



**2-85 CERTIFICATES FOR EVALUATION**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 2-19 Response to Behavioral Health Issues
- 2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments (Formerly 2-42)

B. Form(s)

PD 1502 Crisis Intervention Team (CIT) Contact Sheet

C. Other Resource(s)

NMSA 1978, § 43-1-10 Emergency Mental Health Evaluation and Care

D. Rescinded Special Order(s)

None

**2-85-1 Purpose**

The purpose of this policy is to provide specific guidance to Emergency Communications Center (ECC) personnel, sworn personnel, and supervisors for responding to incidents relating to the service of Certificates for Evaluation.

**2-85-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to Certificates for Evaluation in a way that protects the individual's privacy and encourages a safe, compassionate response.

**N/A**

**2-85-3 Definitions**

A. Certificate for Evaluation

A document completed by a qualified, licensed mental health professional which certifies that an individual person, as a result of a mental disorder, presents a likelihood of harming themselves or others and that immediate detention is necessary to prevent such harm, which may include grave passive neglect. All Certificates for Evaluation will be considered expired seventy-two (72) hours after they are issued unless explicitly stated otherwise.

B. Qualified Mental Health Professional



A physician, psychologist, or qualified mental health professional is a licensed, independent social worker, a licensed professional clinical mental health counselor, a marriage and family therapist, a certified nurse practitioner, or a clinical nurse specialist with a specialty in mental health who is qualified to work with individuals having behavioral health crises or with behavioral health disorders.

**N/A 2-85-4 Statutory Basis for Certificates for Evaluation**

- A. NMSA 1978, § 43-1-10 allows qualified mental health professionals to write Certificates for Evaluation that provide sworn personnel with authority to detain and transport individuals to the psychiatric evaluation location indicated on the Certificate for Evaluation.
- B. The qualified mental health professional's order is based on their evaluation that a person, as a result of a behavioral health disorder, presents a likelihood of committing serious harm to themselves or others and that immediate detention is necessary to ensure the safety of the individual or others.

**6 2-85-5 Procedure for Serving Certificates for Evaluation**

- A. The ECC shall be the central hub for the intake of Certificates for Evaluation.
  - 1. Qualified mental health professionals shall call the ECC to create a call for service to serve a Certificate for Evaluation.
  - 2. ECC personnel shall request that the qualified mental health professional provide an electronic copy of the Certificate for Evaluation to [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) before a call for service may be created. ECC personnel shall accept Certificates that are submitted by facsimile.
  - 3. ECC personnel shall create a mental health call for service and attempt to dispatch Enhanced Crisis Intervention Team (ECIT) sworn personnel to all Certificate for Evaluation calls for service when available.
  - 4. ECC personnel shall generate Certificate for Evaluation calls for service only between the hours of 0600 and 2200 hours. Any Certificate for Evaluation call still pending after 2200 hours shall be reviewed by the on-duty sergeant to weigh the dangerousness of the individual against the late hour of service.
    - a. If the decision is made not to serve the certificate after 2200, ECC personnel must reschedule a call for service must be rescheduled by ECC for the following shift after 0600 hours.
- B. ECC personnel shall send the primary responding officer an electronic copy of the Certificate for Evaluation to their City email account.



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- C. Sworn personnel may print a physical copy of the Certificate for Evaluation prior to service when printing is possible. The individual may receive a physical copy of the Certificate at the time of service, when available. This copy can be helpful in gaining compliance of the individual for whom the Certificate was issued.
- D. Sworn personnel who are provided with a Certificate for Evaluation shall attempt to call the facility or qualified professional who issued the Certificate. The purpose of this call is to gain more information about the individual. This could include history, likelihood of being armed, or any other information that would be helpful to safely bring the person to a provider. If contact with the issuer cannot be made, the officer shall still attempt the service of the Certificate for Evaluation. The Real Time Crime Center (RTCC) should also be used to gather additional information when available.
- N/A** E. Sworn personnel shall make reasonable efforts to serve any Certificate for Evaluation that is issued; however, these Certificates shall not be used as a basis for forcing entry into any structure in order to take individuals into custody (refer to SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for sanction classifications and additional duties).
- F. Sworn personnel who have detained an individual for a Certificate for Evaluation shall immediately take the individual to an evaluation facility. Most Certificates for Evaluation include the treatment location the issuer would like the transported individual taken to. Sworn personnel should utilize the listed location, and if no destination is indicated, sworn personnel should proceed to the nearest psychiatric emergency room or, if known, the location where the individual has received treatment in the past.
- G. Whenever an individual is transported to a mental health facility by an officer or by another transporting entity, under the authority of a Certificate for Evaluation, a Uniform Incident Report shall be prepared by the primary officer documenting the transport, in addition to the required Crisis Intervention Team (CIT) Contact Sheet.
- H. If sworn personnel are unable to contact the individual listed on the Certificate for Evaluation, the primary officer shall advise ECC personnel that the certificate was not served. The officer shall ensure the destruction of any physical copy of the unserved certificate by the end of their duty shift.
1. ECC personnel shall generate additional calls for service within seventy-two (72) hours of issuing the certificate. Sworn personnel should notify ECC of recommended times to have the best likelihood of service if learned.
  2. If a Certificate for Evaluation has not been served after seventy-two (72) hours, the dispatched officer may contact the on-call Crisis Intervention Unit (CIU) Detective for assistance. The primary responsibility of service remains with FSB sworn personnel unless otherwise dictated by a CIU supervisor.



3. If after FSB sworn personnel attempt to serve the Certificate for Evaluation and fail to do so, and seventy-two (72) hours have passed, CIU personnel shall have the responsibility of notifying issuing providers of the expiration of Certificates for Evaluation due to unsuccessful service at the expiration of the Certificate for Evaluation.
- I. At the conclusion of every call involving a Certificate for Evaluation that could not be served, sworn personnel shall enter comments on the Computer-Aided Dispatch (CAD) system indicating the outcome. If there was no service, the officer shall comment on the reason (i.e., the person is not home, there is no answer at the door, etc.).

**6** 2-85-6 **Certificate for Evaluation Service Monitoring**

- A. The [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) email account shall be monitored by the CIU Coordinator supervisor in an effort to identify training needs and monitor the quality of service.
- B. If a Certificate for Evaluation is not served within two (2) attempts or if seventy-two (72) hours have expired, ECC personnel shall notify CIU personnel via email to the [APDCIT@cabq.gov](mailto:APDCIT@cabq.gov) email address. Any email should include the corresponding CAD number(s).
- C. CIU shall maintain a repository of all past Certificates for Evaluation for future reference if needed.



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None

### 2-85-1 Purpose

The purpose of this policy is to provide specific guidance to Emergency Communications Center (ECC) personnel, sworn personnel, and supervisors for responding to incidents relating to the service of ~~certificates~~ Certificates for ~~evaluation~~ Evaluation.

### 2-85-2 Policy

It is the policy of the Albuquerque Police Department (Department) to respond to calls for service relating to ~~certificates~~ Certificates for ~~evaluation~~ Evaluation in a way that protects the individual's privacy ~~of the individual~~ and encourages a safe, compassionate response.

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### 2-85-3 Definitions

A. Certificate for Evaluation

A document, completed by a qualified, licensed mental health professional which certifies that an individual person, as a result of a mental disorder, presents a likelihood of harming themselves or others, and that immediate detention is necessary to prevent such harm, which may include grave passive neglect. All Certificates for Evaluation will be considered expired seventy-two (72) hours after they are issued, unless explicitly stated otherwise.

B. Qualified Mental Health Professional



A physician, psychologist, or qualified mental health professional is a licensed, independent social worker, a licensed professional clinical mental health counselor, a marriage and family therapist, a certified nurse practitioner, or a clinical nurse specialist with a specialty in mental health, who is qualified to work with individuals having behavioral health crises or with behavioral health disorders.

**N/A 2-85-4 Statutory Basis for Certificates for Evaluation**

- A. NMSA 1978, § 43-1-10 allows qualified mental health professionals to write Certificates for Evaluation that provide sworn personnel with ~~the~~ authority to detain and transport individuals to the psychiatric evaluation location indicated on the Certificate for Evaluation.
- B. The qualified mental health professional's order is based on their evaluation that a person, as a result of a behavioral health disorder, presents a likelihood of committing serious harm to themselves or others, and that immediate detention is necessary to ensure the safety of the individual or others.

**6 2-85-5 Procedure for Serving Certificates for Evaluation**

- A. The ECC shall be the central hub for the intake of ~~certificates~~ Certificates for ~~evaluation~~ Evaluation.
  - 1. Qualified mental health professionals shall call the ECC to create a call for service to serve a ~~certificate~~ Certificate for ~~evaluation~~ Evaluation.
  - 2. ECC personnel shall request that the qualified mental health professional provide an electronic copy of the Certificate for Evaluation to [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) before a call for service may be created. ECC personnel shall accept Certificates that are submitted by facsimile.
  - 3. ECC personnel shall create a mental health call for service and attempt to dispatch Enhanced Crisis Intervention Team (ECIT) sworn personnel to all Certificate for Evaluation calls for service, when available.
  - 4. ECC personnel shall generate Certificate for Evaluation calls for service only between the hours of 0600 and 2200 hours. Any Certificate for Evaluation call still pending after 2200 hours shall be reviewed by the on-duty sergeant, to weigh the dangerousness of the individual against the late hour of service.
    - a. If the decision is made not to serve the certificate after 2200, ECC personnel must reschedule a call for service must be rescheduled by ECC, for the following shift, after 0600 hours.
- B. ECC personnel shall send the primary responding officer an electronic copy of the Certificate for Evaluation to their City email account.



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- D. Sworn personnel who are provided with a Certificate for Evaluation shall attempt to call the facility or qualified professional who issued the Certificate. The purpose of this call is to gain more information about the individual. This could include history, likelihood ~~to~~ be of being armed, or any other information that would be helpful to safely bring the person to a provider. If contact with the issuer cannot be made, the officer shall still attempt the service of the Certificate for Evaluation. The Real Time Crime Center (RTCC) should also be used to gather additional information, when available.
- N/A** E. Sworn personnel shall make reasonable efforts to serve any Certificate for Evaluation that is issued; however, these Certificates shall not be used as a basis for forcing entry into any structure in order to take individuals into custody (refer to SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments for sanction classifications and additional duties).
- F. Sworn personnel who have detained an individual for a Certificate for Evaluation shall immediately take the individual to an evaluation facility. Most Certificates for Evaluation include the treatment location the issuer would like the transported individual taken to. Sworn personnel should utilize the listed location, and if no destination is indicated, sworn personnel should proceed to the nearest psychiatric emergency room or, if known, the location where the individual has received treatment in the past.
- G. Whenever an individual is transported to a mental health facility by an officer or by another transporting entity, under the authority of a Certificate for Evaluation, a Uniform Incident Report shall be prepared by the primary officer documenting the transport, in addition to the required Crisis Intervention Team (CIT) Contact Sheet.
- H. If sworn personnel are unable to contact the individual listed on the Certificate for Evaluation, the primary officer shall advise ECC personnel that the certificate was not served. The officer shall ensure the destruction of any physical copy of the unserved certificate by the end of their duty shift.
1. ECC personnel shall generate ~~one~~ additional calls for service ~~on the next day, between 0600 and 2200, but~~ within seventy-two (72) hours of issuing the certificate. Sworn personnel should notify ECC of recommended times to have the best likelihood of service, if learned.
  2. If a Certificate for Evaluation has not been served after ~~two (2) Field Services Bureau (FSB) calls~~ seventy-two (72) hours, the dispatched officer may contact the on-call Crisis Intervention Unit (CIU) Detective for assistance. The primary responsibility of service remains with FSB sworn personnel, unless otherwise



dictated by a CIU supervisor.

3. ~~If After~~ After FSB sworn personnel attempt to serve the Certificate for Evaluation ~~failed attempts and fail to do so, and it is past seventy-two (72) hours have passed~~ two FSB attempts to serve, CIU personnel shall have the responsibility of notifying issuing providers of the expiration of Certificates for Evaluation due to unsuccessful service at the expiration of the Certificate for Evaluation.

I. At the conclusion of every call involving a Certificate for Evaluation that could not be served, sworn personnel shall enter comments on the Computer-Aided Dispatch (CAD) system indicating the outcome. If there was no service, the officer shall comment ~~as to~~ on the reason (i.e., the person is not home, there is no answer at the door, etc.).

**6 2-85-6 Certificate for Evaluation Service Monitoring**

~~A.~~ The [APDCFORE@cabq.gov](mailto:APDCFORE@cabq.gov) email account shall be monitored by ~~a~~ the CIU Coordinator supervisor in an effort to identify training needs and ~~to~~ monitor the quality of service.

~~B.A.~~ ~~Upon successful service of a Certificate for Evaluation, the serving officer shall notify CIU personnel of the successful service via email to the [APDCIT@cabq.gov](mailto:APDCIT@cabq.gov) email address. Any email should include the corresponding CAD number(s).~~

~~C.B.~~ If a Certificate for Evaluation is not served within two (2) attempts or if seventy-two (72) hours ~~has~~ have expired, ECC personnel shall notify CIU personnel via email to the [APDCIT@cabq.gov](mailto:APDCIT@cabq.gov) email address. Any email should include the corresponding CAD number(s).

~~D.C.~~ CIU shall maintain a repository of all past Certificates for Evaluation for future reference if needed.