



2-60 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-13 Armed Robbery Unit (Formerly 5-3)
- 1-26 Special Victims Section (Formerly 5-3)
- 1-27 Cold Case Unit (Formerly 5-3)
- 1-50 Gun Violence Reduction Unit (GVRU)
- 1-53 Homicide Unit (Formerly 5-3)
- 1-59 Impact Teams (Formerly 4-4)
- 1-66 Missing Persons Unit (Formerly 5-3)
- 2-16 Reports (Formerly 1-5)
- 2-68 Interviews and Interrogations
- 2-70 Execution of Search Warrants
- 2-71 Search and Seizure without a Warrant (Formerly 2-17)
- 2-73 Submission of Evidence, Confiscated Property, and Found Items
- 2-74 Submission of Felony Cases to the District Attorney
- 2-80 Arrests, Arrest Warrants, and Booking Procedures
- 2-92 Crimes Against Children Investigations
- 5-1 Special Investigations Division (SID)

B. Form(s)

PD 4201 Request for Forensic Service

C. Other Resource(s)

- NMSA 1978, § 30-2-1 Murder
- NMSA 1978, § 30-2-3 Manslaughter
- NMSA 1978, § 30-6-1F Abandonment or Abuse of a Child
- NMSA 1978, § 30-6-1G Child Abuse Resulting in the Death of a Child Age Twelve to Eighteen (18)
- NMSA 1978, § 30-6-1H Child Abuse Resulting in the Death of a Child Age Zero to Eleven (11)
- NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies

D. Rescinded Special Order(s)

SO 20-16 Incidents Requiring an After-Action Review (AAR) – Except Special Operations Division

2-60-1 Purpose



The purpose of this policy is to outline the necessary procedures needed for every criminal investigation to ensure that the Department is actively working on and solving as many criminal investigations as resources allow.

2-60-2 Policy

It is the policy of the Albuquerque Police Department (Department) to quickly and effectively investigate crimes and, in some cases, make referrals to specialized investigative units for their continued investigation. Given limited resources, decisions about continued follow-up investigations will consider solvability factors and identify, investigate, and prioritize violent crimes, cases for individuals who repeatedly commit the same types of crimes, and cases of high financial loss or dangerousness to the community.

An effective and ethical investigation combines quick and thorough identification of a crime, capturing physical and testimonial evidence, including evidence that is exculpatory to any person. Investigations require the preservation of evidence by protecting the integrity of witness statements, physical evidence, and any identification of an individual.

To promote the community's trust, sworn personnel will update the victims of crimes with significant case developments, such as arrests, the status for a cold case, or the closure of a case without an arrest.

N/A 2-60-3 Definitions

A. Automated Fingerprint Identification System (AFIS)

A searchable biometric recognition system that uses digital imaging techniques to obtain, store, and analyze fingerprint and palm print data.

B. Call-Out

A specialized investigative unit's response to the scene of a situation where specialized skills, knowledge, or training may be required to investigate based on available personnel and caseload considerations.

C. Exculpatory Evidence

Evidence favorable to the defendant in a criminal trial that exonerates or tends to exonerate the defendant of guilt. It is the opposite of inculpatory evidence, which tends to present guilt.

D. Follow-up Investigation

An extension of the preliminary investigation to gather additional evidence and information to prove the elements of the particular crime to make or support an arrest and prosecution of an individual.



E. Inculpatory Evidence

Evidence that shows or tends to show a person's involvement in an act or evidence that can establish guilt. In criminal law, the prosecution has a duty to provide all evidence to the defense, whether it favors the prosecution's case or the defendant's case.

F. Interview

The questioning of a person who may or does possess information relevant to the matter under investigation.

G. Investigative Action

Steps that are taken during an investigation, including, but not limited to, conducting interviews, interrogating individuals, gathering documents and correspondence, conducting searches, collecting real evidence, presenting individuals and objects for identification, forensic analysis, conducting investigative experiments, and documenting the progress of an investigation.

H. Lead

1. Any information or source which may help discover unknown facts about the situation or confirm information that was previously collected, including, but not limited to:
 - a. A person who may have knowledge about or access to information related to the investigation; and
 - b. Any source of information that would describe the individual(s) suspected of committing a crime, including any forensic data such as:
 - i. Visible impression(s);
 - ii. Latent prints and trace evidence;
 - iii. Researching of available databases and files; and
 - iv. Anything that can be accomplished which might logically lead to case resolution.

I. *Modus Operandi*

The operating method of an individual in a distinct pattern or particular way of behaving that comes to be associated with a particular individual.

J. National Integrated Ballistics Information Network (NIBIN) Program

The program in which the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) partners with other federal, state, and local law enforcement agencies for the purpose of identifying, targeting, and prosecuting individuals who committed a crime with a firearm and their sources of firearms.



K. Next of Kin

The nearest relative, spouse, child, parent, or sibling of person who is under investigation.

L. Outer Perimeter

The area that extends beyond the inner perimeter far enough to allow all support personnel room to establish needed equipment and privacy to work on the inner perimeter.

M. Preliminary Investigation

1. The first response to a report that a crime has occurred which focuses on determining whether a crime has been committed and who committed the crime, and the apprehension of the individual. The preliminary investigation includes the preservation of a crime scene, the collection of evidence, the identification of the individual who committed the offense, and the arrest of the individual identified.
2. The framework of a preliminary investigation is based on the following major tasks:
 - a. Verification that an offense has occurred;
 - b. Identification of the victim, the place of the crime, and the time of the crime;
 - c. Identification of solvability factors;
 - d. Communication of the circumstances of the crime; and
 - e. The identification of those investigative tasks completed and those yet to be done.

N. Specialized Investigative Unit

A group of Department personnel who specialize in specific areas of investigation.

O. Warrant

A legal document issued by a judge authorizing an arrest or a search of an individual, place, or object.

6 2-60-4 **Preliminary Investigations**

A. The first officer(s) who arrive on the scene shall:

1. Establish control of the scene by:
 - a. Considering the safety of responding Department personnel by:
 - i. Ensuring adequate personnel are present to control the scene; and
 - ii. Assess risks to include making sure there is no active threat.



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- b. Ensuring the safety of other persons at the scene;
 - c. Render medical aide if it can be done safely and request medical support;
 - d. Communicating with additional responding sworn personnel and the Emergency Communications Center (ECC); and
 - e. Prioritizing the preservation of physical evidence, the identification of witnesses, and overall scene management.
2. Determine the initial investigative factors, which include:
- a. Determining whether a crime occurred;
 - b. Determining the size of the outer perimeter and whether additional crime scenes exist;
 - c. Identifying involved victims, individuals, and/or witnesses;
 - d. Identifying involved vehicles;
 - e. Identifying physical evidence; and
 - f. Identifying available video and audio recordings.
3. Preserve the scene by:
- a. Taking all reasonable necessary steps to maintain the integrity of the crime scene to ensure a fair and thorough investigation is completed;
 - b. Considering how large the outer and inner perimeters need to be, and recognizing that it is easier to reduce the size of a perimeter than it is to expand it; and
 - i. Depending on the complexity and nature of the scene, the supervisor who responds to the scene first shall determine the need for an inner and outer perimeter.
 - ii. Department personnel may use their Department-issued vehicle, the assistance of other Department personnel, and crime scene tape to establish and secure perimeters.
 - c. Protecting and preserving short-lived evidence and any potential evidence that could be damaged or destroyed by environmental factors or by foot or vehicle traffic.
 - i. The first officer(s) who arrive on the scene shall attempt to prevent any animals from entering the outer and inner perimeter.
4. Control all persons present at the scene by:
- a. Preventing all persons from altering or destroying evidence;
 - b. Verify the identities and contact information of everyone present and separating all involved people, consistent with SOP Interviews and Interrogations;
 - c. Preventing all unauthorized persons from entering the outer and inner perimeters (e.g., sworn personnel who are not assigned to the case, media, bystanders, etc.);
 - d. Removing all persons to an area away from the inner perimeter; and

N/A



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- e. Establishing and designating Department personnel to maintain a log of all persons who enter the inner perimeter of a scene involving death or great bodily harm.
 - i. The first officer who arrives on the scene shall document the log in a Supplemental Report within the Department's records management system.
- B. The Field Services Bureau (FSB) supervisor shall contact the appropriate specialized investigative unit to determine whether a call-out is needed or if the case shall be referred to the specialized investigative unit as outlined in the specialized investigative unit's Standard Operating Procedure (SOP).
 - 1. If specialized investigative unit personnel take case responsibility and they respond to the scene, responding sworn personnel shall secure the scene, and keep witnesses separated until specialized investigative unit personnel arrive.
 - 2. If specialized investigative unit personnel take case responsibility but do not respond to the scene, responding sworn personnel shall refer the appropriate specialized investigative unit to the initial Uniform Incident Report prior to the end of their shift unless otherwise outlined by the specialized investigative unit's SOP.
 - a. Responding sworn personnel shall attach supporting documents from their preliminary investigation, such as copies of warrants and outside agency reports, to their Uniform Incident Report in the Department's records management system.
 - b. Responding sworn personnel shall copy and attach the original documents, such as photo lineups, to the case number record in the Department's records management system and shall tag the original documents into evidence within seven (7) days of receiving the documents.
- C. Conducting the Preliminary Investigation
 - 1. The primary officer shall:
 - a. Ensure physical evidence is identified and secured as soon as possible;
 - i. The primary officer shall ensure that the physical evidence is collected, consistent with SOP Submission of Evidence, Confiscated Property, and Found Items and, when appropriate, shall ensure that the physical evidence is submitted for forensic analysis in a timely manner.
 - ii. If necessary, the primary officer shall request for a Crime Scene Specialist (CSS) to assist with gathering, securing, and documenting evidence.
 - iii. If a warrant is needed, the primary officer shall follow the procedures outlined in SOP Execution of Search Warrants.
 - b. Identify the involved persons and witnesses to coordinate interviews, consistent with SOP Interviews and Interrogations (refer to SOP Interviews and Interrogations for sanction classifications and additional duties);
 - c. Determine whether an on-scene arrest is appropriate, consistent with SOP Arrests, Arrest Warrants, and Booking Procedures, or if an arrest warrant is

N/A

N/A



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needed, consistent with SOP Search and Seizure without a Warrant (refer to SOP Search and Seizure without a Warrant for sanction classifications and additional duties);

- d. Complete any related documentation including, but not limited to:
 - i. Uniform Incident Report;
 - ii. Criminal Complaint; and
 - iii. Pre-Booking Worksheet.
- e. Finish the preliminary investigation; and
- f. Clear the scene by:
 - i. Ensuring that any Department property is removed, including, but not limited to, traffic cones, crime scene tape, and barricades;
 - ii. Notifying any displaced persons due to the investigation that the preliminary investigation has been concluded and the scene is cleared;
 - iii. Providing victims or witnesses the case number and the name of the primary officer and who the victims may contact for follow-up questions; and
 - iv. Following the provisions that are outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies.

D. Concluding the Preliminary Investigation

1. At the conclusion of a preliminary investigation, the primary officer shall consider whether there is additional information that may supplement the prosecution or if the case shall be referred to a specialized investigative unit for follow-up investigation.
 - a. If the primary officer transfers the case to a specialized investigative unit for follow-up, they shall refer them to the initial Uniform Incident Report no later than at the conclusion of the primary officer's shift unless otherwise outlined by one of the following specialized investigative unit's SOPs:
 - i. Armed Robbery Unit;
 - ii. Homicide Unit;
 - iii. Crimes Against Children Investigations;
 - iv. Child Exploitation Detail (CED);
 - v. Missing Persons Unit;
 - vi. Cold Case Unit;
 - vii. Gun Violence Reduction Unit (GVRU);
 - viii. Special Investigations Division; and
 - ix. Impact Teams
 - b. If the case remains with FSB sworn personnel, the primary officer will continue as the case agent and shall be responsible for any necessary follow-up investigation unless directed by their immediate supervisor.

- D. Sworn personnel shall ensure that warrants for the following crimes are approved by the Criminal Investigations Division Commander or their designee before submitting them to a judge:



1. Murder, pursuant to NMSA 1978, § 30-2-1;
2. Manslaughter, pursuant to NMSA 1978, § 30-2-3;
3. Child neglect that results in the death of a child, pursuant to NMSA 1978, § 30-6-1F;
4. Child abuse resulting in the death of a child age twelve (12) to eighteen (18), pursuant to NMSA 1978, § 30-6-1G; and
5. Child abuse resulting in the death of a child age zero (0) to eleven (11), pursuant to NMSA 1978, § 30-6-1H.

6 2-60-5 Follow-up Investigations

A. The specialized investigative unit supervisor shall:

1. Review Uniform Incident Reports that have been submitted from FSB personnel;
2. Assign cases to the appropriate specialized investigative unit detective;
3. Consider the case solvability factors and the likelihood of prosecution. Solvability factors include:
 - a. The identification of witnesses to the crime;
 - b. A suspected individual's identification, location, and description;
 - c. Significant *Modus Operandi*, meaning that just one (1) incident being solved may close multiple cases;
 - d. Vehicle identifiers, which include the make, model, license plate number, or Vehicle Identification Number (VIN);
 - e. Traceable evidence was collected, such as items with serial numbers;
 - f. Significant physical evidence that was seized, such as biological evidence; and
 - g. If social media, cell phones, or video surveillance is available.
4. Stay apprised of the status of all investigations from their subordinates by reviewing reports in the Department's records management system on a regular basis; and
5. Ensure the progress of the investigation follows the procedures outlined in the specialized investigative unit's SOP.

B. The specialized investigative unit detective shall:

1. Thoroughly review all existing Uniform Incident Reports, videos, and collected evidence to prepare an investigative plan and determine whether additional individuals need to be interviewed, additional evidence needs to be collected, and if evidence needs to be processed;



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- a. The specialized investigative unit detective shall conduct interviews with all identified witnesses and suspected individuals as quickly as possible and preferably in person.
- b. The specialized investigative unit detective shall follow the procedures outlined in each specialized investigative unit's SOP.
2. Update their Uniform Incident Report in the Department's record management system for any investigative action by the end of their next work shift;
3. Review the preliminary investigation for situations that involve witness statements or physical evidence based on positive solvability factors and a likelihood of prosecution with follow-up investigation;
4. Complete a Supplemental Report that documents the following leads and any action taken by the end of their next work shift:
 - a. Crime Stoppers tips that provide previously unknown information to the case;
 - b. NIBIN presumptive matches;
 - c. AFIS presumptive matches on an individual suspected of committing a crime;
 - d. Deoxyribonucleic acid (DNA) presumptive matches on an individual suspected of committing a crime;
 - e. A request for Forensic Services form submitted to compare or analyze discovered evidence;
 - f. Warrants written for cellular devices or social media accounts of any individuals of interest or material witnesses; or
 - g. When another law enforcement representative provides information that identifies a person of interest or material evidence they gained from their knowledge or actions.
5. Restrict reports in the Department's record management system that are actively being investigated and deemed to contain sensitive information at the discretion of their supervisor;
6. Contact the victim or the next of kin of a deceased victim of the crime as quickly as possible but no later than seventy-two (72) hours when:
 - a. An arrest is made on the investigation that directly relates to the allegations;
 - b. A judge issues an arrest warrant;
 - c. The case is considered solved and closed but forwarded to a prosecutor for review;
 - d. A case is closed without an arrest;
 - e. The case agent changes; or
 - f. When another agency takes over the primary investigative duties.



- N/A** 7. Prepare cases for prosecution, consistent with SOP Submission of Felony Cases to the District Attorney (refer to SOP Submission of Felony Cases to the District Attorney for sanction classifications and additional duties).

5 2-60-6 General Investigative Information

- A. When the case agent changes divisions or specialized investigative units, they shall not maintain their cases without the Investigation Bureau Deputy Chief's written approval.

N/A 2-60-7 Investigative Tools

- A. Sworn personnel are encouraged to consult with a prosecutor early and often during the investigation for guidance to make a case prosecutable.

- 7** B. At the start of a follow-up investigation, sworn personnel shall document their investigative plan in a Supplemental Report, including:

1. Necessary interviews;

- a. Sworn personnel shall determine which witnesses and individuals that should be interviewed.
- b. Sworn personnel shall review prior interviews to determine whether additional interviews are needed.

2. Evidence review; and

- a. Sworn personnel shall determine whether all evidence necessary for the case has been collected.
- b. When needed, sworn personnel shall initiate analysis of the evidence.

3. Determine whether warrants are needed.

- C. Sworn personnel are encouraged to use all available resources, such as the Real-Time Crime Center (RTCC), to retrieve a thorough background history on persons involved in the investigation, to check for available video surveillance, and any other evidence or information.

- D. Sworn personnel may consider the following steps when conducting follow-up investigations:

- 1. Review and analyze all previous Uniform Incident Reports and reports from other agencies;
- 2. Conduct additional interviews and interrogations when necessary;
- 3. Review Department identification records;



4. Seek additional information from other officers, informants, etc.;
5. Review any available forensic analysis results from the Scientific Evidence Division (SED);
6. Arrange for dissemination of information to other law enforcement agencies or media as appropriate;
7. Plan, organize, and conduct searches when necessary;
8. Collect physical evidence;
9. Identify and apprehend the suspected individuals;
10. Check criminal background and histories;
11. Determine the involvement of the suspected individuals in other crimes; and
12. Prepare cases for court presentations and assist in the prosecutions.

REDLINED



2-60 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

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

A. Related SOP(s)

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- 5-1 Special Investigations Division (SID)

B. Form(s)

- PD 4201 Request for Forensic Service

C. Other Resource(s)

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D. Rescinded Special Order(s)

- SO 20-16 ~~—~~Incidents ~~R~~requiring an ~~d~~ After-Action Review (AAR) – ~~e~~Except Special Operations Division



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To promote the community's ~~ensure~~ trust ~~with our community~~, sworn personnel will ~~keep~~ update the victims of crimes ~~included~~ ~~in~~ significant case developments, such as arrests, the status for a cold case ~~status~~, or the closure of a case without an arrest.

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2-60-3 Definitions

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~~A biometric identification (ID) methodology that uses digital imaging technology to obtain, store, and analyze fingerprint data.~~ A searchable biometric recognition system that uses digital imaging techniques to obtain, store, and analyze fingerprint and palm print data.

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~~A response from a specialty~~ specialized investigative unit's response to the scene of a situation where specialized skills, knowledge, or training may be required to investigate based on available personnel and caseload considerations.

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G. Investigative ~~a~~Action

~~Actions~~ Steps that are taken during an investigation, ~~include~~ including ~~but are not~~ limited to, ~~conducting~~ conducting interviews, interrogating individuals, gathering documents and correspondence, conducting searches, collecting real evidence, presenting individuals and objects for identification, forensic analysis, conducting investigative experiments, and documenting the progress of an investigation.

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1. Any information or source which may help discover unknown facts about the situation or confirm information that was previously collected, including, but not limited to:

- a. ~~a~~ A person who may have knowledge about or access to information related to the investigation; ~~and~~
- b. ~~a~~ Any source of information that would describe the ~~perpetrator~~ individual(s) suspected of committing a crime, including any forensic data such as:
 - i. ~~✓~~ Visible impression(s); ~~and~~
 - ii. ~~†~~ Latent prints ~~and~~ trace evidence; ~~and~~
 - iii. ~~#~~ Researching of available databases and files; ~~and~~
 - iv. ~~a~~ Anything that can be accomplished which might logically lead to case resolution.

I. Modus Operandi

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The program in which the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) partners with other federal, state, and local law enforcement agencies for the purpose of identifying, targeting, and prosecuting individuals who committed a crime with a firearm and their sources of firearms. ~~A national automated ballistic imaging network for local, state, tribal, and federal law enforcement that allows for the capture and comparison of ballistic evidence to aid in solving and preventing violent crimes involving firearms.~~

K. Next of Kin

The nearest relative, spouse, child, parent, or sibling of person who is under investigation.

L. Outer Perimeter

The ~~outer perimeter will~~ area that extends beyond the inner perimeter far enough to allow all support personnel room to establish needed equipment and privacy to work on the inner perimeter.

M. Preliminary Investigation

1. The first response to a report that a crime has occurred which focuses on determining ~~if~~ whether a crime has been committed and who committed the crime, and the apprehension of the individual. The preliminary investigation includes the preservation of a crime scene, the collection of evidence ~~which supports that a crime has occurred~~, the identification of the individual who committed the offense, and the arrest of the individual identified.
2. The framework of ~~the~~ a preliminary investigation is ~~is~~ based on the following major tasks:
 - a. ~~(1)~~ Verification that an offense has occurred;
 - b. ~~(2)~~ Identification of the victim, the place of the crime, and the time of the crime;
 - ~~(3)~~
 - c. ~~i~~ Identification of solvability factors;
 - d. ~~(4)~~ Communication of the circumstances of the crime; and
 - e. ~~(5)~~ The identification of those investigative tasks completed and those yet to be done. ~~Twelve solvability factors are witnesses to the crime, a suspect's name, knowledge of where a suspect can be located, description of a suspect, identification of a suspect, property with identifiable characteristics, existence of a significant method of operation, a description of the car used by the suspect, positive results from a crime scene evidence search, belief that the crime may be solved with publicity and reasonable additional investigative effort, and an opportunity for but one person to have committed the crime. Forms used by the~~



~~Rochester Police Department (N.Y.) in its preliminary investigations are provided.~~

~~Service Requests~~

Definition

N. ~~Specialty~~ Specialized Investigative Unit

A group of Department personnel who specialize in specific areas of investigation.

O. Warrant

A legal document issued by a judge authorizing an arrest or a search of an individual, place, or object.

6 2-60-4 Preliminary Investigations

A. The first ~~sworn personnel~~ officer(s) who arrive on the ~~scene~~ shall:

1. Establish control of the scene by:

a. Considering the safety of responding Department personnel by:

- i. Ensuring adequate personnel are present to control the scene; and
- ii. Assess risks to include making sure there is no active threat.

b. Ensuring the safety of other persons at the scene;

c. Render medical aide if it can be done safely and request medical support;

d. Communicating with additional responding sworn personnel and the Emergency Communications Center (ECC); and

e. Prioritizing the preservation of physical evidence, the identification of witnesses, and overall scene management.

2. Determine the initial investigative factors, which include:

a. Determining ~~if~~ whether a crime occurred;

b. Determining the size of the outer perimeter ~~scene boundary~~ and whether ~~if~~ additional crime scenes exist;

c. Identifying involved victims, ~~suspects~~ individuals, and/or witnesses;

d. Identifying involved vehicles;

e. Identifying physical evidence; and

f. Identifying available video and ~~/~~ audio recordings.

3. Preserve the ~~S~~ scene by:

a. Taking all reasonable necessary steps to maintain the integrity of the crime scene to ensure a fair and thorough investigation is completed;



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- b. Considering how large the outer and inner perimeters need to be, and recognizing that it is easier to reduce the size of a perimeter than it is to expand it; and
 - i. Depending on the complexity and nature of the scene, the ~~first~~ supervisor who responds to the scene first shall determine the need for an inner and outer perimeter.
 - ii. Department personnel may use their Department-issued vehicle, the assistance of other Department personnel, and crime scene tape to establish and secure perimeters.
- c. Protecting and preserving short-lived evidence and any potential evidence that could be damaged or destroyed by environmental factors or by foot or vehicle traffic.
 - i. ~~Also~~, The first officer(s) who arrive on the scene shall attempt to prevent any animals from entering the outer and inner perimeter. ~~and~~

4. Control all persons present at the scene by:

- a. Preventing all persons from altering or ~~destroying~~ evidence;
- b. ~~Ascertaining~~ Verify the identities and contact information of everyone present and ~~S~~eparating all involved people, consistent with SOP Interviews and Interrogations;
- c. Preventing all unauthorized persons from entering the outer and inner perimeters (e.g., ~~officers~~ sworn personnel who are not assigned to the case, media, bystanders, etc.);
- d. Removing all persons to an area away from the inner perimeter; and
- e. Establishing and designating Department personnel to maintain a log of all persons who enter the inner perimeter of a scene involving death or great bodily ~~injury~~ harm.
 - i. The ~~is~~ first officer who arrives on the scene shall document the log ~~shall~~ ~~documented~~ in a Supplemental Report, within the Department's records management system.

B. The Field Services Bureau (FSB) supervisor shall contact the appropriate ~~specialty~~ specialized investigative unit to determine ~~if~~ whether a call-out is needed or if the case shall be referred to the ~~specialty~~ specialized investigative unit ~~consistent with~~ outlined in the specialized ~~ity~~ investigative unit's Standard Operating Procedures (SOP).

- 1. If ~~the specialty~~ specialized investigative unit personnel takes case responsibility and they respond to the scene, ~~FSB~~ responding sworn personnel shall ~~keep~~ secure the scene ~~secure~~, and keep witnesses separated until ~~the specialty~~ specialized investigative unit personnel arrives.
- 2. If ~~the specialized~~ ~~specialty~~ investigative unit personnel takes case responsibility but ~~do~~es not respond to the scene, responding sworn personnel shall refer the appropriate specialized investigative unit to ~~the~~ initial Uniform Incident Report ~~to~~



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~~the appropriate specialty investigative unit~~ prior to the end of their shift unless otherwise outlined by the specialized investigative unit's SOP.

- a. Responding ~~S~~sworn personnel shall attach supporting documents from ~~an~~ their preliminary investigation, such as copies of warrants and outside agency reports, to their Uniform Incident Report in the Department's records management system.
- b. Responding sworn personnel shall copy and attach the ~~O~~original documents, ~~like~~ such as photo lineups, ~~shall be copied and added to~~ to the case number record in the Department's records management system ~~report~~ and shall tag ~~and~~ the original documents into ~~E~~evidence within seven (7) days of ~~the~~ ~~documents' use or possession~~ receiving the documents.

C. ~~P~~Conducting the ~~P~~ Preliminary ~~I~~ Investigation

1. The primary officer shall:

- a. ~~Ensure physical evidence is quickly identified and secured as soon as possible;~~
 - i. ~~The primary officer shall ensure that~~ the physical evidence is collected ~~shall be collected~~, consistent with SOP Submission of Evidence, Confiscated Property, and Found Items and, when appropriate, shall ensure that ~~submitted~~ the physical evidence is submitted for forensic analysis in a timely manner.;
 - ii. If necessary, the primary officer shall request ~~assistance from~~ for a Crime Scene Specialist (CSS) to assist with gathering, securing, and documenting evidence.;
 - iii. If a warrant is needed, the primary officer shall ~~it shall be~~ follow the procedures outlined in ~~completed consistent with~~ SOP Execution of Search Warrants.;
- b. Identify the involved persons and witnesses ~~and~~ to coordinate interviews, consistent with SOP Interviews and Interrogations (refer to SOP Interviews and Interrogations for sanction classifications and additional duties);
- c. Determine whether ~~if~~ an on-scene arrest is appropriate, consistent with SOP Arrests, Arrest Warrants, and Booking Procedures, or if an arrest warrant is needed, ~~as~~ consistent with SOP Search and Seizure ~~W~~without a Warrant (refer to SOP Search and Seizure without a Warrant for sanction classifications and additional duties);
- d. Complete any related documentation including, but not limited to:
 - i. ~~The~~ Uniform Incident Report;
 - ii. Criminal Complaint; and
 - iii. Pre-Booking Worksheet.
- e. Finish the preliminary investigation; and
- f. ~~e~~Clear the scene by ~~completing the following~~:
 - i. ~~Ensuring~~ that any Department property is removed, including, but not limited to, traffic cones, crime scene tape, and barricades.;
 - ii. Notifying any displaced persons ~~displaced~~ due to the investigation that the preliminary investigation has been concluded and the scene is cleared.;

N/A

N/A



- iii. Providing the victims or witnesses the case number and the name of the primary officer as well, as and who the victims may contact for follow-up questions; and,
- iv. Following the provisions consistent with that are outlined in NMSA 1978, § 31-26-8 Procedures for Providing Victims with Preliminary Information; Law Enforcement Agencies.

D. Concluding the Preliminary Investigation

- 1. At the conclusion of a preliminary investigation, the primary officer shall at the conclusion of a preliminary investigation, consider if whether there is additional information that may supplement the prosecution or if the case shall be referred to a specialized investigative unit for follow-up investigation.
 - a. If the sworn personnel primary officer refer transfers the case to a specialized investigative unit for follow-up, they shall refer them to the initial Uniform Incident Report shall be referred no later than the conclusion of the initial primary officer's shift to that specialty unit unless otherwise outlined by a one of the following specialized investigative unit's SOP's:
 - i. Armed Robbery Unit;
 - ii. Homicide Unit;
 - iii. Crimes Against Children Investigations;
 - ~~iv. Sexual Crimes;~~
 - iv. Child Exploitation Detail (CED);
 - v. Missing Persons Unit;
 - vi. Cold Case Unit;
 - vii. Gun Violence Reduction Unit (GVRU);
 - viii. Special Investigations Division; and
 - ix. Impact Teams
 - b. If the case remains with FSB sworn personnel, the primary officer will continue as the Case Agent and shall be responsible for any necessary follow-up investigation unless directed by their immediate supervisor.

D. Department Sworn personnel shall ensure that warrant affidavits for the following crimes are approved by the Criminal Investigations Division Commander or their designee before being submitted submitting them to a judge:

- 1. Murder, pursuant to NMSA 1978, § 30-2-1;
- 2. Manslaughter, pursuant to NMSA 1978, § 30-2-3;
- 3. Child neglect that results in the death of a child, pursuant to NMSA 1978, § 30-6-1F;
- 4. Child abuse resulting in the death of a child age twelve (12) to eighteen (18), pursuant to NMSA 1978, § 30-6-1G; and



5. Child abuse resulting in the death of a child age zero (0) to eleven (11), pursuant to NMSA1978, § 30-6-1H.

6 2-60-5 Follow-up Investigations

A. The ~~specialty~~ specialized investigative unit supervisor shall:

1. Review Uniform Incident Reports that have been submitted from FSB personnel;
2. Assign cases to the appropriate ~~specialty~~ specialized investigative unit detective;
—Consider the case solvability factors and the likelihood of prosecution.
—
3. Solvability factors include:
 - a. The identification of witnesses to the crime;
 - b. A suspected individual's identification, location, and description;
 - c. Significant *Modus Operandi*, meaning that just one (1) incident being solved may close multiple cases;
 - d. Vehicle identifiers, which include the make, model, license plate number, or Vehicle Identification Number (VIN);
 - e. Traceable evidence was collected, such as items with serial numbers;
 - f. Significant physical evidence that was seized, such as biological evidence; and
 - g. If social media, cell phones, or video surveillance is available.
4. Stay apprised of the status of all investigations from their subordinates by reviewing reports in the Department's records management system on a regular basis; and
5. Ensure the progress of the investigation ~~is consistent with~~ follows the procedures outlined in the ~~specialty~~ specialized investigative unit's SOP.

B. The ~~specialty~~ specialized investigative unit detective shall:

1. Thoroughly review all existing Uniform Incident Reports, videos, and collected evidence to prepare an investigative plan and determine ~~if~~ whether additional individuals need to be interviewed, additional evidence needs to be collected, and if evidence needs to be processed;
 - a. The specialized investigative unit detective shall conduct ~~interviews should be conducted~~ with all identified witnesses and suspected individuals as quickly as possible and preferably in person.
 - b. The specialized investigative unit detective ~~investigations~~ shall follow the procedures ~~be conducted consistent with~~ outlined in each ~~specialty~~ specialized investigative unit's SOP.



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2. Update their Uniform Incident Report in the Department's record management system for any investigative action by the end of their next work shift;
3. Review the preliminary investigation for situations that involve witness statements or physical evidence, based on positive solvability factors and a likelihood of prosecution with follow-up investigation;
4. Complete a Supplemental Report that documents the following leads and any action taken by the end of their next work shift:
 - a. Crime Stoppers tips that provide previously unknown information to the case;
 - b. NIBIN presumptive matches;
 - c. AFIS presumptive matches on an individual suspected of committing a crime;
 - d. Deoxyribonucleic acid (DNA) presumptive matches on an individual suspected of committing a crime;
 - e. A request for Forensic Services form submitted to compare or analyze discovered evidence;
 - f. Warrants written for cellular devices or social media accounts of any individuals of interest or material witnesses; or
 - g. When another law enforcement representative provides information that identifies a person of interest or material evidence they gained from their knowledge or actions.
5. Restrict reports in the Department's record management system that are actively being investigated and deemed to contain sensitive information at the discretion of their supervisor;
6. Contact the victim or the next of kin of a deceased victim of the crime as quickly as possible but no later than seventy-two (72) hours when:
 - a. An arrest is made on the investigation that directly relates to the allegations;
 - b. A judge issues and arrest warrant;
 - c. The case is considered solved and closed but forwarded to a prosecutor for review;
 - d. A case is closed without an arrest;
 - e. The ~~lead investigator~~ case agent changes; or
 - f. When another agency takes over the primary investigative duties.
7. Prepare cases for prosecution, ~~shall be~~ consistent with SOP Submission of Felony Cases to the District Attorney (refer to SOP Submission of Felony Cases to the District Attorney for sanction classifications and additional duties).

N/A

5 2-60-6 General Investigative Information

- A. When the ~~lead investigator~~ case agent changes divisions or ~~specialty~~ specialized investigative units, they shall not maintain their cases without the Investigation Bureau Deputy Chief's written approval.



N/A 2-60-7 Investigative Tools

A. Sworn personnel are encouraged to consult with a prosecutor early and often during the investigation for guidance to make a case prosecutable.

7 B. At the start of a follow-up investigation, sworn personnel shall, at the start of a follow-up investigation, prepare document an their investigative plan which will be included in the a Supplemental Report, which shall include the following including:

1. Necessary interviews;

a. Sworn personnel shall determine which ~~Determine all~~ witnesses and individuals that ~~who~~ should be interviewed.;

b. Sworn personnel shall ~~R~~review prior interviews to determine whether ~~if~~ additional interviews are needed.;

2. Evidence review; and

a. Sworn personnel shall ~~D~~determine whether ~~if~~ all evidence necessary for the case has been collected.;

b. When needed, sworn personnel shall initiate analysis of the evidence. ~~;~~ and

3. Determine ~~if~~ whether warrants are needed.

C. Sworn personnel are encouraged to use all available resources, such ~~,~~ as the Real-Time Crime Center (RTCC), to retrieve a thorough background history on persons involved in the investigation, to check for available video surveillance, and any other evidence or information.

~~2-60~~ ~~PRELIMINARY AND FOLLOW UP CRIMINAL INVESTIGATIONS~~

~~2-60-1~~ ~~Policy~~

~~It is the Department's policy that unit supervisors responsible for criminal investigations will establish and follow case management procedures to make the most effective use of resources. This policy describes minimum investigative case management procedures.~~

~~2-60-2~~ ~~Definitions~~

~~A. Preliminary Investigation~~

~~The initial stage of any investigation.~~

~~B. Follow Up Investigation~~

~~A follow up investigation is the continuing and final stages in any investigation unless the investigation was closed as part of the preliminary investigation.~~



~~2-60-3 Criminal Investigation Case Management~~

~~A. Case File Maintenance~~

- ~~1. Unit supervisors will use the Department's Case Management System for assigning criminal cases for follow-up investigation.~~
- ~~2. Case files will be maintained on all cases in which investigative activities are ongoing. The case files provide an immediate information resource to investigators.~~
- ~~3. The case files will contain a copy of preliminary reports (all originals will be maintained in Central Records), witness/victim statements, results of physical evidence examinations, and other reports and records needed for investigative purposes.~~
- ~~4. These files will be consolidated into the Central Records System when the case is suspended or closed.~~

REDLINED



~~B. Administrative Case Designations~~

~~An administrative designation of "open", "closed pending further leads (suspended)", or "closed" will be assigned to each case, as appropriate.~~

- ~~1. "Open" means the case is assigned to an officer and investigative efforts are active.~~
- ~~2. "Suspended" means all available leads have been exhausted but the case has not been brought to a conclusion and investigative efforts may resume.~~
- ~~3. "Closed" means the case has been concluded (includes Closed by Exception, Closed by Arrest and Unfounded cases).~~

~~C. Investigative Case Status Control~~

~~Unit supervisors will use a case status control system for managing cases receiving follow up investigation. At a minimum, the system will contain the date of the complaint, type of complaint, investigator assigned, date assigned, case number, report due date, and case disposition.~~

~~D. Case Screening System~~

- ~~1. Unit supervisors will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation.~~
- ~~2. The objective of case screening is to apply available personnel to those investigations that have the best chance of being successful.~~
- ~~3. Screening of preliminary investigative information will assist in the decision on whether a follow up investigation will be made.~~
 - ~~a. The Case Solvability Matrix will be used by the unit supervisor to assist in determining the decision to assign the case for follow up.~~
- ~~4. Examples of criteria include the availability of personnel, the degree of seriousness, and other solvability factors such as:~~
 - ~~a. Is the suspect identified or described in detail?~~
 - ~~b. Are there any witnesses available?~~
 - ~~c. Vehicle tag numbers/descriptions?~~
 - ~~d. Physical evidence available?~~
 - ~~e. Informant information?~~



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~~E. Case Solvability Matrix~~

~~**APD Case Solvability Matrix**~~

~~Each solvability factor is assigned a score. Add the scores together to determine if the case should be assigned.~~

Points	Solvability Factor	Score
10	Suspect Identified	
7	Presence of Significant Evidence (CODIS, AFIS hit)	
5	Identifiable Property Characteristics (serial numbers, marks, etchings, account numbers, etc.)	
4	Identifiable Suspect Vehicle Information (License plate, significant description)	
3	Significant Description of Suspect (First and last name, alias, address, tattoos, videos/photos, etc.)	
2	Belief that crime may be solved with publicity and/or reasonable additional investigative effort	
TOTAL SCORE		

~~The crimes listed as "Mandatory Assignment," below, will automatically be assigned for follow up.~~

Crime Type Classification Priority List	Mandatory Assignment
Homicide	Yes
Aggravated Battery (felony level)	Yes
Criminal Sexual Penetration	Yes
Child Victim	Yes
Robbery	Yes
Kidnapping	Yes
Aggravated Assault	*
False Imprisonment	*
Residential Burglary	*
Auto Theft	*
Commercial Burglary	*
Auto Burglary	*
Other Felony Crimes	*

~~* Assignment is dependent upon the score determined from the solvability factors, above:~~

~~**15 or more** — Mandatory Assignment~~

~~**10-14** — May Assign~~

~~**9 or less** — Primary Officer Follow-up~~

~~Connect tips, citizen tips or Crime Stoppers Tips will be implemented into the matrix. Incidents of high publicity or significant events may be assigned at the discretion of the area commander or unit supervisor.~~



D. Sworn personnel may consider the following steps when conducting follow-up investigations:

1. Review and analyze all previous Uniform Incident Reports and reports from other agencies;
2. Conduct additional interviews and interrogations when necessary;
3. Review Departmental identification records;
4. Seek additional information from other officers, informants, etc.;
5. Review any available forensic analysis results from the Scientific Evidence Division (SED);
6. Arrange for dissemination of information to other law enforcement agencies or media as appropriate;
7. Plan, organize, and conduct searches when necessary;
8. Collect physical evidence;
9. Identify and apprehend the suspected individuals;
10. Check criminal background and histories;
11. Determine the involvement of the suspected individuals in other crimes; and
12. Prepare cases for court presentations and assist in the prosecutions.



~~F. Designation of a Case Agent~~

~~Once assigned, the investigator receiving the assignment will be considered the case agent, and therefore, will be accountable for the follow up investigation.~~

~~G. Criteria for Suspending Investigations~~

~~Unit supervisors will establish criteria for suspending investigations. The criteria may include:~~

- ~~1. Lack of further leads or solvability factors;~~
- ~~2. Unavailability of investigative resources, and/or~~
- ~~3. Severity of the crime committed.~~

~~H. On call list~~

~~Each criminal investigative unit will maintain an on call list of investigators. A copy will be made available to the Communications Division.~~

~~**2-60-4 Procedures**~~

[7] ~~A. Preliminary Investigations~~

- ~~1. Field Services officers will conduct preliminary investigations on all felony and misdemeanor crimes and any other incidents of a suspicious nature.~~
- ~~2. Field Services officers will determine the exact nature of the call, begin a preliminary investigation, and determine if a specialized unit is needed.~~
- ~~3. Field Services supervisors will be dispatched to the following:~~
 - ~~a. Fatal and Serious Accidents~~
 - ~~b. Accidents Involving Police Vehicles~~
 - ~~c. Pursuits~~
 - ~~d. Violent Crimes~~
 - ~~e. Unattended Death~~
 - ~~f. Suicide~~
 - ~~g. Serious Injury~~
 - ~~h. Hostage/Barricaded Subject/Sniper Situations~~
 - ~~i. Hazardous Materials Incidents~~
 - ~~j. Use of Force~~
 - ~~k. Injury to an Officer~~
 - ~~l. Riots/Civil Disorders or other Major Incidents~~
 - ~~m. When Requested by an Officer~~



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- ~~4. In the event that a case is assigned to a specialized unit, the primary officer called to the scene will write the initial offense/incident report. The last sentence of the narrative will indicate the officer and/or specialized unit the case was assigned to.~~
- ~~5. Steps to be followed in conducting preliminary investigations that may include but are not limited to:
 - ~~a. Observe all conditions, events, and remarks.~~
 - ~~b. Locate, identify, and interview witnesses, victims, and suspect(s).~~
 - ~~c. Protect the crime scene and the evidence.~~
 - ~~d. Ensure that necessary evidence is collected.~~
 - ~~e. Effect the arrest of the suspect.~~
 - ~~f. Report the incident fully and accurately.~~~~

B. Follow Up Investigations

- ~~1. Officers will conduct thorough preliminary investigations and forward their findings to the appropriate specialized unit for follow up investigations.~~
- ~~2. All investigations not requiring follow up by a specialized unit will be the responsibility of the primary officer.~~
- ~~3. The Special Investigations Division Narcotics are responsible for conducting follow up investigations on in-custody felony narcotics cases generated by Field Services officers providing that the following steps are adhered to. If not, Field Services will assume responsibility for follow up investigation and completion.
 - ~~a. The primary Field Services officer will either call out the appropriate detective on call or contact the detective by phone by the end of shift and brief him/her on the case.~~
 - ~~b. The primary Field Services officer will indicate on the last line of the narrative of the initial offense report, the detective and unit the case was assigned to.~~
 - ~~c. The primary Field Services officer will submit a copy of the original offense report and all related documents to the assigned detective by the end of shift.~~~~
- ~~4. The Traffic Section will be responsible for conducting follow up investigations of:
 - ~~a. All Fatal and Serious Injury Accidents.~~
 - ~~b. Hit and Run accidents involving serious injury or if the offender resided outside of the county.
 - ~~i. All other hit and runs will be investigated by the primary officer.~~~~
 - ~~c. Accidents at School Crossings.~~
 - ~~d. Any other incident at the discretion of the on-call traffic supervisor.~~~~



~~5. Steps to consider when conducting follow up investigations:~~

- ~~a. Review and analyze all previous reports.~~
- ~~b. Conduct additional interviews and interrogations, when necessary.~~
- ~~c. Review departmental I.D. records.~~
- ~~d. Seek additional information from officers, informants, etc.~~
- ~~e. Review results from Criminalistics.~~
- ~~f. Arrange for dissemination of information as appropriate.~~
- ~~g. Plan, organize, and conduct searches.~~
- ~~h. Collect physical evidence.~~
- ~~i. Identify and apprehend the suspect(s).~~
- ~~j. Check criminal histories.~~
- ~~k. Determine involvement of suspects in other crimes.~~
- ~~l. Prepare cases for court presentations and assist in the prosecutions.~~
- ~~m. Notify victims of the status of their case.~~

~~6. It is the responsibility of the investigating officer's immediate supervisor to ensure that a proper and thorough investigation is completed.~~

~~7. Victims will be notified of the outcome of all cases. It is the responsibility of the lead investigator to ensure the notification is accomplished. Notification can be made by phone call, e-mail, or by letter. Attempts to notify the victim of the outcome will be documented.~~

~~C. Use of the U.S. Postal Service for Address Verification~~

~~1. Authorization~~

~~Utilization of the USPS for address verification can only be conducted with the authorization of the unit supervisor or designee, and will follow current USPS guidelines.~~

~~2. Detective/Officers will not:~~

- ~~a. Approach mail carriers to inquire about addresses.~~
- ~~b. Ask to see mail, photocopy mail, open mail, hold mail, or delay the delivery of mail.~~
- ~~c. Ask that information from mail be copied or recorded in any way.~~

~~3. Personnel needing to monitor or record mail, or needing information from mail will contact the Postal Inspection Service for information about obtaining mail cover.~~