



**1-94 TRAINING DIVISION**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 1-1 Personnel Code of Conduct
- 1-31 Court Services Unit
- 2-3 Firearms and Ammunition Authorization
- 3-15 Sworn Personnel Positions and Seniority
- 3-41 Complaints Involving Department Personnel
- 3-46 Discipline System

B. Form(s)

- New Mexico Department of Public Safety Law Enforcement Academy Request for Course Accreditation (LEA-86)
- PD 2402 Training Development Request (Step 1: Training Needs Assessment *Part 1*)
- PD 2403 Training Needs Assessment (Step 1: Training Needs Assessment *Part 2*)

C. Other Resource(s)

- Basic Training Academy Cadet Handbook
- SO 21-151 Mandatory NIMS/ICS Training

D. Rescinded Special Order(s)

None

**1-94-1 Purpose**

The purpose of this policy is to provide requirements for all training provided by the Albuquerque Police Department (Department) Academy Division. The Academy Division provides Department personnel with the required knowledge, skills, and abilities to succeed, as required by the State of New Mexico and the Department's Standard Operating Procedures (SOP).

**1-94-2 Policy**

It is the policy of the Department to be committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The Academy Division is responsible for training all Department personnel and for training personnel with external governmental agencies when directed.

**N/A 1-94-3 Definitions**



A. Blank Training Ammunition

A non-projectile based training system designed for live target-based engagement under controlled conditions.

B. Magazine Marking

1. A color-coding system to identify the live status of ammunition as follows:

- a. Blue: Non-lethal training ammunition;
- b. White: Reality-Based Training (RBT) blank ammunition with blue and white markings; and
- c. Yellow or Orange: RBT non-lethal ammunition with yellow or orange and blue markings.

C. Non-Lethal Training Ammunition (NLTA)

A projectile-based training system designed for live target engagement under controlled conditions. Non-lethal training ammunition is also referred to as a dye marking cartridge (DMC).

D. RBT Blank Firing Converted Firearm

A firearm that has been converted and either permanently or temporarily marked to fire blank training ammunition.

E. RBT NLTA Converted Firearm

A firearm converted and either permanently or temporarily marked to fire non-lethal training ammunition.

F. Replica Training Firearm

A replica firearm that is inert and is red in color.

**7 1-94-4 Basic Training**

A. Preparing for a Basic Training Class

1. Basic Training Unit personnel shall:

- a. Create a class folder associated with the cadet class number;
  - i. The class folder shall contain all correspondence associated with each individual class and all instruction delivered to each class.
  - ii. Associated material for each class shall be electronically stored.



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-94 (Currently 6-1)**

**P&P Draft 01/05/2022**

- b. Maintain a Basic Training folder for each individual cadet to include cadet evaluations, injury reports, and any correspondence concerning that cadet; and
- c. Maintain the cadet's Academy Division folder.

**B. Physical Fitness Requirements for Basic Training Unit Instructors**

1. Basic Training Unit instructors must meet the current physical fitness standards that are established by the New Mexico Law Enforcement Academy (NMLEA).
2. Basic Training Unit instructors shall participate in physical training with cadets, unless excused by the Basic Training Unit Lieutenant.

**C. Basic Training Requirements for Cadets**

**1. Academy Division Personnel**

- a. Basic Training Academy Cadet Handbook: Basic Training Unit instructors shall provide cadets with a copy of the Basic Training Academy Cadet Handbook upon the beginning Basic Training.
- b. Stress Awareness
  - i. All Academy Division personnel shall be alert for signs of excessive stress that a cadet may exhibit due to the challenging nature of the Department's Basic Training program and the accumulated pressures.
    1. Basic Training Unit instructors shall be prepared to provide peer counseling to a cadet who exhibits emotional and/or psychological stress.
  - ii. Basic Training Unit instructors shall contact Crisis Intervention Division personnel for assistance when necessary.
- c. Enforcement Authority
  - i. Basic Training Unit personnel shall:
    1. Be authorized to enforce rules, regulations, and instructions involving immediate safety, professionalism, or integrity. The objective of the enforcement is to correct the behavior and improve overall ability to complete related tasks effectively;
    2. Have the authority to implement corrective actions regarding violations of the Cadet Handbook; and
    3. Independently address these violations due to the continuous training environment and exclusive knowledge of the cadets by Basic Training Unit personnel.
  - ii. Certain violations of Department rules, regulations, procedures, and/or Academy rules and regulations may warrant dismissal from the Basic Training program. Successful completion of the basic training program is required for service with the Department as a police officer.
- d. New Mexico Department of Public Safety (NMDPS) Certification Requirements for Cadets
  - i. Basic Training Unit personnel shall:



1. On behalf of the cadet, schedule the Law Enforcement Officer Certification Exam (LEOCE);
  2. Schedule for at least forty (40) hours of driver's training. Certified driving instructors shall provide the training;
  3. Provide a minimum of four (4) hours of review and preparation for the LEOCE;
  4. On behalf of the cadet, upon completion of basic training, distribute copies of the Basic Training as follows:
    - A. The Director of NMDPS; and
    - B. The Academy Division Commander;
  5. Document changes to the class schedule on the master schedule; and
  6. Provide updates of the master schedule to the Director of NMDPS.
- e. Remedial Training
- i. Basic Training Unit personnel shall:
    1. Facilitate remedial training for cadets who fail to achieve NMDPS Requirements; and
    2. Schedule remedial training as approved by the Basic Training Unit Sergeant and the Basic Training Unit Lieutenant.

## 2. Cadets

- a. A cadet shall:
  - i. Sign the following addenda:
    1. Firearms Training Program Mandatory Requirements;
    2. Emergency Vehicle Operations Course (EVOC) Training Requirements;
    3. Electronic Control Weapon (ECW); and
    4. Oleoresin Capsicum (OC).
  - ii. Successfully complete the entire Basic Training program before being administered the oath of office; and
  - iii. Abide by the cadet attire specifications that are outlined in the Basic Training Academy Cadet Handbook.
- b. A cadet who fails to meet the minimum NMDPS and/or Department requirements and who fails successfully to complete remedial training may be terminated from the basic training program.
- c. A cadet may refer to the Basic Training Academy Cadet Handbook for further details regarding attendance and requirements.

## D. Dismissal of Cadets from Basic Training

### 1. Justification for Dismissal

- a. A cadet may be dismissed from Basic Training for:
  - i. Serious or repeated violations of Department or Academy Division rules, regulations, and/or procedures;
  - ii. Failure to achieve the required levels of proficiency in firearms, defensive tactics, scenario-based training, EVOC, and other required skills;



- iii. Failure to achieve the physical fitness standards as mandated by the NMDPS; or
- iv. Failure to achieve the established academic standards.

2. Procedures for Dismissal

- a. Basic Training Unit instructors shall:
  - i. Include all documentation of the cadet's performance and conduct with an Interoffice Memorandum addressing the recommendation for dismissal;
  - ii. Present the Interoffice Memorandum to the Academy Division Commander, through the Academy Lieutenant, including all pertinent documentation of the cadet's performance and conduct;
  - iii. Personally notify the cadet that they are dismissed from the Basic Training program and
  - iv. Request for the cadet to surrender all equipment and other accountable materials before the dismissal process is considered complete.
    - 1. Failure to comply with the return procedures may result in withholding the cadet's final paycheck.
- b. The Academy Division Lieutenant shall advise the Academy Division Commander when the cadet has been notified.
- c. The Academy Division Commander shall:
  - i. If justified, dismiss the cadet; and
    - 1. In some circumstances, the Academy Division Commander shall have the discretion to permit the cadet to resign in lieu of dismissal.
    - 2. If the cadet elected to resign in lieu of dismissal, they shall write a letter or Interoffice Memorandum addressed to the Chief of Police explaining why they chose to resign.
  - ii. Provide the cadet who was dismissed or who resigned with an Interoffice Memorandum expressing the reason(s) for dismissal or for accepting the resignation, as appropriate. The Interoffice Memorandum shall:
    - 1. Explain whether the dismissal or resignation is with or without prejudice, if appropriate;
    - 2. State that the cadet shall be provided with the opportunity to review all materials used in the decision to dismiss or accept the resignation; and
    - 3. Be forwarded electronically to Payroll Section personnel.
- d. If practicable, before they are dismissed, the cadet shall meet with the Academy Division Commander, the Academy Division Lieutenant, and the Basic Training Unit Sergeant for formal notification of dismissal or acceptance of resignation.
- e. If the decision is made to retain the cadet, the Basic Training Unit Sergeant shall work with their staff to develop a thorough performance improvement plan for the cadet.

E. Preparing for a Cadet Class Graduation

- 1. Basic Training Unit personnel shall determine class ranking for each cadet.



- a. A cadet shall be ranked according to their overall standing in Basic Training.
  - i. A cadet's overall standing is determined by weekly tests, and quizzes, firearms, physical training, and inspections.
  - ii. A cadet's class rank shall be calculated as based on the criteria outlined in SOP Sworn Personnel Positions and Seniority.
- b. A Police Service Aide (PSA) shall be ranked as senior regardless of cadet class ranking.

**6 1-94-5**

**Advanced Training**

**A. General Advanced Training Requirements**

**1. Department Personnel**

- a. Department personnel shall:
  - i. Adhere to all applicable City of Albuquerque Ordinances and Administrative Instructions and Department SOPs while in training;
  - ii. Arrive on time for scheduled training;
    - 1. Department personnel who fail to check-in for scheduled training fifteen (15) minutes or more after the scheduled start time shall not be allowed to attend the training.
  - iii. Notify Advanced Training Section personnel when they are unable to attend their scheduled training at least two (2) weeks in advance so that alternative dates can be arranged;
    - 1. Department personnel who miss their scheduled training date for any reason or fail to reschedule their training within two (2) weeks shall submit an Interoffice Memorandum to the immediate supervisor, documenting the failure to complete the scheduled training.
      - A. For sworn personnel, the officer shall provide the Advanced Training Section Lieutenant a copy of their written explanation.
  - iv. Request through their supervisors that they are rescheduled for any missed training;
  - v. Complete any missed mandatory training;
  - vi. Be subject to discipline when they fail to complete mandatory training, consistent with SOP Discipline System; and
  - vii. Complete all mandatory training unless they have been placed on approved leave or a medical restriction.
    - 1. Department personnel on approved leave during a mandatory training cycle shall provide the Advanced Training Section Lieutenant proof of the leave approval.
    - 2. Prior to returning to full-duty status, Department personnel must report to the Academy Division facility to complete all mandatory training.
    - 3. Department personnel on injured in the line-of-duty (ILD) status shall be excused from any training that impacts medically-imposed restrictions.



- A. Department personnel who have been placed on ILD shall provide documentation to the Advanced Training Lieutenant, through their chain of command.
- b. Testing Requirements
  - i. Department personnel shall have two (2) attempts to achieve a passing score of eighty percent (80%) or better on any CASA-mandated training examination.
    - 1. Failure to achieve a passing score shall result in remedial instruction.
      - A. If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify the affected employee's chain of command.
      - B. An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.
  - ii. Department personnel shall have two (2) attempts to achieve a passing score of seventy percent (70%) or better on all NMDPS-mandated training examinations.
    - 1. Failure to achieve a passing score shall result in remedial training.
      - A. If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify their affected employee's chain of command.
      - B. An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.
  - iii. Testing requirements for firearms certifications shall be consistent with SOP Firearms and Ammunition Authorization.

## 2. Supervisors

- a. A supervisor shall:
  - i. Schedule personnel who are under their supervision for training;
  - ii. Notify Court Services Unit personnel of training dates, consistent with SOP Court Services Unit;
    - 1. Scheduled training dates must be sent to the District Attorney (DA) Liaison to avoid conflicts between training requirements and court obligations.
  - iii. A supervisor who receives notification that their employee have failed to complete mandatory training shall determine the cause.
  - iv. The supervisor of any employee who failed to complete mandatory training, or who was missing from training or arrived late for training without an acceptable reason shall submit an Internal Affairs Request (IAR) for violating this SOP (refer to SOP Personnel Code of Conduct, SOP Complaints Involving Department Personnel, and SOP Discipline System for sanction classifications and additional duties).

N/A

## 3. Academy Division Personnel



- a. Training Documentation
  - i. Academy Division personnel shall be responsible for maintaining training records for Department personnel.
    1. Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.
  - ii. Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, unless the request is reviewed and approved by the Academy Division Commander.
    1. Court orders for training information shall be immediately forwarded to the Academy Division Commander.
    2. The only exception is for direct requests from Internal Affairs personnel, which have full and unrestricted access to all Academy Division records.
    3. Training records shall include the instructors' name, names of Department employees who attended, the course title, the date of delivery, and performance measurement results.
    4. Training records shall be retained indefinitely.
- b. Weapons: The Academy Division Commander has the authority to restrict access to weapon systems during training in order to maintain a safe training environment.
- c. Dress Code: The Academy Division Commander or their designee shall establish the dress code that must be followed during Department training.

**N/A** B. Types of Advanced Training

1. Advanced training is conducted on an on-going basis throughout each calendar year and it is designed to fulfill the state-mandated, Court-Approved Settlement Agreement (CASA), and Department training requirements. The different types of advanced training are:
  - a. NMDPS training: The Training Coordinator or their designee shall announce NMDPS training programs offered to Department personnel;
  - b. Training that is conducted by outside agencies: Department personnel who apply for external training shall:
    - i. Request permission to attend the training through their chain of command and the Academy Division Commander; and
    - ii. Request approval for travel through the Fiscal Division.
      1. Requests for other external training is subject to funding availability and Department approval.
      2. Any employee who attends external training must submit a copy of any certifications that they obtained to the Training Coordinator upon completion of the training.
  - c. Mandatory National Incident Management System (NIMS) and Incident Command Structure (ICS) training;
    - i. Department personnel shall complete the following online training courses at <https://training.fema.gov/IS/> in the listed order within one (1) year of employment with the Department:



1. IS-700 National Incident Management System (NIMS), An Introduction;
  2. IS-100 Introduction to Incident Command System;
  3. IS-200 ICS for Single Resources and Initial Action Incidents; and
  4. IS-800 National Response Framework, An Introduction.
- ii. After completing the above-listed pre-requisite courses, all first line supervisors, sergeants, and civilian-equivalent supervisors and above shall complete the following in-person training course in within one (1) year of promotion or employment with the Department:
    1. ICS-300 Intermediate ICS for Expanding Incidents.
  - iii. After completing the above-listed pre-requisite courses, all mid-level supervisors, lieutenants, and civilian-equivalent supervisors and above shall complete the following in-person training course in within one (1) year of promotion, or employment with the Department:
    1. ICS-400 Advanced ICS.
  - iv. Department personnel may refer to SO 21-151 for detailed instructions on completing the online courses.
  - v. Upon completion of the required courses, Department personnel shall provide copies of all certifications to the Training Coordinator within thirty (30) days of issuance.
  - vi. Academy Division personnel shall upload certification(s) into the employee's electronic training file.
- d. Specialized unit and area command training: Advanced Training Unit personnel may assist specialized units and area commanders in obtaining required training from external sources; and
  - e. Required remedial training: Advanced Training Unit personnel may assist or coordinate any required remedial training at the request of a supervisor.

**6** C. Reality-Based Training (RBT) Unit

1. General RBT Procedures

- a. RBT participants shall:
  - i. Arrive for the training session at the prescribed time with all necessary equipment for the training;
  - ii. Obey all safety rules as briefed and consistent with Department SOPs;
  - iii. Participate in all mandated RBT;
  - iv. Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator;
  - v. Inspect all personal protective equipment (PPE), RBT weapons, and ammunition issued to them to ensure they are in good working order;
    1. RBT participants shall notify the Quartermaster of any equipment that appears to be in need of repair and/or of any issued equipment that was damaged during training.
  - vi. Be responsible for returning all RBT-issued equipment prior to leaving the training site.



2. Safety Rules While Attending RBT

- a. RBT participants shall:
- i. When entering the RBT center or any designated RBT training area for RBT, submit to a search of their person and all items they wish to bring in with them;
  - ii. Only use RBT NLTA weapons converted for use in force on force training and approved by the RBT Sergeant during RBT;
  - iii. Only use blue, non-conductive training cartridges with electronic control weapons (ECW) for RBT scenarios;
    1. Only inert cartridges or spent cartridges that have already been fired with the probes and line removed shall be used during RBT where no protective suit designed for use with ECW probes is worn.
  - iv. Only use blue foam coated training batons during RBT scenarios;
    1. Strikes with these batons shall only be allowed when the role player is wearing a protective suit designed for impact weapon training.
  - v. Only use inert training oleoresin capsicum (OC) or an OC canister that has been emptied, that has a blocked nozzle, and that has been inspected by RBT personnel during RBT scenarios;
  - vi. Only use NLTA (marking or blank) issued by RBT staff or approved by the RBT Sergeant during RBT scenarios;
  - vii. Wear all issued personal protective equipment (PPE) for the duration of any scenario until they are told by the Safety Officer or the RBT facilitator that it is safe to remove the equipment;
  - viii. Immediately report to the RBT facilitator when they become aware of any piece of mandatory PPE or equipment is absent or missing, or removed by any RBT participant or is accidentally dislodged during a scenario a "pause" or "cease fire";
    1. The scenario may be resumed as soon as the PPE is back in place.
  - ix. Make every effort not to fire any RBT NLTA firearm at another participant at a distance of less than three (3) feet;
  - x. Notify the RBT facilitator, the RBT Unit Sergeant, or the officer-in-charge (OIC) of any participant who is injured during training as soon as possible;
    1. If a facilitator is notified of an injury, they shall notify the RBT Unit Sergeant or the OIC if the injury potentially requires medical attention.
- b. RBT participants shall not bring prohibited items into the RBT center or any designated RBT training area during RBT;
  1. A list of prohibited items is posted at the RBT center.
- c. If there is reason to believe that any RBT participant blatantly violated any of the safety rules, the RBT Unit Sergeant or OIC may remove them from training and they may be subject to Departmental discipline, consistent with SOP Complaints Involving Department Personnel and SOP Discipline System (refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).

N/A

3. RBT Emergency Procedures



- a. The RBT center shall maintain an emergency trauma kit containing an automatic external defibrillator (AED) and first aid items for serious injury, including:
  - i. Tourniquets;
  - ii. Chest seals;
  - iii. Pressure bandages;
  - iv. Hemostatic dressing; and
  - v. Emergency blankets.
- b. Full-time RBT Unit personnel shall maintain a working knowledge of the use of this equipment and items.
- c. The RBT Unit Sergeant or OIC shall:
  - i. In the event of a serious or life threatening injury, call a "real world emergency" and cease all training. This can be accomplished via radio, cell phone or personal communication;
  - ii. Ensure the emergency trauma kit is sent to the location of the injury and first aid is started on the injured RBT participant;
  - iii. Ensure the Emergency Communications Center (ECC) is notified and emergency medical services (EMS) is dispatched;
  - iv. Ensure the gate to access the RBT center is open for access by EMS personnel; and
  - v. Ensure the Advanced Training Section chain of command is notified.

#### 4. RBT Equipment Issue

- a. During a training session, the Quartermaster shall issue all RBT NLTA weapons ammunition, PPE, and props to participants or personnel.
- b. During a training session, participants or personnel shall:
  - i. Inspect the equipment issued to them and bring any damaged equipment to the attention of the Quartermaster before leaving; and
  - ii. Be responsible for maintaining control and providing due care for the equipment issued to them.

#### 5. Lost or Damaged RBT Equipment

- a. If a participant loses any equipment issued to them, they may be held financially responsible for its replacement.
- b. If the equipment is damaged during the training session, the RBT participant or personnel shall return it to the Quartermaster and advise them of the damage.
  - iii. If any RBT participant or personnel is found to have damaged any equipment due to blatant neglect or misuse, they may be held financially responsible for its replacement.

#### 6. Loaned RBT Equipment

- a. The RBT participant or personnel shall return loaned RBT equipment.



- b. If any loaned RBT equipment is lost, stolen, or damaged, the RBT participant or personnel shall be responsible for explaining the circumstances of the event in a Department Memorandum to the Advanced Training Section Lieutenant.
- iv. The RBT participant, the person responsible for the loss or damage, or the RBT participant's unit may be held financially responsible for the replacement or repair of the RBT equipment.

7. RBT Participant Evaluations

- a. RBT participant evaluations shall only be conducted by properly trained personnel and documented on the RBT-authorized evaluation form.
- b. RBT participants shall be treated with respect and not subjected to demeaning or inflammatory criticism.

**7** D. Firearms Training Unit

**N/A** 1. Firearms Training Unit personnel shall:

- a. Be responsible for firearms training and periodic proficiency qualifications for all Department personnel who are authorized to carry Department-approved firearms and authorized to use Department-approved ammunition (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties);
- b. Develop new firearms training programs;
- c. Train cadets in the use of firearms;
- d. Enforce firearms safety;
- e. Inspect and repair firearms; and
- f. Maintain firearms records.

E. Community Outreach Programs

The Advanced Training Section shall be responsible for oversight and management of the Citizens' Police Academy (CPA) and other related programs and projects.

F. Personnel from Outside Governmental Agencies

- 1. Personnel from outside governmental agencies may request to attend Department training.
- 2. The requesting agency will obtain approval from the Academy Division Commander.

**N/A** 1-94-6 **Comprehensive Training Unit (CTU)**

- A. CTU personnel oversee all Department training and review and approve all external training attended by sworn personnel.



1. CTU consists of:
  - a. The Curriculum Development Manager (CDM), who directs the unit;
  - b. The CTU Manager, who manages the unit;
  - c. The CTU Specialists; and
  - d. A proofreader.
2. Course developers are subject matter experts responsible for the creation of course content.
3. The training development and approval process is comprised of Steps 1 through 3 of the 7-Step Process.
  - a. CTU personnel are responsible for:
    - i. The intake of training requests and assessment of training needs (Step 1);
    - ii. Assisting subject matter experts in developing course materials (Step 2); and
    - iii. Guiding course materials through the review and approval process (Step 3).

**B. Training Development Categories**

1. New courses require the development of a lesson plan and supporting materials for the purpose of teaching a new skill or new information. New courses have not yet been approved through the 7-Step Process.
2. An update or revision to an existing course shall be approved through the 7-Step Process. Updates include, but are not limited to:
  - a. Incorporation of a new SOP;
  - b. Data;
  - c. Case law;
  - d. Scenarios; or
  - e. Best practices.
3. A briefing video disseminates information with the assumption that the audience already has the skillset to apply the new information. Briefing videos do not require a lesson plan.

**C. Training Development**

1. All training within the Department shall be submitted to the CTU for review and approval prior to delivery.
2. Required Forms



- a. Upon identifying a need for training, the course developer shall submit a completed Curriculum Development Request form (formally the Training Needs Assessment) to the CDM. The Curriculum Development Request form shall accompany all requests for course development, revisions of existing courses, and requests for creation of briefing videos.
- b. For new course development requests, the course developer shall submit a minimum of a detailed outline of the lesson plan alongside the Curriculum Development Request form.
- c. For revisions of existing courses, the course developer shall submit existing course materials alongside the Curriculum Development Request form.
- d. Trainings curriculum shall be based on Department SOPs. If new or revised training is developed to complement revision of the relevant SOP, the new SOP must be published before the new or revised training can be trained.

### 3. Training Review and Approval Process

- a. Course content shall determine the approval process and expected timeframe for completion. At a minimum, courses are reviewed by the Policy and Procedure Unit, City Legal, the CDM, an Academy Division Lieutenant, and the Academy Division Commander.
- b. Courses containing material addressed in the CASA shall be reviewed by the Independent Monitoring Team (IMT) and the U.S. Department of Justice (DOJ) after review by the parties listed above.
- c. Courses that address mental health or crisis intervention are also reviewed by the Mental Health Response Advisory Committee (MHRAC).
- d. The Policy and Procedure Unit and City Legal review only the lesson plan while Academy Division personnel, MHRAC, and the IMT and DOJ review all materials associated with the course, such as PowerPoints, handouts, and videos.
- e. All parties have two (2) weeks to respond with feedback.
- f. Feedback is reviewed by the course developer and the assigned CTU Specialist, who have the discretion to revise course materials based on the recommendations.
- g. The CDM is responsible for final approval of training.

### 4. Video Trainings

- a. Video trainings include:
  - i. Video Courses: Training produced as videos are reviewed and approved as lesson plans and again in final video format; and
  - ii. Briefing Videos: Briefing videos do not require lesson plans and are only reviewed and approved in video format.

### 5. Course Accreditation

- a. Courses may be submitted for accreditation by the NMLEA.



- b. If the course developer wants their course to be accredited, they shall submit the Request for Course Accreditation form (LEA-86) and the required materials to the CDM.
- c. The CDM shall review the materials to ensure that they are complete, assemble the application packet, and submit the packet to the NMLEA.
- d. The course developer shall be notified upon assignment of a course accreditation number by the NMLEA.

#### 6. Training Delivery

- a. Upon final approval by the CDM, the course developer shall be notified and the course materials may be trained.
- b. Responsibility for scheduling delivery of the training rests with the course developer and respective chain of command in collaboration with Academy Division personnel.

#### 7. Review of External Trainings

- a. All external trainings contracted for delivery at the Department and attended by sworn personnel shall be submitted to the CDM for review.
- b. The training materials shall be submitted to the CDM prior to attendance or, if materials are not able to be obtained prior to the training, subsequent to the training.



**1-94 — TRAINING DIVISION**

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

**A. Related SOP(s)**

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- 2-3 Firearms and Ammunition Authorization
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**B. Form(s)**

- New Mexico Department of Public Safety Law Enforcement Academy Request for Course Accreditation (LEA-86)
- ~~None~~ PD 2402 Training Development Request (Step 1: Training Needs Assessment Part 1)
- PD 2403 Training Needs Assessment (Step 1: Training Needs Assessment Part 2)

**C. Other Resource(s)**

- Basic Training Academy Cadet Handbook
- SO 21-151 Mandatory NIMS/ICS Training

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

None

**1-94-1 — Purpose**

The purpose of this policy is to provide guidance requirements for all training provided by the Albuquerque Police Department Training (Department) Academy Division. The Academy Division provides Albuquerque Police Department (Department) personnel with the required knowledge, skills, and abilities to succeed, as well as to as required by the State of New Mexico and providing police cadets with the required knowledge, skills, and abilities to succeed as a Albuquerque Police Department officers as required by the State of New Mexico and the Department's Standard Operating Procedures (SOP). The purpose of this Division/Section/Unit/Program/policy is to...

**1-94-2 — Policy**

It is the policy of the Department to be committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The Academy Division advanced Training Unit is responsible for the scheduling.



~~developing, and delivering of advanced, specialized, and in-service training for all Department personnel, as well as to and for training personnel with external governmental/law enforcement agencies when directed. The advanced training will include courses required by New Mexico state statutes and the New Mexico Department of Public Safety (NMDPS) Training Division. Department in-service training programs, commonly referred to as Maintenance of Effort (MOE), are governed by the provisions of this SOP. It is the policy of the Albuquerque Police Department Training Division proved for a full range of Department basic and advanced training services. Additionally, the Training Division is the organizational home for the Department's firearms ranges and training staff, as well as for the Department's employee wellness.~~

~~The primary training mission of the Division is to provide basic instruction and continuing education in the collection, processing, documentation, and dissemination of suspicious incidents, criminal intelligence, criminal investigations, and all law enforcement related training to all affected personnel. The Division is also tasked with providing training. The Training Division is a unit of the APD Academy and is responsible for the full range of department basic and advanced training services. Additionally, the Training Division is the organizational home for the Department's firearms ranges and training staff, as well as for the department's employee wellness. Procedural guidance for all operations of the Recruiting and Background Unit is located in the Recruiting SOP. Procedural guidance for all operations of the Firearms Unit is located in the Firearms and Ammunition Authorization SOP.~~

~~The primary training mission of the division is to provide basic instruction and continuing education in the collection, processing, documentation, and dissemination of suspicious incidents, criminal intelligence, criminal investigations, and all law enforcement related training to all affected personnel. The division is also tasked with providing training programs in support of the department's mission to provide community service and homeland security. It is the policy of the Albuquerque Police Department (Department) to...~~

N/A

1-94-3 — Definitions

A. Blank Training Ammunition

Any non-projectile based training system that has been designed for use for live target-based engagement under controlled conditions.

Facilitator

An instructor trained in the proper techniques of participant evaluation, focusing on the "Socratic Method" of participant lead learning in order to assist the participant in properly demonstrating the performance objectives.

B. Magazine Marking

1. A color-coding system to identify the live status of ammunition as follows:



- a. Blue: Non-lethal training ammunition;
- b. White: Reality-Based Training (RBT) blank ammunition, which would have with both blue and white markings; and
- c. Yellow or Orange: RBT non-lethal ammunition, which would have with yellow or orange and blue markings.

C. Non-Lethal Training Ammunition (NLTA) also referred to as Dye Marking Cartridge (DMC)

Any projectile-based training system that has been designed for live target engagement under controlled conditions. Non-lethal training ammunition NLTA is also referred to as a dye marking cartridge (DMC).

Observer

Anyone who is authorized by the Department to simply observe the training. They must take no active role in the scenario or participant evaluation.

Officer in Charge (OIC)

The person responsible for the training event to include overall safety, security, flow of training, adherence to reality based training (RBT) training guidelines and final decisions on any participants' failure or inability to demonstrate established performance objectives.

Personal Protective Equipment (PPE)

Protective equipment, mandatory or optional, to be worn by all personnel in a scenario to prevent injury from NLTA.

Prohibited item

Any item whose introduction or use in a RBT scenario would likely cause injury or death including, but not limited to:

Live firearms and magazines;

Live ammunition;

Knives;

Expandable batons;

Live Taser cartridges;

Chemical munitions;

Live Noise Flash Diversionary Devices; and

Any other item that could be construed to be a weapon or likely to cause injury or death.



~~If there is any dispute over an item to be allowed into the training area the RBT Sergeant or the OIC will have the final decision.~~

~~Reality Based Training (RBT)~~

~~Training which simulates circumstances which have been, or may be, encountered by law enforcement personnelsworn personnel utilizingrole players and non-lethal training weapons.~~

~~D. RBT Blank Firing Converted Firearm~~

~~Any firearm that has been converted and either permanently or temporarily marked (either permanently or temporarily) to fire blank training ammunition.~~

~~E. RBT NLTA Converted Firearm~~

~~Any firearm converted and either permanently or temporarily marked (either permanently or temporarily) to fire non-lethal training ammunition.~~

~~Reality Based Training Center (RBTC)~~

~~The facility permanently established as the primary site for reality based training.~~

~~RBT Training Area~~

~~Any area or location defined by marking or physical barrier that has been approved by the OIC and the safety officer for training. This area is to be entered only by training personnel, participants or observers who have been searched prior to entry to ensure no actual weapons are brought into the area.~~

~~Non-lethal Training Ammunition (NLTA) also referred to as Dye Marking Cartridge (DMC)~~

~~Any projectile-based training system that has been designed for live target engagement under controlled conditions.~~

~~Blank Training Ammunition~~

~~Any non-projectile based training system that has been designed for use for live target based engagement under controlled conditions~~

~~RBT NLTA Converted Firearm~~

~~Any firearm converted and marked (either permanently or temporarily) to fire non-lethal training ammunition~~

~~RBT Blank Firing Converted Firearm~~



~~Any firearm converted and marked (either permanently or temporarily) to fire blank training ammunition~~

~~RBT Staff Member~~

~~Any person assigned permanently, temporarily or part time to the RBT to assist in training (ie. facilitator, role player safety officer etc.)~~

~~A staff member can be a sworn, civilian or contract employee.~~

#### F. Replica Training ~~Weapon-Firearm~~

A replica firearm that is inert and is red in color.

7

~~Role Player~~

~~An assistant instructor whose primary goal is to follow the scenario script, acting out a particular role in order to give the participant the proper motivation and conditions in order to perform the necessary performance objectives.~~

~~Training weapon and magazine marking~~

~~Blue=non lethal training~~

~~White=RBT Blank (Would have both blue and white marking)~~

~~Yellow or orange=RBT non lethal (Would have yellow or orange and blue marking)~~

~~Red=real weapons made inert~~

#### A. Officer in Charge (OIC)

~~The person responsible for the training event to include overall safety, security, flow of training, adherence to RBT training guidelines and final decisions on any participants failure or inability to demonstrate established performance objectives.~~

~~Safety Officer~~

~~Search Table~~

~~Person who is responsible for a comprehensive search of all personnel entering the training area, when training is in progress, to ensure no prohibited items enter the training area.~~

~~Scenario~~



~~The person responsible for preventing foreseeable “real world” situations that may place a participant in jeopardy, from occurring during the running of a scenario.~~

~~Overall~~

~~The person responsible for ensuring all safety protocol is followed throughout the entire Reality Based Training Site~~

~~Training Site Armed Security~~

~~A uniformed officer, in a police vehicle, stationed outside the RBT Training Area, with the responsibility of denying access to unauthorized personnel to the site. Any question on who is authorized will be determined by the RBT Sergeant or the OIG.~~

~~Training Wweapon and Mmagazine Mmarkings~~

~~Blue=non lethal training~~

~~White=RBT Blank (Would have both blue and white marking)~~

~~Yellow or orange=RBT non lethal (Would have yellow or orange and blue marking)~~

~~---~~

~~Red=real weapons made inert~~

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~~A. Personal Protective Equipment (PPE)~~

~~Protective equipment, mandatory or optional, to be worn by all personnel in a scenario to prevent injury from NLTA.~~

~~A. RBT Staff Member~~

~~1. Any person assigned permanently, temporarily or part time to the RBTG to assist in training (ie. facilitator, role player safety officer etc.)~~

~~A staff member can be a sworn, civilian or contract employee.~~

~~A. Facilitator~~

~~An instructor trained in the proper techniques of participant evaluation, focusing on the “Socratic Method” of participant lead learning in order to assist the participant in properly demonstrating the performance objectives.~~

~~A. Role Player~~



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~~An assistant instructor whose primary goal is to follow the scenario script, acting out a particular role in order to give the participant the proper motivation and conditions in order to perform the necessary performance objectives.~~

~~A. Observer~~

~~Anyone who is authorized by the Department to simply observe the training. They must take no active role in the scenario or participant evaluation.~~

~~A. RBT Training Area~~

~~Any area or location defined by marking or physical barrier that has been approved by the OIC and the safety officer for training. This area is to be entered only by training personnel, participants or observers who have been searched prior to entry to ensure no actual weapons are brought into the area.~~

~~A. Prohibited item~~

~~1. Any item whose introduction or use in a RBT scenario would likely cause injury or death including, but not limited to:~~

~~a. Live firearms and magazines~~

~~a. Live ammunition~~

~~a. Knives~~

~~a. Expandable batons~~

~~a. Live Taser cartridges~~

~~a. Chemical munitions~~

~~a. Live Noise Flash Diversionary Devices~~

~~a. Any other item that could be construed to be a weapon or likely to cause injury or death.~~

~~1. If there is any dispute over an item to be allowed into the training area the RBT Sergeant or the OIC will have the final decision~~

~~Definition: None~~

~~Director of Training~~

~~The Director of Training is assigned to the Albuquerque Police Academy (Academy), reports directly to the Superintendent of Police Reform/Deputy Chief Administrative Officer, and is responsible for:~~

~~Executive oversight of the Academy and training staff, verifying their compliance with SOPs, City of Albuquerque Personnel Rules and Regulations, collective bargaining agreements, and City, State, and federal laws and regulations;~~



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- ~~— Developing policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devising and implementing appropriate administrative controls;~~
- ~~— Reviewing and controlling all outgoing correspondence;~~
- ~~— Liaison with the New Mexico Department of Public Safety (NMDPS) regarding training standards and requirements, as well as establishing and enforcing appropriate contracts and other operating agreements;~~
- ~~— Direction, discipline, administrative control, and balanced development of all training staff;~~
- ~~— Reviewing and approving performance evaluations, feedback, commendations, and disciplinary recommendations;~~
- ~~— Executive oversight of all curriculum development and design, including ensuring compliance with State, local and national ordinances, statutes, and other legal requirements regarding all aspects of training as they relate to constitutional policing, national standards and practice, and related professional standards;~~
- ~~— Feedback on performance and training;~~
- ~~— Accounting and monitoring all Division expenditures;~~
- ~~— Reviewing and making recommendations on all Department training requests; and~~
- ~~— Developing and monitoring a formalized, standards-based training assessment, development, and evaluation process to ensure that Department provided training reflects careful assessment of training needs, documentation of the link between training needs and recommended curricula, and periodic and rigorous evaluation of the efficacy of training provided at the Academy based on in-field experiences and events.~~

~~— Academy Lieutenant~~

- ~~— The Academy Lieutenant reports directly to the Director of Training (Director).~~

~~— The Academy Lieutenant's duties include but are not limited to:~~

- ~~— Ensure compliance with SOPs, City of Albuquerque Personnel Rules and Regulations, collective bargaining agreement terms, as well as City, State and federal laws and regulations;~~
- ~~— Develop policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devising and implementing effective administrative controls;~~
- ~~— Implement and evaluate compliance with the Director's training plan, and reporting the results of that evaluation to the Director;~~
- ~~— Review and control all outgoing correspondence;~~
- ~~— Assist the Director as liaison with the NMDPS regarding training standards and/or requirements, and ensuring contractual agreements between the NMDPS and the Department are established;~~



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- ~~— Ensure direction, discipline, administrative control, and balanced development of all training staff;~~
- ~~— Review and approve performance evaluations, feedback, commendations, and disciplinary recommendations;~~
- ~~— Provide continuous feedback on performance and training to the training sergeants, Range Master, and/or Academy staff members;~~
- ~~— Monitor and account for all expenditures, including overtime, petty cash, special training accounts, and all other spending;~~
- ~~— Review and make recommendations on all Department training requests.~~
- ~~— Ensure documentation requests are fulfilled;~~
- ~~— Attend training committee meetings and participate in all training activities, as directed;~~
- ~~— Serve as the Academy's principal subject matter expert (SME) on Department organization and operations;~~
- ~~— Management oversight for all Department training instructors, including scheduling and providing physical assessments, physical training, basic training, and advanced training;~~
- ~~— Management oversight for all curriculum development and design.~~
- ~~— Review all Department training requests, as directed or delegated by the Director;~~
- ~~— Attend NMDPS Law Enforcement Academy board meetings and any other federal, State, or local meetings that could affect Departmental training;~~
- ~~— Serve as the Field Training Officer (FTO) Commander;~~
- ~~— Overseeing the FTO Program, on the job training for recruit officers and newly promoted supervisors, and Patrolman 2<sup>nd</sup> Class (P2C) evaluations. In performance of these duties, the Academy Lieutenant also:~~
  - ~~— Chairs the FTO Board;~~
  - ~~— Oversees selection and dismissal of FTOs, Field Training Area Sergeants, and Field Training Area Lieutenants; and~~
  - ~~— Develop and instruct the Line Supervision School.~~
- ~~— Identify maintenance needs in the Academy facility and take necessary action to make repairs; and~~
- ~~— Perform other duties as assigned by the Director.~~

~~— Basic Training Sergeant~~

- ~~— The Sergeant assigned to the Basic Training Unit reports directly to the Academy Lieutenant and is required to:~~
  - ~~— Supervise and manage development, delivery, updating and analysis of Academy basic training curricula, as well as verify that all instructional elements are current and complete;~~
  - ~~— Prepare class schedules, syllabi, and instructor assignments, as well as coordinate all cadet class functions and graduation exercises;~~
  - ~~— Select and assemble all required documentation for the class folder, as described below;~~



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- ~~— Ensure compliance with all NMDPS certification requirements for cadets;~~
- ~~— Direct, motivate, counsel, mentor, support, and evaluate cadets;~~
- ~~— Conduct personnel inspections of cadets and Academy staff, record and file findings, including such things as appearance, hygiene, and physical fitness. Correct any noted discrepancies or deficiencies;~~
- ~~— Account for all equipment and property assigned to the Unit in semiannual property inventories. Monitor equipment issued to staff and trainees, property and equipment signed out for off-site use, and property and equipment signed in to the unit;~~
- ~~— Supervise and manage the evaluation of cadets regarding academics, psychomotor skills, physical conditioning, and suitability for duty with the Department.~~
- ~~— Administer corrective action to cadets failing to achieve the minimum requirements of the Academy. Implement and monitor counseling or other necessary measures to improve cadet performance;~~
- ~~— Serve as a staff instructor, as directed by the Academy Lieutenant or the Director;~~
- ~~— Provide counseling, personal assistance, and Employee Assistance Program referrals to staff and cadets;~~
- ~~— Process all Government issue (GI) Bill benefits and forms;~~
- ~~— Maintain an up-to-date telephone alert plan;~~
- ~~— Ensure staff compliance with all Department and Unit SOP and instructions;~~
- ~~— Identify supplies and needs for annual budget requests;~~
- ~~— Identify deficiencies in policies and procedures and make recommendations for improvement;~~
- ~~— Review and approve all physical training standards and requirements for cadets and ensure that they meet NMDPS requirements;~~
- ~~— Continuously evaluate the activities under their direct responsibility. Report any significant incident, changes in curricula or instruction, all injuries, and other reportable events, as required by this SOP, to the Academy Lieutenant;~~
- ~~— Supervise all Basic Training curriculum design and development through coordination with the NMDPS Law Enforcement Academy and use of its developed curricula;~~
- ~~— Participate in physical training;~~
- ~~— Delegate appropriate duties and responsibilities to staff instructors;~~
- ~~— Ensure compliance with Central New Mexico Community College Memorandum of Understanding concerning issues such as cadet registration requirements, curriculum, and class schedule dates; and~~
- ~~— Perform other necessary duties as directed by the Academy Lieutenant.~~

~~— Basic Training Instructors~~

~~Personnel assigned to the Basic Training Unit as staff instructors report directly to the Basic Training Sergeant and are required to:~~

~~Directly supervise, mentor, and motivate cadets.~~



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~~Set the example and role model for trainees by maintaining a professional personal appearance and conducting themselves in a courteous and respectful manner at all times.~~  
~~Conduct and assist with inspections of cadets for personal hygiene, appearance, and maintenance of personal equipment. Record and maintain files of findings.~~  
~~Notify the Basic Training Sergeant of any discrepancies or deficiencies in cadet performance.~~  
~~Employ approved motivational measures to maintain class focus, commitment, and morale.~~  
~~Identify and report cadet conduct or performance problems to the Basic Training Sergeant.~~  
~~Evaluate and counsel cadets having problems with their employment and training. Notify the Basic Training Sergeant of these problems before taking any action including documenting, recording, and filing reports.~~  
~~Serve as a staff instructor and subject matter expert (SME) in areas for which they hold an instructor certification. Prepare up to date lesson plans in areas of specialty and general law enforcement skills and knowledge.~~  
~~Maintain a high level of physical fitness and participate in physical fitness training.~~  
~~Ensure cadets complete all assignments as directed.~~  
~~Report and document all cadet injuries to the Basic Training Sergeant.~~  
~~Perform other duties as assigned or directed by the Basic Training Sergeant.~~

#### ~~Squad Supervisor~~

~~A Squad Supervisor is a full-time officer (normally a Basic Training Instructor), below the rank of Sergeant, who is assigned to the staff of the Academy. He or she performs duties assigned by the Basic Training Sergeant, subject to the approval of the Academy Lieutenant.~~

~~The Squad Supervisor will monitor, mentor, evaluate, instruct, discipline, and counsel all cadets in attendance, with special emphasis on and responsibility for those Cadets who are assigned to the supervisor's particular squad. Evaluations are to be based on, but not limited to, the cadets' performance, as specified below.~~

#### ~~Administrative Aide – Basic Training~~

~~The administrative aide assigned to the Basic Training Unit will report directly to the Basic Training Sergeant and is required to:~~

~~Provide a full range of administrative support for Basic Training.~~  
~~Assist in the creation, revision, filing, and updates of all Basic Training lesson plans, tests, quizzes and other instructional materials. Maintain Basic Training folders.~~  
~~Prepare letters of notification for instructor assignments.~~  
~~Prepare lists, logs, and records.~~  
~~File material and search files for materials and/or information.~~  
~~Work with electronic databases and applications.~~  
~~Compute percentages, requisition costs, statistical data, and perform other simple math functions.~~  
~~Receive, sort, and route incoming and outgoing mail.~~  
~~Order office supplies.~~



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~~Answer and place telephone calls, writing down telephone messages and other information.  
Refer caller or visitor to appropriate staff person, according to specific instructions.  
Prepare required monthly reports.  
Administer cadet graduation process and ceremony  
Perform other duties as directed by the Basic Training Sergeant.~~

~~=====~~  
~~FTO Training Coordinator (Sergeant)~~

~~The Sergeant assigned to the FTO Training Coordinator position reports directly to the Academy Lieutenant and is required to:~~

~~Supervise and monitor the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants.~~

~~Oversee the implementation of all training in the Field Training and Evaluation Program.~~

~~Maintain a current list of active and inactive status Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants.~~

~~Make assignments to move personnel from inactive to active status within the capacity limits for active status Field Training Officers, as agreed to with the City.~~

~~Assign recruit officers (graduated cadets completing on the job training requirements) to Field Training Officers.~~

~~Maintain files on all Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants that include Field Training and Evaluation Training records and certifications.~~

~~Review recruit officer Daily Observation Reports as needed.~~

~~Monitor the evaluation and progress of recruit officers.~~

~~Assist in developing all remedial training plans and retraining plans for recruit officers who are showing a pattern of non performance on the Daily Observation Reports.~~

~~Ensure that documentation of recruit officer performance completed by the Field Training Officer and Field Training Area Sergeant recruit officer is in accordance with training guidelines.~~

~~Meet with the Field Training Area Lieutenants to ensure that recruit officer on the job training is progressing according to Field Training and Evaluation Program training.~~

~~Confer with the Academy Basic Training staff on training needs to improve cadet training.~~

~~Conduct field training in services for the Field Training and Evaluation Program personnel.~~



~~Conduct annual "Needs Assessments" for the future development of the Field Training and Evaluation Program.~~

~~Develop and instruct the Basic Field Training Officer School.~~

~~Conduct exit interviews with recruit officers who do not complete the program and FTOs who choose to leave the program.~~

~~Assist Civilian Police Oversight Agency (CPOA) members with ride-alongs and track those ride-alongs.~~

~~Assign, oversee, and track refresher training for officers and sworn supervisors who return to the Field Services Bureau (FSB) after a year's absence or longer from FSB.~~

~~Advanced Training Sergeant~~

~~The Sergeant assigned to the Advanced Training Unit reports directly to the Academy Lieutenant and is required to:~~

~~Supervise and manage development, delivery, updating, and analysis of Academy advanced, specialized, and in-service training curricula, as well as verify all instructional elements are current and complete. Prepare class schedules, syllabi, and instructor assignments. Coordinate all advanced, specialized, and in-service classes. Ensure compliance with federal and state training mandates as well as compliance with advanced, specialized, and in-service training goals.~~

~~Manage all Police Service Aide (PSA), Laterally Hired Police Officer (Lateral), Citizen Police Academy (CPA), Youth Police Academy (YPA), and Prisoner Transport Unit (PTU) classes.~~

~~Inform department personnel of mandated classes and other available training opportunities.~~

~~Plan and implement the department's current advanced training requirements.~~

~~Manage the development, evaluation, and selection of Advanced Training instructors. Identify and select adjunct instructors who are subject matter experts (SMEs).~~

~~Promote continuity and legal defensibility of all Advanced Training programs through quality control and instructor development.~~

~~Instruct basic and advanced classes as needed.~~

~~Oversee Advanced Training records.~~

~~Administer remedial training programs.~~



~~Offer applicable training for reassigned personnel.~~

~~Ensure that training meets accreditation standards as described in the NMDPS Training Reference Guide.~~

~~Develop and manage the Advanced Training curricula for Maintenance of Effort (MOE) training sessions. Manage biennial training cycle requirements.~~

~~Prepare applicable NMDPS paperwork for review and certification.~~

~~Evaluate assigned personnel and programs and document as necessary. Report any significant incident, changes in curricula or instruction, all injuries, and other reportable events to the Director of Training, through the Academy Lieutenant.~~

~~Participate in physical training.~~

~~Delegate appropriate duties and responsibilities to staff instructors.~~

~~Perform other duties as assigned by the Director of Training or Academy Lieutenant.~~

#### Advanced Training Officer

~~An officer assigned to the Advanced Training Unit will report directly to the Advanced Training Sergeant and is required to:~~

~~Act as lead instructor for advanced, specialized, in-service, PSA, Lateral, and PTU classes, as assigned. Instruct basic training as needed, including the Citizen and Youth Police Academies.~~

~~Prepare and organize classroom presentations.~~

~~Assist in the daily operations of the Advanced Training Unit.~~

~~Maintain and update training records.~~

~~Evaluate roll call training by soliciting feedback from officers and first line supervisors and, where appropriate, examining outcomes in the field.~~

~~Ensure attendance of all mandated training.~~

~~Assist with coordinating and scheduling courses from external sources.~~

~~Create or modify training content for MOE training sessions, while ensuring compliance with NMDPS mandated biennium requirements.~~



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~~Maintain all Academy fleet vehicles utilized for Emergency Vehicle Operations Course (EVOC), Defensive Driving, and Precision Immobilization Technique (PIT) training.~~

~~Administrative Aides — Advanced Training~~

~~The administrative aide assigned to the Advanced Training Unit will report directly to the Advanced Training Sergeant and is required to:~~

~~Answer and place telephone calls, writing down telephone messages and other information. Refer caller or visitor to appropriate staff person.~~

~~Assist in scheduling in-service personnel for training.~~

~~Monitor office supplies and order supplies as needed.~~

~~Assist in monitoring the inventory and conduct a semiannual inventory of all Academy property.~~

~~Prepare training or other supporting material for copying, binding and/or collating and binding, as appropriate.~~

~~File Academy material for blotter, special orders, department memoranda, and wherever required.~~

~~Receive, sort, and route incoming and outgoing mail.~~

~~Post court docket for Training Division personnel.~~

~~Prepare lists, logs, and records.~~

~~Assist with Quarterly Managers' Meeting (QMM) when assigned by the Advanced Training Sergeant.~~

~~Prepare certificates for all completed Advanced Training classes.~~

~~Maintain records of concealed carry permits for retired officers, in accordance with the Law Enforcement Officers Security Act (LEOSA).~~

~~Assist in maintaining records for all Advanced Training.~~

~~Perform other duties as directed by the Advanced Training Sergeant.~~

~~Firearms Range Master~~

~~The Range Master in charge of the Albuquerque Police Firearms Ranges reports directly to the Advanced Training Sergeant and is required to:~~



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~~Manage and supervise the firearms range staff. Exercise general oversight of cadet firearms training and training for in-service personnel.~~

~~Enforce all range and firearms safety and security measures. Promote firearms proficiency, safety, and security throughout the Department.~~

~~Manage, continually inspect, and maintain the firearms ranges, associated range equipment, department firearms under his or her control, department ammunition stocks, and all accountable inventories.~~

~~Provide remedial instruction to in-service personnel and cadets who fail to meet minimum qualifications standards or who require assistance with handling and manipulation skills.~~

~~Supervise preparation and maintenance of firearms marksmanship, training, and qualification records.~~

~~Supervise all instruction on the use, care, and safety of firearms. Serve as instructor or safety officer as required.~~

~~Prepare range activity reports on Unit expenditures, work performance, and daily assignments.~~

~~Coordinate and schedule firearms proficiency qualifications, training, and use of the firearms ranges, Department-wide and with external agencies.~~

~~Prepare budget proposals and property requisitions for range operations.~~

~~Establish Unit firearms range goals and training needs.~~

~~Document and report any significant incident, injury, change in curricula, or any other reportable event to the Director of Training, through the Academy Lieutenant.~~

~~Perform other necessary duties as required or as directed by the Director of Training.~~

~~Firearms Range Staff~~

~~Personnel assigned to the firearms ranges as staff instructors report directly to the Range Master/Range Sergeant and are required to:~~

~~Perform range maintenance of grounds and buildings.~~

~~Inspect and maintain range equipment.~~

~~Provide assistance to in-service personnel and cadets who require remediation or additional instruction.~~



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~~Assist Range Master/Range Sergeant and Armorer with general duties.~~

~~Help prepare and maintain individual firearms qualification records.~~

~~Assist the Range Master/Range Sergeant by monitoring and reporting requirements for firearms, water, fuel, and office supplies.~~

~~Instruct in the use, care, and safety of firearms.~~

~~Prepare targets and the ammunition supply necessary for scheduled firearms proficiency qualification sessions.~~

~~External or Adjunct Instructor~~

~~APD personnel approved as external or adjunct instructors will report to their respective Academy Sergeants and the Academy chain of command, and are required to comply with the following guidelines:~~

~~Training notifications to external or adjunct instructors will be mailed out at least 14 days before the scheduled training, if practicable. If the instructor is unable to instruct on the date listed, he or she must contact the relevant Sergeant as soon as practical and no later than one week before the training date to permit alternate scheduling.~~

~~If a request is made for a subject matter expert (SME), the Sergeant will forward the request to the Academy Lieutenant. The Lieutenant will then work with the appropriate unit or division to identify a suitable SME.~~

~~If the assigned instructor receives training notification within 72 hours of the scheduled training date but cannot fulfill the training obligation, the responsibility for finding a replacement instructor rests with that instructor. The affected Sergeant will provide a list of certified instructors for each topic of instruction upon request. The replacement must be a certified instructor in the subject matter area.~~

~~If an instructor is injured, becomes ill, does not wish to teach anymore, or is otherwise unable to teach for a period of time, the instructor will send an interoffice memorandum to the Basic or Advanced Training Unit, whichever is appropriate. The memorandum must state the reason(s) for withdrawal and the estimated time of return, if applicable.~~

~~Annual refresher training for instructors will be held at the discretion of the Academy senior staff. The Advanced Training Unit will assist in researching and updating lesson plans and materials when required. The Advanced Training Unit will then organize and conduct all refresher programs.~~

~~External or adjunct instructors will be evaluated regularly by members of the Training Committee and/or by the Basic or Advanced Training Unit. If the instructor receives an unsatisfactory evaluation, that instructor is subject to removal from the list of approved~~



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~~instructors for a period not to exceed six months, at the discretion of the Academy Lieutenant or appropriate Sergeant.~~

~~If the instructor receives two unsatisfactory evaluations during an eighteen-month period, the instructor will be removed from the list of approved instructors for a period of one year. During this time, this instructor will not be allowed to train or attend other instructor training.~~

~~The Academy Lieutenant may revoke any instructor's training privileges with just cause. This decision can be appealed to the Director of Training if the external or adjunct instructor chooses to do so. Following appeal, the Director of Training's decision will be final.~~

~~Instructors must utilize and strictly follow the Department approved or NMDPS approved lesson plans in the area(s) they instruct. Additions, deletions, personal opinions, or any type of deviation from the lesson plan will not be allowed unless approved by the Academy Lieutenant with the concurrence of the Director of Training.~~

~~Lesson plans will include goals, performance objectives, a criterion test, visual aids, bibliography, and cover sheet. Lesson plans will be updated annually or as needed and are subject to review by the Training Committee at any time. The review should take place annually, if practicable.~~

~~Based on their lectures, instructors will submit draft test questions to the Advanced Training Officer, from which the final test will be developed. The test will measure the student's competency, knowledge, and ability to use skills learned in the training, as stated in the performance objectives.~~

~~All approved instructional materials will be stored at the Academy.~~

~~To remain in good standing as an approved instructor, instructors are required to teach at least twice a year and to attend any annual refresher training sessions for each area in which they provide training.~~

~~While teaching, instructors are in charge of the classroom and of any students present. If student problems arise, the instructor will immediately contact the Academy Lieutenant or the Advanced Training Sergeant, as appropriate. Any unprofessional conduct, unsuitable attire, disrespectful speech or actions, or other misconduct can result in a student's immediate dismissal from training. Serious infractions will be reported to the student's commander for possible disciplinary action or will be referred to Internal Affairs.~~

~~The Academy Lieutenant will be notified whenever an external or adjunct instructor fails to appear for three instructor assignments. This instructor will then be removed from the list of approved instructors for six months. At the end of six months, the instructor will be reinstated and placed on probationary status for six months. If any additional instructor assignments are missed during this time, the instructor will be removed from the list of approved instructors for one year.~~

~~If an instructor is unable to train for previously scheduled classes due to legitimate reasons, the instructor will notify the appropriate Sergeant and request that the block of instruction be~~



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~~reassigned. Reassigning instruction will be considered only if the new instructor has time to prepare for the classes. If the instructor who is cancelling has found a replacement, that instructor will ask the Training Sergeant if the replacement meets with the Sergeant's approval. If so, the replacement will instruct these classes.~~

~~All instructors and speakers from other agencies will be notified by letter 30 days before their scheduled training date. The letter will include the subject of the lecture, the date and time. Academy Sergeants will ensure speakers are notified in a timely manner. However, it is most practicable, notifications will be made by business letter, interoffice memorandum or through email.~~

~~Instructors are under the supervision of the Training Division while they are teaching at the Academy.~~

#### Wellness Unit

~~Personnel assigned to the Wellness Unit report directly to the Academy Lieutenant. Minimum qualifications for assignment to the Unit include a bachelor's degree in exercise science/physiology, health education, nutrition, or related field. Members of the Wellness Unit are required to comply with the following guidelines:~~

~~Ensure that all in-service, sworn personnel and cadets meet and maintain physical fitness standards as established by the Department.~~

~~Enhance the quality of life of all department personnel through education and encouragement of healthy lifestyles and conditioning.~~

~~Conduct annual physical assessment evaluations of departmental personnel. Staff will also:~~

~~provide fitness counseling to officers who fail to meet department physical standards;  
provide fitness counseling to all sworn personnel upon request;  
design individualized fitness programs for officers failing to meet department standards or for those requesting such assistance;  
monitor the progress of officers placed on individualized programs; and  
monitor and validate all tests used in department physical assessment evaluations.~~

~~Develop, implement, and maintain the Unit physical assessment computer programs.~~

~~Develop wellness programs for department personnel. The Wellness Unit will develop and maintain educational programs to meet the health and environmental needs for department personnel.~~

~~Continually teach, evaluate, and revise the educational curricula for the following:~~

~~physical fitness training;  
supplements;~~



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~~blood pressure management;  
CPR;  
shift work adjustment;  
nutrition;  
stress management;  
death and dying;  
traumatic incidents; and  
avoiding job burnout.~~

~~Determine the physical and health educational needs of officers by evaluating annual physical assessments, conducting internally validated surveys, and responding to environmental and ergonomic recommendations by made City Risk Management.~~

~~Coordinate educational efforts with the Academy Lieutenant.~~

~~Utilize new health technologies to enhance the health and wellness of members of the Department.~~

~~Utilize health promotion interventions and health promotion publications to enhance officer well-being and reduce the risk of disease for members of the Department. Coordinate services with City of Albuquerque Employee Health.~~

~~Develop, implement, and evaluate the physical fitness and health education programs for cadets, congruent with the length of the training program. This includes, but is not limited to:~~

~~personal physical fitness program development;  
nutrition;  
stress management;  
sleep adjustment for shift work;  
CPR;  
first aid; and  
blood borne and airborne pathogens.~~

~~Conduct physical assessments for cadets, benchmarked by Cooper Institute standards and report results to Basic Training Sergeant. If necessary, develop remedial programs and provide individual counseling and fitness plans.~~

~~If personnel are injured, obtain and analyze on the job injury report(s) from City Risk Management. Wellness Unit personnel will provide a treatment recommendation(s) to appropriate department personnel and to Risk Management. Recommendations will be based on results of an analysis of the injury and will be used to develop fitness or health education interventions to aid in the prevention of future injuries.~~

~~Maintain the Academy physical fitness facility. Ensure that all equipment meets standards established by American College of Sports Medicine and that all equipment is in proper working order. Manage preventative maintenance and repairs.~~



~~Develop and distribute a Wellness for Law Enforcement manual for monthly distribution, to include topics pertinent to law enforcement fitness and wellness.~~

~~Recruiting and Backgrounds Unit~~

~~See the Recruiting SOP for roles and responsibilities.~~

#### ~~Staff Rules and Procedures~~

#### ~~1-94-4 Basic Training General Operations Responsibilities for Basic Training Unit Personnel Basic Training~~

~~Department Orders~~

~~Personnel are required to review and to sign for all correspondence and other items broadcasted electronically via PowerDMS.~~

~~Equal Opportunity Employment~~

~~The Department and the City of Albuquerque are equal opportunity employers. No manner of disparate treatment based on sex, race, age, ethnic background, religion, or lifestyle will be tolerated.~~

~~Illegal Drug Use Policy~~

~~The Department maintains a zero tolerance policy for illegal drug use. Sustained findings of illegal drug abuse will result in disciplinary action and may lead to termination of employment.~~

~~Fraternizing with Cadets~~

~~All Training Division personnel shall maintain a professional relationship with cadets.~~

~~Sexual or romantic involvement of any kind is strictly prohibited.~~

~~One-on-one social interaction with cadets must be avoided.~~

~~Limited social contact with cadets for group social events may be permitted with prior permission from the Basic Training Sergeant and the Academy Lieutenant.~~

~~Violation of this policy is grounds for off-site reassignment and violations shall be referred immediately to Internal Affairs.~~

~~Smoking and Smokeless Tobacco~~

~~Smoking is strictly prohibited on or around the Academy campus as consistent with SOP Personnel Code of Conduct.~~



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~~Cadets are prohibited from smoking or using smokeless tobacco products while in uniform.~~

~~Instructors are prohibited from using smokeless tobacco products while delivering any type of training.~~

~~Smoking is strictly prohibited in all Department firearms range buildings, classrooms, and other structures.~~

~~Outdoor smoking or use of smokeless tobacco products at the ranges is prohibited for cadets; however, for sworn personnel it is subject to the direction of the Range Master or Senior Firearms Instructor in attendance.~~

### Dress Code

#### Academy and Advanced Training Staff

~~The department service dress ("Class B") uniform, worn open collar with all required enforcement equipment in place, is the standard instructor attire at the Academy for uniformed officers. Short or long sleeve shirts will be worn, in accordance with the Uniforms SOP. This uniform is mandatory for all Basic Training classes. Plainclothes officers instructing cadets may wear business attire, as defined in subsection b, below. Departures from this policy require advance approval from the Academy Lieutenant.~~

~~Business attire for plainclothes officers is acceptable alternative instructor attire for advanced training classes. Uniformed personnel may wear business attire with prior approval from the Academy Lieutenant. Business attire is defined as coat and tie for men; and a dress, pantsuit and blouse, skirt and blouse, or dress slacks and blouse for women.~~

~~Full service uniforms or business attire may not be suitable for certain training activities. For duties necessitating rough duty attire on the Academy premises (such as for CPR, field problems, range duty, defensive tactics, and some administrative duties), the Unit polo shirt (short or long sleeve) may be worn with cargo pants or battle dress uniform (BDU) trousers in khaki, tan, tundra, black, brown, or navy blue.~~

~~The Academy athletic uniform will be worn when engaged in physical conditioning sessions. At the lead instructor's discretion, the athletic uniform may be authorized for defensive tactics or arrest techniques training in or around the Academy facilities.~~

~~Civilian personnel must wear appropriate business or business casual attire. Relaxed attire days may be granted at the Academy Lieutenant's discretion.~~

~~The Director of Training or Academy Lieutenant may modify the dress code if necessary, due to weather, nature of instruction, or if compliance poses an undue burden on the affected officers.~~

#### Range Personnel

~~The range uniform, consisting of a polo shirt with appropriate department branding and cargo or BDU style pants in khaki or green, may be worn by range personnel when instructing at the firearms ranges.~~



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~~Belts and enforcement equipment will be worn as appropriate for conditions and for the applicable training.~~

~~Cargo shorts in an approved color may be substituted for trousers when the air temperature is forecasted to exceed 85 degrees Fahrenheit.~~

Correspondence

~~All outgoing correspondence will be routed through the Director of Training or the Academy Lieutenant before transmission or distribution. For maximum dispersal, all announcements for firearms qualifications, mandatory in-service training, or other training opportunities will be broadcast as memorandum in PowerDMS.~~

~~Support staff will maintain an electronic copy of all outgoing correspondence.~~

Equipment and Materials

~~Property inventories will be conducted twice annually at the direction of the Academy Lieutenant.~~

~~Copies of the inventories will be submitted to the Property Management Section by April 1 and October 1 each year.~~

~~The Academy Lieutenant will update the division inventory and will notify Property Management when property is received or transferred. No property will be received or transferred without the approval of the Academy Lieutenant.~~

~~A property inventory file will be maintained in the master file system at the Academy. All semiannual inventories and property transfer transactions will be retained in the master file.~~

Training Equipment Loan Program

~~All loans of Academy equipment will be documented in a check-out log maintained by the Training Division.~~

~~The approver authorizing the loan will complete the required information for the log, including the anticipated date of return.~~

~~When the equipment is returned, staff will note this in the log.~~

~~The check-out log will be used to document loans of video disks or tapes, video equipment, books, records, non-lethal training ammunition (NLTA) weapons, red/blue guns, FIST suit, or any other equipment, furniture, device, or item under the exclusive control of the Academy.~~

~~The Advanced Training Assistant will review the loan log each Friday morning for overdue items. If an item is overdue, the assistant will advise the Academy Lieutenant, who will take action to have the item returned.~~

~~Exceptions to this policy must be approved in advance by the Academy Lieutenant.~~

Expenditures



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~~All expenditures must be approved in advance by the Academy Lieutenant, who will notify the Director of Training of all purchases.~~

~~Before expenditures over \$500.00 will be authorized, a written request in memorandum form must be forwarded to the Director of Training via the chain of command. The request must include justification for the expenditure and the total amount of the expenditure.~~

~~Expenditures for general office supplies and other low cost items that are normally ordered from the City warehouse or office services do not require a justification memorandum unless the amount exceeds \$500.00. For amounts over \$500.00, the memorandum will be attached to the standard supply requisition. The requisition will be forwarded to the Academy Lieutenant for approval via the chain of command.~~

~~Request for supplies, equipment, services, and contracts for service which will be purchased from the private sector or from a government agency will require a justification memorandum, regardless of the amount to be expended.~~

~~The Academy Lieutenant may authorize expenditures if the Director of Training is not available.~~

#### Firearms

~~Department sworn law enforcement personnel are required to be armed while on duty. On Academy grounds, the Director of Training has the authority to restrict access to live firearms in order to maintain a safe training environment.~~

~~All training firearms, less lethal weapons, electronic control weapons (i.e. TASERS and their cartridges), less than lethal training ammunition firearms, MEGGIT/FATS firearms, and other simulated weapons will be clearly marked with conspicuous colors that identify these items as completely safe training weapons.~~

~~When mats are in place in the Academy gym, ABSOLUTELY NO LIVE FIREARMS are permitted in the room. Officers engaged in training on the mats, either as students or instructors, are responsible for safely securing their service firearms in keeping with sound firearms safety and security practices.~~

#### Instructional Standards and Processes

~~Academy Sergeants are responsible for all instructor scheduling, subject to the review of the Academy Lieutenant.~~



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~~Upon assignment, it is the instructors' responsibility to review prior versions of lesson plans and update material as required by the State and or Department. This includes updating all tests or other performance measurements.~~

~~Test questions shall not exceed learning objectives and guidelines established by the Department and/or NMDPS.~~

~~No test or quiz shall be administered outside the Academy facilities, except for properly proctored testing facilitated by members of the Basic Training Staff.~~

~~The appropriate sergeant will assign a proctor for all tests and quizzes.~~

~~For each iteration of a given topic of instruction, the instructor will create an appropriately named folder containing all relevant materials. The folder must include instructor name, date of delivery, program, and other pertinent details; it must also be filed in the designated file.~~

### Staff Schedule

~~Sergeants will promulgate weekly schedules specifying instructor assignments. The Basic Training Staff will review weekly schedules and assign specific instructor(s) pertaining to the course material.~~

~~To the extent permitted by City of Albuquerque Personnel Rules and Regulations and CBA, Sergeants may adjust daily reporting times to accommodate training schedules.~~

~~Staff instructors may be required to work alternate hours, including evenings, nights, or weekends.~~

~~Compensatory time and overtime shall be granted consistent with SOP Overtime,~~

~~Compensatory Time, and Work Shift Designation.~~

~~Basic Training instructors are expected to be available every day of the first two (2) weeks of a newly convened cadet class.~~

~~All classroom instruction will be conducted using the instructional objectives method.~~

~~Prior to developing a lesson plan on a particular topic, course developers must submit their instructional objectives to the designated Basic Training Sergeant.~~

~~The reviewing sergeant will ensure that the course developer has established instructional objectives to sufficiently satisfy the validated course requirements set forth by the New Mexico Law Enforcement Academy. The Basic Training Sergeant will also verify that any new material is not duplicative or redundant.~~

~~All instructors, including external and adjunct instructors, must submit completed lesson plans to the Director of Training, through the Academy chain of command, before conducting their assigned instruction. Lesson plans will include the following elements:~~

~~Cover Sheet listing:~~

~~Title of Instruction~~

~~Course/Class Number (if applicable)~~



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~~Time Allotted~~

~~Target Group~~

~~Instructor's Name~~

~~Method of Instruction~~

~~Date of Instruction~~

~~Date of Lesson Plan Completion or Revision~~

~~Instructional Goal~~

~~Instructional Objectives~~

~~Test Questions (multiple choice, true or false, or fill in the blank), or another method of measurement~~

~~Videos or visual aids, including instructional slides~~

~~List of equipment required for instruction~~

~~Outline of Instruction (detailed)~~

~~Bibliography (if applicable)~~

~~All personnel assigned a block of instruction are required to update any previously prepared lesson plans, if they intend to reuse them.~~

~~Research for updating a lesson plan must include policy and/or procedural changes, law or court ruling changes, state-of-the-art improvements, and any other applicable modifications. The Director of Training and/or the Academy Lieutenant will be notified immediately if there are updates to any Academy training lesson plans.~~

~~Updated lesson plans will be retained electronically and paper copies will be filed for reference at the Academy. Paper copies may be distributed to interested individuals if the Basic Training Sergeant consents and endorses the intended use of the materials.~~

~~A copy of each lesson plan will be kept on file at the Academy in its respective class folder. The Director of Training will be consulted if any alternate method of archiving is considered.~~

~~All instructors must have a current instructor's certification from the New Mexico Law Enforcement Academy.~~

~~Prior to scheduling an instructor for his/her first class, the Academy Lieutenant will ensure the instructor has current instructor's certification and will review the instructor's disciplinary history to ensure the instructor exhibits behaviors and work history that support constitutional policing.~~

~~Use of Academy Facilities~~

~~The Any Department related uUse of Academy facilities requires advanced reservation through the Training Coordinator or their designeean advance reservation. Cadet classes take priority over all other uses.~~

~~Any scheduling conflicts that cannot be resolved between the scheduling parties shall be referred to the Academy LieutenantTraining Coordinator for resolution.~~



~~The classroom reservation calendar is maintained by the Advanced Training Unit.~~

A. Preparing for a ~~Cadet~~ Basic Training Class

1. Basic Training Unit personnel shall ~~Administration:~~

- a. ~~Create a class~~ ~~Class~~ ~~Folder~~ associated with the ~~Ccadet~~ ~~Class~~ number. ~~(Folder #1) shall be created for each cadet class.;~~
  - i. ~~The Class Folder shall contain all correspondence associated with each individual class and all instruction delivered to each class.~~
  - ii. ~~Associated material for each class shall be electronically stored. in the Basic Training folder (Folder #2) at the Academy Division.~~
- b. ~~The Academy shall maintain a Basic Training folder for each individual cadet to include, including. A cadet's training folder shall include cadet evaluations, injury reports, and any correspondence concerning that cadet; and~~
- c. ~~Maintain the cadet's Training Academy Division folder; (Folder #3)s shall be maintained by the Training Division.;~~  
~~Training folders and background investigation folders for cadets who resign or are terminated shall be maintained in the Department Payroll/Personnel office. The Training Division shall maintain a file of all instruction delivered to each class. Associated material for each class shall be electronically stored in the Basic Training folder at the Academy.~~

~~Payroll Section personnel shall maintain training folders (Folder #2) and background investigation folders for cadets who resign or are terminated.~~

~~Academy Division Personnel shall abide by the rules outline in the Basic Training Handbook. Instructor's Preparation Requirements~~

~~To maintain the highest standards of professionalism, Academy Division Instructors shall:~~

- ~~Provide a complete lesson plan, including instructional course objectives (two (2) copies required);~~
- ~~Cite specific sections of the Department SOP, statutes, case law, or other references which directly support the block of instruction;~~
- ~~Meet the instructional objectives specified in the lesson plan for each block of instruction; and~~
- ~~Submit the lesson plan to the Basic Training Sergeant for review, approval, and filing. It shall then be used as the principal instructor resource for the specified training until canceled, replaced, or superseded.~~
- ~~When a cadet class is authorized, the Director of Training shall inform the Academy Lieutenant of the proposed convening date.~~
- ~~Upon notification, the Academy Lieutenant, shall work with the Basic Training Staff, to complete the following preparatory steps:~~



- ~~— Prior to the class convening date, transmit a complete schedule and syllabus to the NMDPS for approval;~~
- ~~— Transmit the proposed schedule to the Range Master or Range Sergeant so that they can coordinate activities and plan night qualifications;~~
- ~~— Begin preliminary long-range planning for graduation ceremonies;~~
- ~~— Set date;~~
- ~~— Consider proper venue; and~~
- ~~— Check availability of the Chief of Police, the Mayor or CAO;~~
- ~~— Notify Property Management of equipment requirements;~~
- ~~— Notify external and adjunct instructors in a timely manner;~~
- ~~— Schedule cadet orientation two (2) weeks prior to the class convening date; and~~
- ~~— Provide prospective cadets with the Cadet Handbook and necessary SOPs, in person, or through email, no later than ten (10) days prior to the class convening date.~~

B. Physical Fitness Requirements for ~~Staff~~Basic Training Unit Instructors

1. Basic Training Unit ~~sworn personnel~~ instructors must meet the existing current physical fitness standards that are established by the New Mexico Law Enforcement Academy (NMLEA).

~~— The Academy staff is allowed one (1) hour during their normal work shift each day to participate in physical conditioning training.~~

2. Basic Training Unit ~~sworn personnel~~ staff instructors are required to shall participate in physical training with cadets at the Academy Division, unless otherwise excused by the Basic Training Unit Lieutenant.

~~— Only Advanced Training personnel and the Academy Lieutenant are authorized to make classroom reservations. Staff will make notes on the reservation calendar indicating the name of the course, dates of use, the classroom that will be reserved, and the person's name making the reservation.~~

~~— Immediately after reserving a classroom, the staff member who reserved the room will notify the Academy Lieutenant and the Advanced Training Sergeant of the reservation.~~

~~— Any external requests, from within the Department or from a non-APD agency, requesting use of the classroom at the firearms range or the driving track must be made in writing to the Range Master or Range Sergeant. Authorization for use of the classroom and other range facilities will be made by the Range Master or Range Sergeant with the approval of the Academy Lieutenant.~~

~~— Basic Training Requirements for Cadets Standards and Operations~~

~~—~~



~~The primary goal of the basic training conducted by the Department is to equip police cadets with the required knowledge, skills, and abilities to succeed as Albuquerque Police Officers, as required by the State of New Mexico and the Department SOPs.~~

~~The goal of the Basic Training program is to prepare cadets to serve as police officers by providing them with the knowledge, skills, and abilities required for the job. Cadet dismissal from training shall be thoughtfully considered and exercised when it is clear that the cadet cannot meet established requirements.~~

### C. Basic Training Requirements for Cadets

#### 1. Academy Division Personnel

~~Basic Training Academy Cadet Handbook:~~

~~a. Basic Training Unit personnel instructors shall provide cadets with a copy of the Basic Training Academy Cadet Handbook. Upon the cadet's arrival at the Albuquerque Police Department's Academy beginning Basic Training, Basic Training Unit personnel shall provide each cadet cadets shall be provided with a copy of the Cadet Handbook.~~

#### b. Stress Awareness

~~i. All Academy Division personnel shall be alert for signs of excessive stress that a cadet may exhibit due to the challenging nature of the Department's Basic Training program and the accumulated pressures.~~

~~1. Basic Training Unit sworn personnel instructors shall be prepared to provide peer counseling to a cadet who exhibits emotional and/or psychological difficulty stress.~~

~~ii. If warranted, Basic Training Unit personnel instructors shall contact Crisis Intervention Division personnel for assistance when necessary.~~

#### c. Enforcement Authority

~~i. Basic Training Unit personnel shall:~~

~~1. Be authorized to enforce rules, regulations, and instructions involving immediate safety, professionalism, or integrity. The objective of the enforcement is to correct the behavior and improve overall ability to complete related tasks effectively;~~

~~2. Have the authority to implement corrective actions regarding violations of the Cadet Handbook; and~~

~~3. Independently address these violations due to the continuous training environment and exclusive knowledge of the cadets by Basic Training Unit personnel.~~



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ii. Certain violations of Department rules, regulations, procedures, and/or Academy rules and regulations may warrant dismissal from the ~~b~~Basic ~~t~~Training program. Successful completion of the basic training program is required for service with the Department as a police officer.

~~—New Mexico Department of Public Safety (NMDPS) Certification Requirements for Cadets to obtain certification from New Mexico Department of Public Safety (NMDPS).~~

d.

i. Basic Training Unit personnel shall:

1. On behalf of the cadet, schedule the Law Enforcement Officer Certification Exam (LEOCE);
2. Schedule for at least forty (40) hours of driver's training. Certified driving instructors shall provide the training;
3. Provide a minimum of four (4) hours of review and preparation for the LEOCE;
4. On behalf of the cadet, upon completion of basic training, distribute copies of the Basic Training as follows:
  - A. The Director of NMDPS; and
  - B. The Academy Division Commander;
5. Document changes to the class schedule on the master schedule; and
6. Provide updates of the master schedule to the Director of NMDPS.

~~0. Remedial Training~~

e.

i. Basic Training Unit personnel shall:

1. ~~H~~Facilitate remedial training for cadets who fail to achieve NMDPS Requirements; and  
~~Schedule~~
2. ~~The~~ remedial training shall be scheduled as directed by the Basic Training Unit personnel, subject to the approval of ~~as approved by the~~ Basic Training Unit Sergeant and the Basic Training Unit Lieutenant.

~~— Cadets who fail to meet the minimum NMDPS and/or Department requirements and who fail to successfully complete remediation may be terminated from the Basic Training program.~~

~~2. A cadet shall: Cadets~~

a. A cadet shall:

i. ~~A~~ Cadets shall ~~s~~Sign the following addendum:



- ~~1. pertaining to: Firearms Training Program Mandatory Requirements;~~
- ~~2. Emergency Vehicle Operations Course (EVOC) Training Requirements;~~
- ~~3. Electronic Control Weapon (ECW); and~~
- ~~4. Oleoresin Capsicum (OC). The Handbook provides cadets with an overview of the requirements for their performance and conduct while enrolled at the Academy.~~

~~Attendance Required~~  
~~Academic Standards for Cadets~~

~~Attendance Required~~

~~Cadets are required to attend Basic Training;~~

- ii. ~~and must~~ Successfully complete the entire Basic Training program before being administered the oath of office; and,

~~A cadet may refer to See the Basic Training Academy Cadet Handbook for further details regarding attendance and requirements.~~

~~Cadet Attire Specifications~~

- iii. ~~Cadets shall~~ Abide by the Cadet Attire Specifications that are (See outlined in the Basic Training Academy Cadet Handbook.

b. A cadet who fails to meet the minimum NMDPS and/or Department requirements and who fails to successfully to complete remedial training may be terminated from the Basic Training program.

c. A cadet may refer to the Basic Training Academy Cadet Handbook for further details regarding attendance and requirements.

for details)

~~Stress Awareness~~

~~All Academy Division personnel shall be alert for signs of excessive stress that a cadet may exhibit due to the challenging nature of the Department's Basic Training program and the accumulated pressures.~~

~~Stress Awareness~~

~~The Department's Basic Training Program is challenging. The pressures can accumulate on a cadet, requiring all Academy Division personnel to be alert for signs of excessive stress.~~



~~Basic Training Unit sworn personnel instructors shall~~  
~~Basic Training instructors must be prepared to provide peer counseling to any cadet who exhibits~~  
~~emotional or psychological difficulty.~~

~~If warranted, Basic Training Unit personnel shall contact the Crisis Intervention~~  
~~Section/Division personnel for assistance. additional services shall be provided~~  
~~through proper Department channels.~~

~~Cadet Conduct and Discipline~~

~~Basic Training Unit personnel shall:~~

~~Cadet Conduct and Discipline~~

~~Basic Training Unit personnel All shall be~~  
~~Academy staff members are authorized to enforce rules, regulations, and instructions involving immediate~~  
~~safety, professionalism, or integrity. The objective of the enforcement is to~~  
~~correct the behavior and improve overall ability to complete related tasks~~  
~~effectively.;~~

~~Basic Training instructors shall have the authority to implement corrective/punitive~~  
~~actions regarding violations of the Cadet Handbook.; and These corrective~~  
~~actions are not considered disciplinary due to the nature of the training~~  
~~environment and are not subject to appeal. Cadets conduct is documented by~~  
~~the Basic Training Staff. The Methods used, must be approved by the Basic~~  
~~Training Sergeant.~~

~~The type and amount of corrective action administered should be~~  
~~commensurate with the severity of the infraction. The goal of the corrective~~  
~~action is to positively correct the infringement of a particular specific conduct or~~  
~~performance issue.~~

~~Solely and independently address These violations are independently address~~  
~~solely by the Basic Training Staff, due to the continuous training environment~~  
~~and exclusive knowledge of the cadets by the Basic Training Unit~~  
~~Staff/personnel.~~

~~Certain violations of Department rules, regulations, procedures, and/or~~  
~~Academy rules and regulations may warrant dismissal from the basic~~  
~~training program. Successful completion of the Academy/basic training~~  
~~program is required for service with the Department as a police officer.~~  
~~In the event that such a violation occurs, the Team Supervisor shall submit a~~  
~~memo to the Basic Training Sergeant outlining the infraction, date, time of~~  
~~occurrence, and other relevant information.~~  
~~Team Supervisors shall be responsible for taking immediate corrective action~~  
~~for minor infractions enacted by any cadet, regardless of squad assignment.~~  
~~All concerning infractions must be documented in a detailed memorandum. The~~  
~~Squad Team Supervisors shall be responsible for this documentation.~~



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~~The Basic Training Sergeant shall submit a memo to the Academy Lieutenant describing the facts and circumstances of the alleged violation.  
The Academy Lieutenant shall forward the memo to the Director of Training and include an endorsement with a recommended course of action.  
The Director of Training shall review all documentation and make a final determination whether dismissal from the Academy is warranted.  
One of many important instructor roles is that of leader and motivator. Leading by example is expected of all Academy personnel. Although a command voice is often appropriate in the Basic Training environment, foul and demeaning language are not effective methods of motivation and shall not be used.  
Cadets shall be assessed continuously on all aspects of their performance and conduct while attending the Academy. Specific performance criteria are located here.~~

~~Physical Conditioning Training Standards (See Cadet Handbook for Details)~~

~~Every cadet must achieve a high level of physical fitness while attending the Academy. Research has demonstrated that when a law enforcement officer's lifestyle is committed to health and fitness, they are far less susceptible to heart attack, injury, sickness, and on-the-job stress.~~

~~Cadet physical conditioning training shall be conducted approximately four (4) days a week.~~

~~The physical conditioning training program shall include group fitness exercise, individual fitness programs, fitness and nutrition lesson plans, and methods for monitoring and testing each cadet.~~

~~Physical Fitness Program Procedures (See Cadet Handbook)~~

~~Without regard to scores in other areas or the cadet's total fitness score, the cadet must achieve passing scores in the one and one half (1.5) mile run, three hundred (300) yard sprint, push-ups, sit-ups and confidence (obstacle) course, in accordance with NMDPS requirements.~~

~~Cadets failing to participate in physical conditioning training sessions due to injury, illness, or other absence will receive a failing grade for any missed sessions. This failing grade will be provided to the cadet in writing. The cadet will have two (2) weeks in which to make up the missed physical training activity. The cadet must find sufficient time for the make-up session(s). After completing the make-up session(s), the failure notification will be amended to reflect completion of the assignment.~~

~~Any cadet accumulating ten (10) missed conditioning sessions without making them up is subject to dismissal for nonparticipation.~~

**1-94-6 Basic Training Testing**

~~Requirements for cadets to obtain certification from New Mexico Department of Public Safety (NMDPS). requirements for Cadets Class Schedule~~



~~Basic Training Unit personnel shall:~~

~~Cadet Class Schedule~~

~~On behalf of the cadet, All NMDPS minimum standards shall be scheduled, scheduled, and completed prior to the administration of the Law Enforcement Officer Certification Exam (LEOCE);~~

~~The Range Master or Range Sergeant shall be included in planning for Range scheduling, firearms training, proficiency qualifications, and any updated firearms requirements.~~

~~The Range Master and/or Range Sergeant are responsible for the enforcement of firearms training standards.~~

~~All cadets shall be scheduled for at least forty (40) hours of driver's training. Certified driving instructors shall provide the training.;~~

~~Provide A minimum of four (4) hours of review and preparation shall be scheduled for the LEOCE.;~~

~~On behalf of the cadet, uUpon completion of basic training, distribute copies of the Basic Training schedule shall be distributed as follows:~~

~~The Director of NMDPS; and~~

~~The Deputy Chief of Police, Special Services Bureau;~~

~~The Director of Training Academy Division Commander;~~

~~Document The Academy Lieutenant;~~

~~The Basic Training Sergeant;~~

~~The Firearms Range Master and Range Sergeant;~~

~~The Basic Training staff instructors; and~~

~~The Basic Training Administrative Aide~~

~~Changes to the class schedule shall be documented on the master schedule.;~~  
~~and~~

~~maintained by the Basic Training Staff or Administrative Aide. Updates shall be provided updates of the master schedule to the Director of NMDPS.~~

~~Testing and Other Metrics~~

~~Testing and Other Metrics~~

~~Metrics shall be developed for all training presented at the Academy or presented by Training Division personnel.~~

~~Written tests should be constructed of multiple choice, fill in the blank, and true or false questions. The questions must directly address the specified instructional objectives.~~

~~Tests shall be administered to cadets as determined by the Basic Training Sergeant.~~

~~The cadets are notified of the results of each test.~~



- ~~— The original copy of the test results shall be filed in the class folder.~~
- ~~— After a test is administered, training staff shall conduct a test review for the cadets.~~
- ~~— Correct answers shall be identified and any ambiguous or faulty questions will be discussed.~~
- ~~— Poorly worded or inaccurate questions (defined here as questions which more than half the class answers incorrectly) shall be discarded and the test results will be adjusted accordingly.~~
- ~~— Graded practical exercises (scenario based exercises) shall be measured against a set of performance standards. Practical exercise performance checklists or scoring sheets shall be added to each cadet's training file and shall be factored in to the cadet's Academy standing, as described below.~~

#### ~~Academic Standards for Cadets Attendance Required~~

~~Cadets are required to attend Basic Training and must successfully complete the entire program before being administered the oath of office. See Cadet Handbook for further details regarding attendance and requirements.~~

#### ~~Academic Standards for Cadets~~

- ~~— Cadets must maintain at least an 80% average to be considered in good academic standing. The academic average of a cadet shall be calculated using cumulative test scores only. A combination test and quiz cumulative average shall be used along with other performance averages to rank cadets for class standing at the end of the Basic Academy training.~~
- ~~— Scenario based training shall be conducted at the end of each phase of training. Cadet performance in these graded practical exercises shall be calculated in the same fashion as a written test score and shall be used in both academic average and overall class standing calculations.~~
- ~~— Cadets falling below an 80% average, but no lower than a 70% average, shall be placed on academic probation.~~
- ~~— Cadets on academic probation shall receive written notification describing the specific area(s) in which they are deficient.~~
- ~~— The cadet shall be counseled on a weekly basis and shall be required to submit additional assignments designed to correct the identified deficiencies, as directed by the Squad Supervisor.~~
- ~~— Any cadet who falls below a 70% average at any time during the Academy may be subject to dismissal, based on a determination by the Director of Training.~~
- ~~— Any cadet who fails four (4) written tests or quizzes during Basic Training shall be dismissed, as described below.~~

#### Cadet Performance Standards

- ~~— Cadet Performance Standards (See Cadet Handbook for Details)~~



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- ~~— Cadets shall periodically receive written tests covering instruction that was received in preceding weeks. Cadets shall be given a numerical score on the tests, with 100% representing the total possible score.~~
- ~~— Cadets shall also be given several quizzes covering the SOPs, 10 code, City and traffic codes.~~
- ~~— At the end of Basic Training, test scores shall be combined to comprise the cadet's overall final grade.~~
- ~~— Cadets shall participate in physical training and shall be evaluated daily. Physical training shall represent a percentage of the cadet's final grade.~~
- ~~— Class standings shall be based on the outcomes calculated from the cadets' weekly tests, physical ability assessments, inspections, and firearms qualification scores.~~
- ~~— Firearms Standards (See Cadet Handbook for Details)~~
- ~~— Each cadet shall receive numerical scores for participation in firearms training. Qualification scores shall be weighted as 15% of cadets' final grade.~~
- ~~— Firearms Simulator Training~~
  - ~~— All cadets must successfully complete Firearms Simulator Training, and receive a satisfactory instructor assessment prior to graduation.~~
- ~~— On the Job Training~~
  - ~~— On the Job Training (Ride Along Program)~~
    - ~~— Periodically, cadets shall be required to ride along with experienced Department sworn personnel as part of their on the job training. This assignment is a suggested requirement for successful completion of the Albuquerque Police Academy.~~
    - ~~— The Basic Training staff and FTEP Coordinator shall have discretion to assign the shifts, area command, and dates.~~
    - ~~— The cadet shall be under the direct supervision of the assigned sworn personnel until the tour of duty is completed.~~
    - ~~— Any illness, injury, emergency, or other situations requiring immediate attention shall be reported to the Basic Training staff.~~
    - ~~— Cadets shall prepare formal reports documenting their activities and submit them to the Basic Training staff upon completion of the assignment.~~
- ~~— Remedial Training~~
  - ~~— Remedial Training~~
    - ~~— The Academy Basic Training Unit personnel shall provide/facilitate remedial training for cadets who fail to achieve specific NMDPS Requirements training objectives.~~
    - ~~— The training shall be scheduled as directed by the Basic Training Staff Unit personnel, subject to the approval of the Basic Sergeant and the Basic Training Academy Lieutenant.~~



~~Cadets who fail to meet the minimum NMDPS and/or Department requirements and who fail to successfully complete remediation may be terminated from the Academy Basic Training program.~~

7

~~1-94-76 Dismissal of Cadets from Basic Training Academy New Mexico Department of Public Safety (NMDPS)~~

~~The Director of Training will act as the Department's liaison with the NMDPS. The Director of Training will remain informed and current regarding all matters associated with the core curriculum mandated by the NMDPS and the Law Enforcement Academy. The Director will regularly inform the Chief of Police concerning all Basic Training issues, through the Deputy Chief, Special Services Bureau (SSB).~~

~~The Director of Training will closely communicate with the Director of NMDPS in administering all training contracts and other agreements between the Department and NMDPS.~~

~~The Director of Training will ensure that the Chief of Police, Deputy Chief (SSB), Legal Department, and Chief Administrative Officer review any contracts or agreements prior to execution.~~

~~Once a contract or other agreement is executed, a copy will be retained in the Training Division files. The Director of Training will transmit executed copies of contracts and agreements to NMDPS, as required.~~

D. Dismissal of Cadets from Basic Training

1. Justification for Dismissal

~~Dismissal of Cadets from the Academy~~

~~1. The goal of the Basic Training program is to prepare cadets to serve as police officers by providing them with the knowledge, skills, and abilities required for the job. Cadet dismissal from training shall be thoughtfully considered and exercised when it is clear that the cadet cannot meet established requirements.~~

~~1. Upon arrival at the Academy, each cadet shall be provided with a copy of the Cadet Handbook. The Handbook provides cadets with an overview of the requirements for their performance and conduct while enrolled at the Academy.~~

~~a. A cadet may be dismissed from Basic Training may be justified for any of the following reasons:~~



- i. Serious or repeated violations of Department or Academy Division rules, regulations, and/or procedures;
- ii. Failure to achieve the required levels of proficiency in firearms, defensive tactics, scenario-based training, driving EVOC, and other required skills; or
- iii. Failure to achieve the physical fitness standards as mandated by the NMDPS; or
- iv. Failure to achieve the established academic standards.

2. Procedures for Dismissal from the Academy are established below:

a. The Basic Training Unit personnel instructors shall:

- i. The Basic Staff shall include all documentation of the cadet's performance and conduct with an Interoffice Memorandum addressing the recommendation for dismissal; and
- ii. Present the Interoffice Memorandum of recommendation shall be presented to the Director of Training Academy Division Commander, through the Academy Lieutenant, to including all pertinent documentation of the cadet's performance and conduct;
- iii. Personally notify the cadet that they are dismissed from the Academy Division Basic Training; program and
- iv. Request for the cadet to surrender all equipment and other accountable materials before the dismissal process is considered complete; and
  - 1. Failure to comply with the return procedures may result in withholding the cadet's final paycheck.

b. The Academy Division Lieutenant shall advise the Academy Division Commander when the cadet has been notified.

~~a. The Academy Division Lieutenant shall advise the Academy Division Commander when this notification is made.~~

~~a.~~

~~a.~~

c. The Director of Training Academy Division Commander shall:

- i. If justified warranted, dismiss the cadet, giving them written notification of this decision; and
  - 1. In some circumstances, the Academy Division Commander shall have the discretion to permit the cadet to resign in lieu of dismissal.
  - 2. If the cadet elected to resign in lieu of dismissal, they shall write a letter or Interoffice Memorandum addressed to the Chief of Police explaining why they chose to resign. The letter or Interoffice Memorandum shall be placed in the cadet's Academy folder (Folder # ?).

~~Confer with the proper chain of command regarding the dismissal of the cadet;~~



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- ~~— If warranted, the Director of Training shall dismiss the cadet, giving them written notification of this decision;~~
- ~~— In some circumstances, the Academy Division Commander shall have the discretion to permit the cadet may be permitted to resign in lieu of dismissal. This option is at the discretion of the Director of Training.~~
- ~~— If the decision is made to retain the cadet, the Basic Training Unit Sergeant shall work with their staff to develop a thorough performance improvement plan for the cadet. If the cadet elected to resign in lieu of dismissal, they shall write a letter or Interoffice Memorandum addressed to the Chief of Police explaining why they chose to resign. The letter or Interoffice Memorandum shall be placed in the cadet's Academy folder (Folder # ?).~~
- ~~— An electronic copy of the letter or Interoffice Memorandum shall be forwarded to Payroll Section.~~
- ~~— Provide the cadet who was dismissed or who resigned with an Interoffice Memorandum expressing the reason(s) for dismissal or for accepting the resignation, as appropriate.~~
- ii. ~~The Interoffice m~~Memorandum shall:
  - ~~1. Explain whether the dismissal or resignation is with or without prejudice, if appropriate;=~~
  - ~~2. The memorandum shall also s State that the cadet shall be provided with the opportunity to review all materials used in the decision to dismiss or to accept the resignation;= and~~
  - ~~— Be This correspondence shall bBe placed in the cadet's Academy file (Folder # ?);~~
  - ~~3. Fforwarded =aAn electronic copy of electronically the correspondence shall also be forwarded to Department Personnel/Interoffice Memorandum to Payroll Section personnel;= and.~~

==  
==

~~— Basic Training Unit personnel An Academy staff member shall:~~

- ~~— Personally notify the cadet that they are dismissed from the Academy Division; and:~~
- ~~1. The Academy Division Lieutenant shall advise the Academy Division Commander when this notification is made.~~

==  
==  
==  
==

~~— I assist with the out process of the cadet who was dismissed or who resigneddismissal process, including:=~~

==

~~— RRrequest for the cadet to All returnable surrender all equipment and other accountable materials must be surrendered before out processingthe dismissal process is considered complete.;= and.~~



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~~Failure to comply with the return procedures may result in withholding the cadet's final paycheck, or if serious, in a referral to Internal Affairs to initiate an investigation.~~

~~Basic Training Unit personnel shall personally notify the cadet that they are dismissed from the Academy Division.~~

~~The Academy Division Lieutenant shall advise the Academy Division Commander when this notification is made.~~

~~a. If warranted, dismiss the cadet, giving them written notification of this decision:~~

~~1. In some circumstances, the Academy Division Commander shall have the discretion to permit the cadet to resign in lieu of dismissal.~~

~~1. If the cadet elected to resign in lieu of dismissal, they shall write a letter or Interoffice Memorandum addressed to the Chief of Police explaining why they chose to resign. The letter or Interoffice Memorandum shall be placed in the cadet's Academy folder (Folder # ?).~~

~~An electronic copy of the letter or Interoffice Memorandum shall be forwarded to Payroll Section.~~

~~Upon dismissal, the following check out process Basic Training Unit personnel shall apply:~~

~~The Basic Training Sergeant shall personally notify the cadet that they are dismissed from the Academy Division.~~

~~The Academy Division Lieutenant shall advise the Academy Division Commander/Director of Training when this notification is made.~~

~~d. If practicable, before they are dismissed out processing begins, the cadet shall meet with the Director of Training/Academy Division Commander, the Academy Division Lieutenant, and the Basic Training Unit Sergeant for formal notification of dismissal or acceptance of resignation.~~

~~Basic Training Unit personnel shall provide the following correspondence described below shall be provided to the cadet at this meeting:~~



- ~~— If the cadet has elected to resign in lieu of dismissal, a copy of their they will write a letter or Interoffice mMemorandum addressed to the Chief of Police explaining why they chose to resign.;~~
- ~~— This correspondence shall be placed in the cadet's Academy folder.~~
- ~~— An electronic copy of the correspondence shall be forwarded to Department Personnel/Payroll;~~
- ~~— The Director of TrainingAcademy Division Commander shall provide the cadet who was dismissed or who resigned with an Interoffice M-written memorandum expressing the reason(s) for dismissal or accepting the resignation, as appropriate.~~
- ~~— The memorandum shall explain whether the dismissal or resignation is with or without prejudice, if appropriate.~~
- ~~— The memorandum shall also state that the cadet shall be provided with the opportunity to review all materials used in the decision to dismiss or to accept the resignation.~~
- ~~— This correspondence shall be placed in the cadet's Academy file. An electronic copy of the correspondence shall also be forwarded to Department Personnel/Payroll; and~~
- ~~— An Academy staff member shall assist with the out process of the cadet who was dismissed or who resigned.~~
- ~~— All returnable equipment and other accountable materials must be surrendered before out processing is considered complete.~~
- ~~— Failure to comply with the return procedures may result in withholding the cadet's final paycheck, or if serious, in a referral to Internal Affairs to initiate an investigation.~~
- ~~—~~
- ~~a. Basic Training Unit personnel shall personally notify the cadet that they are dismissed from the Academy Division.~~
- ~~a. The Academy Division Lieutenant shall advise the Academy Division Commander when this notification is made.~~
- ~~a. If the decision is made to retain the cadet, the Basic Training Unit Sergeant shall work with their staff to develop a thorough performance improvement plan for the cadet.~~
- ~~e.~~

**7** ~~1-94-57 1-94-8~~ Cadet Graduation

~~—~~  
~~—~~ Preparing for a Cadet Class Graduation:  
~~E.~~

~~—~~ Basic Training Unit personnel shall :

- ~~1. DdDetermine Cclass rRanking for each cadet.;~~



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- ~~==A~~
- ~~a. Cadets shall be are ranked according to their overall standing at the Police in the Academy Basic Training.~~
  - ~~i. A Each cadet's overall standing is determined by weekly tests, and quizzes, firearms, physical training, and inspections. These areas of training are weighted as follows:~~
  - ~~ii. A Cadet's class rank is determined as consistent shall be determined calculated as based on the criteria outlined in with SOP Sworn Personnel Positions and Seniority shall determine seniority. Seniority of cadets who have previous worked as a Police Service Aide shall be calculated separately among the class ranking. ; and~~
- ~~b. A Police Service Aide's(s) (PSA) rank shall be ranked determined as senior regardless of cadet class ranking. ;~~

~~== Reserve and confirm the graduation venue;~~

~~== Confirm and contact a guest speaker, if requested by the Chief of Police. Contact and confirm all guest speakers and presenters;~~

~~== Prepare certificates of graduation;~~

~~== Prepare Department identification cards. Deliver the cards to the Department Personnel/Payroll Unit Section;~~

~~== Direct cadets to the Payroll office Personnel Section for identification photographs. Deliver completed identification cards to cadets during graduation week;~~

~~== Contact Property Management and arrange for the issuance of badges and key cards;~~

~~== Obtain duty ammunition. Deliver ammunition to cadets on graduation day;~~

~~== Confirm updated list of attending dignitaries, such as City Councilors, Police Oversight Board members, law enforcement and community leaders and inform the Office of the Chief of Police;~~

~~== Contact and confirm participation of a judge who will administer the oath of office;~~

~~== Transmit a Department wide graduation announcement;~~

~~== Notify the chaplain of date of graduation;~~

~~== Prepare programs; and~~



~~=====  
Contact Criminalistics for graduation pictures.~~

~~=====  
State Certification for New Officers~~

~~=====  
The Director of Training, who is the liaison with New Mexico Department of Public Safety (NMDPS), shall assist in coordinating the following:~~

~~=====  
The Basic Training Unit is responsible for completing certification requirements mandated by NMDPS.~~

~~1-94-56                      81-94-9                      Advanced Training~~

~~=====  
Annual Training (also known as NMDPS Biennium Training Requirements)~~

~~=====  
The Advanced Training Section personnel shall Annual training shall ensure all training is designed to fulfill the be conducted on an on-going basis throughout each calendar year. The annual block training, roll call training, and specialized schools are designed to fulfill the state-mandated NMDPS, Court Approved Settlement Agreement (CASA) and Department training requirements.~~

~~=====  
The Academy staff/Advanced Training Section personnel shall maintain complete and accurate records of all training provided to sworn personnel. This shall include copies of curriculum or lesson plans, course materials, presentations, handouts, attendance records, assessment tools, evaluations, and instructors.~~

~~=====  
Supervisors Shall: (Material from 2-95)~~

~~=====  
Personnel Responsibilities:~~

~~=====  
Weapons~~

~~=====  
Uniform~~

~~=====  
Training Documentation~~

~~=====  
The Academy Division personnel shall be responsible for maintaining training records for Department personnel. is responsible for recording an individual's completed training. This includes maintaining and updating an individual's training records.~~

~~=====  
Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.~~

~~=====  
Direct access to training files shall be limited to Academy staff personnel only. All other access requests shall be forwarded to the Training Coordinator or the Director of Training.~~

~~=====  
Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, or individual unless the~~



~~request is reviewed and approved by the Training Coordinator or the Director of Training.~~

~~— Court orders for training information shall be immediately forwarded to the Training Coordinator or the Director of Training.~~

~~— The only exception is for direct requests from Internal Affairs, which has full and unrestricted access to all Training Division records.~~

~~— Training records shall include the instructors' name, names of cadets/Department employees who attended, the course title, the date of delivery, and performance measurement results. Training records shall be retained indefinitely.~~

~~—~~  
~~—~~

~~— Community Outreach Programs~~

~~The goal of Department's community outreach programs is to continuously improve relationships through education.~~

~~The Academy is responsible for oversight and management of the Citizens' Police Academy (CPA) and other related programs and projects.~~

~~A program manager from the Academy staff shall be assigned to administer each program.~~

~~— Department Training~~

N/A

~~— Advanced Training Section~~

~~— Department Advanced training occurs onis conducted on an on-going basis throughout each calendar year and it is designed to fulfill the state mandated, Court Approved Settlement Agreement (CASA), and Department training requirements. The different types of Advanced training includesare:~~

~~— (Whatever is in B.);~~

~~— Maintenance of Effort (MOE) training;~~

~~—~~

~~— Web-based on-line training/NMDPS training;~~

~~—~~

~~— National Incident Management System (NIMS) and Incident Command Structure (ICS) training;~~

~~—~~

~~— Area command and specialized unit training; and~~

~~—~~

~~— Training that is conducted by and;~~

~~— Other Outside agencies; and~~

~~— sSpecialized schools. are designed to fulfill the sState mandated, Court Approved Settlement Agreement (CASA), and Department training requirements.~~

~~—~~



A. ~~Mandatory Training (Some type of general training)~~ General Advanced Training Requirements

1. Department Personnel

a. Department personnel shall:

i. Adhere to all applicable City of Albuquerque Ordinances and Administrative Orders, Instructions and Department SOPs, SOPs and City of Albuquerque Administrative Orders while in training;

ii. Arrive on time for scheduled training;

1. Department personnel who fail to check-in for scheduled training fifteen (15) minutes or more after the scheduled start time shall not be allowed to attend the training.

~~Complete any missed mandatory training;~~

iii. Notify Advanced Training Section personnel ~~Department personnel who are~~ when they are unable to attend their scheduled training ~~must notify the Advanced Training Section~~ at least two (2) weeks in advance so that alternative dates can be arranged;

1. Department personnel who miss their scheduled training date for any reason or fail to reschedule their training within two (2) weeks shall submit an Interoffice Memorandum to their immediate supervisor, documenting the failure to complete the scheduled training.

A. For sworn personnel, the officer shall provide the Advanced Training Section Lieutenant a copy of their written explanation.

~~A. The supervisor of any employee who was missing from training or arrived late for training without an acceptable reason shall submit an IAR for violating this SOP.~~

iv. ~~Department personnel shall~~ Request through their supervisors that they are rescheduled for any missed training;

v. Complete any missed mandatory training;

~~a. Department personnel who are unable to attend scheduled training must notify the Advanced Training Section at least two (2) weeks in advance so that alternative dates can be arranged.~~

vi. ~~Department personnel who fail to complete mandatory training shall~~ Be subject to discipline when they fail to complete mandatory training, consistent with SOP Discipline System; and



vii. Department personnel shall complete all mandatory training unless they have been placed on authorized approved leave or a medical restriction.

1. Department personnel on approved leave during a mandatory training cycle shall provide the Advanced Training Section Lieutenant proof of the leave approval.
2. Prior to returning to full-duty status, Department personnel must report to the Academy Division facility to complete all mandatory training prior to returning to full-duty status.
3. Department personnel on injured in the line-of-duty (ILD) status shall be excused from any training that impacts medically-imposed restrictions.
  - A. Department personnel who have been placed on ILD shall provide documentation to the Advanced Training Lieutenant, through their chain of command.

b. Testing Requirements

- i. Department personnel shall have two (2) attempts to achieve a passing score of eighty percent (80%) or better on any CASA-mandated training examination.
  1. Failure to achieve a passing score shall result in remedial instruction.
    - A. If Department personnel an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify the affected employee's chain of command.
    - B. An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.
- ii. Department personnel shall have two (2) attempts to achieve a passing score of seventy percent (70%) or better on all NMDPS-mandated training examinations.
  1. Failure to achieve a passing score shall result in remedial training.
    - A. If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify their affected employee's chain of command.
    - B. An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.
- iii. Testing requirements for firearms certifications shall be consistent with SOP Firearms and Ammunition Authorization.

2. Supervisors

- a. A supervisor shall:
  - i. Schedule personnel who are under their supervision for training;
  - ii. Notify Court Services Unit personnel of training dates, consistent with SOP Court Services Unit;
    1. Scheduled training dates must be sent to the District Attorney (DA) Liaison to avoid conflicts between training requirements and court obligations. ~~and~~



N/A

~~A. The supervisor of any employee who was missing from training or arrived late for training without an acceptable reason shall submit an IAR for violating this SOP.~~

- iii. ~~S~~supervisors who receives notification that ~~personnel~~ their employee have failed to complete mandatory training shall determine the cause.
- iv. The supervisor of any employee who failed to complete mandatory training, or who was missing from training or arrived late for training without an acceptable reason shall submit an Internal Affairs Request (IAR) for violating this SOP (refer to SOP Personnel Code of Conduct, SOP Complaints Involving Department Personnel, and SOP Discipline System for sanction classifications and additional duties).

~~Supervisors shall initiate an Internal Affairs Request for policy violations consistent with SOP Personnel Code of Conduct (refer to SOP Personnel Code of Conduct for sanction classifications and additional duties).~~

3. Academy Division Personnel

a. Training Documentation

- i. Academy Division personnel shall be responsible for maintaining training records for Department personnel.
  - 1. Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.
- ii. Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, unless the request is reviewed and approved by the Academy Division Commander.
  - 1. Court orders for training information shall be immediately forwarded to the Academy Division Commander.
  - 2. The only exception is for direct requests from Internal Affairs personnel, which have full and unrestricted access to all Academy Division records.
  - 3. Training records shall include the instructors' name, names of Department employees who attended, the course title, the date of delivery, and performance measurement results.
  - 4. Training records shall be retained indefinitely.

~~Weapons:~~

- b. The Academy Division Commander has the authority to restrict access to weapon systems during training, in order to maintain a safe training environment.

~~Dress Standards Code:~~

- c. The Academy Division Commander, or their designee, shall establish the dress standards code that must be followed during for Department training.

~~a. Department personnel on approved leave during a mandatory training cycle shall provide the Advanced Training Lieutenant proof of the leave approval.~~

~~a.~~



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~~a.~~

~~Department Personnel are required to shall observe adhere to and conform to all applicable SOPs and City of Albuquerque Administrative Orders while in training.~~

~~A Ssupervisors Sshall:~~

~~Schedule personnel who are under their supervision for training; and~~

~~Notify Shall eEnsure that the Court Services Unit is notified personnel of training dates, consistent with SOP Court Services Unit;~~

~~Scheduled training dates must be sent to the District Attorney (DA) Liaison to avoid conflicts between training requirements and court obligations.~~

~~Supervisors who receive notification that personnel have failed to complete mandatory training shall determine the cause.~~

~~Supervisors shall initiate an Internal Affairs Request for policy violations consistent with SOP Personnel Code of Conduct.~~

**6** ~~Requirements for Department Personnel Training Responsibilities~~

~~Supervisorsr Responsibilities~~

~~A supervisor shall:~~

~~Schedule personnel who are under their supervision for training; and~~

~~Notify Court Services Unit personnel of training dates, consistent with SOP Court Services Unit;~~

~~Scheduled training dates must be sent to the District Attorney (DA) Liaison to avoid conflicts between training requirements and court obligations.; and~~

~~Supervisors who receive notification that personnel have failed to complete mandatory training shall determine the cause.~~

~~Supervisors shall initiate an Internal Affairs Request for policy violations consistent with SOP Personnel Code of Conduct (refer to SOP Personnel Code of Conduct for sanction classifications and additional duties).~~

N/A

~~Testing Rrequirements~~

N/A

~~Department personnel shall have two (2) attempts to achieve a passing score of eighty percent (80%), or better on any Court Approved Settlement Agreement (CASA-) mandated training examination.~~

~~Failure to achieve a passing score shall result in remedial instruction.~~



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- ~~— If Department personnel fail to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify the affected employee's chain of command.~~
- ~~— An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.~~
  
- ~~— Department personnel shall have two (2) attempts to achieve a passing score of 70% or better on all NMDPS mandated training examinations.~~
  
- ~~— Failure to achieve a passing score shall result in remedial training.~~
  
- ~~— If an employee fails to pass the remedial examination, the Advanced Training Section Lieutenant or their designee shall notify the affected employee's chain of command.~~
- ~~— An Academy Division representative shall coordinate additional training with the employee's immediate supervisor.~~
  
- ~~— Testing requirements for firearms certifications shall be consistent with SOP Firearms and Ammunition.~~

#### Training Documentation

~~The Academy Division personnel shall be responsible for maintaining training records for Department personnel.~~

~~Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.~~

~~Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, unless the request is reviewed and approved by the Director of Training Academy Division Commander.~~

~~Court orders for training information shall be immediately forwarded to the Director of Training Academy Division Commander.~~

~~The only exception is for direct requests from Internal Affairs personnel, which have full and unrestricted access to all Training Academy Division records.~~

~~Training records shall include the instructors' name, names of Department employees who attended, the course title, the date of delivery, and performance measurement results. Training records shall be retained indefinitely.~~

#### Punctuality

~~Department Personnel shall arrive on time for scheduled training.~~

~~Department Personnel who failing to check in for scheduled training fifteen (15) minutes or more after the scheduled start time shall not be allowed to attend the training.~~



Missed Training

~~Department Personnel who miss their scheduled training date for any reason or fail to re-schedule their training within two (2) weeks shall submit an Interoffice Memorandum to their immediate supervisor documenting the failure to complete the scheduled training.~~

~~For sworn personnel, the officer shall provide T t he Advanced Training Lieutenant shall also be provided with a copy of their officer's written explanation.~~

~~or re-schedule within two (2) weeks of their respective Deputy Chief. The Advanced Training Lieutenant shall also be provided with a copy of the Officers written explanation. The supervisor of any employee who was missing from training or arrived late tofor training without an acceptable reason shall submit open an IAP request for violationviolating this SOP.~~

~~Department personnel shall request through their supervisors that they are rescheduled for any missed training.~~

~~Department Personnel who are unable to attend scheduled training must notify the Advanced Training Section at least two (2) weeks in advance so that alternative dates can be arranged.~~

~~Department Personnel who Ffailing to complete this mandatory training shawill be subject to Department discipline, consistent with SOP Discipline System. shall submit a memo to their immediate supervisor documenting the failure to complete the scheduled training. and forward to:~~

Department Personnel Who Are in An Approved Leave Status

- ~~Department personnel shall request through their supervisors that they are It is the responsibility of the affected employee to ensure they are rescheduled for any missed training.~~
- ~~Department Personnel on injured in the line of duty (ILD) status shall be excused from any training that impacts medically imposed restrictions.~~
- ~~Department personnel who have been placed on ILD personnel mustshall provide documentation to the Training CoordinatorAdvanced Training Lieutenant, through their chain of command.~~
- ~~Department Personnel on approved leave during a mandatory training cycle shall provide the Training CoordinatorAdvanced Training Lieutenant proof of the leave approval.~~
- ~~Department Personnel are responsible for ensuring thatcomplete any missed mandatory training is completed.~~



~~Department Personnel who are unable to attend scheduled training must notify the Training Coordinator Advanced Training Section at least two (2) weeks in advance so that alternative dates can be arranged.~~

~~Personnel from Outside Governmental/Law Enforcement Agencies~~

~~Personnel from other outside governmental/law enforcement agencies may request to attend Department training.~~

~~The requesting agency must will obtain approval from the Academy transmit Division Commander a letter to the Director of Training for approval.~~

~~Weapons~~

~~The Academy Division Commander has the authority to restrict access to weapon systems during training, in order to maintain a safe training environment.~~

~~Uniform Dress Standards~~

~~The Academy Division Commander, or designee, shall establish dress standards for Department training.~~

~~The Director of Training must approve all outside training prior to attendance or funding.~~

~~Any personnel attending outside training must submit a copy of any certifications obtained to the Training Coordinator as soon as practical.~~

~~Every Department employee is entitled to review their own training record and obtain copies of any of the contents.~~

### B. Types of Advanced Training

1. Advanced training is conducted on an on-going basis throughout each calendar year and it is designed to fulfill the state-mandated, Court-Approved Settlement Agreement (CASA), and Department training requirements. The different types of advanced training are:

~~NMDPS training: NMDPS and Other External Training Programs T~~

~~a. The Training Coordinator, or their designee shall announce NMDPS training programs offered to Department personnel;~~

~~b. Training that is conducted by outside agencies: Department P personnel who wish to apply for NMDPS-sponsored external training shall:~~



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- ~~Request permission to attend the training through their chain of command and the Academy Division Commander. Completion of the current NMDPS Advanced Training Application form;~~
- ~~i. Have their chain of command concurrence noted on application; and~~
- ~~ii. Request approval for travel approval shall be requested through the Fiscal Division in accordance with CABQ requirements.~~
- ~~1. Requests for other non-Department external training is subject to funding availability and Department approval.~~
- ~~The Director of Training must approve all Department external training requests. Requests involving out of town travel require advance approval in accordance with CABQ policy.~~
- ~~2. Any personnel employee who is attending outside external training must submit a copy of any certifications that they obtained to the Training Coordinator upon completion of the training.~~
- c. Mandatory National Incident Management System (NIMS) and Incident Command Structure (ICS) training:
  - i. Department personnel shall complete the following online training courses at <https://training.fema.gov/IS/> in the listed order within one (1) year of employment with the Department:
    - 1. IS-700 National Incident Management System (NIMS), An Introduction;
    - 2. IS-100 Introduction to Incident Command System;
    - 3. IS-200 ICS for Single Resources and Initial Action Incidents; and
    - ~~IS-800 National Response Framework, An Introduction.~~
    - ~~4.~~
    - ~~After completing the above-listed pre-requisite courses,~~
  - ii. All first line supervisors, sergeants, and equivalent civilian-equivalent supervisors and above shall complete the following in-person training course in within one (1) year of promotion, or employment with the Department. (They shall first complete the above-listed pre-requisite courses are pre-requisites and must be completed first) followed by:
    - 1. ICS-300 Intermediate ICS for Expanding Incidents.
    - ~~After completing the above-listed pre-requisite courses,~~
  - iii. All mid-level supervisors, lieutenants, and civilian-equivalent civilian supervisors and above shall complete the following in-person training course in within one (1) year of promotion, or employment with the Department. (the above listed courses are pre-requisites and must be completed first):
    - 1. ICS-400 Advanced ICS.



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~~iv. Department Ppersonnel may refer to SO 21-151 Mandatory mandatory NIMS/ICS Training, for detailed instructions on completing the online courses.~~

~~— Upon completion of the required courses,~~

~~v. Department personnel shall provide copies of all certifications to the Training Coordinator within thirty (30) days of issuance receipt, upon completion of the required courses.~~

~~— Academy PDivision personnel shall upload the certification(s) into the employee's electronic training file.~~

~~vi.~~

~~d. Specialized Uunit and Aarea Ccommand Ttraining: The Advanced Training Unit personnel may assist specialized units and area commanders in obtaining required training from external sources; and~~

~~— Upon request, the Academy may assist any Department Bureau, area command, or specialized unit in the design, development, and delivery of training.~~

~~The Advanced Training Section Unit may assist specialized units in obtaining required training from external sources.~~

~~e. Required remedial training: The Advanced Training Section Unit personnel may assist or coordinate any required remedial training at the request of a supervisor.~~

~~Testing requirements~~

~~Department Ppersonnel shall have two (2) attempts to achieve a passing achieve a score of 80%, or better on any Court Approved Settlement Agreement (CASA) mandated training written examination.~~

~~Failure to achieve a passing score shall result in remedial instruction.~~

~~If personnel fail to pass the remedial examination, the Advanced Training Lieutenant or designee shall notify the affected employee's chain of command.~~

~~An Academy representative shall coordinate additional training with the employee's immediate supervisor.~~

~~Department Ppersonnel shall have two (2) attempts to achieve a passing score of 70%, or better on all NMDPS mandated training examinations.~~

~~Failure to achieve a passing score shall result in remedial instruction training.~~

~~Personnel who fail the examination shall be administered a remedial examination.~~



~~If personnel fails to pass the remedial examination, the Director of Training/Advanced Training Lieutenant or designee shall notify the affected personnel/employee's chain of command.~~

~~An Academy representative shall coordinate additional training with the personnel/employee's immediate supervisor.~~

~~Testing requirements for firearms certifications are consistent with SOP Firearms and Ammunition.~~

#### Training Documentation

~~The Academy Division personnel shall be responsible for maintaining training records for Department personnel.~~

~~Requests to access Department personnel training records shall be directed to Advanced Training Section personnel.~~

~~Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, unless the request is reviewed and approved by the Director of Training.~~

~~Court orders for training information shall be immediately forwarded to the Director of Training.~~

~~The only exception is for direct requests from Internal Affairs, which has full and unrestricted access to all Training Division records.~~

~~Training records shall include the instructors' name, names of Department employees who attended, the course title, the date of delivery, and performance measurement results. Training records shall be retained indefinitely.~~

#### ~~Personnel from Outside Governmental/Law Enforcement Agencies~~

~~Personnel from outside governmental/law enforcement agencies may request to attend Department training.~~

~~The requesting agency will obtain approval from the Academy Division Commander.~~

#### ~~Community Outreach Programs~~

~~The Advanced Training Section shall be responsible for oversight and management of the Citizens' Police Academy (CPA) and other related programs and projects.~~



1. General RBT Procedures

a. RBT participants shall:

- i. Arrive for the training session at the prescribed time with all necessary equipment for the training;
- ii. Obey all safety rules as briefed and ~~or per~~ consistent with Department SOPs;
- iii. Participate in all mandated ~~training~~ RBT;
- iv. Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator;
- v. Inspect all personal protective equipment (PPE), RBT weapons, and ammunition issued to them to ensure ~~if they all appears to be is~~ are in good working order;
  - ~~— RBT participants shall ~~N~~ notify the Quartermaster of any equipment that appears to be in need of repair and/or~~
  - 1. RBT participants shall ~~inform the Quartermaster~~ of any issued equipment that was ~~damaged during training~~.
- vi. Be responsible for returning all RBT-issued equipment prior to leaving the training site.

~~— RBT Center Procedures at the RBT Center~~

~~— Safety Rules While (Someone) shall adhere to the following safety rules for personnel who when a Attending ing training RBT:~~

2.

a. RBT participants shall:

- ~~— Prohibited items are posted at the RBT facility (Someone) and shall not be brought bringing the prohibited items into the RBT facility center or any designated RBT training area during scenario training;~~
- ~~— A list of prohibited items is posted at the RBT facility center.~~
- i. When entering the RBT center or any designated RBT training area for ~~scenario-based training~~ RBT, ~~All (Department/sworn) personnel entering the RBT Center or any designated RBT training area during scenario training shall~~ submit to a search of their person and all items they wish to bring in with them;
- ii. ~~Only~~ use RBT NLTA weapons converted for use in force on force training and approved by the RBT Sergeant ~~shall be used in~~ during RBT training;
- iii. Only use blue, non-conductive training cartridges ~~shall be used~~ with electronic control weapons (ECW) for RBT scenarios;
  - 1. Only inert cartridges or spent cartridges that have ~~(already been fired with the probes and line removed)~~ shall be used ~~in~~ during RBT training where no protective suit designed for use with ~~Taser~~ ECW probes is worn.



- iv. Only use blue foam coated training batons ~~shall be used in~~ during RBT scenarios;
  - 1. Strikes with these batons shall only be allowed when the role player is wearing a protective suit designed for impact weapon training.
- v. Only use inert training oleoresin capsicum (OC) or an OC canister that has been emptied, that has a blocked nozzle, and that has been inspected by ~~RBT staff personnel and the nozzle has been blocked shall be used in~~ during RBT scenarios;
- vi. Only use NLTA (marking or blank) issued by RBT staff or approved by the RBT Sergeant ~~shall be used in~~ during RBT scenarios;
- vii. ~~RBT scenario participants shall wear~~ all issued personal protective equipment (PPE) for the duration of any scenario until they are told by the Safety Officer or the ~~scenario~~ RBT facilitator that it is safe to remove the ~~at~~ equipment;
- viii. Immediately report to the RBT facilitator ~~when they are~~ ~~become~~ ~~shall be called by anyone who is aware of that~~ of any piece of mandatory PPE or equipment is ~~the absent or~~ missing, or removed by any RBT participant ~~equipment. If any piece of mandatory PPE is removed by any participant or is accidentally dislodged during a scenario a "Pause" or "Cease Fire", shall be called by anyone who is aware of the absent/missing equipment.~~
  - 1. The scenario may be resumed as soon as the PPE is back in place.
- ix. ~~RBT scenario participants shall not~~ Make every effort not to fire any RBT NLTA firearm at another participant at a distance of less than three (3) feet;
- x. Notify the RBT facilitator, the RBT Unit Sergeant, or the officer-in-charge (OIC) of ~~a~~ Any participant who is injured during training ~~shall notify the scenario facilitator, the RBT Sergeant, or the officer in charge (OIC) as soon as possible.~~
  - 1. If a facilitator is notified of an injury, they shall notify the RBT Unit Sergeant or the OIC if the injury ~~has the potential to~~ potentially requires medical attention ~~treatment.~~
    - a. ~~If there is reason to believe any participant blatantly violated any of the safety rules the RBT Sergeant or OIC may remove them from training and they may be subject to Departmental discipline.~~
    - b. RBT participants shall not bring prohibited items into the RBT center or any designated RBT training area during RBT;
      - 1. A list of prohibited items is posted at the RBT center.
    - c. ~~If there is reason to believe that any RBT participant blatantly violated any of the safety rules, the RBT Unit Sergeant or OIC may remove them from training and they may be subject to Departmental discipline, consistent with SOP Complaints Involving Department Personnel and SOP Discipline System (refer to SOP Complaints Involving Department Personnel and SOP Discipline System for sanction classifications and additional duties).~~

N/A



3.

- a. ~~The RBT Center shall maintain an Emergency Trauma Kit containing an Automatic External Defibrillator (AED) and first aid items for serious injury, to include:~~
  - i. ~~Tourniquets;~~
  - ii. ~~Chest seals;~~
  - iii. ~~Pressure bandages;~~
  - iv. ~~Hemostatic dressing; and~~
  - v. ~~Emergency blankets.~~
- b. ~~Full-time RBT Unit full time staff personnel shall maintain a working knowledge in of the use of this equipment and items.~~
- c. ~~The RBT Unit Sergeant or OIC shall:~~
  - i. ~~In the event of a serious or life threatening injury, call a "real world emergency" and cease all training. This can be accomplished via radio, cell phone or personal communication;~~
  - ii. ~~Ensure the emergency trauma kit is sent to the location of the injury and first aid is started on the injured RBT participant victim;~~
  - iii. ~~Ensure the Emergency Communications Center (ECC) is called notified and emergency medical services (EMS) is dispatched;~~
  - iv. ~~Ensure the gate to access the RBT center along Copper Avenue is open for access by EMS personnel; and~~
  - v. ~~Ensure the Advanced Training Section chain of command is notified.~~

~~General RBT Participants Shall Procedures:~~

~~RBT participants shall:~~

- ~~Arrive for the training session at the prescribed time with all necessary equipment for the training.~~
- ~~Obey all safety rules briefed or per SOP.~~
- ~~Participate in all mandated training.~~
- ~~Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator.~~
- ~~Inspect all PPE, RBT weapons and ammunition issued to them to ensure it all appears to be in good working order. Notify the Quartermaster of any equipment that appears to be in need of repair.~~
- ~~Inform the Quartermaster of any issued equipment damaged during training~~
- ~~Be responsible for returning all issued equipment prior to leaving the training site.~~

1. Participant Evaluation

4.

4.



~~1. Participant evaluations shall only be conducted by properly trained personnel and documented on the RBT authorized evaluation form.~~

~~1.~~

~~1. Participants shall be treated with respect and not subjected to demeaning or inflammatory criticism.~~

~~1.~~

~~1. RBT Equipment Issue~~

~~4.~~

~~1. During a training session, the Quartermaster shall:~~

~~a. Issue all RBT NLTA weapons ammunition, PPE, and props to participants or staff personnel.~~

~~b. During a training session, participants /or personnel staff shall:~~

~~i. Inspect the equipment issued to them and bring any damaged equipment to the attention of the Quartermaster before leaving the equipment issue table; and~~

~~ii. Be responsible for maintaining control and providing due care for the equipment issued to them.~~

~~5. Lost or Damaged RBT Equipment~~

~~a. If a participant loses any equipment issued to them, they may be held financially responsible for its replacement.~~

~~b. If the equipment is damaged during the training session, the RBT participant or staff member personnel /staff member shall return it to the Quartermaster and advise them of the damage.~~

~~iii. If any RBT participant or /personnel staff member is found to have damaged any equipment due to blatant neglect or misuse, they may be held financially responsible for its replacement.~~

~~6. For Loaned RBT Equipment other than at the RBT Center~~

~~a. The RBT participant or /personnel staff who signs out borrows the equipment shall be responsible for its return loaned RBT equipment.~~

~~b. If any loaned RBT equipment is lost, stolen, or damaged, while on loan the RBT participant /or staff personnel who the equipment was loaned to shall be responsible for explaining the circumstances of the event in a Department Memorandum to the Advanced Training Section Lieutenant.~~

~~iv. The RBT participant, the person responsible for the loss or damage, or the RBT participant's unit may be held financially responsible for the replacement or repair of the RBT equipment.~~

~~7. RBT Participant Evaluations~~



- a. RBT Participant evaluations shall only be conducted by properly trained personnel and documented on the RBT-authorized evaluation form.
- b. RBT Participants shall be treated with respect and not subjected to demeaning or inflammatory criticism.

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D. Firearms Training Unit

~~Responsibilities~~

N/A

1. The Firearms Training Unit personnel shall:

~~is~~ Be responsible for firearms training and periodic proficiency qualifications for all Department armed personnel who are authorized to carry Department-approved firearms and authorized to use Department-approved ammunition (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties)

a. ;  
~~The Firearms Training Unit shall:~~

- b. Develop new firearms training programs;
- c. Train cadets in the use of firearms;
- d. Enforce firearms safety;
- e. Inspect and repair firearms; and
- f. Maintain firearms records.

E. Community Outreach Programs

The Advanced Training Section shall be responsible for oversight and management of the Citizens' Police Academy (CPA) and other related programs and projects.

F. Personnel from Outside Governmental/Law Enforcement Agencies

- 1. Personnel from outside governmental/law enforcement agencies may request to attend Department training.
- 2. The requesting agency will obtain approval from the Academy Division Commander.

N/A

~~Weapons~~

~~The Director of Training Academy Division Commander has the authority to restrict access to weapon systems during training, in order to maintain a safe training environment.~~



Uniform

~~The Director of Training Academy Division Commander, or designee, shall establish dress standards for Department training.~~

Training Development

~~All training developed by Department personnel shall be consistent with Academy standards.~~

1-94-61-94-6 Comprehensive Training Unit (CTU)

A. The CTU personnel oversee all Department training and review and approve all external training attended by sworn personnel.

1. CTU consists of:

- a. The ~~the~~ Curriculum Development Manager (CDM), who directs the unit;
- b. The ~~the~~ CTU Manager, who manages the unit;
- c. The CTU Specialists; ~~and~~
- d. ~~a P~~ proofreader.

2. Course developers are subject matter experts responsible for the creation of course content.

3. The training development and approval process is comprised of ~~s~~ Steps 1 through 3 of ~~a~~ the 7-Step Process.

a. CTU ~~is~~ personnel are responsible for:

- i. The intake of training requests and assessment of training needs (Step 1);
- ii. ~~A~~ ~~a~~ assisting subject matter experts in developing course materials (Step 2);  
and
- iii. ~~a~~ Guiding course materials through the review and approval process (Step 3).

B. Training Development Categories

1. New ~~c~~ Courses ~~e~~: New courses require the development of a lesson plan and supporting materials for the purpose of teaching a new skill or new information. New courses have not yet been approved through the 7-Step ~~p~~ Process.

2. An update or ~~R~~ revision to an ~~E~~ Existing ~~c~~ Course shall be ~~:An update or revision to an existing course~~ approved through the 7-Step ~~p~~ Process. Updates ~~might~~ include, but are not limited to:



- a. ~~for example, i~~ Incorporation of a new SOP;
- b. ~~D-data;~~
- c. ~~eCase law;~~
- d. ~~sScenarios;~~ or
- e. ~~bBest practices.~~

3. A ~~B~~ briefing video: ~~Briefing Videos~~ disseminates information with the assumption that the audience already has the skillset to apply the new information. Briefing videos do not require a lesson plan.

### C. Training Development

1. All training within the Department shall be submitted to the CTU for review and approval prior to delivery.

#### 2. Required Forms:

- a. Upon identifying a need for training, the course developer shall submit a completed Curriculum Development Request form (formally the Training Needs Assessment) to the CDM. ~~The is form~~ Curriculum Development Request form shall accompany all requests for course development, revisions of existing courses, and requests for creation of briefing videos.
- b. For new course development requests, the course developer shall submit a minimum of a detailed outline of the lesson plan alongside the Curriculum Development Request form. ~~and~~
- c. For revisions of existing courses, the course developer shall submit existing course materials alongside the Curriculum Development Request form. ~~and~~
- d. Trainings curriculum shall be based on Department SOPs. If new or revised training is developed to complement revision of the relevant SOP, the new SOP must be published before the new or revised training can be trained.

#### 3. Training Review and Approval Process

- a. Course content shall determine the approval process and expected timeframe for completion. At a minimum, courses are reviewed by the Policy and Procedure Unit, City Legal, the CDM, an Academy Division Lieutenant, and the Academy Division Commander.
- b. Courses containing material addressed in the CASA shall be reviewed by the Independent Monitoring Team (IMT) and the U.S. Department of Justice (DOJ) after review by the parties listed above.
- c. Courses that address mental health or crisis intervention are also reviewed by the Mental Health Response Advisory Committee (MHRAC).
- d. The Policy and Procedure Unit and City Legal review only the lesson plan while Academy Division personnel, ~~the~~ MHRAC, and the IMT and DOJ review all materials associated with the course, such as ~~(PowerPoints~~ PowerPoints, ~~h~~ Handouts, and ~~v~~ videos, etc.).



- e. All parties have two (2) weeks to respond with feedback.
- f. Feedback is reviewed by the course developer and the assigned CTU Specialist, who have the discretion to revise course materials based on the recommendations.
- g. The CDM is responsible for final approval of training.

#### 4. Video Trainings:

- a. Video trainings include:
  - ~~==~~Video Courses: ~~and~~
  - i. Trainings produced as videos are reviewed and approved as lesson plans and again in final video format; and
  - ~~==~~Briefing Videos:
  - ii. Briefing videos do not require lesson plans and are only reviewed and approved in video format.

#### 5. Course Accreditation

- ~~==~~Courses may be submitted for accreditation by the ~~New Mexico Law Enforcement Academy (NMLEA).~~
- a.
- b. If the course developer wants their course to be accredited, they shall submit the Request for ~~LEA-86~~ Course Accreditation form (LEA-86) and ~~all~~ the required materials to the CDM.
- c. The CDM shall review the materials to ensure that they are complete, assemble the application packet, and submit the packet to the NMLEA.
- d. The course developer shall be notified upon assignment of a course accreditation number by the NMLEA.

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#### 6. Training Delivery

- a. Upon final approval by the CDM, the course developer shall be notified and the course materials may be trained.
- b. Responsibility for scheduling delivery of the training rests with the course developer and respective chain of command in collaboration with Academy ~~Training~~ Division personnel.

#### 7. Review of External Trainings

- ~~==~~All external trainings contracted for delivery at the Department and attended by ~~Department~~ sworn personnel shall be submitted to the CDM for review.
- a.
- b. The training materials shall be submitted to the CDM prior to attendance or, if materials are not able to be obtained prior to the training, subsequent to the training.

~~Comprehensive Training Unit (CTU)~~



- ~~— The CTU personnel oversee all Department training and review and approve all external training attended by sworn personnel.~~
- ~~— CTU consists of the Curriculum Development Manager (CDM), who directs the unit, the CTU Manager, who manages the unit, CTU Specialists, and a Proofreader.~~
- ~~— Course developers are subject matter experts responsible for the creation of course content.~~
- ~~— The training development and approval process comprises Steps 1-3 of a 7-Step Process. CTU is responsible for intake of training requests and assessment of training needs (Step 1), assisting subject matter experts in developing course materials (Step 2), and guiding course materials through the review and approval process (Step 3).~~
- ~~— Training Development Categories~~
  - ~~— New Course: New courses require the development of a lesson plan and supporting materials for the purpose of teaching a new skill or new information. New courses have not yet been approved through the 7-Step process.~~
  - ~~— Revision to Existing Course: An update or revision to an existing course approved through the 7-Step process. Updates might include, for example, incorporation of new SOP, data, case law, scenarios, or best practices.~~
  - ~~— Briefing Video: Briefing Videos disseminate information with the assumption that the audience already has the skillset to apply the new information. Briefing Videos do not require a lesson plan.~~
- ~~— Training Development~~
  - ~~— All training within the Department shall be submitted to the CTU for review and approval prior to delivery.~~
  - ~~— Required Forms:~~
    - ~~— Upon identifying a need for training, the course developer shall submit a completed Curriculum Development Request form (formally the Training Needs Assessment) to the CDM. This form shall accompany all requests for course development, revisions of existing courses, and requests for creation of briefing videos.;~~
    - ~~— For new course development requests, the course developer shall submit a minimum of a detailed outline of the lesson plan alongside the Curriculum Development Request form.;~~ and
    - ~~— For revisions of existing courses, the course developer shall submit existing course materials alongside the Curriculum Development Request form.~~
  - ~~— Trainings curriculum shall be based on published APD Department Standard Operating Procedures (SOPs). If new or revised training is developed to~~



~~complement revision of the relevant SOP, the new SOP must be published before the new or revised training can be trained.~~

~~— Training Review and Approval Process~~

- ~~— Course content shall determine the approval process and expected timeframe for completion. At a minimum, courses are reviewed by the Policy and Procedure Unit, City Legal, the Curriculum Development Manager (CDM), an Academy Lieutenant, and the Academy Commander.~~
- ~~— Courses containing material addressed in the Court Approved Settlement Agreement (CASA) shall be reviewed by the Independent Monitoring Team (IMT) and Department of Justice (DOJ) after review by the parties listed above.~~
- ~~— Courses that address mental health or crisis intervention are also reviewed by the Mental Health Response Advisory Committee (MHRAC).~~
- ~~— The Policy and Procedure Unit and City Legal review only the lesson plan while Academy personnel, the MHRAC, and the IMT and DOJ review all materials associated with the course (PowerPoints, Handouts, Videos, etc.).~~
- ~~— All parties have two (2) weeks to respond with feedback. Feedback is reviewed by the course developer and the assigned CTU Specialist, who have discretion to revise course materials based on the recommendations.~~
- ~~— The CDM is responsible for final approval of training.~~

~~— Video Trainings:~~

- ~~— Video Courses: Trainings produced as videos are reviewed and approved as lesson plans and again in final video format.~~
- ~~— Briefing Videos: Briefing videos do not require lesson plans and are only reviewed and approved in video format.~~

~~— Course Accreditation: Courses may be submitted for accreditation by the New Mexico Law Enforcement Academy (NMLEA).~~

- ~~— If the course developer wants their course to be accredited, they shall submit the LEA-86 Course Accreditation form and all the required materials (listed on the form) to the CDM.~~
- ~~— The CDM shall review the materials to ensure that they are complete, assemble the application packet, and submit the packet to the NMLEA.~~
- ~~— The course developer shall be notified upon assignment of a course accreditation number by NMLEA.~~

~~— Training Delivery~~

- ~~— Upon final approval by the CDM, the course developer shall be notified and the course materials can may be trained.~~



~~Responsibility for scheduling delivery of the training rests with the course developer and respective chain of command in collaboration with Academy Training Division training staff personnel.~~

~~Review of External Trainings: All external trainings contracted for delivery at the APD Department and attended by APD Department sworn personnel shall be submitted to the CDM for review.~~

~~The training materials shall be submitted to the CDM prior to attendance or, if materials are not able to be obtained prior to the training, subsequent to the training.~~

~~Comprehensive Training Unit~~

~~Department personnel shall submit all new or proposed training to the CTU to be thoroughly reviewed prior to any training.~~

~~CTU shall assist any Department Bureau, area command, or specialized unit in the design, development, and delivery of training.~~

~~The training Director Shall: (place holder)~~

~~Training Development (Place holder)~~

~~1-94-9-10 Reality Based Training (RBT)~~

~~Reality Based Training (RBT Procedures) at the RBT Center~~

~~SRBT Safety Rules for personnel who attending training:~~

~~No prohibited items are posted at the RBT facility and shall not be brought into the facility or any designated RBT training area during scenario training;~~

~~A list of prohibited items is posted at the RBT facility.~~

~~All personnel entering the RBT Center or any designated RBT training area during scenario training shall submit to a search of their person and all items they wish to bring in with them.;~~

~~Only RBT NLTA weapons converted for use in force on force training and approved by the RBT Sergeant shall be used in Department RBT Training;~~

~~Only blue non-conductive training cartridges shall be used with taser electronic control weapons (ECW) for RBT scenarios;~~

~~Only inert cartridges or spent cartridges (already fired with the probes and line removed) shall be used in training where no protective suit designed for use with Taser probes is worn.~~

~~Only blue foam coated training batons shall be used in RBT scenarios;~~

~~Strikes with these batons shall only be allowed when the role player is wearing a protective suit designed for impact weapon training.;~~

~~Only inert training OC or an OC canister that has been emptied, inspected by RBT staff and the nozzle is has been blocked shall be used in RBT scenarios;~~



~~Only NLTA (marking or blank) issued by RBT staff or approved by the RBT Sergeant shall be used in RBT scenarios.;~~

~~All RBT scenario participants shall wear all issued personal protective equipment (PPE) for the duration of any scenario until they are told by the Safety Officer or the scenario facilitator that it is safe to remove that equipment.;~~

~~If any piece of mandatory PPE is removed by any participant or is accidentally dislodged during a scenario a "Pause" or "Cease Fire" shall be called by anyone who is aware of the absent/missing equipment. The scenario may be resumed as soon as the PPE is back in place.;~~

~~RBT Scenario participants shall make every effort not to fire any RBT NLTA firearm at another individual participant at a distance of less than three (3) feet.~~

~~Any participant injured during training shall notify the scenario facilitator, or the RBT Sergeant, or the officer in charge (OIC) as soon as possible.~~

~~If a facilitator is notified of an injury they shall notify the RBT Sergeant or OIC if the injury has the potential to require medical treatment.~~

~~If there is reason to believe any personnel participant blatantly violated any of the safety rules the RBT Sergeant or OIC may remove them from training and they may be subject to Departmental discipline.~~

#### RBT Emergency Procedures

~~The RBT Center shall maintain an Emergency Trauma Kit containing an Automatic External Defibrillator (AED) and first aid items for serious injury to include: tourniquets, chest seals, pressure bandages, hemostatic dressing and emergency blankets.~~

~~RBT full time staff shall maintain a working knowledge in use of this equipment and items.~~

~~The RBT Sergeant or OIC shall:~~

~~In the event of a serious or life threatening injury, call a real word emergency and cease all training. This can be accomplished via radio, cell phone or personal communication;~~

~~Ensure the emergency trauma kit is sent to the location of the injury and first aid is started on the victim;~~

~~Ensure the Emergency Communications Center (ECC) is called and emergency medical service (EMS) is dispatched;~~

~~Ensure the gate along Copper Avenue is open for access by EMS personnel; and~~

~~Ensure the Advanced Training chain of command is notified.~~

#### RBT Participants (Student) Responsibilities Shall:

~~Arrive for the training session at the prescribed time with all necessary equipment for the days training.~~

~~Obey all safety rules briefed or per SOP.~~

~~Shall participate in all mandated training.~~

~~Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator.~~

~~Inspect all PPE, RBT weapons and ammunition issued to them to ensure it all appears to be in good working order. Notify the Quartermaster of any equipment that appears to be in need of repair.~~



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~~Inform the Quartermaster of any issued equipment damaged during training  
Shall be responsible for returning all issued equipment prior to leaving the training site.~~

~~RBT emergency procedures~~

~~Trauma Kit~~

~~The RBT Center shall maintain an Emergency Trauma Kit containing an AED and first aid items for serious injury to include tourniquets, chest seals, pressure bandages, hemostatic dressing and emergency blankets.~~

~~RBTC full time staff shall maintain a working knowledge in use of this equipment and items.~~

~~Communication~~

~~In the event of a serious or life threatening injury the RBT Sergeant or OIC will call a real word emergency and cease all training. This can be accomplished via radio, cell phone or personal communication.~~

~~The RBT Sergeant or OIC will ensure the emergency trauma kit is sent to the location of the injury and first is started on the victim.~~

~~The RBT Sergeant or OIC will ensure 911 or APD dispatch is called and EMS is dispatched~~

~~The RBT Sergeant or OIC will ensure the Copper Ave. gate is open for access by EMS~~

~~The RBT Sergeant or OIC will ensure the Advanced Training Chain of Command is notified.~~

~~Participant Evaluation~~

~~Participant evaluations shall only be conducted by properly trained personnel and documented on the RBT authorized evaluation form.~~

~~Participants shall be treated with respect and not subjected to demeaning or inflammatory criticism.~~

~~RBT Equipment Issue~~

~~During a training session the Quartermaster shall:~~

~~Issue all RBT NLTA weapons ammunition, PPE and props to participants or staff.~~

~~During a training session participants/staff shall:~~

~~All RBT NLTA weapons, ammunition PPE and "props" will be issued to participants or staff by the Quartermaster.~~

~~The participant/staff member shall inspect the equipment issued to them and bring any damaged equipment to the attention of the Quartermaster before leaving the equipment issue table.; and~~

~~It is the participantsBe responsible for maintaining ability to maintain control of, and providing due care for the equipment issued to them.~~



Lost or damaged equipment

~~If a participant loses any equipment issued to them they may be held financially responsible for its replacement~~

~~If the equipment is damaged during the training session the participant/staff member shall return it to the Quartermaster and advise them of the damage.~~

~~If any participant/staff member is found to have damaged any equipment due to blatant neglect or misuse they may be held financially responsible for its replacement~~

For loaned equipment other than at the RBT Center

~~The person/participant/staff who signs out signing out the equipment shall be responsible for its return.~~

~~If any equipment is lost, stolen or damaged while on loan the person/participant/ staff who the equipment was issued/loaned to shall be responsible for explaining the circumstances of the event in a Department Memo to the Advanced Training Lieutenant.~~

~~That person/The participant, the person responsible for the loss or damage, or that the person/participant's unit may be held financially responsible for replacement or repair of the equipment.~~

**N** 1-94-110 — Firearms Training Unit

Firearms Training Unit Responsibilities

**N/A** ~~The Firearms Training Unit is responsible for firearms training and periodic proficiency qualifications for all Department armed personnel (refer to (Firearms and qualifications are consistent with SOP Firearms and Ammunition Authorization for sanction classifications and additional duties)~~

The Firearms Training Unit shall:

- Develop new firearms training programs;
- Train cadets in the use of firearms;
- Enforce firearms safety;
- Inspect and repair firearms; and
- Maintain firearms records.

Preparing for a Cadet Class

Basic Training Administration

~~A class folder shall be created for each cadet class.~~

~~The class folder shall contain all correspondence associated with each individual class.~~



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~~The Academy shall maintain a training folder for each cadet. A cadet's training folder shall include cadet evaluations, injury reports, and any correspondence concerning that cadet. Training folders shall be maintained by the Training Division. Training folders and background investigation folders for cadets who resign or are terminated shall be maintained in the Department Payroll/Personnel office. The Training Division shall maintain a file of all instruction delivered to each class. Associated material for each class shall be electronically stored in the Basic Training folder at the Academy.~~

#### Instructor Preparation Requirements

~~To maintain the highest standards of professionalism, Academy instructors are required to conform to the following:~~

- ~~Provide a complete lesson plan, including instructional course objectives (two (2) copies required);~~
- ~~Cite specific sections of the Department SOP, statutes, case law, or other references which directly support the block of instruction;~~
- ~~Meet the instructional objectives specified in the lesson plan for each block of instruction; and~~
- ~~Submit the lesson plan to the Basic Training Sergeant for review, approval, and filing. It shall then be used as the principal instructor resource for the specified training until canceled, replaced, or superseded.~~

~~When a cadet class is authorized, the Director of Training shall inform the Academy Lieutenant of the proposed convening date.~~

~~Upon notification, the Academy Lieutenant, shall work with the Basic Training Staff, to complete the following preparatory steps:~~

- ~~Prior to the class convening date, transmit a complete schedule and syllabus to the NMDPS for approval;~~
- ~~Transmit the proposed schedule to the Range Master or Range Sergeant so that they can coordinate activities and plan night qualifications;~~
- ~~Begin preliminary long range planning for graduation ceremonies::~~
- ~~Set date;~~
- ~~Consider proper venue; and~~
- ~~Check availability of the Chief of Police, the Mayor or CAO.~~
- ~~Notify Property Management of equipment requirements;~~
- ~~Notify external and adjunct instructors in a timely manner;~~
- ~~Schedule cadet orientation two (2) weeks prior to the class convening date; and~~
- ~~Provide prospective cadets with the Cadet Handbook and necessary SOPs, in person, or through email, no later than ten (10) days prior to the class convening date.~~

#### Cadet Class Schedule

~~All NMDPS minimum standards shall be scheduled and completed prior to the administration of the Law Enforcement Officer Certification Exam (LEOCE).~~



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~~The Range Master or Range Sergeant shall be included in planning for Range scheduling, firearms training, proficiency qualifications, and any updated firearms requirements.~~

~~The Range Master and/or Range Sergeant are responsible for the enforcement of firearms training standards.~~

~~All cadets shall be scheduled for at least forty (40) hours of driver's training. Certified driving instructors will provide the training.~~

~~A minimum of four (4) hours of review and preparation shall be scheduled for the LEOCE.~~

~~Upon completion, copies of the Basic Training schedule shall be distributed as follows:~~

~~The Director of NMDPS;~~

~~The Deputy Chief of Police, Special Services Bureau;~~

~~The Director of Training;~~

~~The Academy Lieutenant;~~

~~The Basic Training Sergeant;~~

~~The Firearms Range Master and Range Sergeant;~~

~~The Basic Training staff instructors; and~~

~~The Basic Training Administrative Aide~~

~~Changes to the class schedule shall be documented on the master schedule maintained by the Basic Training Staff or Administrative Aide. Updates shall be provided to the Director of NMDPS.~~

#### Physical Fitness Requirements for Staff Instructors

~~Basic Training sworn personnel must meet the existing physical fitness standards established by the New Mexico Law Enforcement Academy.~~

~~The Academy staff is allowed one (1) hour during their normal work shift each day to participate in physical conditioning training.~~

~~Basic Training staff instructors are required to participate in physical training with cadets at the Academy, unless otherwise excused by the Basic Training Lieutenant.~~

#### Cadet Class Requirements

##### Attendance Required

~~Cadets are required to attend Basic Training and must successfully complete the entire program before being administered the oath of office. See Cadet Handbook for further details regarding attendance and requirements.~~

##### Cadet Attire Specifications (See Cadet Handbook for details)

##### Stress Awareness

~~The Department Basic Training Program is challenging. The pressures can accumulate on a cadet, requiring all Academy personnel to be alert for signs of excessive stress.~~



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~~Basic Training instructors must be prepared to provide peer counseling to any cadet exhibiting emotional or psychological difficulty.~~

~~A. If warranted, additional services shall be provided through proper Department channels.~~

~~Physical Conditioning Training Standards (See Cadet Handbook for Details)~~

~~Every cadet must achieve a high level of physical fitness while attending the Academy. Research has demonstrated that when a law enforcement officer's lifestyle is committed to health and fitness, they are far less susceptible to heart attack, injury, sickness, and on-the-job stress.~~

~~Cadet physical conditioning training shall be conducted approximately four (4) days a week. The physical conditioning training program shall include group fitness exercise, individual fitness programs, fitness and nutrition lesson plans, and methods for monitoring and testing each cadet.~~

~~Physical Fitness Program Procedures (See Cadet Handbook)~~

~~Without regard to scores in other areas or the cadet's total fitness score, the cadet must achieve passing scores in the one and one-half (1.5) mile run, three hundred (300) yard sprint, push-ups, sit-ups and confidence (obstacle) course, in accordance with NMDPS requirements.~~

~~Cadets failing to participate in physical conditioning training sessions due to injury, illness, or other absence will receive a failing grade for any missed sessions. This failing grade will be provided to the cadet in writing. The cadet will have two (2) weeks in which to make up the missed physical training activity. The cadet must find sufficient time for the make up session(s). After completing the make up session(s), the failure notification will be amended to reflect completion of the assignment.~~

~~Any cadet accumulating ten (10) missed conditioning sessions without making them up is subject to dismissal for nonparticipation.~~

~~State Certification for New Officers~~

~~The Director of Training, who is the liaison with New Mexico Department of Public Safety (NMDPS), shall assist in coordinating the following:~~

~~The Basic Training Unit is responsible for completing certification requirements mandated by NMDPS.~~

~~Copies of the syllabus and basic curriculum will be submitted to NMDPS thirty days prior to the convening date of a cadet class.~~

~~A letter from the Chief of Police requesting approval of the syllabus and basic curriculum will be submitted six weeks prior to the convening date of a cadet class.~~

~~The following documents will be retained in the class folder for NMDPS certification:~~

~~A list of firearms scores for each cadet.~~

~~File forms for first responder.~~

~~File forms for defensive driving course.~~

~~Weekly test, quiz, inspection, and physical assessment scores.~~



~~Graduation certificates.  
High school diplomas or equivalent.  
Radar/Laser certification documents.~~

### Attendance Required

~~Cadets are required to attend Basic Training and must successfully complete the entire program before being administered the oath of office. See Cadet Handbook for further details regarding attendance and requirements. If a cadet misses any instructional hours for an emergency or approved cause, they must make up those hours with an Academy instructor. If there is an extended leave of absence (40 or more hours), the Director of Training will evaluate the availability of instructors to provide make up training and the need of the cadet to start with a new Academy class. Additionally, cadets must successfully complete all firearms training and pass the mandatory NMDPS qualification courses at the conclusion of their firearms training in order to graduate.~~

### Stress Awareness

~~The Department Basic Training Program is challenging. The pressures can accumulate on a cadet, requiring all Academy personnel to be alert for signs of excessive stress.~~

~~Basic Training instructors must be prepared to provide peer counseling to any cadet exhibiting emotional or psychological difficulty.~~

~~If warranted, additional services shall be provided through proper Department channels. w~~

### Cadet Conduct and Discipline

~~All Academy staff members are authorized to enforce rules, regulations, and instructions involving immediate safety, professionalism, or integrity. The objective of the enforcement is to correct the behavior and improve overall ability to complete related tasks effectively, or directions issued by the Director of Training, the Academy Lieutenant, the Basic Training Sergeant, or the Squad Supervisors. This enforcement includes immediate, on the spot intervention for matters involving safety, professionalism, or integrity. Examples of appropriate corrective action include:~~

~~A written essay or research project on a specific topic in the curriculum.~~

~~Resubmitting work that was improperly completed.~~

~~Additional law enforcement instruction.~~

~~Other measures as described below.~~

~~Basic Training instructors have the authority to implement punitive actions regarding violations of the Cadet Handbook. These corrective actions are not considered disciplinary due to the nature of the training environment and are not subject to appeal. Cadets conduct is documented by the Basic Training Staff. The Methods used, must be approved by the~~



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~~Basic Training Sergeant. To be clear, corrective action is not considered discipline or adverse action and therefore is not subject to appeal.~~

~~The type and amount of corrective action administered should be commensurate with the severity of the infraction. The goal of the corrective action is to positively correct the infringement of a particular specific conduct or performance issue. These violations are independently address solely by the Basic Training Staff, due to the continuous training environment and exclusive knowledge of the cadets by the Basic Staff.~~

~~Certain violations of Ddepartment rules, regulations, procedures, and/or Academy rules and regulations may warrant dismissal from training. Successful completion of the Academy is required for service with the Department as a police officer.~~

~~In the event that such a violation occurs, the Team Supervisor shawill submit a memo to the Basic Training Sergeant outlining the infraction, date, time of occurrence, and other relevant information.~~

~~Team Supervisors wishall be responsible for taking immediate corrective action for minor infractions enacted by any cadet, regardless of squad assignment.~~

~~All concerning infractions must be documented in a detailed memorandum. The Squad Team Supervisors shawill be responsible for this documentation.~~

~~The Basic Training Sergeant wishall submit a memo to the Academy Lieutenant describing the facts and circumstances of the alleged violation.~~

~~The Academy Lieutenant shawill forward the memo to the Director of Training and include an endorsement with a recommended course of action.~~

~~The Director of Training shawill review all documentation and make a final determination whether dismissal from the Academy is warranted.~~

~~One of many important instructor roles is that of leader and motivator. Leading by example is expected of all Academy personnel. Although a command voice is often appropriate in the Basic Training environment, foul and demeaning language are not effective methods of motivation and wishall not be used. Deliberate attempts to humiliate or undermine the confidence of cadets are counterproductive. Motivational methods authorized for use by Basic Training instructors are limited to the following:~~

~~Group physical training which conforms with the cadets' normal conditioning practices, including squad runs with cadence and calisthenics approved by the Wellness Coordinator.~~

~~Advice and verbal corrections, delivered in a professional manner.~~

~~Collective class activities in which cadets volunteer to participate, subject to approval of the Basic Training Sergeant.~~

~~Application of induced scenario-based stress (using performance based tasking adapted from any approved lesson plan).~~

~~Appropriate and innovative corrective measures, subject to review of the Basic Training Sergeant.~~



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~~Cadets will be assessed continuously on all aspects of their performance and conduct while attending the Academy. Specific performance criteria are located here.~~

~~Basic Training staff members will document a cadet's behavior or performance problems on an Academy Charge Sheet. The charge sheet will be used to document all aspects of cadet performance and behavior.~~

~~Basic Training Administration~~

~~A class folder shall be created for each cadet class.~~

~~The class folder shall contain all correspondence associated with each individual class.~~

~~The Academy will maintain a training folder for each cadet. A cadet's training folder shall include cadet evaluations, injury reports, and any correspondence concerning that cadet.~~

~~Training folders shall be maintained by the Training Division.~~

~~1. Training folders and background investigation folders for cadets who resign or are terminated shall be maintained in the Department Payroll/Personnel office.~~

~~The Training Division shall maintain a file of all instruction delivered to each class. Associated material for each class shall be electronically stored in the Basic Training folder at the Academy.~~

~~Preparing for a Cadet Class~~

~~When a cadet class is authorized, the Director of Training will inform the Academy Lieutenant of the proposed convening date.~~

~~Upon notification, the Academy Lieutenant, shall working with the Basic Training Staff, is required to complete the following preparatory steps:~~

~~Prior to the class convening date, transmit a complete schedule and syllabus to the NMDPS for approval.~~

~~b. Transmit the proposed schedule to the Range Master or Range Sergeant so that he or she they can coordinate activities and plan night qualifications.~~

~~Begin preliminary long range planning for graduation ceremonies.~~

~~Set date;~~

~~Consider proper venue; and~~

~~Check availability of the Chief of Police, the Mayor or CAO.~~



~~Notify Property Management of equipment requirements;~~

~~Notify external and adjunct instructors in a timely manner;~~

~~Schedule cadet orientation two (2) weeks prior to the class convening date; and~~

~~Provide prospective cadets with the Cadet Handbook and necessary SOPs, in person, or through email, no later than ten (10) days prior to the class convening date.~~

#### Instructor Preparation Requirements

~~To maintain the highest standards of professionalism, Academy instructors are required to conform to the following:~~

~~Provide a complete lesson plan, including instructional course objectives (two (2) copies required):~~

~~1. Cite specific sections of the Department standard operating procedures SOP, statutes, case law, or other references which directly support the block of instruction;~~

~~2. Meet the instructional objectives specified in the lesson plan for each block of instruction; and~~

~~Submit the lesson plan to the Basic Training Sergeant for review, approval, and filing. It shall then be used as the principal instructor resource for the specified training until canceled, replaced, or superseded.~~

#### Testing and Other Metrics

~~Metrics shall be developed for all training presented at the Academy or presented by Training Division personnel.~~

~~Written tests should be constructed of multiple choice, fill in the blank, and true or false questions. The questions must directly address the specified instructional objectives.~~

~~Tests shall be administered to cadets as determined by the Basic Training Sergeant.~~

~~The cadets are will be notified of the results of each test.~~

~~The original copy of the test results shall be filed in the class folder.~~

~~After a test is administered, training staff shall conduct a test review for the students/cadets.~~



~~Correct answers shall be identified and any ambiguous or faulty questions will be discussed.~~

~~Poorly worded or inaccurate questions (defined here as questions which more than half the class answers incorrectly) shall be discarded and the test results will be adjusted accordingly.~~

~~Graded practical exercises (scenario based exercises) shall be measured against a set of performance standards. Practical exercise performance checklists or scoring sheets shall be added to each cadet's training file and shall be factored in to the cadet's Academy standing, as described below.~~

#### ~~Academic Standards for Cadets~~

~~Cadets must maintain at least an 80% average to be considered in good academic standing. The academic average of a cadet shall be calculated using cumulative test scores only. A combination test and quiz cumulative average shall be used along with other performance averages to rank cadets for class standing at the end of the Basic Academy training.~~

~~Scenario based training shall be conducted at the end of each phase of training. Cadet performance in these graded practical exercises shall be calculated in the same fashion as a written test score and shall be used in both academic average and overall class standing calculations.~~

~~Cadets falling below an 80% average, but no lower than a 70% average, shall be placed on academic probation.~~

~~Cadets on academic probation shall receive written notification describing the specific area(s) in which they are deficient.~~

~~The cadet shall be counseled on a weekly basis and shall be required to submit additional assignments designed to correct the identified deficiencies, as directed by the Squad Supervisor.~~

~~Any cadet who falls below a 70% average at any time during the Academy may be subject to dismissal, based on a determination by the Director of Training.~~

~~Any cadet who fails four (4) written tests or quizzes during Basic Training shall be dismissed, as described below.~~

~~Cadet Attire Specifications (See Cadet Handbook for details)~~

~~Cadet Performance Standards (See Cadet Handbook for Details)~~

~~Cadets shall periodically receive written tests covering instruction that was received in preceding weeks. Cadets shall be given a numerical score on the tests, with 100% representing the total possible score.~~



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~~Cadets shall also be given several quizzes covering the SOPs, 10 code, City and traffic codes.~~

~~At the end of Basic Training, test scores shall be combined to comprise the cadet's overall final grade.~~

~~Cadets shall participate in physical training and shall be evaluated daily. Physical training shall represent a percentage of the cadet's final grade.~~

~~Class standings shall be based on the outcomes calculated from the cadets' weekly tests, physical ability assessments, inspections, and firearms qualification scores.~~

~~Firearms Standards (See Cadet Handbook for Details)~~

~~Each cadet shall receive numerical scores for participation in firearms training.~~

~~Qualification scores shall be weighted as 15% of cadets' final grade.~~

~~Firearms Simulator Training:~~

~~All cadets must successfully complete Firearms Simulator Training, and receive a satisfactory instructor assessment prior to graduation.~~

~~On-the-Job Training (Ride-Along Program)~~

~~Periodically, cadets shall be required to ride along with experienced Department sworn personnel as part of their on-the-job training. This assignment is a suggested requirement for successful completion of the Albuquerque Police Academy.~~

~~The Basic Training staff and FTEP Coordinator shall have discretion to assign the shifts, area command, and dates.~~

~~The cadet shall be under the direct supervision of the assigned sworn personnel until the tour of duty is completed.~~

~~Any illness, injury, emergency, or other situations requiring immediate attention shall be reported to the Basic Training staff.~~

~~Cadets shall prepare formal reports documenting their activities and submit them to the Basic Training staff upon completion of the assignment.~~

~~Physical Conditioning Training Standards (See Cadet Handbook for Details)~~

~~Every cadet must achieve a high level of physical fitness while attending the Academy.~~

~~Research has demonstrated that when a law enforcement officer's lifestyle is committed to health and fitness, he or she they is are far less susceptible to heart attack, injury, sickness, and on-the-job stress.~~

~~Cadet physical conditioning training shall be conducted approximately four (4) days a week.~~

~~The physical conditioning training program shall include group fitness exercise, individual fitness programs, fitness and nutrition lesson plans, and methods for monitoring and testing each cadet.~~

~~Physical Fitness Program Procedures (See Cadet Handbook)~~

~~Without regard to scores in other areas or the cadet's total fitness score, the cadet must achieve passing scores in the one and one-half (1.5) mile run, three hundred (300) yard~~



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~~sprint, push ups, sit ups and confidence (obstacle) course, in accordance with NMDPS requirements.~~

~~Cadets failing to participate in physical conditioning training sessions due to injury, illness, or other absence will receive a failing grade for any missed sessions. This failing grade will be provided to the cadet in writing. The cadet will have two (2) weeks in which to make up the missed physical training activity. The cadet must find sufficient time for the make up session(s). After completing the make up session(s), the failure notification will be amended to reflect completion of the assignment.~~

~~Any cadet accumulating ten (10) missed conditioning sessions without making them up is subject to dismissal for nonparticipation.~~

#### ~~Remedial Training~~

~~The Academy shall provide remedial training for cadets who fail to achieve specific training objectives.~~

~~The training shall be scheduled as directed by the Basic Training Staff, subject to the approval of the Basic Sergeant and the Academy Lieutenant.~~

~~Cadets who fail to meet the minimum NMDPS or Department requirements and who fail to successfully complete remediation may be terminated from the Academy.~~

#### ~~Dismissal of Cadets from the Academy~~

~~The goal of the Basic Training program is to prepare cadets to serve as police officers by providing them with the knowledge, skills, and abilities required for the job. Cadet dismissal from training shall be thoughtfully considered and exercised when it is clear that the cadet cannot meet established requirements.~~

~~Upon arrival at the Academy, each cadet shall be provided with a copy of the Cadet Handbook. The Handbook provides cadets with an overview of the requirements for their performance and conduct while enrolled at the Academy.~~

~~Dismissal from training may be justified for any of the following reasons:~~

~~Serious or repeated violation of Department/APD or Academy rules, regulations, and/or procedures.;~~

~~Failure to achieve required levels of proficiency in firearms, defensive tactics, scenario-based training, driving, and other required skills.;~~

~~Failure to achieve established academic standards.~~

~~Procedures for dismissal from the Academy are established below:~~

~~The Basic Staff shall assemble/include all documentation of the cadet's performance and conduct together with a memorandum addressing the recommendation for dismissal.;~~



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~~The memorandum of recommendation shall be presented to the Director of Training, through the Academy Lieutenant, to include all pertinent documentation of the cadet's performance and conduct.;~~

~~The Director of Training shall confer with the proper chain of command regarding the dismissal of the cadet.;~~

~~If warranted, the Director of Training shall dismiss the cadet, giving him or her them written notification of this decision.;~~

~~In some circumstances, the cadet may be permitted to resign in lieu of dismissal. This option is at the sole province discretion of the Director of Training.;~~

~~If the decision is made to retain the cadet, the Basic Training Sergeant shall work with his or her their staff to develop a thorough performance improvement plan for the cadet.;~~

~~Upon dismissal, the following check out process shall apply.;~~

~~The Basic Training Sergeant shall personally notify the cadet that he or she is they are dismissed from the Academy. The Academy Lieutenant shall advise the Director of Training when this notification is made.;~~

~~If practicable, before out-processing begins, the cadet shall meet with the Director of Training, the Academy Lieutenant, and the Basic Training Sergeant for formal notification of dismissal or acceptance of resignation. The correspondence described below shall be provided to the cadet at this meeting.;~~

~~If the cadet has elected to resign in lieu of dismissal, he or she they will write a letter or memorandum to the Chief of Police explaining why he or she they chose to resign.;~~

~~This correspondence shall be placed in the cadet's Academy folder.;~~

~~An electronic copy of the correspondence shall be forwarded to APD Department Personnel/Payroll.;~~

~~The Director of Training shall provide the cadet who was dismissed or who resigned with a written memorandum expressing the reason(s) for dismissal or accepting the resignation, as appropriate.;~~

~~The memorandum shall expresslain whether the dismissal or resignation is with or without prejudice, if appropriate.;~~

~~The memorandum shall also state that the cadet shall be provided with the opportunity to review all materials used in the decision to dismiss or to accept the resignation.;~~

~~This correspondence shall be placed in the cadet's Academy file. An electronic copy of the correspondence sha will also be forwarded to APD Department Personnel/Payroll.;~~

~~and An Academy staff member shall assist with the out-process of the cadet who was dismissed or who resigned.;~~

~~All returnable equipment and other accountable materials must be surrendered before out-processing is considered complete.;~~

~~Failure to comply with the return procedures may result in withholding the cadet's final paycheck, or if serious, in a referral to Internal Affairs to initiate an investigation.;~~

#### Cadet Class Schedule

~~All NMDPS minimum standards shall be scheduled and completed prior to the administration of the Law Enforcement Officer Certification Exam (LEOCE).;~~



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~~The Range Master or Range Sergeant shall be included in planning for Range scheduling, firearms training, proficiency qualifications, and any updated firearms requirements.~~

~~The Range Master and/or Range Sergeant are responsible for the enforcement of firearms training standards.~~

~~All cadets shall be scheduled for at least forty (40) hours of driver's training. Certified driving instructors will provide the training.~~

~~A minimum of four (4) hours of review and preparation shall be scheduled for the LEOCE.~~

~~Upon completion, copies of the Basic Training schedule shall be distributed as follows:~~

~~The Director of, NMDPS;~~

~~The Deputy Chief of Police, Special Services Bureau;~~

~~The Director of Training;~~

~~The Academy Lieutenant;~~

~~The Basic Training Sergeant;~~

~~The Firearms Range Master and Range Sergeant;~~

~~The Basic Training staff instructors; and~~

~~The Basic Training Administrative Aide~~

~~Changes to the class schedule shall be documented on the master schedule maintained by the Basic Training Staff or Administrative Aide. Updates shall be provided to the Director of NMDPS.~~

~~On-the-Job Training (Ride-Along Program)~~

~~Periodically, cadets shall be required to ride along with experienced APD Department officers/sworn personnel as part of their on-the-job training. This assignment is a suggested requirement for successful completion of the Albuquerque Police Academy.~~

~~TShift and area assignments shall be made at the discretion of the Basic Training staff and FTEP Coordinator. Coordinator shall have discretion to assign the shifts, area command, and, along with dates, and watch.~~

~~The cadet shall be under the direct supervision of the assigned police officers/sworn personnel until the tour of duty is completed.~~

~~Any illness, injury, emergency, or other situations requiring immediate attention shall be reported to the Basic Training staff.~~

~~Cadets shall prepare formal reports documenting their activities and submit them to the Basic Training staff upon completion of the assignment.~~

~~Preparing for Cadet Graduation:~~



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~~Determine Class Ranking;~~

~~Cadets are ranked according to their overall standing at the Police Academy. Each cadet's overall standing is determined by weekly tests, and quizzes, firearms, physical training, and inspections. These areas of training are weighted as follows:~~

~~Cadet class rank shall determine seniority. Seniority of cadets who have previous worked as a Police Service Aid shall be calculated separately among the class ranking; and Police Service Aide(s) (PSA) shall be determined as senior regardless of cadet class ranking.~~

~~Reserve and confirm the graduation venue;~~

~~Confirm and contact a guest speaker, if requested by the Chief of Police. Contact and confirm all guest speakers and presenters;~~

~~Prepare certificates of graduation;~~

~~Prepare Department identification cards. Deliver the cards to the Department Personnel/Payroll Unit;~~

~~Direct cadets to the Payroll office for identification photographs. Deliver completed identification cards to cadets during graduation week;~~

~~Contact Property Management and arrange for the issuance of badges and key cards;~~

~~Obtain duty ammunition. Deliver ammunition to cadets on graduation day;~~

~~Confirm updated list of attending dignitaries, such as City Councilors, Police Oversight Board members, law enforcement and community leaders and inform the Office of the Chief of Police;~~

~~Contact and confirm participation of a judge who will administer the oath of office;~~

~~Transmit a Department wide graduation announcement;~~

~~Notify the chaplain of date of graduation;~~

~~Prepare programs; and~~

~~Contact Criminalistics for graduation pictures.~~

~~State Certification for New Officers~~

~~The Director of Training, who is the liaison with New Mexico Department of Public Safety (NMDPS), shall assist in coordinating the following:~~



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~~The Basic Training Unit is responsible for completing certification requirements mandated by NMDPS.~~

~~Preparing for Cadet Graduation:~~

~~1-94-6 Basic Training Testing Determine Class Ranking;~~

~~Cadets are ranked according to their overall standing at the Police Academy. Each cadet's overall standing is determined by weekly tests, and quizzes, firearms, physical training, and inspections. These areas of training are weighted as follows:~~

~~Cadet class rank shall determine seniority. Seniority of cadets who have previous worked as a Police Service Aide shall be calculated separately among the class ranking.~~

~~Police Service Aide (PSA) shall be determined as senior regardless of cadet class ranking.~~

~~Reserve and confirm the graduation venue.;~~

~~Confirm and contact a guest speaker, if requested by the Chief of Police. Contact and confirm all guest speakers and presenters.;~~

~~Prepare certificates of graduation.;~~

~~Prepare APD Department identification cards. Deliver the cards to APD the Department Personnel/Payroll Unit.;~~

~~Direct cadets to the pPayroll office for identification photographs. Deliver completed identification cards to cadets during graduation week.;~~

~~Contact Property Management and arrange for the issuance of badges and key cards.;~~

~~Obtain duty ammunition. Deliver ammunition to cadets on graduation day.;~~

~~Confirm updated list of attending dignitaries, such as City Councilors, Police Oversight Board members, law enforcement and community leaders and inform the Office of the Chief of Police's office.;~~

~~Contact and confirm participation of a judge who will administer the oath of office.;~~

~~Transmit a Ddepartment-wide graduation announcement.;~~

~~Notify the chaplain of date of graduation.;~~

~~Prepare programs.;~~ and

~~Contact Criminalistics for graduation pictures.~~



Field Training and Evaluation Program

Program Requirements

At the completion of their Academy training, recruit officers and lateral officers will participate in on-the-job training (OJT) with field training officers, which will be conducted for at least 16 weeks (640 hours).

Recruit and lateral officers will train with at least three different FTOs, working in multiple area commands and during various shifts.

New Field Training Officers and Field Training Area Sergeants shall receive at least 40 hours of initial supervisory level training and annual eight-hour in-service training in the following areas:

Management and supervision.

Constitutional and community-oriented policing.

De-escalation techniques.

Effective problem-solving techniques.

The Field Training and Evaluation Program shall maintain the necessary staffing to appropriately train recruit officers and lateral officers.

Goals

The primary goal of the Field Training and Evaluation Program is to develop recruit officers who have successfully completed the academic portion of their training, and to provide on-the-job training to ensure officers are capable of performing as independent officers.

The Field Training and Evaluation Program will supervise and manage its field training program to ensure that new officers develop the necessary technical and practical skills required to use force in accordance with APD policy and applicable law. The field training program should reinforce, rather than circumvent, the agency's values, core principles, and expectations on use of force and engagement with the community. Field Training Officers should demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

Objectives

Train and guide the recruit and lateral officers to apply their academic knowledge and to analyze field situations in the performance of their duties.

Identify recruit and lateral officers who meet the requirements of a solo beat officer and who successfully complete on-the-job training.



~~Identify recruit and lateral officers who fail to meet the minimum requirements of a solo beat officer and either extend their training or dismiss them after unsuccessful remediation.~~

~~Identify and train qualified officers to function as Field Training Officers.~~

~~Evaluate Field Training Officers on their ability to train and evaluate recruit and lateral officers.~~

### Responsibilities and Evaluations

#### Field Training Coordinator

~~A sergeant who full time supervises and monitors the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants. The field training coordinator will distribute surveys to all recruit and lateral officers to receive anonymous feedback regarding the quality of recruit or lateral officer's field training. The feedback will include the extent to which their field training was consistent with what they learned in the Academy, suggestions for changes to Academy training, based upon their experience in the field training program and the overall effectiveness of the program. The field training coordinator shall review the feedback. The coordinator will handle feedback that is directed at particular instructors or field training personnel by direct communication with such personnel, using counseling or other methods as appropriate. The coordinate will compile feedback for trends and programmatic suggestions and present the data to Field Training Officer Board for consideration.~~

#### Field Training Officer Board

~~A board of the Academy lieutenant (Chair), field training coordinator (non voting), the director of the Academy, each active field training area sergeants, and one active field training officer for each field training area sergeant, voted and approved by the rest of the board. The board monitors and develops the Field Training and Evaluation Program, including performance of new graduates and feedback from current participants and exit interviews of former participants, and provides recommendations to the Chief of Police or his designee. The board will discuss different options to address feedback from recruit and lateral officers and the merits for making changes to the program based on this feedback. The discussion and reasons for taking or not taking action with respect to such feedback will be documented in the board's minutes.~~

#### Field Training Area Lieutenants

~~Monitors all Field Training Area Sergeants, Field Training Officers, and recruit and lateral officers assigned to their command. The field training area lieutenants are field service bureau lieutenants assigned as field training area lieutenants as a secondary duty.~~

#### Field Training Area Sergeants



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~~Monitors all Field Training Officers and recruit and lateral officers within their assigned area. The field training area sergeants are field service bureau sergeants assigned as field training area sergeants as a secondary duty.~~

~~Field Training Officer (FTO)~~

~~Trains, evaluates, and mentors recruit and lateral officers to become solo beat officers in accordance with the Field Training Guide. Field training officers are field service bureau officers assigned as field training officers as a secondary duty.~~

~~Qualifications to Become a Field Training Officer~~

~~Four years' non-probationary status~~

~~No suspensions within the previous two years, not counting first accident suspension~~

~~Disciplinary history contains no incident or pattern that would undermine the FTO's ability to set a positive example~~

~~Presently assigned to Field Services Bureau — uniform patrol~~

~~Commitment to constitutional policing, ethics, and professionalism through their actions while performing their normal duties~~

~~Evaluation and Retention~~

~~Field Training personnel shall immediately notify their Field Training Evaluation Program chain of command when any disciplinary action is taken or is pending against them.~~

~~A Field Training Officer may be removed from the program by the Chief of Police, or his designee, or upon the recommendation of the Field Training Officer Board, in accordance with the Field Training and Evaluation Program operational manual.~~

~~The Field Training Officer Board may recommend removal of a Field Training Officer if they determine the Field Training Officer has not satisfactorily performed his or her duties as a Field Training Officer, and/or as a police officer, or has failed to take training courses required to stay in the program.~~

~~A Field Training Officer may be removed from the program as a result of disciplinary action based on conduct, either on or off duty, which may reflect unfavorably on the Field Training and Evaluation Program.~~

~~The decision of the Chief of Police or his designee to remove an officer from the Field Training and Evaluation Program shall be final.~~

~~Recruit Officer and Lateral Officer~~

~~The recruit officer and lateral officer will enter the Field Training and Evaluation Program and will adhere to the field training guidelines and procedural manual. During this period, the recruit officer and lateral officer will:~~

~~Be trained and will demonstrate proficiency in the duties of a solo beat officer; and~~

~~Be evaluated in accordance with the Field Training Guide.~~

~~Responsibilities~~



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~~The Recruit or lateral officer will make their Field Training Officer aware of any problems, personal or professional, that will have an effect on their job performance.~~

~~The recruit or lateral officer will follow the standard operating procedures of the department.  
Remediation/Extension/Dismissal~~

~~A recruit officer or lateral officer who has failed to meet the minimum performance standards in any phase of training will be given remedial training, will serve an extension phase, or will be dismissed.~~

~~Failure to meet the minimum performance standards of on the job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.~~

~~The Chief of Police or his designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.~~

~~Completion of Training~~

~~Under no circumstances shall any recruit officer or lateral officer be released early from on-the-job training.~~

~~On-the-Job Training Requirements~~

~~Detailed program procedures are contained within the Field Training and Evaluation Program Operational Manual.~~

~~Field training officers must complete a Daily Observation Report for each shift. This applies to OJT for recruit officers, lateral officers, returning officers, and refresher training.~~

~~The Field Training Area Sergeants will be responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.~~

~~Training deficiencies may be noted by anyone in the recruit's chain of command.~~

~~Field Training Officers are not authorized to wear civilian clothes while working with recruit officers.~~

~~The recruit officer Training Guide will be maintained by the Field Training Officer Coordinator.~~

~~Separations or reassignments for more than three days will be coordinated through the Field Training Area Sergeant.~~

~~Recruits will not take any leave of absence during their on-the-job training (such as birthday and vacation). Leave for exigent circumstances must be approved through the recruit's chain of command.~~

~~The recruit's on-the-job training will be extended to make up any missed time.~~

~~Sworn Personnel Returning to Field Services Bureau, Uniformed Patrol~~

~~Officers and sergeants returning to uniformed patrol after an absence of one year or more must complete refresher training.~~



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~~The refresher training must be completed with a qualified officer of equal rank. For example, a returning sergeant will complete refresher training with a sergeant in Field Services.~~

~~The length of time that the officer or sergeant was absent from the field will determine the amount of time to be spent in refresher training. If the separation from field services was: one year but fewer than two years, refresher training will last for two weeks; two years but fewer than three years, training will last for four weeks; and three or more years, training will last at least four weeks. Length of time will be determined by the Chief of Police or his designee.~~

~~Refresher assignments will be determined by the Field Training Officer Coordinator.~~

~~Officers Returning to Sworn Status with APD (currently certified)~~

~~Officers who are returning to sworn status with APD and who have been separated for one year or longer must successfully complete, and be released from, on-the-job (OJT) training with a certified Field Training Officer. The length of an officer's OJT will be determined as follows:~~

~~for one year but fewer than two years of separation, OJT will last for four weeks  
for two years but fewer than three years of separation, OJT will last for eight weeks  
Release from the OJT requirement must be approved by the Field Training and Evaluation Program chain of command.~~

~~Daily Observation Reports will be completed for returning officers during this time.~~

~~If the returning officer requires remedial training, refresher training will be extended by two weeks to address any deficiencies noted by the FTO.~~

~~Newly Promoted Sergeant and Lieutenant Training~~

~~Before newly promoted personnel may assume solo performance duties at the rank of sergeant or lieutenant, they must successfully complete a Field Training and Evaluation Program for their designated rank. Prospective sergeants and lieutenants will be evaluated in accordance with the Field Training Guide.~~

~~Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of sergeant will receive 40 hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.~~

~~Advanced Training Unit~~

~~The Department is committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The Advanced Training Unit is responsible for the scheduling, developing, and delivering of advanced, specialized, and in-service training for all Department personnel, as well as to external agencies when directed. The advanced training will include courses required by New Mexico state statutes and the New Mexico Department of Public Safety (NMDPS) Training Division.~~



~~Department in-service training programs, commonly referred to as Maintenance of Effort (MOE), are governed by the provisions of this SOP.~~

~~Annual Training (also known as NMDPS biennium training requirements)~~

~~Annual training shall be conducted on an on-going basis throughout each calendar year. The annual block training, roll call training, and specialized schools are designed to fulfill the state mandated, Court Approved Settlement Agreement (CASA) and Department training requirements.~~

~~Attendance is mandatory for all sworn personnel.~~

~~Personnel are required to observe and conform to all applicable Standard Operating Procedures and Administrative Orders while in training.~~

~~Officers will be scheduled by their supervisors. Their scheduled training dates must be sent to the DA Liaison to avoid conflicts between training requirements and court obligations.~~

~~All scenario-based training will include instruction on supervisory roles and responsibilities. Depending on the enforcement scenario presented, supervisory actions to be taken before, during and after the event or action will be demonstrated.~~

~~Annual MOE training developed by the Advanced Training Unit will include instruction on topics mandated by NMDPS, APD or other authorities. At a minimum, the following required courses will be presented at the frequency specified.~~

~~Use of force policy and use of force legal updates — annually  
Electronic control weapons and devices (i.e., TASER) — annually  
Bias-based profiling — annually  
Dealing with mental illness — annually  
Constitutional law refresher — annually  
Procedural justice for police officers — annually  
Ethics — biennially  
Less lethal weapons and weaponless self-defense — biennially~~

~~MOE training may include such additional topics as:~~

~~CPR/first aid,  
driving,  
chemical agents,  
Intoxilyzer,  
firearms,  
expandable and straight baton,  
defensive tactics and handcuffing, and  
street survival.~~



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~~The Advanced Training Sergeant is responsible for staffing all training sessions with currently qualified instructors. The Advanced Training Sergeant is also responsible for all reports related to advanced training delivery.~~

~~Officers failing to appear for any scheduled training must make up the missed training within the next four training sessions.~~

~~Rescheduling missed training is the responsibility of the officer affected and requires supervisory approval.~~

~~The Advanced Training Unit will complete a list of personnel who failed to attend an assigned training course. The lists will be transmitted to the appropriate Commander with an action copy to the appropriate Deputy Chief of Police.~~

~~Officers on injured in the line of duty (ILD) status will be excused from any training that impacts medically imposed restrictions. ILD officers must provide a memorandum to the Advanced Training Sergeant, through their chain of command, documenting their status. The correspondence must include a leave request (City form P-30), signed by the officer's physician, indicating restrictions and/or physical limitations. Upon release from restrictions, officers must complete all mandated training that was missed.~~

~~Officers from other agencies may ask to attend APD advanced training. The requesting agency must transmit a letter to the APD Chief of Police for approval of a training quota.~~

~~Every element of instruction will be supported by an approved lesson plan. All learning objectives will be measured. Metrics will include written tests or quizzes, proficiency scores, graded practical exercises, and student skill demonstrations.~~

~~The Advanced Training Section of tThe Academy staff shall maintain complete and accurate records of all training provided to sworn personnel. This shall include copies of curriculum or lesson plans, course materials, presentations, handouts, attendance records, assessment tools, evaluations, and instructors.~~

#### Specialized Unit and Area Command Training

~~Upon request, the Advanced Training UnitAcademy shawill assist any APDDepartment bureau, area command, or specialized unit in additional the design, development, and delivery of training.~~

~~The Advanced Training Unit will also assist specialized units in obtaining required training from external sources. The Advanced Training Unit shawill also assist or coordinate any required remedial training at the request of a commander.~~

~~Recently assigned personnel who report to specialized units must be scheduled for required training within thirty days of reporting, or as specified by the officer's commander. The~~



~~training will be coordinated with the Advanced Training Sergeant. This training includes, but may not be limited to, the following courses:~~

~~SWAT~~

~~K-9~~

~~Horse Mounted Unit~~

~~Metro Traffic~~

~~DWI~~

~~CIT~~

~~Aerial Support Unit~~

~~EOD~~

~~SRO/G.R.E.A.T.~~

~~Basic Training Unit~~

~~Advanced Training Unit~~

~~Background Investigations~~

~~Firearms Range~~

~~Criminalistics Inspections (Detective, Crime Scene Specialist, Field Evidence Technician)~~

~~Identification Records Unit~~

~~Communications (Dispatcher, 911 Operator, NCIC Operator).~~

~~Training for specialized unit personnel may include:~~

~~Knowledge, skills, and abilities particular to the specialization.~~

~~Unique management, administration, supervision, personnel policies, and support services.~~

~~Department policies, procedures, rules and regulations.~~

~~Supervised on the job training.~~

~~Roll Call Training~~

~~Roll call training is a structured system of training that occurs during shift or unit briefs. It supplements the annual MOE and other in-service training. As practicable, material will be delivered by distributed learning technologies such as the Department's document management system.~~

~~Roll call training may include legal updates, changes in policies and procedures or other topics as directed by the Chief of Police.~~

~~The Advanced Training Unit will assist in the design, development, and delivery of roll call training, as directed.~~

~~NMDPS and Other External Training Programs~~

~~NMDPS training programs offered to APD personnel will be announced by department memorandum and electronically distributed through PowerDMS. Such announcements will include the following items:~~



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~~Date, time, and location of the training~~  
~~Type and/or subject matter of the training~~  
~~Criteria for attendance (eligibility)~~  
~~Special instructions and deadline for necessary application forms~~

~~Applications for NMDPS-sponsored training will require the following:~~

~~NMDPS Advanced Training Application form (DPS form A-42)~~  
~~Chain of command concurrence (noted on application)~~  
~~Deputy Chief approval for out-of-town travel~~

~~Final approvals for requested training will be made by the division/area commander or deputy chief, as appropriate. The division commander or deputy chief will document his or her approval by completing the "Agency Head" section of the form.~~

~~Requests for other non-APD training will be subject to funding availability and command approval. The Director of Training must clear all APD external training requests. Requests involving out-of-town travel require advance approval from the responsible bureau's Deputy Chief of Police.~~

~~Supervisors Shall: (Material from 2-05)~~

~~Personnel Responsibilities:~~

~~Weapons~~  
~~Uniform~~

~~Advanced Training Documentation~~

~~The Advanced Training Unit Academy is responsible for recording an individual's completed training. This includes maintaining and updating an individual's training records.~~

~~Advanced training records will be calculated on a one calendar year period (January through December). The records will be compiled in two-year cycles, to coincide with NMDPS biennial training requirements.~~

~~The Advanced Training Sergeant exercises supervisory responsibility for all Advanced Training Unit records, whether electronic or on paper.~~

~~Each employee will provide training certificates to the Advanced Training Unit after completing external training. The employee is required to update his or her training file on an annual basis. Every APD employee is entitled to review his or her own training record and obtain photocopies of any of the contents.~~



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~~Direct access to training files shall be limited to Academy staff personnel only. All other access requests shall be forwarded to the Academy Lieutenant Training Coordinator or the Director of Training.~~

~~Training files and related information shall not be released to the public, to other Departmental personnel, or to any external agency, or individual unless the request is reviewed and approved by the Academy Lieutenant Training Coordinator or the Director of Training.~~

~~Court orders for training information shall be immediately forwarded to the Academy Lieutenant Training Coordinator or the Director of Training. The only exception is for direct requests from Internal Affairs, which has full and unrestricted access to all Training Division records.~~

~~Advanced Training lesson plans will be filed in the Advanced Training Unit. They will be retained until cleared for destruction or deletion by the Director of Training.~~

~~Advanced Training class records shall include the instructors' name, names of student cadets attending, the course title, the date of delivery, and performance measurement results. Training Records shall be retained indefinitely and stored in the Advanced Training Unit.~~

#### ~~Comprehensive Training Unit~~

~~The training Director Shall: (place holder)~~

~~Training Development (Place holder)~~

~~Unless excused through official channels, APD personnel are required to attend assigned training courses. At the conclusion of a scheduled annual training cycle, the Advance Training Sergeant will provide the Academy Lieutenant with a list of personnel who failed to appear (FTA) at scheduled courses. The Academy Lieutenant will transmit the FTA list to the appropriate Commander with an action copy to the Deputy Chief of Police.~~

~~Personnel unable to attend scheduled advanced training must notify the Advance Training Unit two weeks in advance so that alternative dates can be arranged.~~

~~Personnel failing to achieve a qualifying score of 70% on any written examination, test, or quiz that does not require certification will receive remedial instruction. The applicable performance measuring tool will then be re-administered. This process will repeat until a passing score is achieved.~~

~~Personnel failing achieve a qualifying score of 70% on any written examination, test, or quiz that does require certification will be rescheduled to repeat the training. Within twenty four hours after completing the training, the performance measuring tool will be re-administered.~~



~~If a second failure occurs, the participant's certification for the tested skill will be withdrawn. The Director of Training will notify the affected Deputy Chief of any such withdrawals. Upon request, the Academy Lieutenant will coordinate additional training with the appropriate Commander.~~

#### Community Outreach Programs

~~The goal of APD Department's community outreach programs is to continuously improve relationships through education.~~

~~The Advanced Training Unit Academy is responsible for oversight and management of the Citizens' Police Academy (CPA), the Youth Police Academy (YPA), and other related programs and projects.~~

~~A program manager from the Academy staff shall be assigned to administer each program.~~

#### Reality Based Training (RBT)

##### RBT Safety Rules:

~~No prohibited items shall be brought into the facility or any designated RBT training area during scenario training;~~

~~All personnel entering the RBT Center or any designated RBT training area during scenario training shall submit to a search of their person and all items they wish to bring with them.~~

~~Only RBT NLTA weapons converted for use in force on force training approved by the RBT Sergeant shall be used in Department RBT Training~~

~~Only blue non-conductive training cartridges shall be used with tasers for RBT scenarios~~

~~Only inert cartridges or spent cartridges (already fired with the probes and line removed) shall be utilized used in training where no protective suit designed for use with Taser probes is worn.~~

~~Only blue foam coated training batons shall be used in RBT scenarios~~

~~Strikes with these batons shall only be allowed when the role player is wearing a protective suit designed for impact weapon training.~~

~~Only inert training OC or an OC canister that has been emptied, inspected by RBT staff and the nozzle is blocked shall be used in RBT scenarios~~

~~Only NLTA (marking or blank) issued by RBT staff or approved by the RBT Sergeant shall be used in RBT scenarios.~~

~~All RBT scenario participants shall wear all issued PPE the duration of any scenario until told by the safety officer or the facilitator it is safe to remove that equipment.~~

~~If any piece of mandatory PPE is removed by any participant or is accidentally dislodged during a scenario a "Pause" or "Cease Fire" shall be called by anyone who is aware of the absent/missing equipment. The scenario may be resumed as soon as the PPE is back in place.~~

~~RBT Scenario participants shall make every effort not to fire any RBT NLTA firearm at another individual at a distance of less than three feet.~~



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~~Any participant injured during training shall notify the scenario facilitator or the OIC as soon as possible.~~

~~If a facilitator is notified of an injury they shall notify the RBT Sergeant or OIC if the injury has the potential to require medical treatment.~~

~~If there is reason to believe any personnel blatantly violate any of the safety rules the RBT Sergeant or OIC may remove them from training and they may be subject to Departmental discipline.~~

#### Participant (Student) Responsibilities

~~Arrive for the training session at the prescribed time with all necessary equipment for the days training.~~

~~Obey all safety rules briefed or per SOP.~~

~~Shall participate in all mandated training.~~

~~Regardless of the rank of the participant or the facilitator, be receptive to the critique or suggestions from the facilitator.~~

~~Inspect all PPE, RBT weapons and ammunition issued to them to ensure it all appears to be in good working order. Notify the Quartermaster of any equipment that appears to be in need of repair.~~

~~Inform the Quartermaster of any issued equipment damaged during training~~

~~Shall be responsible for returning all issued equipment prior to leaving the training site.~~

#### RBT emergency procedures

##### Trauma Kit

~~The RBT Center shall maintain an Emergency Trauma Kit containing an AED and first aid items for serious injury to include tourniquets, chest seals, pressure bandages, hemostatic dressing and emergency blankets.~~

~~RBTC full time staff shall maintain a working knowledge in use of this equipment and items.~~

#### Communication

~~In the event of a serious or life threatening injury the RBT Sergeant or OIC will call a real word emergency and cease all training. This can be accomplished via radio, cell phone or personal communication.~~

~~The RBT Sergeant or OIC will ensure the emergency trauma kit is sent to the location of the injury and first is started on the victim.~~

~~The RBT Sergeant or OIC will ensure 911 or APD dispatch is called and EMS is dispatched~~

~~The RBT Sergeant or OIC will ensure the Copper Ave. gate is open for access by EMS~~

~~The RBT Sergeant or OIC will ensure the Advanced Training Chain of Command is notified.~~

#### Participant evaluation

~~Participant evaluations will only be conducted by properly trained personnel and documented on the RBT authorized evaluation form.~~



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~~Participants will be treated with respect and not subjected to demeaning or inflammatory criticism.~~

~~RBT equipment issue~~

~~During a training session.~~

~~All RBT NLTA weapons, ammunition, PPE and "props" will be issued to participants or staff by the Quartermaster.~~

~~The participant/staff member shall inspect equipment issued to them and bring any damage to the attention of the Quartermaster before leaving the equipment issue table.~~

~~It is the participants responsibility to maintain control of, and provide due care for the equipment issued to them.~~

~~If a participant loses any equipment issued to them they may be held financially responsible for its replacement.~~

~~If the equipment is damaged during the training session the participant/staff member shall return it to the Quartermaster and advise them of the damage.~~

~~If any participant/staff member is found to have damaged any equipment due to blatant neglect or misuse they may be held financially responsible for its replacement.~~

~~For loan other than at the RBT Center:~~

~~The person signing out the equipment shall be responsible for its return.~~

~~If any equipment is lost, stolen or damaged while on loan the person who the equipment was issued to will be responsible for explaining the circumstances of the event in a Department Memo to the Advanced Training Lieutenant.~~

~~That person, the person responsible for the loss or damage, or that persons unit may be held financially responsible for replacement or repair of the equipment.~~

~~RBT Safety~~

~~Every person present shall share responsibility for RBT safety. All present are required to call out any safety concerns or violation immediately.~~

~~Academy personnel shall enforce all RBT safety rules.~~

~~Academy personnel shall report maintenance or safety need to the RBT sergeant or Advanced Training Lieutenant.~~

~~The RBT Ssergeant, Advanced Training Lieutenant, and Director of Training shall be notified immediately of any injuries or other mishaps during RBT.~~

~~All personnel shall wear safety equipment in accordance with guidelines established by the RBT sergeant.~~

~~The Advanced Training Sergeant has supervisory responsibility for both the Citizens' Police Academy and Youth Police Academy.~~



~~Each CPA or YPA class will convene with up to 40 candidates.~~

~~On the first day of each Academy, the Director of Training will invite the Mayor and Chief of Police to delivery opening remarks.~~

~~Sessions of the CPA are scheduled on Tuesdays and Thursdays from 1800 to 2100 for the twelve week duration of the program.~~

~~Training handouts and other classroom materials will be produced and distributed at the discretion of the CPA/YPA program manager, using Training Division resources. Materials are subject to the review and approval of the Basic Training Sergeant.~~

~~The CPA/YPA program manager is responsible for taking attendance and enforcing Academy rules and regulations.~~

~~College credit is available for CPA attendance from the Central New Mexico Community College (CNM). Students must enroll with the college before the program to be eligible for credit.~~

~~Participants will not graduate if they miss more than two CPA/YPA sessions. Make-up opportunities in future classes will be coordinated by the program manager.~~

~~Firearms Training Unit~~

~~The Firearms Training Unit is responsible for firearms training and periodic proficiency qualifications for all Ddepartment armed personnel. (Firearms and qualifications are consistent with SOP Firearms and Ammunition Authorization)~~

~~TAdditionally, the Firearms Training Uunit shawill:~~

~~Ddevelop new firearms training programs;~~

~~T train cadets in the use of firearms;~~

~~E enforce firearms safety;~~

~~I inspect and repair firearms; and~~

~~mMaintain firearms records.~~

~~Firearms Training and Qualification~~

~~Range personnel shawill develop and recommend firearms programs for Ddepartment approval.~~



~~All firearms programs will be approved by the Academy Lieutenant. All periodic proficiency qualification sessions must meet or exceed NMDPS requirements.~~

~~The Academy Lieutenant or designee will schedule all firearms training and qualification programs, no later than 30 days in advance of the program start date. After schedules have been distributed, the Advanced Training administrative assistant will complete individual scheduling.~~

~~All personnel are encouraged to wear body armor during all periodic proficiency qualifications sessions. During scenario-based training elements, personnel may be required to wear their complete assignment-based uniform and all specified duty equipment.~~

~~Range personnel may direct qualifying officers to utilize voice cues and verbal commands during qualification and other live fire sessions. Verbal orders include such verbal cues and commands as "he's got a gun," "put down the gun," "stay right there," and "police, show me your hands."~~

#### ~~Development of New Firearms Training Programs~~

~~Range personnel must remain current with developments in firearms training and technology.~~

~~Range personnel will submit lesson plans for all firearms and firearms-related training and classroom instruction to the Academy Lieutenant for review and approval.~~

#### ~~Cadet Firearms Training~~

~~Cadets and lateral officers are required to meet or exceed the firearms requirements mandated by NMDPS.~~

~~Range personnel will provide performance scores and evaluations for each cadet to the Basic Training Sergeant.~~

~~Range personnel are solely responsible for administration of corrective action to cadets during firearms training. Corrective action will be administered so that it accomplishes approved learning objectives.~~

~~B. \_\_\_\_\_~~

#### ~~1-94.9 Firearms Range Safety~~

~~Every person present at the range shall share responsibility for firearms safety. All present are required to call out any safety concerns or violations immediately.~~

~~Only Range personnel or designated instructors are permitted on the firing line with the shooters during training and qualification sessions.~~

~~Range personnel shall enforce all range safety rules.~~



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

**SOP 1-94 (Currently 6-1)**

**P&P Draft 01/05/2022**

~~Range personnel shall report maintenance or safety needs to the Range Master.~~

~~The Range Master, Academy Lieutenant, and Director of Training shall be notified immediately of any injuries, accidental/unintentional discharges, or other mishaps at the Firearms Range.~~

~~All personnel are required to wear safety glasses and ear protection when in the vicinity of live fire.~~

~~Range personnel are required to obtain hearing tests annually.~~

#### ~~Firearms Inspection and Repair~~

~~Range personnel and supervisors may inspect any firearm used on the range.~~

~~Any firearm judged unsafe shall be immediately withdrawn from service and shall not be used or fired.~~

~~Departmental firearms in need of repair or maintenance shall be referred to the Department Armorer.~~

~~Repairs to authorized personally owned firearms are the responsibility of the owner.~~

~~The Department Armorer is responsible for repairing or referring Department firearms elsewhere for repair.~~

~~The Department Armorer shall keep a record of all repairs and maintenance completed on Department firearms.~~

#### ~~Firearms Records~~

~~Firearms records will be created and maintained for every armed department employee. All training and proficiency qualification scores will be documented in the approved Training Division recordation system. Each record will include the officer's name, firearm make/model/caliber/serial number, date of qualification, and scores/results.~~

~~All Firearms Range requests and correspondence require the approval of the Academy Lieutenant.~~

~~Lesson plans will be maintained for all training and qualification programs. The Academy Lieutenant will approve training and qualification courses in advance.~~

~~The Range Master will notify the Advanced Training Sergeant of those personnel who fail to appear or who fail to qualify in mandatory training or a proficiency qualification course.~~

~~The Range Master will provide the Academy Lieutenant with a list of all participants and their scores at the conclusion of each annual training or qualification. Upon receipt, these results will be recorded in the Academy's automated recordation system.~~



Physical Fitness Requirements for Staff Instructors

~~All sworn Academy staff and Wellness instructors will be held to a high physical standard. They are expected to be in the same or better physical condition as the cadets.~~

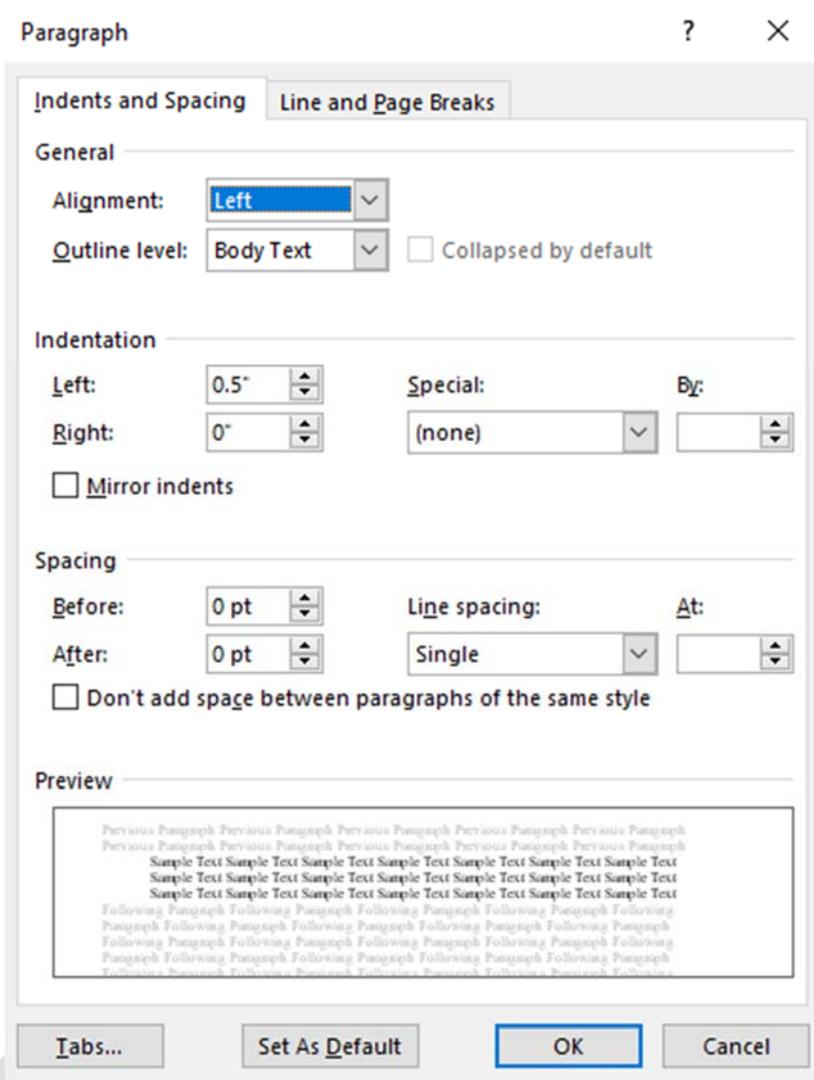
~~For Basic Training, all sworn personnel must meet the existing physical fitness standards established by the New Mexico Law Enforcement Academy, at the 60th percentile.~~

~~The training Academy staff is allowed one (1) hour during their normal work shift each day to participate in physical conditioning training.~~

~~Basic Training staff instructors are required to participate in physical training with cadets at the Academy, unless otherwise excused by the Academy Basic Training Lieutenant.~~

~~A. Paragraph Settings~~

- ~~1. Ctrl+A to select all text.~~
- ~~2. See screenshot.~~



- ~~B. Outline will start with capital letters.~~
- ~~C. Indent will be at .25 inches.~~
- ~~1. Second level will be a number.~~
- ~~2. Indentation will be at .5 inches.~~
- ~~a. Third level will be a lower case letter.~~
- ~~b. Indentation will be at .75 inches.~~
- ~~e. No spacing between third levels.~~
- ~~i. Fourth level will be lowercase Roman Numerals.~~
- ~~ii. Indentation will be at 1 inch.~~
- ~~iii. No spacing between fourth levels.~~
- ~~1. Fifth level will be a number.~~



- ~~2. Indentation will be at 1.25 inches.~~
- ~~3. No spacing between fifth levels.~~

#### ~~D. Rules and Responsibilities~~

- ~~1. Used in General Orders (1-##).~~
- ~~2. Use an outline format.~~
- ~~3. Describes how the unit functions for the Department.~~
- ~~4. Describes what is expected of Department personnel.~~
- ~~5. All unit responsibilities or requirements, beyond the scope of what is expected by Department personnel, should be included in a unit manual/handbook and not detailed in the policy.~~

#### ~~E. Procedures~~

- ~~1. Used in Procedural Orders (2-##) and Administrative Orders (3-##).~~
- ~~2. Should communicate how the policy will be implemented.~~
- ~~3. Should be action oriented, outlining process or instruction.~~
- ~~4. Should follow a logical sequence of how to implement the policy.~~
- ~~5. Should take the form of a narrative, flow chart, process map, or a combination of all.~~

#### ~~F. Sanctions~~

~~When assigning sanctions, assign the classification to the major, bolded, or main section. Then, when the subsection deviates from the major/bolded/main section level sanction, assign that new sanction. When a section does not require a sanction, an "N/A" should be added.~~

~~In Microsoft Word, select the Insert tab on the Ribbon and click on the text box icon.~~

- ~~1. The outline is red.~~
- ~~2. The text is Arial 11.~~
- ~~3. The weight of the text box/shape outline is 1 ½ pt.~~



~~4. The text is centered.~~

~~5. The size of the textbox should be .30 in height and width. For "N/A" textboxes, the height should be .30 and the width should be .50.~~

~~6. Select "Move with Text" at this menu option: Format/Drawing Tools/Wrap Text/Move with Text.~~

~~a. For example, if a sanction of level 6 was applied to this subsection, it would look like this:~~

6

~~G. Definitions should always be in alphabetical order.~~

~~H. Proper Nouns and Capitalization~~

~~1. Capitalize commander, lieutenant, detective, sergeant, and officer when the use of the term signifies an individual's title. The same terms should be lowercase when they are used in a general manner. For example:~~

~~a. Traffic Commander and Incident Commander are titles.~~

~~b. "The area commander..." is an example of the term used in a general manner.~~

~~I. Guidance on Purpose Statement~~

~~1. The purpose statement is a statement about what the policy is about or why it exists or is necessary.~~

~~a. The purpose statement should be the "why" behind the policy. "Why" does the Department have a "Homicide Unit" or a "Sex Crimes Unit."~~

~~b. A statement can be specific to a Division, Section, or Unit.~~

~~c. The purpose statement for a Procedural/Administrative Order, for example, may read "It is the purpose of the Department to....."~~

~~d. Here is an example of the first sentence in a purpose statement for a Unit: "It is the purpose of the \_\_\_\_\_ Unit to..."~~

~~J. Guidance on Policy Statement~~

~~1. The policy statement should communicate how it governs the rules, procedures, and guidelines contained within the policy. It provides the operational framework within which the Department functions.~~

~~2. The statement should be concise, action-oriented, and logical to the reader. It will provide specific direction for the intended audience.~~



~~3. Questions that are typically answered through the policy statement include:~~

- ~~a. Who is the primary audience? (Who needs to follow the policy?)~~
- ~~b. In what situation(s) does this policy not apply?~~
- ~~c. What are the major conditions or restrictions?~~
- ~~d. What is expected of the employee or student?~~
- ~~e. Are there exclusions or special situations?~~
- ~~f. Here are rules for the Policy Owner to follow when drafting the policy statement:~~
  - ~~i. Sentences and paragraphs must be clear and understandable for the given audience.~~
  - ~~ii. Acronyms may be used if spelled out completely the first time the phrase is used (e.g., Computed Aided Dispatch (CAD), principal investigator (PI), or National Incident Management System (NIMS)).~~
  - ~~iii. Use strong action words (will, must, are responsible for, etc.). Do not use "shall" in the policy statement.~~
  - ~~iv. Here is an example of the first sentence in a policy statement: "It is the policy of the Albuquerque Police Department (Department) to provide guidelines for Department personnel when conducting vehicles pursuits".~~

#### ~~K. Guidance on Enumerated Lists~~

~~1. Use the language, "...include, but not limited to:" when it is known that the list is not exhaustive and it seeks to provide specific examples. You will add a semicolon after each item in the list. Here's an example of this convention:~~

- ~~a. "Tattoos that are deemed offensive shall be covered while in the duty uniform. Examples of offensive tattoos include, but are not limited to:~~
  - ~~i. Depictions of intolerance or discrimination against any race, religion, gender, or national origin;~~
  - ~~ii. Sexually explicit, sexist, or vulgar art, words, phrases, or profane language;~~
  - ~~iii. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations (any street gang names, numbers, and/or symbols); or~~
  - ~~iv. Anything that depicts or endorses violence."~~