



1-86 Report Review Unit

1-86-1 Purpose

The purpose of the Report Review unit is to manage the information for the FBI National Crime Information Center (NCIC) and New Mexico Law Enforcement Telecommunications System (NMLETS) and review police reports pertaining to NCIC.

1-86-2 Definitions

A. FBI UCR

1. Federal Bureau of Investigation Uniform Crime Reporting
2. Utilized when coding information in a police report.

B. NCIC

1. National Crime Information Center
2. Utilized by Department personnel to identify stolen property and missing or runaway persons

C. NMLETS

1. New Mexico Law Enforcement Telecommunications System
2. Manual that gives guidelines for NCIC use

1-86-2 Rules and Responsibilities

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A. The Report Review Unit is operational at all times.

B. NCIC

1. Personnel shall take calls from APD field officers and accurately enter or remove the following entries:



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- a. Stolen and embezzled motor vehicles (with VIN or Serial Number)
 - b. Stolen and Lost firearms (with serial number)
 - c. Stolen property (with serial number)
 - d. Missing or runaway persons
2. Personnel will validate that the NCIC entry is still in the system for accuracy and updates of ownership of vehicles and property.
 3. Receive and confirm teletype requests for NCIC entries that were entered by APD Report Review.
 4. The unit houses and monitors historic Bernalillo County NCIC records (prior to June 12, 2018).
 5. Personnel will follow the FBI NMLETS Manual and will maintain required certifications.
- C. Reviewing of Police Reports
1. Personnel will review reports pertaining to information that includes but is not limited to:
 - a. All NCIC entries (including recoveries)
 - b. Towed abandoned vehicles
 - c. Found property with serial numbers
 2. Personnel will process reports in accordance with the rules of the UCR, NCIC/NMLETS, and Department SOP
 3. Personnel will take the following actions when processing the reports.
 - a. Accept the submitted report
 - b. Reject the report for corrections
 4. All APD Personnel will utilize Copperfire or Tracs to generate, submit, and approve police reports.
 - a. Crash reports, station crash reports, statement forms, and other documents will be time stamped and sent to Central Records for processing.



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5. Report review will also review and process police reports generated by AFD Arson personnel.
6. The unit houses and monitors historic Bernalillo County police reports (prior to June 12, 2018).

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Effective: 01/14/16 Review Due: 01/14/17 Replaces: 05/20/15

8-7 REPORT REVIEW UNIT

8-7-1 Policy

It is the policy of the Unit to enter, cancel, clear, modify, and validate information into the FBI National Crime Information Center, New Mexico Law Enforcement Telecommunications System (NCIC/NMLETS).

8-7-2 Rules and Responsibilities

- A. Report Review is operational 24-hours a day, seven days a week.
- B. Supervisor
 1. The Report Review Supervisor shall supervise and direct the activities of the Report Review staff by the provisions outlined in the Department SOP manual, FBI NCIC/NMLETS manual, FBI UCR guidelines, and Unit policies and procedures.
 2. The Supervisor of the Report Review Unit is directly responsible for the proper supervision for the Unit's efficiency and the overall harmony of its personnel.
 3. Duties
 - a. Annotate, update, and maintain a training file folder for each unit employee.
 - b. Screen and schedule prospective employees for interview;
 - c. Assignment of training and to evaluate all new employees immediately after they are hired, review evaluations at the end of the training period and initiate action to remedy any work problems;
 - d. Approve all requests for leave of absence;
 - e. List work priorities, which are to be followed on all work completed in the Unit;
 - f. Keep the Report Review manual updated so employees may refer to it when necessary;
 - g. Design and maintain productivity and management reports;
 - h. Maintain NCIC Terminal Agency Coordinator certification and recertify every two years.
- C. Senior Police Record Technician (Lead Operator)
 1. The Senior Police Record Technician is assigned the duty of training new employees on the equipment, duties, NCIC, and procedures of the Unit; however, senior operators will share in these training responsibilities. When new duties are initiated, a Senior Lead Record Technician may be requested to compose instruction sheets for the use of his/her co-workers.



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2. Duties

- a. Ensures all records about the Report Review Unit is kept up-to-date, and that the Unit as a whole runs as smoothly as possible.
- b. Monitors personnel assigned to the Unit.
- c. Assists in the scheduling of work hours, days off, and leave to ensure Unit coverage.
- d. Checks all NCIC entries, cancellations, modifications, and validations.
- e. Keeps the Report Review Unit supervisor advised of any problems.
- f. Perform other duties as assigned.
- g. Maintain NCIC certification and recertify every two years.

D. Police Records Specialist

1. The Report Review Police Record Specialist is responsible for receiving and properly processing all incoming reports.
 - a. These reports are processed in accordance with the rules of the Uniform Crime Report, the NCIC/NMLETs Operational Manuals as well as Department and Unit procedures.
 - b. Reports are received, reviewed, and processed for the following agencies: Albuquerque Police Department, Bernalillo County Sheriff's Office, Albuquerque Aviation Police, and the Albuquerque Fire Department.
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