



## 2-34 NOTIFICATION OF SIGNIFICANT INCIDENTS

### 2-34-1 Policy

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.

### 2-34-2 Definitions

#### A. Significant Incident

**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.
7. Any incident where an individual is seriously injured or killed by an officer.
8. Any incident where an officer is injured and requires hospitalization, or is killed.
9. Any situation where an officer has discharged a gun.
10. Officer/Employee misconduct cases involving arrest or immediate relief of duty.
11. Barricaded gunmen/hostage and/or sniper situation, whether or not SWAT has been activated.
12. Incidents of arrest involving prominent political or governmental officials likely to cause news media interest to include all city employees.



13. Incidents on arrest involving anyone in the Criminal Justice System.

Incidents to notify on a timely basis, but are not limited to:

1. Police vehicle accidents when any person is hospitalized.
2. Any other unexpected event that would be considered sensational and of wide news media interest.
3. Airplane crashes (disasters only).
4. Murders, suspicious deaths, all deaths of a child and traffic fatalities.
5. Bank robberies.
6. Missing or abducted juveniles, or when the Amber Alert has been initiated.
7. Arrest of a suspect(s) that pose a danger to the community.
8. Arrest of individuals that are known repeat offenders.

2-34-3 Rules

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A. Responsibility for Notification

1. The above listed significant incidents require notification of the Area Commander, 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.
2. The department Sig Alert Form <http://empleado.cabq.gov/apd/sigalert/sigalertform.html> should be used for all other incidents that are not required of an immediate notification. The affected supervisor shall ensure the information concerning a significant incident is disseminated throughout the Department. 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.



b. Sig Alert Forms should be filled out completely with identifying information; who is filling it out and responsible for apprehensions, identification of offender, etc.

B. Current or On-Going Significant Incidents

1. The on-duty Emergency Communications shift supervisor will be responsible for initiating a significant incident e-mail for the following:
  - a. SWAT situations providing the location and the fact there is a 76 call.
  - b. Fatal call outs providing location only and no other information.
2. The affected sworn supervisor will be responsible for filling out and sending a significant incident e-mail with all of the final information upon the completion/resolution of the incident.

DRAFT



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 2-34

Effective: 01/10/18 Review Due: 01/10/19 Replaces: 11/19/15

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- Death or serious injury to others that is the result of a police action.
- Homicide
- Arrest of a suspect(s) that pose a danger to the community.
- Arrest of a "high profile" individual (i.e., a person in a position of public trust, notorious felon, outstanding fugitive, etc.)
- Any incident or arrest an officer and/or supervisor may deem noteworthy.

### [7] 2-34-3 Rules

#### A. Responsibility for Notification

1. The affected supervisor shall ensure the information concerning a significant incident is disseminated throughout the Department by using the Sig Alert Form at <http://empleado.cabq.gov/apd/sigalert/sigalertform.html> and clicking on the significant incident link to access the form. Once the form is completely filled out and sent, it will automatically be disseminated by utilizing the city e-mail system.
2. Significant incident e-mails contain private information regarding victims. This information must be treated as department confidential, unless authorization is given by the Chief of Police or his designee to release the specific victim information to the media.

#### B. Current or On-Going Significant Incidents

1. The on-duty Emergency Communications shift supervisor will be responsible for initiating a significant incident e-mail for the following:
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Policy Development Form  
Office of Policy Analysis



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SOP: 2-34 Notification of Significant Incidents

Date Completed: 11-1-18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

Policy is over-due for review.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

Provide guidelines to supervisors for the protocol of notification to the chain of command.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

N/A

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

Department Memorandum 14-81 (vocabulary brought into policy)