briefing and if necessary, complete a walkthrough of the scene.~~

~~The IAPS Division contacts and interviews any cooperative witnesses to include the animal owner.~~

~~Inspection of the firearm is not necessary; however, an administrative processing is completed and photographs taken by a Field Investigator/CSS. IAPS Division personnel may attend the processing and may request additional photographs be taken, as necessary.~~

~~The IAPS Division Investigator/Detective is responsible for routing the administrative report via IAPro to the involved officer's division commander.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~— These investigations will be included with supervisory use of force investigations for purpose of generating a random sample for review by FRB.~~

~~— IAPS Division completes the firearm discharge report when shots are fired at an animal in self defense or to humanely euthanize an animal.~~

B. Investigative Procedures for Alleged Apparent Criminal Misconduct Procedures

1. When the CPOA forwards an external complaint for alleged apparent criminal misconduct to the IAPS Division ~~a civilian complaint for alleged apparent criminal misconduct~~, or an internal complaint contains alleged apparent criminal misconduct, the ~~the~~ IAPS Division shall:

- a. Delivers the complaint to the IAFD Commander;
- b. Refers to and follows the requirements of SOP Complaints Involving Department Personnel;
- c. Assumes sole administrative investigatory responsibility for the case;
- d. Maintains the original case tracking number;
- e. Ensures the CPOA can monitor the progress of the case and has access to the completed case; and
- f. Sends an IAPro alert to the CPOA immediately after final approval of the completed investigation.

C. Investigative Procedures for an Animal Shoot

1. The IAPS Division Investigator/Detective shall ~~contact~~ the on-scene supervisor to obtain a briefing and if necessary, complete a walkthrough of the scene.

2. The IAPS Division contacts and interviews any cooperative witnesses, ~~to including~~ the owner of the animal-owner.

3. IAPS Division ~~is not required to inspect of the firearm is not necessary~~; however, a Field Investigator or CSS shall complete ~~the~~ an administrative processing ~~is completed~~ and shall take ~~photographs taken by a Field Investigator/CSS~~.

a. IAPS Division personnel may attend the processing and may request additional photographs be taken, as necessary.

4. The IAPS Division Investigator/Detective shall ~~be~~ is responsible for routing the administrative report ~~through~~ via IAPro to the involved officer's division commander.

a. ~~These~~ investigations for an animal shoot will be included with supervisory use of force investigations for ~~the~~ purpose of generating a random sample for review by ~~the~~ FRB.



## ALBUQUERQUE POLICE DEPARTMENT GENERAL ORDERS

**SOP 1-62 (Currently 7-1)**

**P&P Draft 08/25/2021**

5. IAPS Division completes the firearm discharge report when shots are fired at an animal in self-defense or to humanely euthanize an animal.

### D. District Attorney or United States Attorney's Office (USAO) Consultation Procedures

1. The investigator notifies IAPS Division Commander through the chain of command, to brief the Chief of Police when there are possible criminal allegations.
2. The Chief of Police or their designee shall notify and consult with the District Attorney, United States Attorney's Office (USAO), or appropriate agency based on the case and shall seek direction on how to proceed.
3. Administrative and criminal investigations run concurrently after consultation with the appropriate prosecutorial entity, unless otherwise directed by the Chief of Police.
4. When a Department employee refuses to give a voluntary statement and the investigator has reason to believe that the person has committed a crime, the investigator consults with the appropriate prosecuting agency and seeks the approval of the Chief of Police, through the chain of command, before taking a compelled statement.

### E. IAPS Division Call-Out Procedures

1. The ECC shall call-out the on-call IAPS Division Investigator/Detective under any of the following circumstances:
  - a. When apparent felony criminal misconduct is evident;
  - b. In-custody deaths;
  - c. Animal shoots;
  - d. Traffic accidents involving on-duty Department personnel operating a City-issued vehicle and resulting in a civilian death;
  - e. When requested by an Internal Affairs Force Division (IAFD) supervisor or as approved by the IAPS Division Lieutenant; or
  - f. When IAPS Division is requested by any supervisor to respond to a scene.
    - i. The IAPS Division Lieutenant shall approve the request.

### F. IAPS Division Report Procedures

1. The IAPS Division shall prepare IAPS Division reports as follows:
  - a. Report is bound with a Smead no. R129 hard cover or similar.
  - b. Each section has divider tabs containing letters in sequential order:
    - i. A table of contents identifies each tab's contents to facilitate the ease of locating information and data.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ii. An investigative synopsis contains sufficient information to provide the reader with an understanding of the issues of concern and status of investigation.
- iii. The issue(s) of concern citing the applicable SOP sections addressing the allegations and/or conduct.
- iv. The ~~PD 1106~~ Chain of Command Discipline Recommendation ~~F~~Form for supervisory comments and recommendations by each reviewer.
- v. The investigation narrative, which contains a detailed description of the evidence and why it is pertinent to the case. Interviews are summarized with sufficient detail to provide a reader with the known facts. The narrative enables the reader to make reasonable determinations and supported conclusions to include witness and employee credibility determinations and an explanation of how those determinations were reached.
- vi. Supporting documentation is individually tabbed and includes records, reports, memorandums, etc., that are pertinent to the case. This includes IAFD reports and/or other ~~police~~ reports. Any documentation referenced in the narrative is included when possible.
- vii. Relevant photographs that accurately represent their content are included; however, the location of all photographs will be identified if they need to be ~~should a need to~~ reviewed ~~them arise~~.
- viii. Digital recordings of interviews are included to allow the reviewer to listen to the exact language, tone, and content of the interviews.
- ix. Any and all other items pertinent to the investigation are included when possible, or at the minimum, their location is identified.
- x. The complete disciplinary history of subject personnel involved in the investigation.
- xi. The investigator includes dispositions, which are ~~r~~conducted in accordance with SOP Complaints Involving Department Personnel as they relate to each issue of concern~~r~~. (~~r~~Refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties~~r~~).

N/A

- 2. IAPS Division personnel may complete IAPS Division reports with variations depending on how complex or simple the case is.

~~Investigative Procedures for an Animal Shoot~~

~~The IAPS Division Investigator/Detective contacts the on scene supervisor to obtain a briefing and if necessary, complete a walkthrough of the scene.~~

~~The IAPS Division contacts and interviews any cooperative witnesses to include the animal owner.~~

~~Inspection of the firearm is not necessary; however, an administrative processing is completed and photographs taken by a Field Investigator/CSS. IAPS Division personnel may attend the processing and may request additional photographs be taken, as necessary.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~The IAPS Division Investigator/Detective is responsible for routing the administrative report via IAPro to the involved officer's division commander.~~

~~These investigations will be included with supervisory use of force investigations for purpose of generating a random sample for review by FRB.~~

~~IAPS Division completes the firearm discharge report when shots are fired at an animal in self-defense or to humanely euthanize an animal.~~

~~A. IAPS Division Call-Out Procedures~~

~~1. The ECG shall call out the on-call IAPS Division Investigator/Detective under any of the following circumstances:~~

~~a. When apparent felony criminal misconduct is evident;~~

~~a. In custody deaths;~~

~~a. Animal shoots;~~

~~a. Traffic accidents involving on-duty Department personnel operating a City-issued vehicle and resulting in a civilian death;~~

~~a. When requested by an Internal Affairs Force Division (IAFD) supervisor or as approved by the IAPS Division Lieutenant; or~~

~~a. When IAPS Division is requested by any supervisor to respond to a scene.~~

~~i. The IAPS Division Lieutenant shall approve the request.~~

~~G. Evidence Collection Procedures~~

~~1. IAPS Division Investigators/Detectives may take photographs, collect documents, collect other items, and store them with the case file and/or upload them to IAPro when there is no criminal investigation.~~

~~2. IAPS Division Investigators/Detectives shall collect evidence and document the date, time, location, and circumstances surrounding the collection of any items used in an investigation to court standards for chain of custody requirements.~~

~~3. MCST personnel shall analyze physical evidence and complete the Request for Forensic Service form.~~

~~A. District Attorney or United States Attorney's Office (USAO) Consultation Procedures~~

~~1. The investigator notifies IAPS Division Commander through the chain of command, to brief the Chief of Police when there are possible criminal allegations.~~

~~1. The Chief of Police or their designee shall notify and consult with the District Attorney, United States Attorney's Office (USAO), or appropriate agency based on the case and shall seek direction on how to proceed.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~1. Administrative and criminal investigations run concurrently after consultation with the appropriate prosecutorial entity, unless otherwise directed by the Chief of Police.~~

~~1. When a Department employee refuses to give a voluntary statement and the investigator has reason to believe that the person has committed a crime, the investigator consults with the appropriate prosecuting agency and seeks the approval of the Chief of Police, through the chain of command before taking a compelled statement.~~

**4** 1-62-9 Reports and Statistical Analysis

~~Quarterly IAPS Division Reports provide statistics related to IAPS Division investigations.~~

A.

1. Quarterly IAPS Division reports provide statistics related to IAPS Division investigations. The contents of the Quarterly IAPS Division Report are as follows:

- a. Statistical data analyzing the number of IAPS Division investigations, including numbers of cases, types of cases, area commands involved, frequency of violations of particular policies, and other categories that staff members believe are useful in identifying trends;
- b. Disposition and status of IAPS Division investigations;
- c. Synopsis of use of force investigations;
- d. The number of critical firearm discharge investigations, including animal shoots and other information that is useful in identifying trends; and
- e. Summary letter, or a brief summation of the items listed in this subsection.

2. Distribution of Quarterly IAPS Division Reports are as follows:

- a. The public via <http://www.cabq.gov/police/internal-reports>;
- b. City Council;
- c. Chief Administrative Officer;
- d. CPOA;
- e. Chief of Police; and
- f. City Attorney.

B. Annual IAPS Division Reports

1. Annual IAPS Division Reports contain the same information as the Quarterly IAPS Division Reports; however, they reflect the entire year. Distribution is as follows:

- a. The public via <http://www.cabq.gov/police/internal-reports>;



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- b. City Clerk's Office;
- c. IAPS Division archived Files; and
- d. CPOA Executive Director.

C. Annual Use of Force Report

1. The IAPS Division Data Analyst shall compile the Annual Use of Force Report and shall include it with the Department's Annual Report.
2. The purpose of the report is to determine the effectiveness of Department policy, training, and defensive tools, and provide insight into those areas needing improvement through trend comparisons of the previous year.
- ~~4. The purpose of the report is to determine the effectiveness of Department policy, training, and defensive tools, and provide insight into those areas needing improvement through trend comparisons of the previous year.~~
3. The report is compiled for the calendar year and includes:
  - a. The number of calls for service;
  - b. The number of officer-initiated community member ~~civilian~~ contacts;
  - c. The number of aggregate uses of force (ten (10) previous year comparison);
  - d. The number of arrests;
  - e. The number of custodial arrests that involved uses of force;
  - f. The number of SWAT deployments by type of call-out;
  - g. The number of incidents involving sworn personnel shooting at or from moving vehicles;
  - h. The number of individuals armed with weapons;
  - i. The number of individuals unarmed;
  - j. The number of individuals injured during arrest, including Department personnel and other law enforcement personnel;
  - k. The number of individuals, including Department personnel and other law enforcement personnel, requiring hospitalization after or as an apparent result of a contact with the Department;
  - l. The demographic category of persons involved;
  - m. The geographic data, including street, location, or Area Command; and
  - n. All firearm discharges, including animal shoots.

D. Annual Retaliation Report and Review

1. On an annual basis, ~~the~~ IAPS Commander and the CPOA Executive Director, or their designees, ~~annually~~ review the Department's anti-retaliation policy and its implementation. The review considers the alleged incidents of retaliation that occurred or were investigated during the reporting period; the discipline imposed where retaliation is substantiated; ~~and~~ the supervisors' performance in addressing and preventing retaliation.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

2. The IAPS Commander shall prepare ~~authors~~ a detailed report of the outcome of the meeting.
3. The IAPS Commander shall make ~~s~~ recommendations through the ~~the SOPRC and~~ Policy and Procedure Unit's SOP Recommendation Form and the Policy and Procedures Review Board (PPRB) to reflect changes, ~~corrections,~~ or ~~modifications~~ to the anti-retaliation policy as agreed upon after meeting with the CPOA Executive Director.
4. The CPOA is represented on ~~SOPRC and~~ the PPRB and monitors the recommended changes through the policy ~~vetting~~ development process, consistent with SOP Policy Development Process.
5. Following each review, the Department modifies its policies and practices, as necessary, to protect individuals, including other Department personnel, from retaliation for reporting misconduct.
6. Distribution of the report that is prepared by the IAPS Commander shall be as follows:
  - a. Chief of Police;
  - b. CPOA Executive Director;
  - c. IAPS Commander; and
  - d. The public via <http://www.cabq.gov/police/internal-reports>.

**4** 1-62-109 **Records Management and Security**

B. The IAPS Division personnel shall:

1. ~~be responsible for~~ Maintaining a reliable and accurate tracking system of:
  - a. ~~all~~ Uses of force, including ~~shows of force~~;
  - b. ~~all~~ Administrative force investigations;
  - c. ~~IAPS Division investigations~~;
  - d. ~~and all~~ Force reviews conducted by the FRB;
  - e. ~~All~~ Critical firearm discharges; and
  - f. ~~Animal shoots~~ Discharges at animals are included.

2. Maintain the confidentiality of documentation of all internal investigations;
  - a. The Chief of Police shall have the discretion to release documentation.
  - b. The release of internal investigations in whole or in part shall only occur after consultation with the City Attorney's office.

C. The IAPS Division Coordinator shall integrate and track ~~EISPEMS data is integrated and tracked in IAPro by the IAPS Division Coordinator and IAPS Division staff.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

3N/

~~IAPro is used for all IAPS Division investigations, EISPEMS data, CPCs, and CIRT/IAFD investigations. NOTE: IAPro is a relational database containing all IAPS Division, EISPEMS, CIRT/IAFD, and employee personnel disciplinary data. IAPro links all data and provides EISPEMS alerts. ( Refer to the EIS SOP EIS SOP SOP Performance Evaluation and Management System for EISPEMS information sanction classification and additional duties.) Rules for IAPro are as follows:~~

~~IAPro is password protected and stored on secure City servers.~~

~~Password access to IAPro is provided only to supervisors, IAPS Division investigators, and CPOA personnel as needed.~~

~~Tier level access is determined by need and not based on rank, and requires approval by IAPS D Commander.~~

~~IAFD/IRT personnel are prohibited from accessing IAPro or viewing its contents.~~

D. Review of Investigation Case Files by Personnel Outside of IAPS Division

~~Documentation of all internal investigations are considered to be confidential and, at the discretion of the is for the exclusive use of the Chief of Police, the City Attorney, CPOA, or their designees. Therefore, all internal investigation documents are confidential shall be released.~~

3

~~Release of internal investigations in whole or in part will shall only occur after consultation with the City Attorney's office.~~

~~Department Sworn or civilian personnel who are An officer or employee e-notified of proposed discipline may review the IAPS Division investigation case file, excluding compelled statements by other officers sworn personnel or correspondence pertaining to communication with the CPOA. by doing the following:~~

1.

~~a. Department personnel shall sSet up an appointment with thewith IAPS Division IAS Administrative staffAssistant to review the investigation case file in the IAPS Division office.~~

~~Department personnel shall~~

~~b. sSubmit a written request, including the case number and the names of all persons who intend on viewing the investigation case file, to the IAPS Division Lieutenant for a copy of their file.~~

~~i. Only one (1) copy of the recorded statement is provided.~~

~~;~~

~~Department~~

~~Employees Personnel are strictly prohibited from making any additional copies.~~

~~ii.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~Only one (1) copy of the recorded statement is provided;  
The case number must shall be provided in the request; and  
The names of all persons intending to view the file are included in the request.~~

**3** ~~2. A sSupervisor who requests to s reviewing paper copies of investigation case files shall be are responsible for the security and confidentiality of the case while it is in their possession.~~

**5** ~~3. When supervisors borrow the investigation cCase file s leaving the office for fo to review it, by supervisors, are logged with the following they shall log:~~

~~a. Log Log ttThe date they removed the investigation case left from the office IAPS Division office;~~

~~Log Indicate w w Which~~

~~b. The area commander/division head who is reviewing the case;~~

~~c. Log the case number; and~~

~~Sign the log~~

~~The signature of the person picking up the investigation case file case;~~

~~The IAPS Division employee employee's personnel's initials who released the investigation case file; and~~

~~d. The case number.;~~

~~i. The IAPS Division employee shall initial the log to track that they released the investigation case file.~~

~~Supervisor shall log the date they return the investigation~~

~~4. cCase files returning to the IAPS Division.~~

~~IAS will shall be logged by date returned.; and~~

~~The CPOA returns c~~

~~5. Case files returned by the CPOA will shall have with the dispositions of the CPOA~~

~~Executive Director as documented by the IAPS Division IAS a Administrative Assistant staff for tracking and analysis in IAPro.~~

**4** ~~E. 7-1-12 Archive and Records Retention~~

~~1. IAPS Division personnel shall not purge IAPS Division and CIRT IAFD records are not shall not be purged. All records are maintained for statistical analysis and trend recognition.~~

**4** ~~IAPS Division is the custodian of EISPEMS records; therefore, the EIS SOPEIS SOP SOP Performance Evaluation and Management System is applicable to EISPEMS records.~~

~~F. 7-1-13 IAPS Division Office Security~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

1. IAPS Division pPersonnel shall:

- a. ~~E~~nsure that all sensitive documents are secured at the end of their work day by shutting down their password-protected computers and/or returning documents to their secured cabinets;
- b. ~~L~~ock tThe storage room and file room are to be locked at the end of the work day;
- c. ~~O~~ffice doors that allow outside access ~~shall be~~ are locked at the end of the business day; and
- d. ~~L~~ock inactive files in a file cabinet.

~~All computers are password protected and shut down at the end of the workday.~~

2. Non-IAPS Division IAS personnel are not to be left unattended inside the office. They are to be escorted by IAPS Division personnel IAS staff at all times while in the IAPS Division IAS office.

3. At least one (1) sworn IAPS Division IAS member employee personnel is will shall be in the office during business hours, unless an extreme circumstance mandates otherwise and absence is approved by the IAS lieutenant or commander the IAPS Division IAS lieutenant or eCommander approves absence.

4. ~~When Should~~ an extreme circumstance requires sworn IAPS Division IAS personnel to vacate the office, the civilian IAPS Division personnel shall lock the exterior doors, prohibit disallows entry to non-IAPDPS Division personnel, and shelters in place.

~~All inactive files are kept in a locked file cabinet.~~

**4N/ 1-627-1-75 Investigator Training**

~~A. Prior to conducting internal investigations, IAPS Division Investigators/Detectives shall receive training on the following topics prior to conducting internal investigations:~~

- ~~1. Cultural awareness and diversity;~~
- ~~2. Credibility evaluation factors;~~
- ~~E. Bias based policing/profiling;~~
- ~~3. CPOA;~~
- ~~4. Civilian External complaints;~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~5. Early Intervention System (EISPEMS);~~
- ~~6. IAPro software;~~
- ~~F. Albuquerque Police Officers' Association Union representative's rights and responsibilities;~~
- ~~7. Current sworn and civilian collective bargaining unit contracts agreements; and~~
- ~~8. Misconduct Investigations on to include the following sub topics:~~
  - ~~a. APD Department policies and protocols;~~
  - ~~b. Compelled statements;~~
  - ~~c. Conducting parallel administrative and criminal investigations; and~~
  - ~~A. At least eight (8) hours minimum, annual, update training in misconduct investigations.~~
- ~~B. Prior to conducting force investigations, IAPS Division Investigators/Detectives shall receive Investigators are trained on in the following topics, at minimum, prior to conducting force investigations:~~
  - ~~1. Force investigation procedures;~~
  - ~~2. Call out and investigative procedures;~~
  - ~~3. Investigative equipment and techniques; and~~
  - ~~4. Proper roles of on scene counterparts, specifically the following:~~
    - ~~a. Office of the Medical Investigator (OMI)s investigator;~~
    - ~~Major Crime Scene Team (MCST), ;~~
    - ~~fr Field il Investigator;~~
    - ~~b. , and Crime Scene Specialist (CSS);~~
    - ~~c. District Attorney's staff Office personnel;~~
    - ~~d. The Multi Agency Task Force (MATF);~~
    - ~~e. City of Albuquerque Legal Department Attorney staff; and~~
    - ~~CPOA.~~

**4** ~~7-1-6 1-62-8~~ **Staffing and Personnel Responsibilities**

- ~~A. The IAPS Division shall Staffing levels consist of:~~
  - ~~1 Commander;~~
  - ~~1. IAPS Division Case Manager;~~
  - ~~2. 1 Lieutenant;~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~3. 1 Two (2) Sergeants;~~

~~Eight (8)5 Detectives;~~

~~4. Two (2) Investigators;~~

~~A. 1 Social Media Compliance Officer;~~

~~5. 1 Internal Affairs/IAPS Division Coordinator; and~~

~~6. 1 Five (5) Administrative Assistants; and~~

~~B. 1 Use of Force Analyst.~~

~~B. IAD Commander Responsibilities are as follows:~~

~~1. Ensures the completeness and accuracy of the division's work product.~~

~~2. Notifies the Chief of Police when an investigation shows apparent criminal misconduct by APD personnel.~~

~~3. Determines whether a civilian or internal complaint is investigated criminally. This determination is made in consultation with the Chief of Police.~~

~~4. Maintains criminal and administrative case separation by ensuring criminal investigators do not have access to IAS and CIRT files and ensures administrative investigators do not share information with criminal investigators.~~

~~5. Approves or disapproves administrative use of force investigations extending beyond the two2-month time limit through consultation with the Chief of Police.~~

~~6. Reviews all division reports and ensures they are complete and thorough.~~

~~7. On all CIRT and IAS investigations, reviews the proposed disposition, and if necessary, orders additional investigation when there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of IAS or CIRT.~~

~~1.~~

~~2. Takes appropriate action to address any inadequately supported determination and remediates any investigative deficiencies by assigning the case for additional investigation or any other reasonable action when reviewing IAS and CIRT completed cases.~~

~~3. Is responsible for the accuracy and completeness of investigation reports prepared by IAS and CIRT.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~4. Forwards all completed CIRT investigation reports to IAS for review and determines whether the involved officer violated department policies or procedure.~~

~~5. Maintains confidentiality of all investigations.~~

~~1. CIRT/IAS Lieutenant Responsibilities are as follows:~~

~~1. Ensures the completeness and accuracy of CIRT/IAS and their work product.~~

~~2. Notifies the commander of criminal misconduct complaints by a department employee or when serious physical injury or death of a police officer or civilian occurs as a result of police actions.~~

~~3. Plans and coordinates daily activities and investigations with subordinates.~~

~~4. Keeps the chain of command informed on the progress of major investigations.~~

~~5. Assists in investigations when necessary.~~

~~6. Assigns cases for investigation.~~

~~7. On all CIRT and IAS investigations, reviews the proposed disposition, and if necessary, orders additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of IAS or CIRT.~~

~~8. Ensures reports are thorough, complete and distributed on time.~~

~~9. Act as the Department's drug testing coordinator.~~

~~10. Ensures compliance with training requirements for CIRT/IAS personnel.~~

~~11. Maintains criminal and administrative case separation by ensuring criminal investigators do not have access to IAS and CIRT files and ensures administrative investigators do not share information with criminal investigators.~~

~~Serves on call, as needed.~~

~~Article I.~~

~~12. Prepares annual personnel performance evaluations and takes corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations.~~

~~13. Determines which cases are referred to the chain of command for investigation, consistent with the Complaints Involving Department Policy or Personnel SOP. The Chief~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~of Police determines investigatory responsibility when a disagreement exists regarding responsibility for the investigation.~~

~~14. Maintains confidentiality of all investigations.~~

~~C. IAS Sergeant Responsibilities:~~

~~1. Assists in investigations when necessary.~~

~~2. Ensures cases are professionally and objectively investigated and dispositions are consistent with the Complaints Involving Department Policy or Personnel SOP.~~

~~3. Reviews the proposed disposition, and if necessary, orders additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies, or where there is evidence of a collateral allegation falling under the purview of IAS.~~

~~4. Prepares the on-call roster and distributes it to Communications and IAD staff.~~

~~5. Serves on call as needed.~~

~~6. Prepares annual personnel performance evaluations and takes corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations.~~

~~7. Assists supervisors outside of the unit when they are conducting administrative investigations, when they so request.~~

~~8. Maintains a working knowledge of current employee labor contracts, City Merit Ordinance, and department SOPs.~~

~~9. Maintains confidentiality of all investigations.~~

~~2. IAS Investigator/Detective Responsibilities:~~

~~1. Completes case assignments within time limits.~~

~~2. Prepares cases in a thorough, comprehensive, and professional manner. Makes dispositions consistent with the Complaints Involving Department Policy or Personnel SOP.~~

~~3. Is on call rotation with other IAS investigators.~~

~~4. Assists supervisors outside of the unit when they are conducting administrative investigations.~~

~~5. Assists outside agencies when practical and with supervisor approval.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-62 (Currently 7-1)**

**P&P Draft 08/25/2021**

~~6. Maintains confidentiality of all investigations.~~

~~7. Maintains a working knowledge of current employee labor contracts, City Merit Ordinance, and Department SOPs.~~

~~8. Keeps all investigations current with the information in IAPro.~~

~~D. Internal Affairs Coordinator Responsibilities:~~

~~1. Has overall responsibility for the efficient conduct of the section's administrative functions.~~

~~2. Supervises all administrative assistants assigned to the section.~~

~~3. Ensures all outbound correspondences is properly formatted, grammatically correct, and professional in appearance.~~

~~4. Ensures all records and information are current in IAPro.~~

~~5. Is responsible for IAPro password distribution and tier level access.~~

~~6. Maintains a log of Inspection of Public Records Act and legal requests.~~

~~7. Ensures Civilian Police Complaints are entered into IAPro and an alert is sent to the CPOA no later than three days from receipt of the complaint.~~

~~8. Forwards EIS alerts to the supervisor for the affected employee.~~

~~9. Prepares New Mexico Law Enforcement Academy reports.~~

~~10. Ensures files are properly secured.~~

~~11. Maintains office supplies in sufficient quantities to facilitate the proper operation of the office.~~

~~12. Assists the lieutenant with all reports as needed.~~

~~13. Maintains a sufficient quantity of forms at all outlets.~~

~~14. Maintains logs of incoming/outgoing cases and correspondence.~~

~~15. Notifies the division head and lower chain of command when any employee is summoned by IAS or CIRT as part of a misconduct complaint or internal investigation.~~

~~3. Administrative Assistant responsibilities are to assist the IA Coordinator with administrative functions, as directed.~~

~~4. Social Media Compliance Officer Responsibilities:~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~1. Monitors popular social media to ensure employees are in compliance with APD policy.~~
- ~~2. Conducts social media background checks for police applicants prior to Chief's Selection Committee or at the direction of the recruiting sergeant.~~
- ~~3. Audits APD employees' driver's licenses to ensure validity.~~
- ~~4. Checks employees against police databases to ensure none have active warrants.~~
- ~~5. Assists with investigations as needed.~~

~~Civilian External Complaints~~

~~The primary functions of Internal Affairs Professional Standards (IAPS) Division and the Civilian Police Oversight Agency (CPOA) is to fairly, impartially, and thoroughly investigate all complaints of Department personnel conduct to determine whether the allegations are supported by the preponderance of evidence and to impose discipline in accordance with the chart of sanctions.~~

~~The IAPS Division Investigator shall be familiar with and abide by the most current applicable Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association before interviewing Department personnel.~~

~~The IAPS Division Coordinator shall:~~

- ~~a. Forwards all civilian external complaints to the CPOA for investigation, consistent in accordance with the as required by City of Albuquerque Ordinance, Section 9-4-1-4 (C) (3).~~

~~The IAPS Division Coordinator Enters all civilian external complaints into IAPro within three (3 days) days of receiving the complaint;~~

~~A. Attach a scanned copy of the complaint form is attached to the IAPro entry, y and an alert is sent to the CPOA.~~

~~B. The IAPS Division Coordinator fForwards the original complaint form to the CPOA.~~

~~1. The IAPS Division shall maintains a log with the date and time the complaint was given to the CPOA.~~

~~2. The CPOA representative initials the receipt log upon receipt of the complaint form.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~1-627-1-89~~ Investigation Procedures

46

~~IAPS Division personnel shall follow the investigation procedures outlined in SOP Complaints Involving Department Personnel (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties). Refer to SOP Complaints Involving Department Personnel for sanction classification and additional duties for all IAPS Division investigations.~~

~~A. are consistent with the SOP Complaints Involving Department Policy or Personnel SOP.~~

~~B. IAPS Division Call-Out Procedures~~

~~The EGC Communications will shall call out the on-call IAPS Division investigator/Detective under any of the following circumstances:~~

- ~~1. Apparent felony criminal misconduct is evident.~~
  - ~~2. Accidental discharge of a firearm.~~
  - ~~3. In-custody deaths.~~
  - ~~4. Animal sShoots.~~
  - ~~5. Traffic accidents involving on-duty DepartmentAPD personnel operating a City vehicle and resulting in a civilian death.~~
  - ~~6. Requested by the GIRT IAED supervisor Supervisor or as approved by IAPS DivisionIAS Lieutenant. or~~
- ~~When IAPS Division IAS is requested by any supervisor to respond to a scene.~~
- ~~7. This will be approved by the IAPS Lieutenant.~~

~~A. Evidence Collection Procedures~~

~~A. IAPS Division IAS investigators may take photographs, collect documents, collect other items, and store them with the case file and/or upload them to IAPro when there is no criminal investigation.~~

~~1. IAPS Division IAS investigators/Detectives collect evidence and document the date, time, location, and circumstances surrounding the collection of any items used in an investigation to court standards for chain of custody requirements.~~

~~2. Analysis of physical evidence is made by MCST by submitting the PD-4201 Request for Forensic Service form PD-4201.~~

~~B. IAPS Division Report Procedures~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~—The IAPS Division report is prepared as follows (with variations depending on the complexity/simplicity of the case):~~

~~1. Report is bound with a Smead no. R129 hard cover or similar.~~

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~~2. Each section has divider tabs containing letters in sequential order:~~

~~D. A table of contents identifies each tab's contents to facilitate the ease of locating information and data.~~

~~E. An investigative synopsis contains sufficient information to provide the reader with an understanding of the issues of concern and status of investigation.~~

~~F. The issue(s) of concern citing the applicable SOP sections addressing the allegations and/or conduct.~~

~~G. The PD 1106 Supervisor Chain of Command Discipline Recommendation Form for supervisory comments and recommendations by each reviewer.~~

~~H. The investigation narrative, which contains a detailed description of the evidence and why it is pertinent to the case. Interviews are summarized with sufficient detail to provide a reader with the known facts. The narrative enables the reader to make reasonable determinations and supported conclusions to include witness and employee credibility determinations and an explanation of how those determinations were reached.~~

~~I. Supporting documentation is individually tabbed and includes records, reports, memorandums, etc. pertinent to the case. This includes CRT, IRT, IAFD and/or other police reports. Any documentation referenced in the narrative is included when possible.~~

~~J. Relevant photographs that accurately represent their content are included; however, the location of all photographs will be identified should a need to review them arise.~~

~~K. Digital recordings of interviews are included to allow the reviewer to listen to the exact language, tone, and content of the interviews.~~

~~L. Any and all other items pertinent to the investigation are included when possible, or at the minimum, their location is identified.~~

~~M. The complete disciplinary history of subject personnel involved in the investigation.~~

~~N. The investigator includes dispositions, consistent conducted in accordance with SOP Complaints Involving Department Personnel, the Complaints Involving Department Policy or Personnel SOP, as they relate to each issue of concern. (Refer to SOP Complaints Involving Department Personnel for sanction classification and additional duties.)~~

~~C. District Attorney or /United States Attorney's Office (USAO) Consultation Procedures~~

~~A. Internal investigations cease when evidence of felony or misdemeanor criminal conduct by an officer is discovered.~~

3N/



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~B. The investigator notifies IAFDPS Division Commander through the chain of command, to brief the Chief of Police when there is possible criminal allegations.~~
- ~~C. The Chief of Police or his their designee notifies and consults with the District Attorney, United States Attorney's Office (USAO), or appropriate agency based on the case and seeks direction on how to proceed.~~
- ~~D. Administrative and criminal investigations run concurrently after consultation with the appropriate prosecutorial entity, unless otherwise directed by the Chief of Police.~~
- ~~E. When a Department APD employee refuses to give a voluntary statement and the investigator has reason to believe that the person has committed a crime, the investigator consults with the appropriate prosecuting agency and seeks the approval of the Chief of Police, through the chain of command before taking a compelled statement.~~

~~D. Accidental Discharge of a Firearm Procedures~~

- ~~1. All accidental discharges of a firearm are thoroughly and completely are investigated in order to determine if a crime was committed or policies were violated.~~
  - ~~A. The on scene supervisor contacts IRT immediately should any evidence indicate the discharge was not accidental or that a crime occurred.~~
  - ~~B. The first responding supervisor will shall secure the scene.~~
  - ~~C. IAPS Division IAS interviews all witnesses separately.~~
  - ~~D. IAPS Division IAS calls Crime scene specialist SS for every reported accidental discharge.~~
  - ~~E. The first responding supervisor treats an accidental discharge as an officer involved shooting when anyone is injured, and both IRT and CIRT will respond to investigate. Refer to the IRT SOP.~~
- ~~2. This investigation follows the normal process for IAPS Division investigations.~~
- ~~3. A dThe Ddepartment Armorer inspects any weapon involved in an accidental discharge prior to the weapon being returned to service.~~
- ~~4. The IAPS Division linvestigator/Detective arranges for a replacement firearm for the involved officer, and makes arrangements for the firearm used in the accidental discharge to be immediately inspected at the Department APD Range by an armorer.~~
- ~~5. The IAPS Division linvestigator/Detective shall beis responsible for transporting the firearm to the range for inspection.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-62 (Currently 7-1)**

**P&P Draft 08/25/2021**

- ~~6. The Range Master will replace the officer's weapon when all of the following conditions are met:
  - ~~a. The investigation reveals no apparent crime;~~
  - ~~b. The investigation reveals the incident was an accident;~~
  - ~~c. No one was injured during the incident;~~
  - ~~d. There are no duty replacement weapons available; and~~
  - ~~e. The weapon involved is the primary duty weapon.~~~~
- ~~7. If the accidental discharge involved a less lethal impact munitions system, a shotgun, or rifle, the firearm inspection is conducted during normal business hours and the firearm returned to the officer or their supervisor if there are no apparent defects.~~
- ~~8. In all incidents involving an accidental discharge of a firearm, the IAPS Division investigator/Detective obtains a memo from the Department APD Range Master documenting the results of the firearm examination and includes it in the case report.~~
- ~~9. The IAPS Division investigator/Detective is responsible for ensuring the memo is linked to IAPro in the appropriate case file.~~
- ~~10. The officer's division commander reviews the complete administrative investigation. If the officer's division commander recommends the involved officer/officer, receive additional training, that commander works in conjunction with the Advanced Training Unit to schedule the training.~~
- ~~11. The officer's division commander reviews the complete administrative investigation. If the officer's division commander determines no policy violation occurred and no training is needed, the division commander documents all factors leading to the decision in the Supervisor Recommendation Form and places the form in the case file.~~

~~E. Animal Shoot Investigative Procedures~~

- ~~1. The IAPS Division investigator/Detective contacts the on scene supervisor to obtain a briefing and if necessary, complete a walkthrough of the scene.~~
- ~~2. The IAPS Division contacts and interviews any cooperative witnesses to include the animal owner.~~
- ~~3. Inspection of the firearm is not necessary; however, an administrative processing is completed and photographs taken by a Field Investigator/ CSS Crime Scene Specialist. IAPS Division IAS personnel may attend the processing and may request additional photographs be taken, as necessary.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~4. The IAPS Division Investigator/Detective drafts a memo, to be approved by the IAPS Division Lieutenant and Commander. The memo includes a summary of the incident, including findings related to any policy violations.~~
- ~~5. The IAPS Division Investigator/Detective is responsible for routing the administrative report via IAPro to the involved officer's division commander.~~
- ~~6. These investigations will be included with supervisory use of force investigations for purpose of generating a random sample for review by FRB.~~
- ~~7. IAPS Division completes the firearm discharge report when shots are fired at an animal in self-defense or to humanely euthanize an animal.~~

~~C. Alleged Apparent Criminal Misconduct Procedures~~

~~When the CPOA forwards IAPS Division a civilian complaint for alleged apparent criminal misconduct, or an internal complaint contains alleged apparent criminal misconduct, the IAPS Division IAS:~~

- ~~1. Delivers the complaint to the IAFD commander;~~
- ~~2. Refers to and follows the requirements of SOP Complaints Involving Department Personnel, P the Complaints Involving Department Policy or Personnel SOP;~~
- ~~3. Assumes sole administrative investigatory responsibility for the case;~~
- ~~4. Maintains the original case tracking number;~~
- ~~5. Ensures the CPOA can monitor the progress of the case and has access to the completed case; and~~
- ~~6. Sends an IAPro alert to the CPOA immediately after final approval of the completed investigation.~~

~~1-62-7-1-910~~ ~~Review of CIRT IAFD Reports~~

~~Upon completion of the administrative investigation by CIRT IAFD, all serious uses of force cases are reviewed by IAS IAPS Division reviews all serious uses of force cases. IAPS Division determines the dispositions of all policy violations identified by CIRT IAFD consistent with the SOP Complaints Involving Department Policy or Personnel SOP. The IAPS Division:~~

- ~~2. Reviews all documentation, evidence collected, and interviews by CIRT IAFD;~~
- ~~3. Identifies all apparent violations of policy;~~
- ~~4. Conducts additional interviews of witnesses and involved personnel, if necessary;~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~5. Collects evidence, if necessary.~~
- ~~6. Writes a thorough and comprehensive report addressing each policy violation identified.~~
- ~~7. Makes a disposition consistent with the SOP Complaints Involving Department Policy or Personnel; SOP and~~
- ~~8. Attaches an addendum with supporting facts when there are no issues of concern identified.~~

~~1-627-1-101~~ ~~Transfer of Cases between IAPS Division and CIRT/AFD~~

- ~~A. If an CIRT IAFD investigation indicates that the officer may have violated Department policy with respect to a use of force, CIRT IAFD halts its investigation and transfers the case to IAPS Division to initiate a misconduct investigation. After IAPS Division completes its investigation according to the requirements of this policy, the case is reviewed by CIRT IAFD to complete evaluation of the use of force, and whether the incident raises any policy, training, equipment, tactical, or supervisory concerns.~~
- ~~B. If an CIRT IAFD investigation indicates apparent criminal misconduct, CIRT IAFD halts its investigation and transfers the case to IAPS Division for an investigation pursuant to this policy.~~
- ~~C. If CIRT IAFD refers a misconduct investigation to IA that is unrelated to a use of force, IAPS Division will initiate a misconduct investigation concurrently with CIRT's IAFD's investigation of the use of force.~~

~~1-7~~ **4** ~~Records Management and Security~~

- ~~B.A. IAS is responsible for maintaining a reliable and accurate tracking system on all use of force, show of force, all administrative force investigations, IAS investigations, and all force reviews conducted by the FRB. All critical firearm discharges and discharges at animals are included. EIS data is integrated and tracked on IAPro by the IAS Coordinator and IAS staff.~~
- ~~C.A. IAPro is used for all IAS investigations, EIS data, CPCs, and CIRT investigations. NOTE: IAPro is a relational database containing all IAS, EIS, CIRT, and employee disciplinary data. IAPro links all data and provides EIS alerts. Refer to the EIS SOP for EIS information. Rules for IAPro are as follows:~~
  - ~~1. IAPro is password protected and stored on secure city servers.~~
  - ~~2.1. Password access to IAPro is provided only to supervisors, IAS investigators, and CPOA personnel as needed.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~3.1. Tier level access is determined by need and not based on rank, and requires approval by IAD Commander.~~

~~4.1. IRT personnel are prohibited from accessing IAPro or viewing its contents.~~

~~D.A. Documentation of internal investigations is for the exclusive use of the Chief of Police, the City Attorney, CPOA, or their designees. Therefore, all internal investigation documents are confidential.~~

~~E.A. Release of internal investigations in whole or in part will only occur after consultation with the City Attorney's office.~~

~~F.A. An officer or employee notified of proposed discipline may review the IAS file excluding compelled statements by other officers or correspondence pertaining to communication with the CPOA by doing the following:~~

~~2.1. Set an appointment with IAS administrative staff to review the case in the IAS office.~~

~~3.1. Submit a written request to the IAS lieutenant for a copy.~~

~~b.a. Employees are strictly prohibited from making any additional copies.~~

~~c.a. Only one copy of the recorded statement is provided.~~

~~d.a. The case number must be provided in the request.~~

~~e.a. The names of all persons intending to view the file are included in the request.~~

~~G.A. Supervisors reviewing paper copies of investigations are responsible for the security and confidentiality of the case while it is in their possession.~~

~~H.A. Case files leaving the office for review by supervisors are logged with the following:~~

~~1. The date the case left the office.~~

~~2.1. The area command/division head who is reviewing the case.~~

~~3.1. The signature of person picking up the case.~~

~~4.1. The IAS employee initials who released the case.~~

~~5.1. The case number.~~

~~6.A. Case files returning to IAS will be logged by date returned.~~

~~I.A. Case files returned by the CPOA will have the dispositions of the Executive Director documented by IAS administrative staff for tracking and analysis in IAPro.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

~~SOP 1-62 (Currently 7-1)~~

~~P&P Draft 08/25/2021~~

~~7-1-12 Archive and Records Retention~~

~~A. IAS and CIRT records are not purged. All records are maintained for statistical analysis and trend recognition.~~

~~A. IAS is the custodian of EIS records; therefore, the EIS SOP is applicable to EIS records.~~

~~7-1-13 Office Security~~

~~C.A. Personnel ensure all sensitive documents are secured at the end of their work day by shutting down their password protected computers and/or returning documents to their secured cabinets.~~

~~D.A. The storage room and file room are locked at the end of the work day.~~

~~E.A. Office doors that allow outside access are locked at the end of the business day.~~

~~F.A. All computers are password protected and shut down at the end of the workday.~~

~~G.A. Non-IAS personnel are not left unattended inside the office. They are escorted by IAS staff at all times while in the IAS office.~~

~~H.A. At least one sworn IAS member is in the office during business hours unless an extreme circumstance mandates otherwise and absence is approved by the IAS lieutenant or commander.~~

~~I.A. Should an extreme circumstance require sworn IAS personnel to vacate the office, the civilian personnel locks the exterior doors, disallows entry to non-IAD personnel, and shelters in place.~~

~~J.A. All inactive files are kept in a locked file cabinet.~~

~~1-627-1-1204 Reports and Statistical Analysis~~

~~1. Quarterly IAPS Division Reports provide statistics related to IAPS Division investigations.~~

~~i. Contents of the Quarterly IAPS Division Report are as follows:~~

- ~~a. Statistical data analyzing the number of IAPS Division investigations, including numbers of cases, types of cases, area commands involved, frequency of violations of particular policies, and other categories that staff members believe are useful in identifying trends.~~
- ~~b. Disposition and status of IAPS Division investigations.~~
- ~~c. Synopsis of use of force investigations.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~d. The number of critical firearm discharge investigations including animal shoots and other information useful in identifying trends; and~~
- ~~e. Summary letter; a. A brief summation of items a-d.~~

~~1. Distribution of Quarterly IAPS Division Reports are as follows:~~

- ~~a. The public via <http://www.cabq.gov/police/internal-reports>;~~
- ~~b. City Council;~~
- ~~c. Chief Administrative Officer;~~
- ~~d. CPOA;~~
- ~~e. Chief of Police; and~~
- ~~f. City Attorney Legal.~~

~~2. Annual IAPS Division Reports~~

- ~~1. Annual IAPS Division Reports contain the same information as the Quarterly IAPS Division Reports; however, they reflect the entire year. Distribution is as follows:~~

- ~~a. The public via <http://www.cabq.gov/police/internal-reports>.~~
- ~~b. City Clerk's Office.~~
- ~~c. IAPS Division File.~~
- ~~d. CPOA Executive Director~~

~~3. Annual Use of Force Report~~

- ~~i. The IAPS Division Data Analyst shall compile the Annual Use of Force Report and shall include it with the Departments Annual Report. The purpose of the report is to determine the effectiveness of Department policy, training, and defensive tools, and provide insight into those areas needing improvement through trend comparisons of the previous year. The report is compiled for the calendar year and includes:~~

- ~~A. The number of calls for service;~~
- ~~B. The number of officer initiated civilian contacts;~~
- ~~C. The number of aggregate uses of force (ten (10) previous year comparison);~~
- ~~D. The number of arrests;~~
- ~~E. The number of custodial arrests that involved use of force;~~
- ~~F. The number of SWAT deployments by type of call out;~~
- ~~G. The number of incidents involving officers sworn personnel shooting at or from moving vehicles;~~
- ~~H. The number of individuals armed with weapons;~~
- ~~I. The number of individuals unarmed;~~
- ~~J. The number of individuals injured during arrest, including APD Department personnel and other law enforcement personnel;~~
- ~~K. The number of individuals, including APD Department personnel and other law enforcement personnel, requiring hospitalization after or as an apparent result of a contact with the Department;~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~L. The demographic category of persons involved;~~
- ~~M. The geographic data, including street, location, or Area Command; and~~
- ~~N. All firearm discharges, including animal shoots.~~

~~4. Annual Retaliation Report and Review~~

- ~~1. The IAPSD commander Commander and the CPOA Executive Director, or their designees, annually review APD's the Department's anti-retaliation policy and its implementation. The review considers the alleged incidents of retaliation that occurred or were investigated during the reporting period, period, period; the discipline imposed where retaliation is substantiated, and supervisors' performance in addressing and preventing retaliation.~~
- ~~2. The IAPSD commander Commander authors a detailed report of the outcome of the meeting.~~
- ~~3. The IAPSD commander Commander makes recommendations through the SOPRC and Policy and Procedure Review Board (PPRB) to reflect changes/corrections/modifications to the anti-retaliation policy agreed upon after meeting with the Executive Director.~~
- ~~4. The CPOA is represented on SOPRC and PPRB and monitors the recommended changes through the policy vetting process.~~
- ~~5. Following each review, APD the Department modifies its policies and practices, as necessary, to protect individuals, including other DepartmentAPD personnel, from retaliation for reporting misconduct.~~
- ~~6. Distribution of the report prepared by the IAPSD commander Commander will shall be as follows:
  - ~~a. Chief of Police;~~
  - ~~b. CPOA Executive Director;~~
  - ~~c. IAPSD Commander; and~~
  - ~~d. Civilians of AlbuquerqueCommunity Members via The public via <http://www.cabq.gov/police/internal-reports> Cabq.gov.~~~~

~~5. Electronic Control Weapon (ECW) Use Analysis~~

- ~~1. APD The Department tracks ECW shows of force (laser painting and arcing) and compares the data to ECW uses of force in order to determine the effectiveness of the ECW when used as a deterrent. The comparison notes how many times force was needed after the ECW was shown compared to when ECW force was used without an initial show of force. The data is used to develop policy and training based on the effectiveness of laser painting and/or arcing.~~
- ~~2. Analysis includes the following:~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

- ~~a. The number of ECW in operation and assigned to officers sworn personnel;~~
- ~~b. Determination of whether ECWs are effective in obtaining compliance from individuals; and~~
- ~~c. Whether officer and subject injuries are affected by the rate of ECW use. For purposes of this analysis, probe deployments are not considered injuries except when officers sworn personnel intentionally target a person's head, neck, or genitalia.~~

**1-627-1-135 Employee Card Audits**

~~— Until complete deployment of IAPro, the following procedures are followed:~~

- ~~A. The IA Coordinator schedules an annual meeting with every division head to review all employee cards, maintained at the division level to document employee discipline. A division head designates a lieutenant or civilian supervisor equivalent, no lower in rank, to attend the audit. conducts an annual internal audit of Department personnel's IA retention card to confirm accuracy with completed IA investigations.~~
- ~~1. The division head provides the cards for all of their subordinates for comparison to the retention cards on file in Internal Affairs, and documents an employee's disciplinary history.~~
- ~~2. The division head and IA member compares entries on the cards and ensures both sets have the same entries starting from the last audit.~~
- ~~3. In the case where an entry was logged on the employee card and is not in the retention card, the IA staff member verifies that a disciplinary document was initiated forwarded to IA. In the case where the IAPS Division has the disciplinary document and it was not logged, the IAPS Division staff member is responsible for making the appropriate entry on the retention card. The IA Coordinator after conducting review for accuracy will correct any discrepancies discovered to reflect the final disciplinary actions for each closed IA case.~~
- ~~4. In the case where discipline was not initiated, or in the case where IAPS Division did not receive the disciplinary document that was sent to the employee to document the discipline imposed, the discrepancy will be noted on the retention card by the IA staff member. A copy of the retention card is given to the commander being audited. It is the responsibility of the appropriate commander to ensure that IAPS Division receives the disciplinary document.~~
- ~~5. Upon receipt of the disciplinary document, it is the responsibility of the IAPS Division staff member to make the appropriate entry in the retention card.~~
- ~~6. In the case where an entry was made on the retention card and not on the employee card, the IAPS Division member has the commander being audited~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-62 (Currently 7-1)

P&P Draft 08/25/2021

~~make the appropriate entry and it is the commander's responsibility to ensure that the affected employee initials the entry on their employee card.~~

~~A. After the audit of each employee is conducted, the IAPS Division member enters the month and year on the employee and retention cards.~~

~~The IAPS Division member conducting the audit ensures that all employee card entries are purged after three (3) years from the date of the occurrence of the incident as logged in the retention file card. NOTE: Nothing is purged from the retention card.~~

~~The primary functions of Internal Affairs Professional Standards (IAPS) Division and the Civilian Police Oversight Agency (CPOA) is to fairly, impartially, and thoroughly investigate all complaints of Department personnel conduct to determine whether the allegations are supported by the preponderance of evidence and to impose discipline in accordance with the chart of sanctions.~~

~~Administrative Investigation~~

~~† The investigator shall be familiar with and abide by the most current applicable Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers Officers' Association before interviewing Department personnel.~~