



**2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

None

B. Form(s)

Significant Alert Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**2-34-1 Purpose**

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) has an efficient and reliable system to disseminate, report, and record significant incidents that are brought to the attention of Department personnel by any means. The goal is to ensure that personnel at all levels of the Department are adequately informed about significant incidents.

**2-34-2 Policy**

It the policy of the Department to provide direction on the notification process for significant incidents.

**N/A 2-34-3 Definitions**

A. Significant Incident

For the purpose of this policy, "significant incident" means a natural, technological, or human-caused occurrence that may cause harm, require action, or have a severe outcome.

**7 2-34-4 Rules**

A. Significant Incidents Requiring Immediate Notification

1. For a Significant Incident that requires immediate notification:



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- a. The affected supervisor who is responsible for the call for service shall notify the on-duty Emergency Communications Center (ECC) shift supervisor, who shall then notify the affected area commander.
  - b. If the area commander is unavailable, once it is safe to do so, the affected supervisor shall immediately notify the Deputy Chief of Police, through the chain of command.
2. Significant Incidents that require immediate notification include, but are not limited to:
- a. Any incident where an individual is seriously injured, involved in a critical incident officer-involved shooting (OIS), or involved in an in-custody death;
  - b. Any incident where an officer is injured and requires hospitalization, or is killed;
  - c. Any situation where an officer has discharged a firearm;
  - d. Department personnel misconduct cases involving arrest or immediate relief of duty;
  - e. Barricaded gunmen/hostage and/or sniper situation, including times when Special Weapons and Tactics (SWAT) has been activated;
  - f. Arrests of prominent political or governmental officials likely to generate interest by media outlets;
  - g. Arrests of City personnel;
  - h. Arrests of individuals who work in the criminal justice system;
  - i. Confirmed explosion resulting in death, significant property damage or disruption of essential services; and
  - j. Airplane crashes within the Department's jurisdiction.

**B. Significant Incidents Requiring Timely Notification**

1. For Significant Incidents that require timely notification, the affected supervisor who is responsible for the call of service shall ensure that the information concerning the Significant Incident is disseminated through email to Department personnel.
  - a. The affected supervisor shall complete in its entirety the Significant Event Form ("sig alert") by the end of their shift.
  - b. The form is located on SharePoint at [Sig Alert](#).
  - c. Significant Incident alerts and emails sometimes contain private information regarding victims.
    - i. Department personnel shall treat information in Significant Incident alerts and emails confidential.
    - ii. If the affected supervisor would like to publicize the Significant Incident, they shall notify the Department's Public Information Officer (PIO), unless authorization to publicize the Significant Incident is granted by the Chief of Police or their designee.
2. Significant Incidents that require timely notification include, but are not limited to:
  - a. Traffic crashes involving police vehicles where any person is hospitalized;



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- b. Any incident where a member of the public is struck with a projectile from a firearm and is injured or killed, excluding officer involved shootings;
- c. Homicides, suspicious deaths, all deaths of a child and traffic crash fatalities;
- d. Bank robberies;
- e. Missing or abducted juveniles, or when an AMBER Alert has been initiated;
- f. Arrest of individual(s) that pose a danger to the community;
- g. Arrest of individuals that are known repeat offenders; and
- h. Any other unexpected event that would be considered sensational and of wide news media interest.

C. Current or On-Going Significant Incidents

1. The on-duty ECC shift supervisor shall be responsible for initiating a Significant Event Form for the following:
  - a. SWAT activations, including the location of the incident; and
  - b. Fatal call-outs that provide the location and no other information.
2. The affected supervisor shall be responsible for completing in its entirety a Significant Event Form with the final information upon the completion of the Significant Incident.



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

A. Related SOP(s)

None

B. Form(s)

Significant Alert Form

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**2-34-1 \_\_\_\_\_=Purpose**

The purpose of this policy is to ensure that the Albuquerque Police Department (Department) has an efficient and reliable system to disseminate, report, and record significant incidents that are brought to the attention of Department personnel by any means. The goal is to ensure that personnel at all levels of the Department are adequately informed about noteworthy significant incidents.

~~The purpose of this policy is to provide direction on the notification process for significant incidents. The policy outlines examples of significant incidents that require immediate notification to Area Commanders, as well as significant incidents that require timely notification. This policy will aid in ensuring that the members Albuquerque Police Department Command Staff receive awareness of noteworthy significant incidents.~~

**2-34-2 \_\_\_\_\_=Policy**

It the policy of the Department to provide direction on the notification process for significant incidents. The policy outlines examples of significant incidents that require immediate notification to aArea cCommanders, as well as significant incidents that require timely notification. This policy will aid in ensuring that the members of the Albuquerque Police Department cCommand Sstaff receive awareness of noteworthy significant incidents.

~~It is the policy of the Department to provide an efficient and reliable system to disseminate, report, and record significant incidents that are brought to the attention of Department personnel by any means. The goal is to ensure that all levels of the Department are adequately informed about noteworthy incidents.~~

N/A

**2-34-3 \_\_\_\_\_=Definitions**



A. Significant Incident

For the purposes of this policy, "significant incident" means a natural, technological, or human-caused occurrence that may cause harm, may require action, or have a severe outcome.

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~~Significant incident(s) for immediate notification shall include, but may not be limited to:~~

~~1. Death or serious injury to a police officer on or off duty.~~

~~2. Death or serious injury to others that is the result of a police action.~~

~~3. Homicide Callouts~~

~~4. Arrest of a suspect(s) that pose a danger to the community.~~

~~5. Arrest of a "high profile" individual (i.e., a person in a position of public trust, notorious felon, outstanding fugitive, etc.)~~

~~6. Any incident or arrest an officer and/or supervisor may deem noteworthy.  
Any incident where an individual is seriously injured or killed by an officer.;~~

~~Any incident where an officer is injured and requires hospitalization, or is killed.;~~

~~Any situation where an officer has discharged a firearm.;~~

~~Officer/Employee Department personnel misconduct cases involving arrest or immediate relief of duty.;~~

~~Barricaded gunmen/hostage and/or sniper situation, whether or not SWAT has been activated.;~~

~~Incidents of arrest involving prominent political or governmental officials likely to cause news media interest, to include all city employees.;~~

~~Incidents of arrest involving anyone in the Criminal Justice System;~~

~~Confirmed explosion resulting in death, significant property damage or disruption of essential services;~~

~~Airplane crashes (disasters only).~~

~~Significant incidents that require timely notification shall include, but are not limited to:~~



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~~Accidents involving police vehicles where any person is hospitalized.~~

~~Any incident where a member of the public is struck with a projectile from a firearm and is injured or killed, excluding officer involved shootings.~~

~~Any other unexpected event that would be considered sensational and of wide news media interest.~~

~~Homicides, suspicious deaths, all deaths of a child and traffic fatalities.~~

~~Bank robberies.~~

~~Missing or abducted juveniles, or when the Amber Alert has been initiated.~~

~~Arrest of a suspect(s) that pose a danger to the community.~~

~~Arrest of individuals that are known repeat offenders.~~

2-34-4        Rules

A. Significant Incidents Requiring Immediate Notification~~(e)~~

1. For a Significant Incident that requires immediate notification:

- a. The affected supervisor who is responsible for the call for service shall notify the on-duty Emergency Communications Center (ECC) shift supervisor, who shall then notify the affected area commander.
- b. ~~In cases where the Area Commander is not unavailable, once it is safe to do so, the affected supervisor shall immediately notify the Deputy Chief of Police, through shall be notified in an immediate manner using the chain of command.~~  
Immediate notification means making contact with the area commander or designee as soon as practical.

2. Significant ~~(Someone) shall~~ Incidents that require immediate notification include, but are not limited to: immediately notify ~~(someone) regarding significant incident(s) including, but not limited to:~~

- a. Any incident where an individual is seriously injured ~~or, killed by an officer~~ involved in a critical incident ~~in~~ officer-involved shooting (OIS), or involved in an in-custody death ~~shooting;~~
- b. Any incident where an officer is injured and requires hospitalization, or is killed;
- c. Any situation where an officer has discharged a firearm;
- d. Department personnel misconduct cases involving arrest or immediate relief of duty;



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- e. Barricaded gunmen/hostage and/or sniper situation, including times when whether or not Special Weapons and Tactics (SWAT) has been activated;
- f. Incidents of Arrests of involving prominent political or governmental officials likely to cause generate interest by news-media outlets;
- g. Arrests of interest, to include all City employees personnel;
- h. Incidents of Arrests of individuals who work involving anyone in the Criminal Justice System;
- i. Confirmed explosion resulting in death, significant property damage or disruption of essential services; and
- j. Airplane crashes within the Department's jurisdiction (disasters only).

B. Significant Incidents Requiring Timely Notification

~~For Significant Incidents that require a timely notification, the~~

~~1. The affected supervisor who is responsible for the call of service shall ensure that the information concerning a the Significant Incident requiring timely notification is disseminated through email throughout the Department personnel.~~

~~a. The affected supervisor shall complete in its entirety the Timely notification means sending the Department's Significant Event Form ("sig alert") by the end of their shift.~~

~~The form is located on SharePoint at Sig Alert.~~

~~b. Significant incident alerts and emails contain private information regarding victims. Sig Alert Forms should be filled out completely to include full identifying information; the author of the Alert, and officers responsible for apprehensions, identification of offender, etc. The form is located on SharePoint at Sig Alert.~~

~~c. Significant Incident alerts and emails sometimes contain private information regarding victims.~~

~~i. Department personnel shall treat This information in Significant Incident alerts and emails must be treated as Department confidential.~~

~~ii. If the affected supervisor would like to publicize the Significant Incident, therefore, if the supervisor shall notify the Department's Public Information Officer (PIO) would like to release it publicly, the PIO must be notified, unless authorization to publicize the Significant Incident is given granted by the Chief of Police or his their designee.~~

~~a. Sig Alert Forms should be filled out completely to include full identifying information; the author of the Alert, and officers responsible for apprehensions, identification of offender, etc.~~

~~2. Significant Incidents that require timely notification shall include, but are not limited to:~~

~~a. Accidents Traffic crashes involving police vehicles where any person is hospitalized;~~



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- b. Any incident where a member of the public is struck with a projectile from a firearm and is injured or killed, excluding officer involved shootings;
- ~~a. Any other unexpected event that would be considered sensational and of wide news media interest;~~
- c. Homicides, suspicious deaths, all deaths of a child and traffic crash fatalities;
- d. Bank robberies;
- e. Missing or abducted juveniles, or when ~~the an Amber~~ AMBER Alert has been initiated;
- f. Arrest of ~~a suspect~~ individual(s) that pose a danger to the community; ~~and~~
- g. Arrest of individuals that are known repeat offenders; ~~and~~
- h. Any other unexpected event that would be considered sensational and of wide news media interest.

~~A. Responsibility for Notification~~

~~For the above listed significant incidents that require **immediate notification**, notification will be made to the Area Commander by the on-duty Emergency Communications Center shift supervisor. If the Area Commander is not available, then the Deputy Chief will be notified in an immediate or timely manner utilizing the chain of command, when possible. Immediate notification means making contact with the Area Commander or designee as soon as practical.~~

~~For the above listed incidents that require **timely notification**, the department Sig Alert Form <http://empleado.cabq.gov/apd/sigalert/sigalertform.html> will be used. The affected supervisor shall ensure the information concerning a significant incident requiring timely notification is disseminated throughout the Department. Timely notification mean sending the sig alert form by the end of their shift. Once the form is completely filled out and sent, it will automatically be disseminated by utilizing the city e-mail system.~~

- ~~a. Significant incident alerts and e-mails contain private information regarding victims. This information must be treated as department confidential, therefore, if the supervisor would like to release it publicly, the PIO must be notified, and unless authorization is given by the Chief of Police or his designee, to release the specific victim information to the media.~~

~~Sig Alert Forms should be filled out completely to include full identifying information; the author of the Alert, and officers responsible for apprehensions, identification of offender, etc.~~

~~B.C. Current or On-Going Significant Incidents~~



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1. The on-duty ~~Emergency Communications~~ ECC shift supervisor ~~sh~~ will be responsible for initiating a Significant Event ~~significant alert form~~ Form for the following:
  - a. SWAT activations, including the location of the incident; ~~and~~
  - b. Fatal call-outs ~~that provide~~ ing the location ~~only~~ and no other information.
2. The affected ~~sworn~~ supervisor ~~sh~~ will be responsible for ~~filling out and sending~~ completing in its entirety a ~~significant~~ Significant ~~incident e-mail alert~~ Event Form with ~~all of the final information upon the completion/resolution of the~~ Significant ~~incident~~ Incident.

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