



2-74 SUBMISSION OF FELONY CASES TO THE DISTRICT ATTORNEY

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-53 Homicide Unit
- 2-16 Reports
- 2-46 Response to Traffic Crashes
- 2-111 Records Division Units

B. Form(s)

None

C. Other Resource(s)

Evidence.com

D. Rescinded Special Order(s)

- FSB SO 18-10 Paper Copies of Evidence for Felony Cases
- SO 19-46 Felony Reports to the Shield Unit on Adult Arrests, Arrest Warrants, and Non-Arrests

2-74-1 Purpose

The purpose of this policy is to ensure complete felony cases are submitted to the District Attorney's (DA) Office in a timely manner.

2-74-2 Policy

It is the policy of the Albuquerque Police Department (Department) to present the DA's Office with cases that are complete, legible, and contain all necessary documentation for prosecution.

N/A 2-74-3 Definitions

None

6 2-74-4 Cases Involving Adults

- A. For cases involving adult defendants suspected of committing a felony crime, excluding cases for homicides and fatal traffic crashes:



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N/A

1. A supervisor shall review and approve Uniform Incident Report(s) for such cases prior to the end of the officer's shift, consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).
2. Sworn personnel shall:
 - a. Complete a Uniform Incident Report(s), consistent with SOP Reports;
 - b. Upon completion of the case, upload and attach all documents to the Uniform Incident Report(s) in the Department's records management system, consistent with SOP Reports;
 - c. Copy any related item or document that is tagged into evidence and attach them to the Uniform Incident Report(s) in the Department's records management system;
 - i. Sworn personnel shall copy any item that can be copied regardless of perceived evidentiary value, including, but are not limited to checks, identification cards, automatic teller machine (ATM) cards, debit/credit cards, stolen mail, temporary license plates, etc.
 - ii. If an excessive number of documents require copying, sworn personnel may take the documents to Shield Unit personnel who may assist with copying the documents at anytime between Monday to Friday from 0800 to 1700 hours.
 - d. Copy the backside of any item, if applicable;
 - f. Ensure the information is legible, including items tagged as "return to owner"; and
 - i. Sworn personnel shall be responsible for checking tagged items back into evidence after copies are made.
 - g. Email notifications of an arrest or completed non-arrest cases to the Shield Unit at apdfelonyarrest@cabq.gov;
 - ii. The format for the email subject line shall include:
 1. Arrest/non-arrest;
 2. Department case number;
 3. Individual's name;
 4. Officer's name; and
 5. Man number.
 - iii. If the investigation is ongoing, the last line of the officer's Uniform Incident Report should state, "Investigation is ongoing. The completed case will be forwarded upon completion."
 - iv. When the investigation is complete, sworn personnel shall notify the Shield Unit that the Uniform Incident Report has been completed and provide a copy of all documents and Uniform Incident Reports not previously provided.

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3. Shield Unit personnel shall send all items to the DA's Office.

B. After the case has been submitted to Shield Unit personnel:

1. Sworn personnel shall:



- a. Respond in a timely manner to any requests for additional information from prosecuting agencies or Shield Unit personnel;
 - b. Be responsible for following-up with community member witnesses or victims for any items that were not collected on the date of the incident, or as request by Shield Unit personnel;
 - c. Obtain estimated damages from community member witness/victims; and
 - i. If sworn personnel charge an individual for felony criminal damage to property, the prosecuting agency will need proof of the amount of damage for damage over \$1,000.
 1. Proof of documentation includes written or printed receipts for any damaged items or any damage estimate obtained.
 - d. Obtain videos from community member witness/victims.
 - i. If the Uniform Incident Report indicates that there is a video available, sworn personnel shall be responsible for obtaining the video either through the Digital Image Video Recovery Team (DIVRT), or obtain video that has been uploaded to evidence.com, or by personally collecting the video and tagging it into evidence.
2. Shield Unit personnel shall not contact community member witnesses or victims on any case unless directed to do so by their supervisor.
3. Department personnel shall notify Shield Unit personnel if they are contacted by the DA's Office for missing discovery.

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6 2-74-5 Cases Involving Juvenile Defendants

- A. For cases involving juvenile defendants who were not involved in a homicide or a fatal traffic crash, sworn personnel shall:
1. By the end of shift, send copies of the following documents to the Juvenile Probation Office and the Juvenile District Attorney's Office at da2ndjuvdiscovery@da2nd.state.nm.us:
 - a. Juvenile Statement of Probable Cause for arrests;
 - b. Juvenile Detention Center Pre-booking Worksheet for arrests;
 - c. Completed Uniform Incident Report(s); and
 - d. Any additional supporting documentation.
 2. Upload and attach all documents to the Uniform Incident Report in the Department's records management system upon the completion of the case, consistent with SOP Reports.

2-74-6 Discovery for Homicides and Fatal Crashes

- N/A** A. Submission of Homicide Cases



Sworn personnel shall follow the procedures outlined in SOP Homicide Unit for homicide cases (refer to SOP Homicide Unit for sanction classifications and additional duties).

N/A

B. Submission of Fatal Crash Cases

Sworn personnel shall follow the procedures outlined in SOP Response to Traffic Crashes for fatal crashes (refer to SOP Response to Traffic Crashes for sanction classification and additional duties).

C. Detective Responsibilities

1. A detective shall:

- a. Submit discovery to prosecuting agencies consistent with the Standard Operating Procedure (SOP) for their division;
 - b. Upon completion of their discovery for felony crime investigations, email a copy to the DA's Office intake personnel at FelonyIntake@da2nd.state.nm.us and Records Division personnel at APDCentralRecords@cabq.gov;
 - i. The email subject line shall include:
 1. Department case number;
 2. Individual's name;
 3. Officer's name;
 4. Man number; and
 5. Arrest or non-arrest.
 - ii. The detective may hand-deliver a copy of the file if their email is not working and they may scan documents as separate files, as necessary;
 - c. Order and provide Computer-Aided Dispatch (CAD) records, and dispatch and 911 audio recordings for all related calls for service when requested by the DA;
 - d. Order and provide copies of all digital media and photographs that have been tagged into evidence upon request by the DA; and
 - e. Provide access to all items tagged into evidence.com for related cases by requesting access from Evidence Unit personnel when requested by the DA's Office.
2. Records Division personnel shall upload discovery to the electronic document filing system, consistent with SOP Records Division Units.
- a. Records Division personnel may scan documents as separate files, as necessary.

D. A supervisor shall approve their employee's discovery prior it being submitted to the DA's Office.



2-74 SUBMISSION OF FELONY CASES TO THE DISTRICT ATTORNEY

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

A. Related SOP(s)

1-53 Homicide Unit

~~1-10 Shield Unit~~

~~1-31 Court Services Unit~~

~~1-84 (Currently Formerly 8-4) Central Records Division~~

2-16 Reports

2-46 Response to Traffic Crashes

~~2-17 Offense/ Incident Report Form~~

~~2-73 Submission of Evidence, Confiscated Property, and Found Items~~

~~Submission of Evidence, Confiscated Property, and Found Items~~

~~Collection, Submission, and Disposition of Evidence and Property~~

2-111 Records Division Units

B. Form(s)

None

C. Other Resource(s)

Evidence.com ~~None~~

D. Rescinded Special Order(s)

FSB SO 18-10 Paper Copies of Evidence for Felony Cases

SO 19-46 Felony Reports to the Shield Unit on Adult Arrests, Arrest Warrants, and

Non-Arrests

2-74-1 Purpose

The purpose of this policy is to ensure complete felony cases are submitted to the District Attorney's (DA) Office properly and in a timely manner. ~~personnel understand their obligations in getting cases submitted to the District Attorney.~~

2-74-2 Policy

It is the policy of the Albuquerque Police Department (Department) to present the ~~District Attorney~~ DA's ~~o~~ Office with ~~a~~ cases that ~~are~~ is complete, legible, and contains all necessary documentation for prosecution. ~~Cases prepared for the District Attorney (DA) shall be completed using Department approved formats.~~

N/A 2-74-3 Definitions



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None

~~A. Original Report~~

- ~~1. The primary officer's Uniform Incident Report, referred to as the "Original Report":~~
 - ~~a. Original Report forms include the following:~~
 - ~~i. Offense The Uniform Incident Report, DWI Offense Report, or Uniform Crash Report;~~
 - ~~ii. The Supplemental Subject Property and Vehicle Report, (as needed);~~
 - ~~iii. The Supplemental Narrative Report if (as needed; and)~~
 - ~~iv. The Pre-booking Worksheet (for an arrest.)~~
 - ~~b. A Uniform Incident Original Report shall be written for each case number.~~

~~B. Supplemental Report~~

- ~~1. Backup sworn personnel shall complete supplemental reports as necessary:~~
 - ~~i. Supplemental Report forms include the following:~~
 - ~~ii. A Supplemental Subject, Property, and Vehicle Report, (as if needed);~~
 - ~~iii. A Supplemental Narrative Report, (as if needed);~~
 - ~~iv. A Uniform Crash Report, (if as needed; and)~~
 - ~~v. A Uniform Crash Report Supplemental Narrative if (as needed.)~~

~~C. Detective's Report~~

- ~~1. Detectives may use a combination of the below reports depending on their investigation:~~
 - ~~a. A Uniform Incident Offense Incident Report, DWI Offense Report, or Uniform Crash Report forms shall be used if a detective initiates their own investigation. Otherwise, all other non-traffic related investigation shall be reported using the form(s) below a and b below.~~
 - ~~b. A Supplemental Subject Property and Vehicle Report;~~
 - ~~c. A Supplemental Narrative Report~~

~~D. Prosecuting Agency~~

- ~~1. Includes any governmental agency which prosecutes or investigates criminal offenses, such as: District Attorney, Attorney General, Federal Bureau of~~



~~Investigation, Officer of Superintendent Investigation, US Attorney's Office, or other State or Local Law Enforcement.~~

~~2-74-46~~ ~~SWORN PERSONNEL OFFICER~~ ~~Rules and Responsibilities~~ ~~ES~~ ~~RESPONSIBILITIES~~ ~~Cases Involving Adults~~ ~~Defendants~~ ~~For~~ ~~OR~~ ~~adult offenders (Homicide or fatal crash)~~ ~~ADULT OFFENDERS (HOMICIDE OR FATAL CRASH)~~

~~A. Detectives shall provide discovery to prosecuting agencies according to as consistent with the Standard Operating Procedure (ir SOP) for their Division.~~

~~A. For cases involving adult defendants suspected of committing a felony crime, excluding cases for homicides and fatal traffic crashes, before (placeholder). For cases involving a Adult offenders Defendants (not excluding homicide or fatal traffic crash cases, for Felony Crimes~~

N/A

~~For cases involving adult defendants, excluding cases for homicides or fatal traffic crashes, a Supervisors shall:~~

~~1. A supervisor shall R review and approve Uniform Incident #Report(s) related to any felony arrest cases for such cases prior to the end of the officer's shift, consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties.)~~

~~2-74-5~~ ~~SWORN PERSONNEL RESPONSIBILITIES FOR ADULT OFFENDERS (NOT HOMICIDE OR FATAL CRASH)~~

~~2-74-6~~ ~~A. OFFICER RESPONSIBILITIES FOR ADULT OFFENDERS (NOT HOMICIDE OR FATAL CRASH)~~

~~B. Sworn personnel shall:~~

~~2.~~

~~C. By the end of shift fFor a felony arrest(s), or when the investigation is complete on afor a non-arrest case, officers/detectivessworn personnel shall complete the followingg by the end of their shift:~~

~~a. Complete a Complete a Uniform Incident Report(s)(s), (report) consistent with SOP Reports;~~

~~Upon completion of the case, U Upload and attach all documents to the Uniform Incident RReport(s) in the Department's RRecords Mmanagement Ssystem (Mark 43) upon the completion of the case, consistent with SOP Reports;~~

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~~1. Upload all documents and completed reports to the Department's Records Management System (Mark43) upon the completion of the case consistent with SOP Reports. Reports;~~

- ~~a. The primary officer shall complete the eOriginal rReport;~~
- ~~b. Backup personnel officers shall complete sSupplemental rReports as necessary to document their involvement or as otherwise required;~~
- ~~c. Personnel Advise shall advise their supervisor when the report is ready to be approved;~~
- ~~Any Ccorrections must be made by the end of shift;~~
- ~~d.~~
- ~~e. Officers PSworn personnel shall include the original reporting agency name and case number in the report as well as documenting removal of the item from NCIC; and;~~
- ~~f. Officers Sworn personnel who do not comply with this section shawill be notified to complete their report within the timeframe necessary for the Shield Unit to provide discovery to prosecuting agencies.~~

~~Personnel shall Uupload On Body Recording Devices (ORBD) videos as consistent with per SOP 2-8 Use of On Body Recording Devices;~~

~~2.;~~

- ~~a. Personnel Officers are reminded that, it is their responsibility to ensure videos have the correct case number and category assigned.~~
- ~~b. Personnel shall Mmake a copy of original documents such as written statements, paper tow in sheets, and receipts;~~

~~b. Pers~~

~~3. onnel shall Mmake a eCopy of any related item or document items that to beare is tagged into evidence and attach all documents them to the Uniform Incident rReport(s) in the Department's R records Mmanagement Ssystem; (Mark43).e, and shall;~~

~~a.~~

~~c.~~

- ~~i. Sworn personnel shall copy Copies shall include any item, which that can be copied prior to tagging such items into evidence regardless of perceived evidentiary value, Items to be copied include including, but are not limited to checks, identification cards, automatic teller machine (ATM) cards, debit/credit cards, stolen mail, temporary license plates, etc.~~
- ~~ii. If an excessive number of documents require copying, sworn personnel may take the documents to Shield Unit personnel who may assist with copying the documents at anytime between Monday through Friday from 0800 to 1700 hours.~~



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- ~~e. i.~~
- ~~d.~~
- ~~ii. A. Items to be copied include, but are not limited to: checks, identification card (ID)s, Automatic Teller Machine (ATM) cards, dDebit/cCredit cCards, stolen mail, temporary license plates, etc.~~
- ~~e. Ensure the information is legible, in case a detective needsneeds to do additional investigation.~~
- ~~f. Copy the back-side of any item, if there is anything on the backapplicable;=~~
- ~~d.~~
- ~~f. Ensure the information is legible, including items tagged as "return to owner"; and~~
- ~~i. All items must be copiedCopy all items, regardless of perceived evidentiary value;=~~
- ~~g. This includes items tagged as "return to owner."~~
- ~~ii. If an excessive number of documents items require copying, the documents items may be taken to the Shield Unit for who shallmay assist with copying the documents Monday Friday 0800-1700 hours; and~~
- ~~iii. The Shield Unit shawill assist with the copying.~~
- ~~iii. Sworn personnel shaOfficers will be responsible for checking tagged items back into evidence after the copyingcopies are made-is completed, in order to maintain the chain of custody.~~
- ~~4. The primary officer on a case shawill be contacted to make copies of items previously tagged into evidence.~~
- ~~g. Collect all reports and documents and copied items related to the felony and eEmail them notifications of an arrest or completed non-arrest cases =to the Shield Unit at APDFelonyArrestapdfelonyarrest@cabq.gov; =~~
- ~~a. using the Felony Discovery Coversheet as a guide.~~
- ~~i.~~
- ~~b. The Felony Discovery Coversheet, is available on the Forms tab of the protopage, replaces the checklist from Copperfire.~~
- ~~c. This form shall be completed and sent to the Shield Unit with the reports and copied documentsies as listed abovedescribed herein.~~
- ~~5. Scan the documents, m. Multiple scans may be used with each portion being sequentially labeled. Example:: part 1 of 2~~



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~~a. Email the scanned file(s) to the Shield Unit at APDFelonyArrest@cabq.gov~~

~~ii. The format for the email subject line shall be should shall include will include:~~

- ~~1. Arrest/non-arrest;~~
- ~~2. APD Department case number;~~
- ~~3. Individual Offender's name;~~
- ~~4. Officer's name; and~~
- ~~man Man number.~~

~~e. Example: arrest, 20-xxxxxx, John Doe, Officer Smith #1234.~~

~~6. If an Officer's email is not working, is unable to email, a paper copy of all documents shall be hand delivered to the Shield Unit personnel by the end of the next business day.~~

~~iii. If the investigation is ongoing, the last line of the Detective officer's Uniform Incident Report should all state, "Investigation is ongoing. The completed case will be forwarded upon completion."~~

~~iv. When the investigation is complete, the detective sworn personnel shall notify the Shield Unit that the Uniform Incident Report has been completed and provide a copy of all documents or and Uniform Incident Reports not previously provided.~~

~~3. Shield Unit personnel shall send all These items shall be sent to the District Attorney DA's Office by the Shield Unit.~~

~~7. After the all the copies are made personnel shall then tag the evidence, consistent with SOP Submission of Evidence, Confiscated Property, and Found Items.~~

~~8. Personnel shall forward all original documents to Records Department.~~

~~D.B. Officer's Sworn personnel's responsibilities a After the case has been submitted to the Shield Unit personnel, sworn personnel shall:~~

~~Personnel shall forward all original documents to the Central Records Department in vision or tag them into Evidence.~~

~~1. Sworn personnel Officers shall maintain a copy of the scanned documents to ensure all documents are available in the event of a technical problem.~~

1. Sworn personnel shall:

~~2.a. Sworn personnel Officers shall Respond in a timely manner promptly to any requests for additional information from prosecuting agencies or assistance made or by the Shield Unit personnel.~~



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~~3. Sworn personnel Officers shall be responsible for following-up with civilian community member witnesses or victims for any items that were not collected on the date of the incident, or as upon request by of Shield Unit personnel. At no time will Shield Unit personnel shall not contact civilian witnesses or victims on any case, for items not collected on the date of incident.~~

~~b.~~

~~a.c. (Verb) Obtain estimated Damage damages estimates from civilian community member witness/victims; and~~

~~i. Shield Unit personnel will not contact civilian victims on your case.~~

~~ii. If sworn personnel you charge (someone) an individual for felony criminal damage to property, the prosecuting agency will need proof of the amount of damage (for damage over \$1,000). Otherwise the charge will be dropped to a misdemeanor or dropped entirely. If a damage estimate is necessary but not provided, the Shield Unit personnel will send you an email to follow-up for that on that documentation.~~

~~a) Proof of documentation This Ddocumentation includes written or printed receipts for any broken damaged items or any damage estimate obtained. Documentation does not include the officer's Department personnel's estimate estimation of value.~~

~~b) 1. This Such documentation can be sent to personnel in the following ways, officers via email, fax, or by text message to a Department city cell phone. Documents can also be sent by, in addition to regular mail or personnel can personally collecting the item. When received, such proof should documents shall be emailed to the Shield Unit personnel who initiated the contact with personned you on the case, or to the APDFelonyArrest@cabq.gov email, and then sent to the Records Department.~~

~~b. (Verb) Obtain Videos videos from civilian community member witness/victims.~~

~~d. Shield Unit personnel will not contact civilian victims on your case.~~

~~ii. If the Uniform Incident Ryour report indicates that there is a video available person has video, personnel sworn personnel you shawill be responsible for obtaining that the video, either through the Digital Image Video Recovery Team (DIVRT) unit, or obtain video that has been uploaded to evidence.com, Evidence.com, drop off at substations, or by personally collecting the video and tagging it into Evidence.~~

2. Shield Unit personnel shall not contact civilian community member witnesses or victims on any case unless directed to do so by their supervisor.

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~~4. Department personnel Officers shall notify the Shield Unit personnel if they are contacted by the District Attorney DA's Office for missing discovery.~~

~~E. Detective Responsibilities~~

~~3.~~

~~1. Detectives assuming investigative responsibility for an arrest case shall scan and email all documents and completed reports to the Shield Unit personnel by noon on~~



~~the fourth (4th) business day following an arrest. In the past, these were referred to as "ten day cases."~~

~~2. If the investigation is ongoing, the last line of the Detective's report shall state, "Investigation is ongoing. A completed report will be forwarded upon completion."~~

~~3. Detectives conducting additional investigation shall use the following forms to document their additional investigation:~~

- ~~a. Supplemental Narrative Report; and~~
- ~~b. Supplemental Subject Property and Vehicle Report forms.~~

~~4. When the investigation is complete, the detective shall notify the Shield Unit the report has been completed and provide a copy of all documents or reports not previously provided. These items will be sent to the District Attorney by the Shield Unit.~~

~~5. While this process is not ideal for investigation, it is necessary to meet deadlines imposed by the District Attorney on arrest cases.~~

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~~2-74-56 Cases Involving Juvenile Defendants not involved in a homicide or fatal traffic crash~~

~~A. For cases involving juvenile defendants who were not involved in a homicide or a fatal traffic crash, Sworn personnel who completing cases involving charges against a juvenile shall:~~

~~1. By the end of shift, send copies of the following documents to the Juvenile Probation Office and to the Juvenile District Attorney's Office at da2ndjuvdiscovery@da2nd.state.nm.us:~~

- ~~a. The Juvenile Statement of Probable Cause Statement, for arrests;~~
- ~~b. The Juvenile Detention Center Pre-booking Worksheet, for arrests;~~
- ~~c. Completed a Uniform Incident Report(s) consistent with SOP Reports; and~~
- ~~d. Any additional supporting documentations.~~

~~2. Sworn personnel shall Upload and attach all documents to the Uniform Incident Reports in the Department's Records Management system (Mark43) upon the completion of the case, consistent with SOP Reports.~~

~~2-74-4 Supervisor SUPERVISOR Responsibilities RESPONSIBILITIES FOR FELONY ADULT Cases OFFENDERS Supervisors shall~~

~~A. Review and Approval of Reports~~



~~1. All reports submitted for prosecution shall be reviewed and approved by a supervisor. The supervisor shall ensure the reports, complaints, statements and other parts of the case match the elements of the crime. Any deficiencies, illegible, or incomplete items and/or problems shall be addressed by the supervisor and returned to the officer/detective for correction.~~

~~2. Supervisors shall approve reports on related to a felony arrest cases prior to the end of the officers shift, prior to the end of shift consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).~~

~~a. If corrections are necessary, the corrected report shall be approved prior to the end of shift.~~

~~3. Acting sergeants may approve these reports with the same authority as a full sergeant.~~

~~**2-74.5 Shield Unit Responsibilities for Felony Cases assembled by the Shield Unit**~~

~~Responsibilities of the Shield Unit are more completely explained in the consistent with SOP 1-19 Shield Unit. This information is for officers to understand how their cases are being handled.~~

~~The Shield Unit responds to discovery requests by the DA's Office for felony cases (excluding homicide and fatal crashes).~~

~~Officers Department personnel receiving such requests should forward them to the Shield Unit at APDShield@cabq.gov.~~

~~A.~~

~~B. Discovery prepared by the Shield Unit~~

~~1. Within four (4) business days, the Shield Unit shall prepare Complete Discovery and make it such available to the DA's Felony Intake personnel on arrest cases. Discovery will include:~~

- ~~a. A Coversheet;~~
- ~~b. A Witness List(s);~~
- ~~c. Evidence logs;~~
- ~~d. Evidence.com logs;~~
- ~~e. All related reports;~~
- ~~f. A Pre-booking worksheet;~~
- ~~g. A Criminal Complaint;~~
- ~~h. Any Other related documents;~~

- ~~i. Any Copies of items that were tagged into evidence; and~~
- ~~j. A Felony Discovery Checklist.~~



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- ~~2. The Shield Unit shall order and provide computer aided dispatch (CAD) numbers and 911 audio for all related calls from the Emergency Communications Center.~~
- ~~3. The Shield Unit shall order and provide copies of all digital media and photos tagged into evidence which can be copied by evidence (CD/USB/DVD/photos).~~
- ~~4. The Shield Unit shall provide access to all items tagged into evidence.com for related cases.
 - ~~a. The Shield Unit checks both the case and CAD omputer Aided Dispatch System (CAD) numbers for related videos. Any videos which are located under the CAD number shall be reassigned with the correct case number and a category designation to avoid the video being deleted.
 - ~~i. This is done to meet the Shield Unit's requirements to the District Attorney, but officers personnel are reminded it is their responsibility to verify that videos have the correct case number.~~
 - ~~b. If videos have not been uploaded, Shield Unit personnel may send an email reminder to do so.~~~~~~
- ~~5. The Shield Unit will contact businesses to obtain video and paperwork such as damage estimates, criminal trespass notices, internal reports or written statements which were not collected on the date of incident.
 - ~~a. Chain of custody reports shall be provided to the prosecution for the videos obtained.~~~~
- ~~6. The Shield Unit, upon request, shall copy items which were tagged into evidence. Such These items must be checked out of evidence and physically transported to the Shield Unit by the officer. A chain of custody report shall be maintained for the items. The officer shall then be responsible for tagging the items back into to evidence.~~
- ~~7. The Shield Unit responds to discovery requests by the DA's Office for felony cases (excluding homicide and fatal crashes).
 - ~~a. Officers receiving such requests should forward them to the Shield Unit at APDShield@cabq.gov.~~~~
- ~~8. The Shield Unit obtains a copy of the evidence log for each case, and does not require a copy of the evidence tags received by officers Department personnel upon tagging items.~~

C. Follow up

- ~~1. Any items which are not available when the initial Discovery wasis provided to the District Attorney DA's office shall be provided as soon as obtained.~~



~~2. Reports, evidence, and evidence.com will be re-checked weekly for one month for new or updated items. Sworn personnel shall advise the Shield Unit if reports, evidence, or videos are added after that time frame.~~

~~D. Preventative Detention Cases~~

~~1. When the Shield Unit is advised that a preventative detention motion has been filed by the prosecutor, the Shield Unit shall provide a copy of everything available to the prosecutor's personnel by the end of that day. Only reports approved by a supervisor shall may be sent.~~

~~2-74-676 Discovery for Felony ELONY CASEase DISCOVERYiscovery (for HOMICIDEomicides ANDand FATALatal CRASHESrashes) (NEED HOMICIDE AND MOTORS INPUT)~~

N/A

A. Submission of Homicide Cases

Sworn personnel shall follow the procedures outlined in SOP Homicide Unit for homicide cases (refer to SOP Homicide Unit for sanction classifications and additional duties).
(Place Holder)

N/A

B. Submission of Fatal Crash eCases

Sworn personnel shall follow the procedures outlined in SOP Response to Traffic Crashes for fatal crashes (refer to SOP Response to Traffic Crashes for sanction classification and additional duties).
(Place Holder)

C. Detective Responsibilities

~~1. A Ddetectives shall provide:~~

~~A.a. Submit dDdiscovery to prosecuting agencies as consistent with the Standard Operating Procedure (SOP) for their Ddivision;~~

~~a. Detectives, uUpon completion of their Felony felony Supplemental Reportsdiscovery (for homicides and fatal crashes? a felony crime?), felony crime investigations, shall email a copy to the DA's Office intake personnel at FelonyIntake@da2nd.state.nm.us and Records Division personnel at APDCentralRecords@cabq.gov;~~

~~b.~~

~~i. The format for the email subject line shall include:~~

- ~~1. of the email subject line shall be include: APDdepartment case number;~~
- ~~2. , OffenderIndividual's name;~~



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~~3. Officer's name; and~~

~~4. ~~m~~Man number; and~~

~~b. Indicate whether this is an Arrrest or non-arrest.~~

~~5.~~

~~The Example: arrest, 20-xxxxx, John Doe, Officer Smith #1234.~~

~~c. Detectives may hand-deliver a copy of the file if their email is not working and they may scan ~~F~~documents; files may be scanned in as multiple pieces separate files, as necessary;~~

~~ii.~~

~~d. Records shwill upload the entire Felony Supplemental Report to digital storage consistent with SOP 8-6 Central Records Unit. Files may be scanned in multiple pieces as necessary.~~

~~2. Detectives shwill oOrder and provide Computer-Aided Dispatch (computer aided dispatch logs CAD) records, and dispatch and 911- audio recordings for all related calls for service; upon request when requested of by the DA; Upon emailed request, the Shield Unit may facilitate this process.~~

~~c.~~

~~=====~~

~~d. Detectives shwill oOrder and provide copies of all digital media and photographs that have been tagged into evidence ~~which can be copied (authorized?)~~ upon request of by the DA; and.~~

~~3. Upon emailed request, the Shield Unit may facilitate this process.~~

~~=====~~

~~=====~~

~~4. Detectives shwill pProvide access to all items tagged into evidence.com for related cases; by requesting such access from Evidence Unit personnel; upon request of when requested by the DA's Office. Upon emailed request, the Shield Unit may facilitate this process.~~

~~e.~~

~~2. Records Division personnel shall upload the entire (all?) felony Supplemental Report (for a felony crime? homicides and fatal crashes) discovery to the electronic document filing system digital storage, consistent with SOP Records Division Units.~~

~~a. (Someone) Records Division personnel may scan documents as separate files, as necessary.~~

~~B. A Supervisor supervisor Responsibilities~~

~~=====~~

~~4. D. Supervisors shall approve their employee's all Felony felony Supplemental Reports (for homicides and fatal crashes?) in the (system) discovery prior to it being submission to (someone/something) submitted to the DA's Office.~~

~~2-74-7 Cases involving Juvenile Defendants~~



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-74 (Formerly 2-39)

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~~The officer/detective Sworn personnel who completes the original report for a case involving charges against a juvenile shall:~~

~~A. By the end of shift, send copies of the following documents to the Juvenile Probation office and to the Juvenile District Attorney's Office at da2ndjuvdiscovery@da2nd.state.nm.us as specified in section D below:~~

~~1. The Juvenile Criminal Complaint;~~

~~2. The Juvenile Probable Cause (for arrests);~~

~~3. The Juvenile Pre-booker (for arrests);~~

~~Complete a Uniform Incident Report(s) consistent with SOP Reports; and Supporting documents.~~

~~Upload all documents and completed reports to the Department's Records Management System (Mark43) upon the completion of the case consistent with SOP Reports.~~

~~4. The Uniform Incident Report Offense Incident Report or DWI Offense Report;~~

~~5. Supplemental Subject Property and Vehicle Report(s) (as needed, and including assisting personnel's back-up officer's reports);~~

~~6. Supplemental Narrative Report(s) (as needed, and including back-up assisting personnel's officer's reports; and)~~

~~7. Any Supporting documentation refer to the Felony Discovery Coversheet.~~

~~B. Detectives completing additional investigation shall also forward copies of their reports when approved and supporting documentation as specified in D below.~~

~~C. The officers and detectives Sworn personnel shall retain a copy or forward completed packets to APDCentralRecords@cabq.gov.~~

~~Copies of reports and supporting documents shall be emailed to da2ndjuvdiscovery@da2nd.state.nm.us JuvDiscovery@cabq.gov. This will automatically provide a copy to juvenile probation and the Juvenile District Attorney's Office.~~

~~D. Sworn personnel shall upload and attach all documents to the reports in the Department's Records Management System (Mark43) upon the completion of the case consistent with SOP Reports.~~

~~1. If you need to send something to a specific probation officer only one, their email addresses are below:~~



ALBUQUERQUE POLICE DEPARTMENT
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- ~~a. Juvenile Probation: KellyJo.Parker@state.nm.us~~
=
- ~~b. Juvenile Probation: Jeanne.Masterson@state.nm.us~~
=
- ~~c. Juvenile DA: da2ndjuvdiscovery@da2nd.state.nm.us~~

~~2. Officers and detectives Sworn personnel shall timely respond to requests for assistance from the Juvenile District Attorney's office.~~

REDLINED