



**2-16**      ~~Records~~ REPORTS

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

~~2-111 Records Division~~

- 1-93 Telephone Reporting Unit (TRU)
- 2-19 Response to Behavioral Health Issues
- 2-21 Apparent Natural Death/-Suicide
- 2-46 Response to Traffic Crashes
- 2-53 Use of Force: Definitions
- 2-56 Use of Force: —Reporting by Department Personnel
- ~~2-78 Domestic Violence~~
- ~~2-111 Records Division~~
- 3-41 Complaints Involving Department Personnel
- 4-25 Domestic Violence

B. Form(s)

~~CIT Worksheet~~

~~PD X Form Title None~~ Juvenile Report Request Form

~~CIT Worksheet~~

C. Other Resource(s)

~~(Placeholder. For example, Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association)~~ NMSA 1978, Stat § 32A-2-32 1996 Confidentiality; Records

D. Rescinded Special Order(s)

SO 19-119 Timeliness of Reports and Rejected Reports

SO 19-128 Missing Copperfire Reports ~~X~~ ~~Subject~~

**2-16-1**      Purpose

The purpose of this ~~Division/Section/Unit/Program/~~ policy is to guide Albuquerque Police Department (Department) personnel on which calls for service require a Uniform Incident Report and to describe how records are kept and released. ~~o~~

**2-16-2**      Policy

It is the policy of the ~~Albuquerque Police Department (Department)~~ to provide an efficient and reliable reporting system and to report and record significant incidents that come to the Department's attention. ~~o~~



**N/A** 2-16-3 Definitions ~~(if applicable)~~

A. Report

Documentation of a law enforcement incident, that contains the facts and circumstances of about what occurred during a call for service. Once a report is finalized through the Record's Division validation process and is made available for public access, it is considered a public record. A Report includes, but is not limited to. A Report becomes a record after it has been validated through the Record Division's data entry system. Once and if applicable is made available to the general public, report is finalized through the validation process it is considered a record (Placeholder). The title of defined Reports include but are not limited to: word or unit

1. 1. (Place holder for type of report) Uniform Incident Reports/ Offense Incident Reports (reports);
2. Uniform Crash Reports; and
3. Supplemental Reports.

**6** Describe terminology used.

~~B. The title of defined word or unit.~~

~~Describe terminology used.~~

2-16-4 General Procedures Rules

A. The following Reports That are Records Closed to the Public or Limited Access;

1. Consistent with NMSA 1978, § 32A-2-32, the following reports are not considered a public record:

1. All juvenile cases reports involving juveniles where a child juvenile is listed as the victim of neglect, abuse, or has been designated by state statute by as a child in need of supervision are not considered a public record, consistent with NMSA 1978, Stat § 32A-2-32 1996; Confidentiality records;

a.

i. Members of the public People may obtain copies of (The following types may obtain copies of these records reports with if they supplement their request with a notarized Juvenile Report Request Form verifying they are:

1. With an Agency that is conducting ies doing a background checks;
2. Court pPersonnel;
3. With a Tribal Government; and/or
4. The reporting party who is listed on the report.



~~These records~~ Reports may be released ~~are may be only released~~ to the child, the child's legal guardian or legal representative, the parent or their legal representative, law enforcement agencies, and the New Mexico and Children, Youth, and Families Department (CYFD) or other social service agencies, or ~~;~~

~~This directive also applies if the victim is deceased.~~ ;

~~ii.~~

~~5.b.~~ All records that have been closed to the public by court order;

~~7.c.~~ All medical, psychiatric, psychological, or Office of the Medical Investigator (OMI) reports documentation;

~~9.d.~~ Law enforcement records that reveal confidential sources, methods, or information; and

~~11. Runaway records;~~

~~These records may be released only to the child's parent(s), legal guardian, or their legal representative; and~~

~~14.e.~~ All homicide records, until the records are released by the Homicide Unit Sergeant.

B. Access to Department Records by Other Agencies

Records maintained by the ~~Albuquerque Police~~ Department shall be provided, when requested, to law enforcement agencies, criminal justice agencies or their representatives, or other lawfully authorized agencies.

**6** 2-16-5 Responsibilities Procedures

~~Department s~~ Supervisors s Shall:

A.

1. Review Uniform Incident Reports and Uniform Crash Reports reports completed by their subordinates, before approving and submitting them electronically; and Review and Rejection of Reports

~~Reports shall be reviewed by a supervisor before being submitted electronically.~~

~~In cases where a report fails to provide adequate information, the National Incident Based Reporting System (NIBRS) Unit shall reject the report and return it to the Department personnel who originally submitted it, officer for corrections.~~



~~2. Ensure that Any paper Uniform Incident Reports, Uniform Crash Reports, and or associated documents have the Computer-Aided Dispatch (CAD) and case numbers on the document prior to it being submitted to Central Records. received by a supervisor will be logged on a Daily Report Log, PD #3084, signed and dated by the supervisor. The supervisor will indicate on the log when it is a supplemental report, re-submitted report, or any other special notations, to be submitted to Central Records.~~

C. Timeliness of Reports

~~1. Department personnel shall submit All initial reports and documents must be submitted at or before the end of their shift, except at the direction of a supervisor.~~

~~2. Department personnel may submit photocopies The only photocopies that may will be submitted to Central Records turned into Records are those if they are documents that are generated outside the Department, (e.g., bank records, receipts, etc.) etc.~~

~~The only exception to this will be photocopies from the Department's Identification Unit, which are intended to be included as part of the case file.~~

~~3. Department personnel may request an NCIC entry when the following criteria are met Criteria for all NCIC entries are as follows:~~

~~a. The officer When personnel they intends to tag items into the Evidence Unit evidence; and~~

~~b. The officer When personnel they calls the NCIC Reporting Unit for all NCIC numbers. Department personnel shall generate a Uniform Incident Report after they request an NCIC number must be generated.~~

Personnel who submit paper documentation shall:

~~Write a case number and CAD number on any supporting documentation that is intended as part of the case or incident.~~

~~It shall be the sole responsibility of the primary officer, unless otherwise noted in SOP, to generate a complete the offense report Uniform Incident Report.~~

D. Personnel of the Department Personnel shall:

~~Write Complete a Uniform Incident Police Reports for On the Following Incidents:~~

~~1.~~

~~1. All felony, misdemeanor, or petty misdemeanor crimes;~~

~~a.~~

~~2. Traffic offenses involving physical arrest, or protective custody;~~

~~b.~~

~~3. Any incident or warrant service resulting in an arrest;~~

~~c.~~



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N/A

d. Attempted suicides;

~~4. Contact with an individual exhibiting a behavioral health disorder or behavioral health crisis, consistent with SOP Response to Behavioral Health Issues (refer to SOP Response to Behavioral Health Issues for sanction classifications and additional duties); Personnel shall complete and submit a CIT Worksheet through TraCS.~~

e.

~~Apparent natural death/Suicide calls consistent SOP with Apparent Natural Death/Suicide;~~

~~5.f.~~

~~Traffic accidents/crashes;~~

~~Except those consistent with SOP Response to Traffic Crashes:~~

~~Great bodily harm or death;~~

~~A Vehicle involved belongs to the City of Albuquerque or upon request of other governmental agency;~~

~~Suspected of impaired drivers or reckless driving;~~

~~Hit and run crash investigation with offender information; or~~

~~When there is extensive damage to private property.~~

~~3. Crashes where both parties agree to settle it themselves; or on private property for which the parties involved are provided forms on which to submit their own reports. Refer to the Traffic SOP on Traffic Accidents, for further information. Officers will advise Radio of such prior to going 10-8.~~

~~Any incident that is of great importance where the officer/Department personnel is at the scene, at the scene of a crime;~~

~~or aAny incident where a citizen/victim/community member requests a Police report to be taken;~~

~~The calling party shall/may not be referred to the Telephone Reporting Unit. Consistent with SOP Telephone Report Unit.~~

~~The calling party shall not be referred to TRU in order to a copy of the report.~~

~~4. When directed to do so by a superior officer/Department supervisor;~~

~~5. All child abuse or neglect incidents;~~

~~g.~~

~~6. All domestic violence incidents, consistent with SOP Domestic Violence; and~~

~~h.~~

~~7. All incidents involving abortion clinics and/or incidents involving any persons involved in abortion services;~~

~~i.~~

~~a. Department personnel shall forward A a copy of the Uniform Incident Report shall be forwarded to the Criminal Intelligence Unit for analysis and coordination with federal agencies.~~



- ~~8.~~ When Department personnel:
  - ~~i.~~ Discharge a firearm other than during training or recreation;
  - ~~ii.~~ Takes an action that results in or is alleged to have resulted in injury or death of another person;
  - ~~iii.~~ Applyes force through the use of a lethal or less-then-lethal weapons, consistent with SOP Use of Force: Reporting by Department Personnel;
  - ~~iv.~~ Applyes weaponless, physical force at a level of force that is as defined by the agency Department, consistent with in SOP Use of Force: Reporting Definitions by Department Personnel; or
  - ~~v.~~ Points his/her their firearm at an individual, to acquiring a target, or to de-escalate a situation. Department personnel shall complete the appropriate force reporting documentation. A Show of Force form is required consistent with SOP Use of Force Reporting by Department Personnel;
    - ~~i.~~ Department personnel do not need to complete a Uniform Incident Report when they oes not include the point their firearm use of at a the low-ready position; and

A.  
~~9.~~ When evidence is collected;

- ~~k.~~ Department p Personnel shall include detailing t the circumstances by which the property came into the agency's possession and describeing each item of property obtained collected; and

~~10.~~ Any incident where a community member requests an officer to complete a Uniform Incident Police Report to be taken; and

- ~~l.~~ The calling party community member may be referred to the Telephone Reporting Unit (TRU) when they do not have valid follow-up information, such as a name, date of birth, address, or complete license plate information, c Consistent with SOP Telephone Reporting Unit (TRU).; and
- ~~m.~~ The calling party shall not be referred to TRU personnel in order to request or obtain a copy of a police report.

~~n.~~ When directed to do so by a Department supervisor.

~~It shall be the sole responsibility of the primary officer, unless otherwise noted in SOP, to generate an offense report.~~

N/A

~~Department personnel shall Department Personnel Shall c Complete a Uniform Crash Report on the for the Following :~~

- ~~1.~~ Traffic crashes, ;
- ~~2.~~ Except those that occur on private property consistent with SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties); and



~~Except those crashes where both parties agree to settle it themselves.;~~

~~— The primary officer had the It shall be the sole responsibility of the primary officer completing the Uniform Incident Report, or Uniform Crash Report, unless otherwise noted in SOP., to complete the Uniform Incident Report.~~

~~— D. Review and Rejection of Reports~~

~~— 1. Reports shwill be reviewed by a supervisor before being submitted electronically. In cases where a report fails to provide adequate information, Report Review National Crime Information Center National Incident Based Reporting System (NCIC/NIBRS) Unit shwill reject the report and return it to the officer for corrections.~~

~~— 1. All paper reports and associated documents received by a supervisor will be logged on a Daily Report Log, PD #3084, signed and dated by the supervisor. The supervisor will indicate on the log when it is a supplemental report, re-submitted report, or any other special notations, to be submitted to Central Records the Records Report Review Unit.~~

~~— 2. Supervisors will ensure that the Daily Report Log is reviewed and signed by Report Review Unit personnel.~~

~~a. When a report is logged, it will be attached to that log.~~

~~b. The log and all attached reports will be taken, by the supervisor or his/her designee, to Report Review.~~

~~c. Report Review Unit personnel will ensure that all reports logged are attached and will sign the report log indicating the reports arrived in Report Review.~~

~~d. If there are discrepancies in the log, the discrepancy will be noted on the log and returned to the supervisor to find the report or supplement.~~

~~— 3. The original daily report log will remain in Report Review.~~

~~3.~~

~~— E. Timeliness of Reports~~

~~1. All initial reports and documents must be submitted at or before the end of the shift, except at the direction of a supervisor.~~

~~2. Only original reports or documents which are intended to be part of a case file and which are not already a part of the file will be submitted to the supervisor for approval.~~

~~3. The only photocopies that will be turned into Records are those documents generated outside the Department, e.g., hospital records, bank records, etc. The~~



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~~only exception to this will be photocopies from the Department's Identification Unit, which are intended to be included as part of the case file.~~

~~4. Criteria for all NCIC entries are as follows:~~

- ~~a. The officer intends to tag items into the Evidence Unit.~~
- ~~b. The officer calls the Report Review/NCIC Reporting Unit for all NCIC numbers. A report must be generated.~~
- ~~c. Only the officer responsible for the original offense report will be permitted to call Report Review for NCIC entries.~~

~~5. Officers/Personnel who are submitting paper reports/documentation shall:~~

- ~~a. Write the case number on the original report.~~
- ~~b. Write the case number on the supplemental report.~~
- ~~Add/Write a case number and CAD number on any supporting documentation that is intended as part of the case or incident.~~

~~6. Supervisors will shall ensure that the original report is completed, approved, and submitted.~~

~~—Corrections or Changes to/Alteration of Original RReports~~

~~E.~~

~~1. Original offense reports/Department personnel shall not alter Uniform Incident R/Uniform Incident Report and Uniform Crash R/accident reports or Uniform Crash Reports cannot be altered after they have been submitted/submitted to their/supervisor after they have been approved by the supervisor submitted to the supervisor for approval.~~

~~2. Only the Department personnel who completed the report may make changes to the document/report if their supervisor returns the report for revisions or corrections.~~

- ~~a. Department personnel who need to make Department personnel shall make a/Any necessary cha/they are validated and finalized by the NIBRS unit/ir acceptance by Report Review. Changes and/or corrections must be made needed after to a/the report after it has been finalized through the Central Record's Unit's validation process shall only be made by/shall submitting a Supplemental R/report(s)s.~~

~~3. In cases where a Department employee's report fails to does not provide contain adequate information, the National Incident-Based Reporting System (NIBRS) Unit personnel shall reject the report and return it to the Department personnel/employee who originally submitted it, the report for corrections.~~



~~G. Arrest Information Via Telephone~~

~~Telephone inquiries for arrest information will be honored only when the Department employee clearly recognizes the party calling to be a person authorized to receive arrest record information.~~

~~H.F. Reports of Alleged Officer Misconduct in the Line-of-Duty~~

1. Department personnel ~~sh~~will not write a ~~police report~~Uniform Incident Report of alleged ~~officer~~Department personnel misconduct in the line-of-duty, either by ~~citizen~~community member request or ~~on~~ of their own initiative.

N/A

2. Department p~~ersonnel~~ ~~sh~~will refer to SOP Complaints Involving Department Personnel for reporting misconduct (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional dDuties).

3. ~~follow the proper policy/procedure outlined in section 3-43 of the Department SOP, Administrative Orders Manual.~~ If a criminal case is required, ~~the~~ report case ~~will~~ shall be initiated and authorized by the Internal Affairs Professional Standards Division (IAPS) Commander, the Bureau Deputy Chief, of Police or the Chief of Police.

~~I. Felony Case Preparation Guidelines~~

~~All personnel responsible for submitting completed cases will refer to the felony case preparation guidelines for the District Attorney, which are included in the Procedural Orders section 2-39, to determine the proper order and content of a closeout supplementary report.~~

~~J. Handling of Citations~~

1. ~~Upon receiving all citations at the end of the shift, supervisors will review the citations to ensure they are filled out correctly, utilizing appropriate State Statutes and/or City Ordinance numbers and that they are printed legibly.~~

~~2. Mail Run~~

a. ~~PSA, or whoever conducts the mail run, will then deliver the citations to the mail drop boxes on the first floor of the Law Enforcement Center and place the appropriate citations in their respective boxes.~~

~~The only portions of the citations that are placed in the boxes are the original (court copy) and the abstract copy.~~

~~b.~~

~~3. Issuance of Citation Books~~

~~Supervisors will ensure that officers sign out for citation books by utilizing the logs provided at the substations.~~