



~~2-72 Procedures for Major Crimes Call Out~~ **PROCEDURES FOR SERIOUS CRIMES CALL-OUTS**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-35 Crime Scene Specialists Unit (Formerly 5-8)
- 1-53 Homicide Unit (Currently 5-3)
- ~~1-59 Impact Teams (Currently Formerly 4-4)~~
- ~~1-87 Scientific Evidence Division (Currently 5-5)~~
- 2-30 Emergency Command Post
- 2-60 Preliminary and Follow-Up Criminal Investigations
- ~~MCST/Crime Lab~~
- 2-92 Crimes Against Children
- 5-5 Scientific Evidence Division

B. Form(s)

- PD 1338 Permission to Search

C. Other Resource(s)

- Crimes Against Children Unit Call-Out Roster
- Gun Violence Reduction Unit Call-Out Roster
- Homicide Unit Call-Out Roster
- Impact Teams Call-Out Roster
- Major Crime Scene Team Call-Out Roster
- Mobile Substation Call-Out Roster

D. Rescinded Special Order(s)

None

~~2-72XX-1~~ **Purpose**

The purpose of this policy is to ensure the proper Albuquerque Police Department (Department) personnel respond to ~~Major serious crime~~ Serious Crimes call-outs. The purpose of having a ~~major Serious Crimes~~ Call-Out team is to investigate ~~major serious crime~~ Serious Crimes, is to coordinate resources efficiently, collaborate with other specialized investigative units, and exchange case investigation with relevant specialized units. In turn, ~~the~~ combined efforts of a unified response improves the case solvability.

~~2-72XX-2~~ **Policy**



It is the policy of the ~~Albuquerque Police Department (Department)~~ to provide personnel with ~~guidelines, the requirements and procedures for a~~ when responding to a major serious crime ~~Major Serious Crimes Ceall-Out~~.

2-72-3 Definitions

A. Crimes Against Children Unit (CACU) ~~Serious Crime~~ Serious Crimes

A crime that ~~consists~~ consists of any ~~serious crime~~ Serious Crime that involves the suspicious death of a child or great bodily harm of a child where death is likely, and meets the specific criteria for investigations as outlined in SOP Crimes Against Children.

B. Gun Violence Reduction Unit (GVRU) ~~Serious Crime~~ Serious Crime

A crime that ~~consists~~ consists of any ~~serious crime~~ Serious Crime that involves the use of a firearm, with the exception of any domestic violence-related charge(s).

C. Impact Teams Unit ~~Serious Crime~~ Serious Crime

A crime that ~~consists~~ consists of any ~~serious crime~~ Serious Crime that does not involve the use of a firearm, in addition to any felony domestic violence with or without the use or involvement of a firearm.

~~Gun Violence Reduction Unit (GVRU) Major Serious Crimes~~

~~Consist of any major serious crime that involves the use of a firearm, with the exception of any domestic violence related charge(s).~~

~~Impact Teams Unit Major Serious Crimes~~

~~Consists of any serious major crime that does not involve the use of a firearm, in addition to any felony domestic violence with or without the use or involvement of a firearm.~~

D. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight; that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

~~Any injury that involves serious, physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight; that may necessitate medical or surgical intervention to prevent permanent impairment; that could~~



~~potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.~~

~~A.E. Serious Major Crime~~

~~For the purposes of this policy, any criminal offense resulting in great bodily harm with the potential of death or permanent disfigurement.~~

~~For the purposes of this policy, any criminal offense resulting in great bodily harm with the potential of death or permanent disfigurement.~~

~~Any criminal offense resulting in serious physical injury and injury with the high likelihood of causing death.~~

~~F. Serious Major Crimes Call-Out~~

~~A serious crime Serious Crimes Call-Out is generated when an individual sustains a life-threatening injury.~~

~~An immediate response by a team of specialized investigative units who respond to a crime scene to investigate a major crime and assume investigative responsibility, with the primary investigate detectives from either Impact or GVRU. A serious crimes call-out is A call-out that is generated when an individual sustains a life-threatening injury or death.~~

~~B.A. Impact Unit Major Crimes~~

~~Consists of any major crime that does not involve the use of a firearm, in addition to any felony domestic violence with or without the use or involvement of a firearm.~~

~~C. Possible CACU Unit Major Crimes Definition~~

~~D.A. Gun Violence Reduction Unit Major Crimes~~

~~Consist of any major crime that involves the use of firearm, with the exception of any domestic violence related charge(s).~~

~~E.A. Major Crimes Call Out~~

~~An immediate response by a team of specialized investigative units who respond to a crime scene to investigate a major crime and assume investigative responsibility, with the primary investigate detectives from either Impact or GVRU.~~

~~F. Serious Physical Injury~~

~~An injury that, results in permanent impairment of a body function or permanent damage to a body structure, could necessitate medical or surgical intervention to preclude permanent impairment of a body function or permanent damage to a body structure and has a high likelihood of causing death.~~



~~2-72XX-4~~ Rules and Responsibilities Procedures

- 7 A. ~~Field Services Bureau (FSB) Officers~~ sworn personnel who respond ~~to a Major Serious Crime~~ will shall:
 - 1. Secure the scene;
 - N/A 2. Conduct a preliminary investigation ~~(Refer to in accordance consistent with SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties);~~
 - 3. After a preliminary investigation is completed, request a Crime Scene Specialist (CSS) and notify their first line supervisor if they suspect their incident involves a ~~Serious~~ major Crime; and
 - 4. Remain on ~~scene~~ to brief the primary investigator ~~or~~ detective or ~~major Serious Crimes Call-Outs~~ team upon their arrival.
- 6 B. A Crime Scene Specialist (CSS) who respond ~~to a Major Serious Crime~~ will shall:
 - 1. Evaluate the victim's ~~current set of~~ physical injuries;
 - 7 a. In the event that the physical injures do not meet the definition for "significant physical ~~life-threatening~~ injury," the CSS ~~will shall~~ notify the primary FSB officer who is responsible for the incident.
 - 2. Notify a Scientific Evidence Division (SED) ~~Sergeant/Supervisor; and~~
 - 3. ~~Become responsible~~ Take responsibility for the preservation of the crime scene.
- 7 C. ~~Field Services Bureau FSB~~ Supervisors who respond ~~to a Major Serious Crime~~ will shall:
 - 1. Ensure the initial responding ~~officers~~ sworn personnel have completed a preliminary investigation; and
 - 2. Remain on ~~scene~~ until relieved or dismissed by the on ~~call/on scene~~ major serious crime Serious Crimes Call-Out team Investigator Supervisor.
- N/A D. ~~Consistent with SOP Scientific Evidence Division, The Scientific Evidence Division SED~~ Sergeant/Supervisor will shall:
 - 1. After being notified by ~~a the~~ CSS, determine which investigative unit will shall be responsible if the incident is ~~a serious crime~~ Serious Crime Call-Out (Refer to



SOP Scientific Evidence Division for sanction classifications and additional duties)an Impact Team Major Crime or a GVRU Major crime;

2. Notify the Major ~~MC~~Crime Scene Team (MCST); and

~~2.~~

3. Notify the Emergency Communications Center (ECC).

7

E. The Emergency Communications Center (ECC) personnel will shall:

1. Initiate appropriate call-out procedures;

a. AnThe ECC sSupervisor will shall have access to the call-out roster, as provided by GVRU, the Impact Teams, or the ~~Serious Crime~~Serious Crimes Call-Out team.

b. Once the SED supervisor notifies the ECC supervisor that the incident is designated as a ~~serious crime~~Serious Crime, the ECC supervisor will shall notify the appropriate team (GVRU, Impact Teams, or ~~Serious Crime~~Serious Crimes Call-Out team).

i. If the incident is determined to be an Impact Teams ~~serious crime~~Serious Crime, the on-duty Impact Teams supervisor in the area command in which the incident occurred will shall be notified. When n there is no on-duty Impact Teams supervisor on-duty, the ECC supervisor shall notify the on-call Impact Teams supervisor ~~will shall be notified.~~

~~a.~~

2. Notify the on-call mobile command post/substation Emergency Command Post personnel; and

a. The Department member officer who is responsible for arriving with the Emergency Command Post shall respond to the scene in ~~has~~one (1) hour, consistent with SOP Emergency Command Post ~~to respond to the scene.~~

2. If the incident is determined to be a GVRU Major crime the GVRU supervisor will be contacted, if the incident has occurred when there is no on duty GVRU supervisor working the on call GVRU Major crimes supervisor will be contacted.

3. If the incident is determined to be an Impact Major Crime the on duty Impact Supervisor in the area command the incident occurred will be notified. When there is no on duty Impact supervisor on duty, the on call Impact supervisor will be notified.

3. For a GVRU ~~Serious Crime~~Serious Crime or Impact Teams Unit ~~Serious Crime~~Serious Crime in either event (GVRU or Impact Teams Major ~~serious~~ Crimes), ECC will shall also notify the appropriate ~~d~~Detectives, the District Attorney, and the on-call assisting ~~or~~ /homicide detectives.

~~4.~~

6



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-72 (Currently 2-91)

P&P Draft 04/28/2021

- ~~a. For GVRU call outs assisting Detectives consist of:

 - ~~i. (insert unit names here)~~~~
- ~~b. For Impact call outs assisting Detectives consist of:

 - ~~=====~~~~
- ~~5. Notify the on call mobile command post/substation personnel~~
- ~~a. Department member responsible for arriving with the command post has one hour to respond to the scene~~

F. On-scene Procedures for ~~Serious Crime~~ Serious Crimes Call-Outs Team

1. While on-scene, the investigative supervisor of the GVRU or Impact Teams shall:

- a. Ensure a proper inner and outer perimeter is established by working with the FSB ~~old Services Bureau~~ on-scene supervisor and SED Sergeant/Supervisor;
- b. Request additional resources, if needed;
- c. Ensure that anyone necessary for the briefing responds within one ~~an~~ (1) hour of being notified;
- d. Network and coordinate with other investigative units, if needed;
- e. Direct on-scene detectives;
- f. Prioritize the on-scene investigative tasks;
- g. Help determine the necessity for any search warrants and/or consent to search;
- h. Monitor communications with the District Attorney, the Office of the Medical Investigator (OMI), and the MCST;
- i. Ensure the chain of command is informed of the details of the call-out; and
- j. Send report instructions to ~~the~~ on-scene sworn personnel.

~~4.2.~~ The on-scene investigative supervisor shall ensure the ~~Serious Crime~~ Serious Crimes Call-Out Team conducts a briefing of the incident as soon as possible after arrival.

~~2.a.~~ Personnel ~~that~~ who may be needed for the briefing include but ~~are~~ is not limited to:

- ~~a.i.~~ Primary and secondary detectives/investigators;
- ~~b.ii.~~ The on-scene investigative supervisor;
- ~~c.iii.~~ MCST primary detective/investigator and MCST supervisor;
- ~~d.iv.~~ District Attorney's Office ~~r~~ Representatives; and
- ~~e.~~ The primary dispatched officer will participate in this briefing; and
- ~~v.~~ Additional officers sworn personnel or a Crime Scene Specialists CSS with pertinent information ~~may also participate in the briefing.~~

~~£.b.~~ The primary dispatched officer ~~will~~ shall participate in this briefing.

N/A

3. The ~~o~~ On-scene investigative call-out team ~~will~~ shall complete the joint ~~investigative~~ investigation (Refer to ~~, consistent in accordance with~~ SOP Preliminary and Follow-up Criminal Investigations for sanction classifications and additional duties).



4. The on-scene detectives shall:

- a. Perform a walkthrough of the scene with the MCST;
- b. Do a canvass of the scene, dependent on the timeliness of the call out and, if necessary, conduct it during the following day; and
- c. Conduct a debriefing prior to leaving the scene.

N/A

~~4.5.~~ Once the MCST is on-scene, they will shall identify the inner perimeter of the crime scene (Refer to, consistent with and handle in accordance with SOP Crime Scene Specialists (insert section here) Unit and SOP Scientific Evidence Division for sanction classifications and additional duties).

N/A

~~5.6.~~ The Homicide Unit will shall assume case responsibility for the case in which the victim dies as a direct result of their injuries with case responsibility that is, in accordance consistent with SOP Homicide Unit (Refer to SOP Homicide Unit for sanction classifications and additional duties).

N/A

~~6.7.~~ The Crimes Against Children Unit will shall assume case responsibility for the case in which the child victim dies as a direct result of their injuries with case responsibility that is consistent in accordance with SOP (insert SOP name here) Crimes Against Children (Refer to SOP Homicide Unit Crimes Against Children for sanction classifications and additional duties).

~~Investigative Supervisors shall:~~

~~7. Perform do a scene walk through of the scene with the MCST;~~

~~8. Detectives will shall do a canvass of the scene, dependent on the timeliness of the call out, and, if necessary, will shall be conduct it carried out during the following day; and~~

~~9. Investigators Detectives shall cConduct a debriefing prior to leaving the scene.~~

~~G. While on scene, the Investigative Supervisor (GVRU or Impact Teams) On-Scene Responsibilities shall:~~

~~1. Ensure a proper inner and outer perimeter is established by working with the Field Services Bureau on-scene supervisor and (SED) Sergeant/Supervisor;~~

~~2. Request additional resources, if needed;~~

~~3. They should also eEnsure that anyone necessary for the briefing responds within an hour of being notified;~~

~~4. Networking and coordinateing with other investigative units, (if needed);~~



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-72 (Currently 2-91)

P&P Draft 04/28/2021

~~5. Directing on scene detectives;~~

~~6. Prioritizing the on scene investigative tasks;~~

~~7. Helping determine the necessity for any search warrants and/or permissions
consent to search;~~

~~8. Monitoring communications with the District Attorney, the Office of the Medical Investigator (OMI), and the MCST;~~

~~9. Ensuring the chain of command is informed of the details of the call out; and~~

~~10. Sending report instructions to the on scene officers/sworn personnel.~~

~~H. In the event of a violent crimes call out, Impact Unit personnel will maintain communication with the victim and provide information regarding any arrests and/or developments in the case.~~

~~I.~~

~~_____~~



~~2-91 INVESTIGATION OF VIOLENT CRIMES~~

~~2-91-1 Policy~~

~~Department policy is to investigate all violent crimes within the city of Albuquerque.~~

~~2-91-2 Definitions~~

~~A. Custodian~~

~~A parent, guardian or other person who exercises legal physical control, care or custody of a child; or a person who performs one or more activities of daily living for an adult.~~

~~B. Endangered Person A missing person who:~~

- ~~1. Is in imminent danger of causing harm to themselves or another.~~
- ~~2. Is in imminent danger of being harmed by another or who has been harmed by another.~~
- ~~3. Has been a victim of a crime as provided in the Crimes against Household Members Act [30-3-10 through 30-3-18 NMSA 1978].~~
- ~~4. Is or was protected by an order of protection pursuant to the Family Violence Protection Act [Chapter 40, Article 13 NMSA 1978].~~
- ~~5. Has Alzheimer's disease, dementia or another degenerative brain disorder or a brain injury that may threaten, or greatly reduce their ability to make sound reasonable decisions and/or may diminish their ability to survive without assistance.~~

~~C. Immediate Family Member~~

~~The spouse, nearest relative, or close friend of a person.~~

~~D. Missing Person~~

~~A person whose whereabouts are unknown to the person's custodian or immediate family member and the circumstances of whose absence indicate that the person did not leave the care and control of the custodian or immediate family member voluntarily and the taking of the person was not authorized by law; or the person voluntarily left the care and control of his custodian without the custodian's consent and without intent to return.~~

~~E. Silver Alert~~

~~A notification system alerting the public via telephone calls, broadcast media, social media and electronic bulletin boards that a person is missing.~~



~~2-91-3 Rules and Procedures~~

7

~~A. Criminal Investigations, Violent Crimes Section~~

- ~~1. It is the responsibility of the Criminal Investigations Division, Violent Crimes Section to investigate all cases of homicide, unexplained death, questionable suicide, aggravated battery which could result in death, police shootings, armed robberies, strong armed robberies, carjacking, criminal sexual penetration, felony stalking or cases deemed necessary by the Chief of Police. The appropriate Violent Crimes investigator and Major Crime Scene Team (MCST) personnel will be notified and will assume responsibility for the investigation, upon arrival.~~

~~B. Duties of Assigned Personnel~~

~~1. The Dispatched Field Services officer will:~~

- ~~a. Secure the scene~~
- ~~b. Render assistance to the injured.~~
- ~~c. Ensure that a supervisor and Crime Scene Specialist (CSS) are dispatched to the scene.~~
- ~~d. Identify and separate victims, suspects, and witnesses.~~
 - ~~i. Witnesses will be handled according to SOP 2-54.~~
- ~~e. When possible, canvass areas to identify potential witnesses prior to Violent Crimes or MCST arrival.~~
- ~~f. Be responsible for the crime scene until properly relieved.~~
- ~~g. Write the primary offense report~~
- ~~h. Not leave the scene or transport anyone until directed to do so by the Violent Crimes/MCST supervisor or detective at the crime scene, if they are called to the scene.~~

~~2. The Crime Scene Specialist will:~~

- ~~a. Have initial authority over the crime scene, and make the determination to call out Violent Crimes personnel and MCST personnel. The Crime Scene Specialist will confer with a Crime Scene Specialist supervisor and medical personnel to make the determination of the call out.~~
- ~~b. In all cases where MCST is not called, be responsible for:~~
 - ~~i. Photographing the crime scene and documenting the collection of evidence at the crime scene.~~
 - ~~ii. Requesting the proper analysis of evidence and processing of photographs by MCST.~~
- ~~c. In cases where MCST is summoned, the Crime Scene Specialist will:~~
 - ~~iii. Identify and secure the outer boundaries of the crime scene.~~
 - ~~iv. Photograph surrounding vehicles and persons at the crime scene without entering the secured area.~~



~~v. Photograph items that may be disturbed or destroyed prior to the arrival of MCST.~~

~~3. The Dispatched Supervisor will:~~

- ~~a. Respond to all reports of unattended or unnatural death, and reports of serious injury.~~
- ~~b. Assign a sufficient number of officers to ensure the security of the crime scene, and that victims, suspects, and witnesses are identified and separated.~~
- ~~c. Ensure that personnel at the crime scene are limited to those necessary to the investigation, and that everyone assigned to the investigation, regardless of rank, submits a report.~~
- ~~d. Assign personnel to canvass the area for witnesses, utilizing PD Form 1385, Crime Scene Canvas and Witness Information Form.~~
- ~~e. Assign a Crime Scene Specialist to the hospital to identify and collect pertinent information and evidence from victims or offenders.~~
- ~~f. Determine if additional specialized units are required, including Violent Crimes, MCST, Internal Affairs, or Risk Management Division.~~
 - ~~i. In the event that a Crime Scene Specialist's supervisor is present at the scene, it will be his/her responsibility to determine what specialized units are required.~~
- ~~g. Ensure notification of the Office of the Medical Investigator in all cases of unattended death.~~
- ~~h. Remain at the crime scene until relieved by the Violent Crimes or the MCST supervisor, if they are called to the scene.~~
- ~~i. Ensure that the Crime Scene Specialist dispatched is given full cooperation by Field Services units.~~
- ~~j. Ensure notifications of next of kin will be conducted by Violent Crimes call out team.~~

~~4. Homicide Detective:~~

~~Shall assume responsibility for all phases of the investigation, with the exception of processing the scene and the collection of evidence.~~

~~5. MCST Personnel will:~~

~~When summoned, be in charge of collecting and processing evidence~~

~~C. Robbery~~

- ~~1. The Armed Robbery Unit, violent crimes investigator will have case and investigative responsibility for all robbery cases.~~
- ~~2. The on-call Armed Robbery detective will be notified any time a robbery offender/suspect is taken into custody.~~



~~D. Criminal Sexual Penetration (CSP)~~

- ~~1. The Crimes Against Children Unit will investigate all criminal sexual penetration cases where the suspect is a parent, guardian, or other family member, and the victim is under 18 years of age at the time of report.~~
- ~~2. The Sex Crimes Unit will investigate all criminal sexual penetration cases in which the victim is 13 years of age or older, and CACU's criteria has not been met.~~

~~E. Investigation of Cold Case Homicides and Unsolved Serial Sex Crimes~~

~~The Cold Case Unit will maintain and follow up all Cold Cases. Cold Case Homicide Detectives will have investigative responsibility for all unsolved murders and unsolved serial sex crimes in which all investigative leads have been exhausted by the principal investigator or at the request of a Violent Crimes Supervisor.~~

~~F. Investigation of Domestic Violence and Stalking~~

~~The Family Abuse and Stalking Training Team (FASTT) Unit specializes in the investigation of continuing and escalating forms of domestic violence and stalking, as well as providing specialized training to department personnel.~~

~~G. Investigation of Missing Persons, Missing Juveniles, and Runaways~~

~~The Missing Persons Unit is responsible for investigating cases involving adult missing persons, missing juveniles and juvenile runaways.~~

~~H. Missing Person Investigation~~

- ~~1. When a Missing Person, Missing Juvenile or Runaway report is taken, it will be the initiating Officer and/or Telephone Reporting Unit's (TRU) responsibility to enter the missing person into NCIC within two hours. A report shall be accepted without delay and without exception for any reason. Officers will note in their report the time Report Review entered the missing person and note the identity of the Report Review Technician to whom the information was given.~~
- ~~2. When evidence suggests that a missing person's physical safety is in danger or that the person's disappearance is not voluntary, a written and/or recorded statement from a parent, legal guardian, next of kin, or other authoritative source is required. The documentation must include the circumstances relating to the person's disappearance.~~
 - ~~a. The Child Exploitation Detail (CED) will assume case responsibility for all verified child abduction cases and cases involving the exploitation of children and will assume case responsibility for missing child cases (under 18 years of age) where there are factors that indicate the disappearance of the child is unusual, or the possibility exists that the missing child is at risk. Additionally, the~~



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-72 (Currently 2-91)

P&P Draft 04/28/2021

~~department believes that every child reported "missing" is considered "at risk" until sufficient information to the contrary is confirmed. Refer to SOP 2-35 CED section for instructions.~~

- ~~3. When the missing person has a severe physical and/or mental disability preventing them from caring for themselves or is in imminent danger of causing harm to the person's self or to another, the initiating Officer, CIT or TRU will document this in the initial report, immediately enter them into NCIC, and contact the Missing Person Unit or Missing Person on call detective for further investigation.~~
 - ~~a. A Silver Alert may be required for a missing adult, 50 years of age or older, where there is a clear indication that the individual has an irreversible deterioration of intellectual faculties; Alzheimer's disease, dementia or another degenerative brain disorder or brain injury. Contact the Missing Person Unit or Missing Person on call detective for qualifying Silver Alert cases.~~
- ~~4. When Civilian Information Technicians and the Telephone Reporting Unit take a report over the telephone the missing person shall be entered into NCIC, and the report emailed or faxed to the Missing Persons Unit for further investigation.~~
- ~~5. When a Missing Persons report is taken, the person taking the report must obtain the description and other identifiers of the missing person, and the time and place the subject was last seen. The identifiers shall include, but are not limited to the following:~~
 - ~~a. Full name and sex of the individual~~
 - ~~b. Ethnicity~~
 - ~~c. Age and Date of Birth~~
 - ~~d. Height and weight~~
 - ~~e. Hair and eye color~~
 - ~~f. Scars, marks, or tattoos~~
 - ~~g. Clothing~~
 - ~~h. Any known physical and mental disabilities~~
 - ~~i. Possession of electronic devices (cell phones, laptops, etc.)~~
- ~~6. Officers will submit all Missing Person, Missing Juvenile and Runaway reports to their supervisor by the end of the shift. The supervisor will then be held responsible to ensure that the copy of the report is faxed and/or emailed to the Missing Persons Unit by the end of the shift.~~
- ~~7. When an Officer, CIT, or the TRU take a Missing Persons report, it will be the responsibility of the initiating officer to properly conduct a preliminary investigation to help determine the circumstances (voluntarily/involuntarily, etc.) under which the person is missing and to include all pertinent facts in a complete report.~~
 - ~~a. If the missing person or runaway is not located by the end of the officer's shift, it is critical that a copy of the report is faxed and/or emailed to the Missing~~



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

~~SOP 2-72 (Currently 2-91)~~

~~P&P Draft 04/28/2021~~

~~Persons Unit by the end of their duty shift for follow up investigation. Reports can be faxed to the Missing Persons Unit at one of the following numbers: 924-6010, 924-6020, 924-6030 or emailed to apdmmissingpersons@cabq.gov.~~

~~b. If the Missing Person, Missing Juvenile or Runaway is located, a supplementary report will be written to cancel the juvenile from NCIC. The officer will call the Report Review Unit to have the juvenile removed from the NCIC. Officers will note in their supplemental report the time Report Review was contacted for the cancellation and the identity of the Report Review Technician to whom the information was given.~~

~~8. The Missing Persons Unit will have the final responsibility for the investigation of all adult Missing Persons and Juveniles reported as missing or runaway (except for child abduction cases outlined in 2-28-3 H-2) in which the missing person has not been located by the end of the initiating officer's shift. The Missing Persons Unit will provide assistance to CED upon request.~~

~~9. The Missing Persons Unit will be responsible for contacting the family of the missing person/runaway within 24 hours after receiving report for follow up investigations.~~

~~10. Investigative Factors — Circumstances to Consider~~

~~a. Certain factors may exist when an officer is dispatched to a Missing Person, Missing Juvenile or Runaway incident that should be considered. Factors to consider include, but are not limited to:~~

~~i. Is the Missing Person, Missing Juvenile or Runaway out of the zone of safety for his/her age and developmental stage?~~

~~ii. Is the mental capacity of the Missing Person, Missing Juvenile or Runaway child diminished?~~

~~iii. Does the Missing Person, Missing Juvenile or Runaway take prescribed medication and/or is the person dependent on illicit substances?~~

~~iv. Is the child a potential victim of foul play or sexual exploitation?~~

~~v. Is the situation considered life threatening in any way?~~

~~vi. Has there been a delay in reporting the Missing Person, Missing Juvenile or Runaway to Law Enforcement.~~

~~vii. Is the child believed to be with adults who could endanger his or her welfare?~~

~~viii. Is the Missing Person, Missing Juvenile or Runaway absent under circumstances inconsistent with established patterns of behavior?~~

~~ix. Does the Missing Person, Missing Juvenile or Runaway disappearance involve circumstances that would cause a reasonable person to believe that they should be considered at risk?~~

~~I. Local, In-State, and Out-of-State Runaways~~

~~1. Local and In-State Runaways~~



- ~~a. Officers can detain (not arrest) these runaways, but cannot place them in the Juvenile Detention Home.~~
 - ~~i. The New Mexico Children's Code does not permit Children in Need of Supervision (CHINS) to be placed in a facility that also houses persons charged with delinquent acts, unless they are out of state runaways.~~
- ~~b. Officers encountering such runaway juveniles should make every effort to notify parents or legal guardians.~~
- ~~c. If contact cannot be made with parents or legal guardians, the following group homes can be contacted for temporary placement.~~
 - ~~i. Amistad, ages 12-17, 24 hour admission (505) 877-0374~~
 - ~~ii. New Day, ages 12-17, 24 hour admission (505) 938-1060~~
 - ~~iii. C.Y.F.D. is also an available resource and can be contacted at (505) 841-6100.~~

~~2. Out of State Runaways~~

- ~~a. Out of state runaways taken into custody by authority of an out of state law enforcement agency Teletype can be taken to the Juvenile Detention Center, 5100 Second St. NW, (505) 761-6600.~~
- ~~b. Out of state runaways can be detained there for a reasonable period of time until the parent(s) or guardian of the runaway is notified and arrive to take custody or provide transportation for the child.~~

6

~~J. Investigation of Endangered Missing Adults, Missing Children, and Runaways~~

~~1. Responding officers shall:~~

- ~~a. Interview the parent/guardian/reporting party making the report.~~
- ~~b. Conduct a thorough search of the immediate area including residence(s), vehicles, other buildings, swimming pools, etc.~~
- ~~c. Obtain a description and current photograph of the missing.~~
- ~~d. Update Communications of the information received, including the last known location and have this information broadcast on all radio frequencies.~~
- ~~e. Request an additional officer to secure any scene that may be of evidentiary value if the location is other than the home or location where the officer was dispatched.~~
- ~~f. Interview potential witnesses at the scene, including children.~~
- ~~g. Ensure the on scene supervisor is apprised of pertinent information.~~
- ~~h. Stay on the scene to ensure the integrity of all potential evidence and obtain any new information when made available.~~
- ~~i. Initiate the Offense/Incident report as soon as practical.~~
- ~~j. Immediately enter the missing person into NCIC, no later than 2 hours of being reported.~~

~~2. On scene supervisors shall:~~



- ~~a. Ensure he/she is briefed by the dispatched officer.~~
- ~~b. Determine if additional personnel and resources are needed.~~
- ~~c. Organize and coordinate an immediate search of the area surrounding the missing's home and/or place where the person was last seen.~~
- ~~d. Ensure that an officer has been established as the victim family liaison.~~
- ~~e. Establish a command post, if needed.~~
- ~~f. Will contact the Missing Persons Unit on call detective or Missing Persons Unit supervisor and brief him/her of the incident. Missing Persons Unit will have final determination on the response criteria for the missing person, missing juvenile or runaway, including the activation of a Silver Alert.~~

~~K. Criteria For Issuing a Silver Alert~~

~~1. The person reported missing:~~

- ~~a. Is fifty years or older and there is a clear indication the individual has an irreversible deterioration of intellectual faculties; Alzheimer's disease, dementia or another degenerative brain disorder or a brain injury that that may threaten, or greatly reduce their ability to make sound reasonable decisions and/or may diminish their ability to survive without assistance.~~
- ~~b. Is in imminent danger of causing harm to themselves or another.~~

~~2. Missing Persons detective shall:~~

- ~~a. Notify Radio Control on any and all media broadcast alerts upon issuance and cancelation.~~
- ~~b. Confer with responding officers and determine if a Silver Alert should be issued.~~
- ~~c. Notify the Missing Person's Supervisor.~~
- ~~d. Collect the city issued Silver Alert jump drive and complete the forms saved on the drive.~~
- ~~e. Use their Silver Alert jump drive to fill out the following forms if the caregiver or reporting party does not have a city issued Silver Alert jump drive:~~
 - ~~i. The law enforcement Silver Alert activation form~~
 - ~~ii. The media alert form~~
 - ~~iii. Release of information form with the consent of the caregiver or reporting party~~
- ~~f. Collect a photograph from the reporting party and make sure it is on the jump drive.~~
- ~~g. Submit through email the photograph and media release form to the on-call public information officer~~
- ~~h. Cancel the Silver Alert if:~~
 - ~~i. The missing person is found.~~
 - ~~ii. There is information that the missing person has left the state.~~
 - ~~iii. The missing person goes 24 hours without being found.~~

~~3. Missing Persons supervisor shall:~~



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-72 (Currently 2-91)

P&P Draft 04/28/2021

- ~~a. Make the final determination that a Silver Alert should be activated~~
- ~~b. Notify the Public Information Officer that a Silver Alert is being activated.~~
- ~~c. Coordinate and oversee the investigation.~~

~~4. Public Information Officer shall:~~

- ~~a. Collect the media release form and photograph from the on-call missing person detective and complete any applicable fields on the form.~~
- ~~b. Notify the general media by emailing the Silver Alert media form and the photograph to the city's media list serve.~~
- ~~c. Notify Clear Channel Billboard by emailing them the Silver Alert media form~~
- ~~d. Contact A Child is Missing and provide them the Silver Alert Media Form.~~
- ~~e. Issue an alert using the Albuquerque Police Department's Nixle Account.~~
- ~~f. Cancel the Silver Alert by:
 - ~~i. Sending a notification via email to the city's media list serve that the Silver Alert has been cancelled.~~
 - ~~ii. Notifying Clear Channel Billboard that the Silver Alert has been cancelled.~~
 - ~~iii. Notifying a Child is Missing that the Silver Alert has been cancelled.~~~~

REVIEW