



3-1 FIELD SERVICES BUREAU

3-1-1 Goal

The goal of Field Services Bureau is the preservation of peace and order; the prevention and detection of crime; the apprehension of offenders; the protection of person and property, the performance of the multitude of tasks relating to public welfare and safety.

3-1-2 Objectives

- A. Increase the detection and apprehension of criminal offenders as compared to reported activity.
- B. Increase positive police community contact.
- C. Increase pro-active patrol deployment.
- D. Provide maximum level of patrol units on duty from those that are available.
- E. Deploy the manpower in Field Services in the most effective and efficient manner possible.
- F. Standardize performance measures among area commands.
- G. Assist specialized units on calls that require their expertise.
- H. Maintain a high clearance rate of felony crimes.
- I. Provide public information through crime prevention efforts.

3-1-1 Rules and Responsibilities

A. Field Services Bureau

The Department maintains Field Services Bureau, which is comprised of six area Commands and Community Services.

B. Area Commands

1. Each area command provides forces to respond to crimes and calls for service. These areas are commanded by a commander with lieutenants designated as



watch commanders. The Area Commands are composed of sectors supervised by sergeants.

2. Impact Teams

a. The Impact Teams train officers in the procedures of criminal investigations, conduct directed activities, and monitor all crime reports occurring within the area to identify criminal activity.

b. Sergeant/Detectives

i. Assist Field Services officers in conducting criminal investigations.

ii. Assist in and follow-up felony crimes investigation for Field Services officers.

iii. Monitor their area for the detection and apprehension of felony crime offenders.

3. School Resource Officers (SRO)

School Resource Officers are assigned to middle schools within the city. SROs are responsible for working in the schools to teach and encourage students to avoid drug and alcohol abuse.

Policy Development Form
Office of Policy Analysis



Name and Title: Ofc. J. Maycumber & Lt. J. Yara

Phone:

Email: jmaycumber@cabq.gov

SOP: 3-1 Field Services Bureau

Date Completed: 10/30/18

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

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

Bureau SOPs are not practical due to the fact that every time a new chain of command comes into the department, the bureaus get re-organized. This causes a need to re-write, re-organize, and re-number SOPs every time a unit gets moved to a different bureau. Several of the Bureaus have been replaced by other bureaus. These policies include descriptions of the different units within the bureau. Each of these units already have their descriptions in other policies. The organizational chart (which is often updated and posted) is the best option for showing these chains of command.

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

Describe divisions and units within each bureau.

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

N/A

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

Please submit this form to OPA@cabq.gov

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.

Updated 7/25/18

Policy Development Form
Office of Policy Analysis



research papers, etc.

N/A



3-2 INVESTIGATIVE BUREAU

3-2-1 Goal

The Goal of the Investigative Bureau is to provide effective and efficient support services to the Department through the following Divisions/Sections: Special Investigation Division, Criminal Investigations Division, Scientific Evidence Division, Property Crimes Division, and the Real Time Crime Center.

3-2-2 Objectives

A. Special Investigations Division

1. Identifying major drug traffickers and directing enforcement efforts at compiling prosecutable cases against those persons, thereby, reducing the availability of illicit drugs.
2. Increasing vice enforcement, abatement, and the number of prosecutable arrests/cases related to commercialized vice activities.
3. Maintaining and disseminating criminal information through a Criminal Intelligence Unit.

B. Criminal Investigations Division

1. Maintain a high clearance rate of felony crimes.
2. Maintain a high recovery rate of reported actual stolen vehicles.
3. Maintain a high property recovery rate.

C. Scientific Evidence Division

1. Gathering, processing, storing and examining all types of physical evidence as related to cases presented for prosecution.
2. Ensuring that on-call Criminalistics activities are in a proper state of readiness to respond to major crime scenes.
3. Ensuring the accurate reporting of results of examinations as supplementary reports to original cases. When needed, provide expert testimony.



4. Initiating cases involving computers, computer related equipment, telecommunication devices, and other high-tech equipment.
5. Assisting and training department personnel in the investigation of these cases and raise the awareness of Department personnel of the use of computers in the commission of crimes.

3-2-3 Rules and Responsibilities

A. Special Investigations Division (SID)

1. Composed of the Career Criminal Section and the Narcotics Section.
2. Career Criminal Section is composed of the Vice Unit, Intelligence Unit, and Gang Unit.

a. Criminal Intelligence Unit

- i. Gathers, maintains, assesses, and disseminates criminal intelligence information. The C.I.U. conducts intelligence collection that verifies criminal activity from any source. Once establishing that a criminal activity exists, the information will be disseminated to the investigative unit that specializes in that particular crime. The unit that specialized in that criminal activity will have a primary investigative responsibility to prepare a case for prosecution.
- ii. Technical and Administrative Support.
 - Provides services including utility and telephone subscriber information, postal service inquiries, and financial asset tracking for seizures/forfeitures on narcotics-related cases.

b. Gang Unit

- i. The Unit will assume investigations of violent gang-related crimes where the case responsibility does not lie with another specialized unit. The Gang Unit will assist field or specialized units in their investigations if requested to do so.

3. Narcotics Section

- a. The Section is composed of the Valley Narcotics Unit, Eastside Narcotics Unit, Westside Narcotics Unit, and VICE Unit.
- b. Eastside Narcotics Team
 - i. A unit of undercover police officers assigned to do narcotics investigations for the Southeast and Foothills Area Commands.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

c. Westside Narcotics Team

i. A unit of undercover police officers assigned to do narcotics investigations for the Westside Area Command.

d. Valley Narcotics Unit

i. A unit of undercover police officers assigned to narcotics investigations for the Valley and Northeast Area Commands. The narcotics canine handlers are attached to this unit.

e. DEA Task Force

i. Based on funding and manpower requests from the Drug Enforcement Administration, members of the Narcotics Section may be assigned to this task force. Members assigned to this task force fall under the operational control of the DEA, but answer administratively through the Valley Narcotics unit supervisor.

f. Vice Unit

i. Investigates and assists in the prosecution of all vice related items within the Albuquerque metro area. Serves as liaison between the Albuquerque Police Department and all law enforcement agencies that are involved in vice related activities.

g. Air Support Unit

i. An airborne patrol element that uses a modified fixed-wing aircraft and helicopters to support ground units in surveillance and apprehension activities.

B. Criminal Investigations Division

1. This Division is composed of Violent Crimes Section, Property Crimes Section, CIT/CNT, Juvenile Section, and Administration Section.

2. Violent Crimes Section

a. The section is composed of the Sex Crimes Unit, Armed Robbery Unit, Homicide Unit, Family Abuse and Stalking Team (FAST), Victim Assistance Detail, Missing Persons Detail, and Homicide Cold Case Detail.

b. Sex Crimes Unit

i. Investigate all criminal sexual penetration cases, and attempted criminal sexual penetration cases.

c. Family Abuse and Stalking Unit

i. Investigates stalking cases that occur within the city of Albuquerque. Coordinate investigative efforts with other units when necessary.

ii. Victim Assistance Detail works in coordination with the District Attorney's office in providing information and services for victims/witnesses of domestic



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

violence. Also provides pertinent information concerning other family crises issues, such as shelters and basic needs services.

d. Armed Robbery Unit

i. Investigates armed robberies in cases where the offender is not in custody.

e. Homicide Unit

i. Investigates all homicides and deaths where the cause is in question.

f. Missing Persons Detail

i. Investigates reports of missing persons.

g. Cold Case Homicide Detail

i. Investigates homicide cases that have been inactivated.

3. Crisis Negotiation Team/Crisis Intervention Team

a. They are an on-call team to handle crisis situations that require tactical deployment of officers and the utilization of negotiation techniques.

4. Juvenile Section

a. The Section is composed of CACU and Child Exploitation Detail.

b. Crimes Against Children Unit (CACU)

i. Investigates cases of physical and sexual abuse that are referred by the Department of Human Services.

c. Child Exploitation Detail

i. Investigates cases of child exploitation to include: pornography, child prostitution, abduction of children, criminal sexual penetration/contact of a minor, pedophiles, and indecent exposure involving children under the age of 13.

C. Scientific Evidence Division

This Division is composed of the Criminalistics Investigation Section, the Information Systems/Identification Section, the Evidence Unit, and the Criminalistics Laboratory Section.

1. Criminalistics Investigation Section is composed of the Latent Fingerprint Detail, Firearm/Tool Mark Detail, Major Crime Scene Team, Field Investigator Unit, Computer Forensics Unit, and the Photography Unit. The Section provides crime scene processing and forensic analysis of physical evidence for criminal cases.

a. Latent Fingerprint Detail

i. Processes and examines latent fingerprints and compares them with the fingerprints of suspects for possible identification. Also conducts AFIS



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

(Automated Fingerprint Identification System) entry for possible suspect identification.

b. Firearm/Tool Mark Detail

- i. Performs analysis and comparison of firearms evidence, tool mark comparisons, serial number restoration and shoe print comparisons. Also, performs drug-fire entry for possible linking of fired cartridges cases from shooting incidents to different incidents or confiscated firearms.

c. Major Crime Scene Team

- i. Responds to crime scenes involving homicide, suspicious or unexplained deaths, officer-involved shootings and violent incidents in which a death may result. The team is responsible for all documentation, collection, and preservation of evidence, and reconstruction of the crime scene.

d. Field Investigator Unit

- i. Is comprised of sworn and civilian (Field Evidence Technician) personnel responsible for all field investigative activities that are outlined in the Field Investigator Standard Operating Procedures manual.

e. Computer Forensics Unit

- i. Investigates crimes involving computer and/or Telecommunications devices.

f. Forensic Photography Unit

- i. Performs camera maintenance, photo developing and processing, and Department photographic services.

2. Information Systems/Identification Section provides Information Systems and Identification support services. The Section is composed of the ID Records Unit and the Evidence Unit.

a. ID Records Unit

- i. Maintains arrest records, FBI rap sheets, mug shot files, and fingerprinting and identification services and conducts file searches.

b. Evidence Unit

- i. Receives, stores, inventories, and releases/disposes of evidence for the Department

3. Criminalistics Laboratory Section

a. The Section is composed of the Chemistry Unit, the Biology Unit and the Operations Unit. Provides forensic analysis of physical evidence for criminal cases and operational support services.

b. Chemistry Unit

- i. Controlled Substance Detail analyzes and identifies controlled substances.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

- ii. Alcohol Detail analyzes blood alcohol content and performs maintenance and calibration of checks of breath alcohol instruments.
- iii. Clandestine Drug Lab Detail provides scientific support in the investigation of clandestine drug laboratories.

c. Biology Unit

- i. Serology/DNA Detail analyzes blood, semen, body tissue, and body fluids.
- ii. Forensic Nurse Detail collects DWI blood samples.
- iii. Trace Evidence Detail analyzes, hair, fiber, primer residue, paint chips, and other types of trace evidence.
- iv. Automated Science Detail operates NMDIS, the New Mexico Convicted Offender DNA Computer Databasing Program.

d. Operations Unit

- i. Office Services Detail is responsible for office operations, services, and financial management.
- ii. QA/QC Detail is responsible for ASCLD accreditation and laboratory quality assurance.

D. Property Crimes Division

1. This section is composed of the White Collar Crimes Unit, Crime Stoppers Detail, Auto Theft Unit, Burglary Unit, Pawn Shop Detail, Metal Theft Detail, Organized Crime Unit, and Wrecker Services Unit.

2. White Collar Crimes Unit

a. Investigates all crimes of deception, con games, forgery, fraud, and embezzlement.

3. Auto Theft Investigations Unit

a. Investigates auto thefts and is on-call to assist Field Services units.

b. Conducts inspections of the following:

- i. Auto dealers
- ii. Towing companies
- iii. Auto dismantler/salvage yards
- iv. Auto crushers/shredders
- v. "Chop Shops" commercial auto theft operations
- vi. Auto title frauds and title companies

4. Wrecker Services Unit



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

- a. Responsible for administering the City of Albuquerque (COA) Wrecker Services Ordinance for tow companies meeting requirements for inclusion on the COA tow rotation.

5. Burglary Unit

- a. Investigates all residential and commercial burglaries, recovers stolen property, and identifies, apprehends, and assists in the prosecution of burglary crime offenders. Assist area command detectives on auto burglary investigations when their expertise is needed.

6. Crime Stoppers Detail

- a. Coordinates a cash reward program for citizens who call with leads on major crime offenders, reporting directly to the Deputy Chief of Police of ISB.

7. Pawn Shop Detail

- a. Monitors, coordinates, and investigates pawn and/or pawnbroker activities occurring in the city.

8. Metal Theft Detail

- a. Handles all investigations of felony crimes where the theft of metal was the primary intent of the crime.

9. Organized Retail Crime Unit

- a. Responsible for all felony investigations originating from the current retail partnerships.

E. Administration Section

1. Word Processing

- a. Types the majority of the documents that are produced by detectives and other personnel of the Criminal Investigations Division.

F. Real Time Crime Center

1. Crime Analysis Unit



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE ORDERS

SOP 3-2

OPA DRAFT

- a. The unit is responsible for the collection, analysis, and routine reporting of case-based crime information
 - i. This information forms the basis upon which operational responses are planned and implemented to address crime within the community.
- b. Personnel develop and maintain case-based crime database, reports, and mapping.
 - i. Responsibility also includes providing current case-based crime data to the public.

2. Video Unit

- a. The Unit is responsible for all video productions for the Department.

DRAFT

Policy Development Form
Office of Policy Analysis



Name and Title: Ofc. J. Maycumber & Lt. J. Yara

Phone:

Email: jmaycumber@cabq.gov

SOP: 3-2 Investigative Bureau

Date Completed: 10/30/18

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

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

Bureau SOPs are not practical due to the fact that every time a new chain of command comes into the department, the bureaus get re-organized. This causes a need to re-write, re-organize, and re-number SOPs every time a unit gets moved to a different bureau. Several of the Bureaus have been replaced by other bureaus. These policies include descriptions of the different units within the bureau. Each of these units already have their descriptions in other policies. The organizational chart (which is often updated and posted) is the best option for showing these chains of command.

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

Describe divisions and units within each bureau.

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

N/A

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

Please submit this form to OPA@cabq.gov

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.

Updated 7/25/18

Policy Development Form
Office of Policy Analysis



research papers, etc.

N/A



3-3 SPECIAL SERVICES BUREAU

3-3-1 Goal

The goal of the Special Services Bureau is to provide effective and efficient support services to the Department through the preservation of peace and order; the prevention and detection of crime, the apprehension of offenders; the protection of person and property, the performance of the multitude of tasks relating to public welfare and safety.

3-3-2 Rules and Responsibilities

A. Special Services Bureau

The Department maintains Special Services Bureau, which is comprised of the Mayor's Detail, Risk Management, Special Operations Division, Metro Traffic Division, and Open Space Division.

B. Risk Management

1. Ensuring that the Department has a safety/loss prevention program implemented, and that appropriate safety training is conducted.

2. Conducting inspections to ensure the Department adheres to all applicable OSHA safety standards.

3. Safety Officer

a. Responsible for planning and implementing the Department's safety/loss prevention program.

b. Recommending appropriate safety training.

c. Conducting site inspections, and injury/property loss investigations.

4. Risk Manager

a. Responsible for recommending and/or implementing safety standards according to OSHA and other regulatory entities.

b. Providing technical support to the Chief.

c. Perform research on safety, tort liability and workers' compensation issues as required.

C. Special Operations



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-3

OPA DRAFT

1. Tactical Section

a. EOD Sergeant

i. This sergeant in charge of the officers who are on-call for Explosive Ordnance Detail incidents.

b. SWAT Team Duties

- i. Crime suppression activities
- ii. Gang enforcement activities
- iii. Emergency Response Team activities
- iv. SWAT operations

c. Canine Unit

i. This unit is to be utilized to search buildings for intruders and to track wanted subjects. Canine Units are on call 24 hours per day via Communications. If no Canine Unit is on duty, an on-duty supervisor must give approval before calling out the Canine Unit.

D. Metro Traffic Division

1. This Division is composed of Traffic Safety/Administration, DWI, Freeway Unit, Hit and Run Unit, Traffic Squad 1, Traffic Squad 2, Traffic Squad 3, and the School Safety Unit.

2. Traffic Safety /Administration Unit

a. Conducts data entry, tracking, and dissemination of all citations. Also performs traffic awareness activities to promote traffic safety.

3. DWI Unit

a. Conducts DWI roadblocks, enforces traffic laws as related to DWI's, provides DWI statistics, processes DWI citations, and affidavits, and is responsible for coordinating and keeping files on all DWI documents.

4. Hit and Run Unit

a. Investigates and coordinates hit and run accidents documented by station reports or involving offender vehicles that are registered outside of the city limit

5. Motors Unit



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-3

OPA DRAFT

- a. Enforces traffic laws on the freeway system, investigates traffic accidents to include traffic law enforcement. Is also active in special events, dignitary/funeral escorts. Conducts traffic accident investigations, traffic enforcement activities, special event activities, dignitary/funeral escorts.

6. Traffic Analysis

- a. Performs a breakdown and reviewing, recording and reporting of accident information so that selective traffic enforcement can be implemented or enhanced.

7. School Safety Unit

- a. Trains and supervises school crossing guards, and conducting traffic surveys.
- b. This Unit works in conjunction with Traffic Engineering and Albuquerque Public Schools to establish and maintain school crossings within the city.

E. Open Space Division

1. This Division is responsible for patrolling and responding to crimes and calls for service in the city's open space areas.

2. Open Space Section

- a. A captain commands the Section with a lieutenant.
- b. The Section is composed of teams supervised by sergeants.
 - i. Each team responds to calls in districts 1, 2, and 3.

3. Horse Mounted Unit

- a. Provides support and assistance to the Department. This includes but is not limited to high visibility patrols, public relation activities, search and rescue, crowd control, community outreach, and crime suppression tactical plans.

F. APD Academy

1. Recruiting Section

- a. The Section is responsible for recruiting qualified applicants for the positions of police officer, public safety aide, and reserve officer.
 - i. Identify, test, and select the most qualified persons to fill vacancies or added positions that become available within the Department.



ii. Persons will be selected following Department guidelines and policies, from among those who possess the necessary skills, knowledge, and abilities required to be most effective.

b. Polygraph Personnel

i. Provides an accurate and reliable investigative tool in the resolution of criminal, and other requests within the jurisdiction of the Department in determining the veracity of the person being tested.

2. Training Section

a. The Section is responsible for training, assignment, and evaluation of cadet/recruit officers, police service aides, and reserve officers while they are attending the Academy, and on "OJT".

b. Basic Training

i. Is responsible for training police cadets, lateral transfer officers, and public safety aides.

c. Advanced Training

i. Is responsible for coordinating and planning Department training needs, including Maintenance of Effort (MOE) training, Advanced Training, and Specialized Training.

d. Physical Wellness

i. Is responsible for wellness programs and physical fitness assessments of Department personnel and police applicants. Unit personnel maintain the physical fitness facility, advise, and monitor the physical fitness training for police cadets and Department personnel.

e. Firearms Range

i. Is responsible for the firearms training and qualification requirements for the Department.

Policy Development Form
Office of Policy Analysis



Name and Title: Ofc. J. Maycumber & Lt. J. Yara

Phone:

Email: jmaycumber@cabq.gov

SOP: 3-3 Special Services Bureau

Date Completed: 10/30/18

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

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

Bureau SOPs are not practical due to the fact that every time a new chain of command comes into the department, the bureaus get re-organized. This causes a need to re-write, re-organize, and re-number SOPs every time a unit gets moved to a different bureau. Several of the Bureaus have been replaced by other bureaus. These policies include descriptions of the different units within the bureau. Each of these units already have their descriptions in other policies. The organizational chart (which is often updated and posted) is the best option for showing these chains of command.

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

Describe divisions and units within each bureau.

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

N/A

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

Please submit this form to OPA@cabq.gov

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.

Updated 7/25/18

Policy Development Form
Office of Policy Analysis



research papers, etc.

N/A

Policy Development Form
Office of Policy Analysis



Name and Title: Ofc. J. Maycumber & Lt. J. Yara

Phone:

Email: jmaycumber@cabq.gov

SOP: 3-4 Professional Accountability Bureau

Date Completed: 10/30/18

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

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

Bureau SOPs are not practical due to the fact that every time a new chain of command comes into the department, the bureaus get re-organized. This causes a need to re-write, re-organize, and re-number SOPs every time a unit gets moved to a different bureau. Several of the Bureaus have been replaced by other bureaus. These policies include descriptions of the different units within the bureau. Each of these units already have their descriptions in other policies. The organizational chart (which is often updated and posted) is the best option for showing these chains of command.

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

Describe divisions and units within each bureau.

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

N/A

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

N/A

Please submit this form to OPA@cabq.gov

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.

Updated 7/25/18

Policy Development Form
Office of Policy Analysis



[Empty rectangular box for text entry]



3-4 PROFESSIONAL ACCOUNTABILITY BUREAU

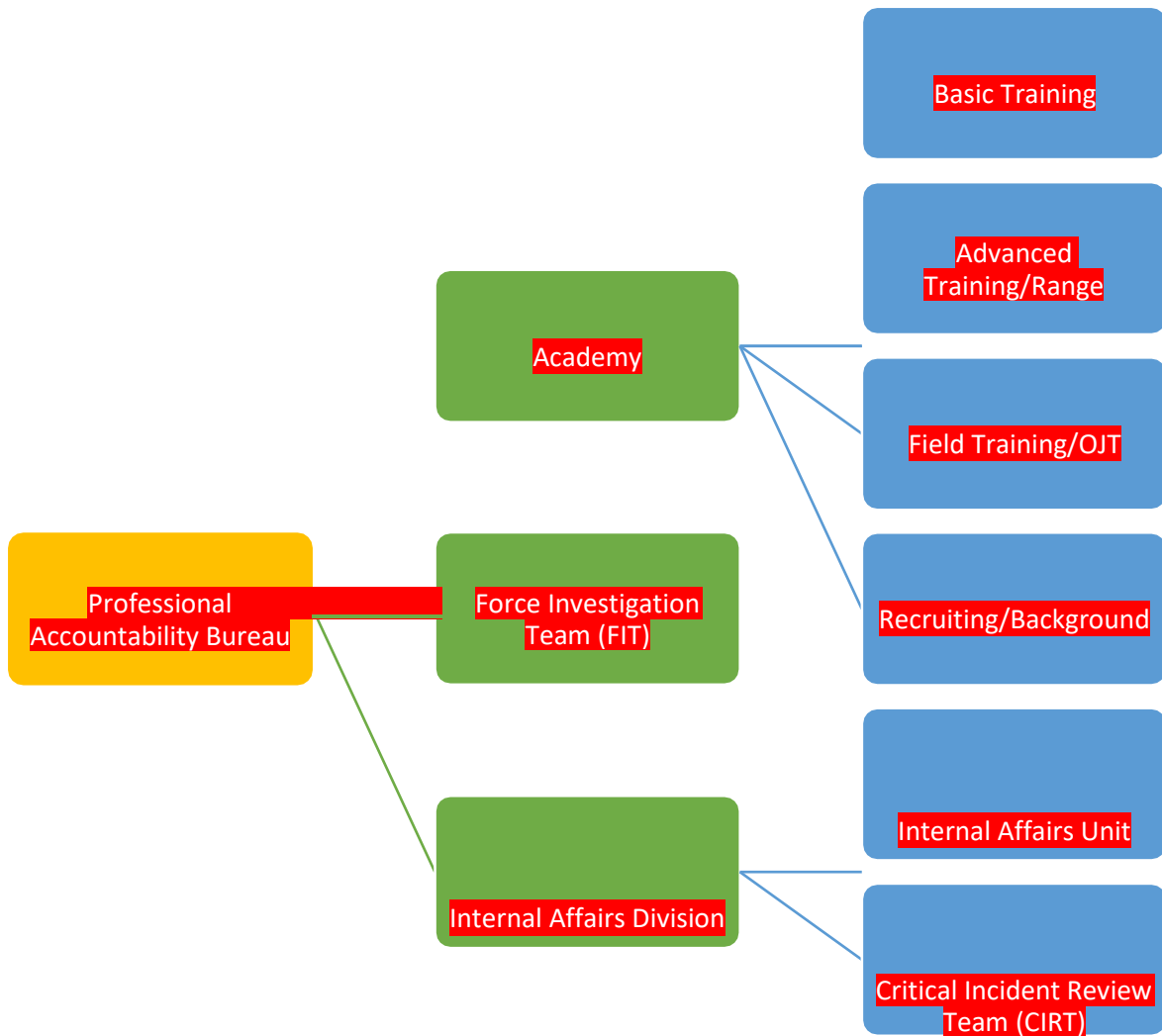
3-4-1 Purpose

This policy provides an overview of the duties and functions of the divisions and units comprising the Professional Accountability Bureau.

3-4-2 Policy

It is the policy of the Professional Accountability Bureau to provide for accountability within the Department by training, evaluating, and, when appropriate, investigating Department personnel. Personnel assigned to the Professional Accountability Bureau will use objective and comprehensive methods to ensure the delivery of professional services to the City of Albuquerque.

3-4-3 Organization





3-4-4 Procedures

Under the direction of a major, the Professional Accountability Bureau is comprised of the Academy, the Force Investigation Team (FIT), and the Internal Affairs Division.

A. Academy

The Academy is responsible for training and recruiting certain police personnel. The Academy is administered by a commander, who reports to the Professional Accountability Bureau major.

1. Recruiting Section

This section is responsible for recruiting qualified applicants for sworn and non-sworn police personnel. It will identify, test, and select the most qualified persons to fill vacancies or added positions that become available within the Department. Personnel will be selected following Department guidelines and policies, from among those who possess the necessary skills, knowledge, and abilities required to be most effective. For more information, refer to the [Recruiting SOP 6-2](#).

a. Polygraph Personnel

Provides an accurate and reliable investigative tool in the resolution of criminal, and other requests within the jurisdiction of the Department in determining the veracity of the person being tested.

2. Training Section

This section is responsible for the initial training, assignment, and evaluation of cadet/recruit officers and police service aides, and the ongoing advanced training of sworn personnel. For more information, refer to the [Training SOP 6-1](#).

a. Basic Training

Responsible for training police cadets, lateral transfer officers, and public safety aides.

b. Field Training Officers

Responsible for training new officers in various duties which they will most likely perform during their career.

c. Advanced Training



**ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS**

SOP 3-4

OPA DRAFT

Responsible for coordinating and planning Department training needs, including Maintenance of Effort (MOE) training, Advanced Training, and Specialized Training.

d. Physical Wellness

Responsible for wellness programs and physical fitness assessments of Department personnel and police applicants. Unit personnel maintain the physical fitness facility, advise, and monitor the physical fitness training for police cadets and Department personnel.

e. Firearms/Range Detail

Responsible for the firearms training and qualification requirements for the Department.

B. Force Investigation Team (FIT)

FIT provides the Department with a standardized professional, comprehensive, and neutral criminal investigative response into an underlying crime when an APD officer is involved in a serious use of force or an officer-involved shooting or when a person dies while in police custody. FIT also provides comprehensive and criminal investigations of any OIS or in-custody death in addition to any underlying crime that may be investigated. Should an investigation of an underlying crime where an officer employed a serious use of force show, based upon probable cause, that the force used by the officer involved in the incident was contrary to law, the FIT assumes case responsibility for that criminal investigation as well.

For more information, refer to the [Force Investigation Team \(FIT\) SOP 7-3](#).

C. Internal Affairs Division

This division is responsible for investigating and documenting allegations of misconduct by Department personnel. The Internal Affairs Division is administered by a commander, who reports to the Professional Accountability Bureau major.

The Internal Affairs Division is separated into the following two sections:

a. The Critical Incident Review Team (CIRT)

CIRT is responsible for administrative investigation of all serious uses of force and critical incidents as they pertain to tactics, training, policy, supervision, and performance. For more information, refer to the [Critical Incident Review Team \(CIRT\) SOP 7-2](#).

b. The Internal Affairs Section (IAS)



**ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS**

SOP 3-4

OPA DRAFT

IAS is responsible for investigating all internal complaints, the Early Intervention System, maintenance of employee discipline files, and all administrative investigation employee records. For more information, refer to the [Internal Affairs SOP 7-1](#)



3-5 ADMINISTRATIVE SUPPORT BUREAU

3-5-1 Rules

A. Records Section

1. The Department policy is to provide an efficient and reliable reporting system and to report and record significant incidents that come to the Department's attention.

2. Central Records Processing Unit

a. The Unit is responsible for receiving, processing, distributing, filing and retrieving APD and BCSO reports and is the records repository for all official APD and BCSO reports.

3. Report Review Unit

a. The Unit is responsible for the intake and initial processing of all APD and BCSO reports and is responsible for all NCIC entries for stolen property including missing persons.

4. Police/General Information Unit

a. The Unit is responsible for writing APD and BCSO reports initiated by citizens and processes requests from citizens and businesses requesting official copies of APD and BCSO reports, as well as assisting the public with general referral information.

5. Officer Services Unit

a. The Unit is responsible for researching and providing APD and BCSO reports requested by law enforcement agencies.

6. Imaging Unit

a. The Unit processes all official APD and BCSO reports for the Department's optical imaging system and processes requests from other units within the Police Department to microfilm documents that must be retained.

7. Data Entry Unit



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-5

OPA DRAFT

a. The Unit is responsible for the input and updating of all APD and BCSO reports into the automated records management system.

8. Uniform Crime Report Unit (UCR)

a. The Unit is responsible for processing crime statistics for the FBI Uniform Crime Report and other official Department crime statistics.

9. Telephone Report Unit (TRU)

a. The Unit is responsible for taking calls and writing APD reports to serve as an alternative call response that offers the availability for the public to file an APD report on an incident that does not require the presence of an officer.

10. Alarm Ordinance Unit

a. This Unit is responsible for the issuance of commercial and residential alarm permits and the maintenance of alarm permit records by the City of Albuquerque's Alarm Ordinance. This Unit is also responsible for the billing and collection of false alarm fines as stipulated in the Alarm Ordinance.

11. Court Services Section

a. The Section is responsible for reviewing felony cases for clarity and property documentation and the orderly flow of information to and from the District Attorney's Office. Prepares non-record criminal and traffic cases for prosecution in Metropolitan Court, and notifies officers concerning the schedule of their cases.

B. Fiscal Division

1. Fiscal Section

a. This Section is responsible for the efficient and effective management of the Department's financial resources by City ordinances and regulations, pertinent federal and state statutes, and regulations, and accepted financial management principles. This encompasses various responsibilities that include budget preparation and monitoring, accounting, purchasing, contract management, travel management and building maintenance coordination.

2. Property Unit



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-5

OPA DRAFT

a. This unit is responsible for the acquisition and inventory maintenance of Department property items issued to individual officer/employees, and ensuring that Department property is in a state of operational readiness. The unit is responsible for inventory maintenance of all Department fixed assets, and the disposal of obsolete property items and fixed assets by city and state statutes and regulations.

3. Chief's Time Unit

a. This Unit is responsible for the administration of the Chief's Time Program. This includes the maintenance of monthly officer sign-up and participation list, preparation of assignment work orders, monitoring of vendor account receivables, review and submittal of officer overtime slips and maintenance of officer participation and vendor usage records.

C. Planning Division

1. This division functions as the research, planning, and evaluation component of the Department. This Division is responsible for developing and administering the Department's long-range planning activities, administering the Department's CIP budget, coordinating federal and state grant applications, and monitoring the programmatic activities of grant funded programs. The Division coordinates and prepares Departmental publications, providing staff assistance and/or representation on task forces/committees and developing proposals and alternatives for management review.

2. Capital Improvement Projects

a. The Albuquerque Police Department provides a proper administration of all Capital Improvement Projects. The CIP Unit is composed of the CIP Administrator, CIP Coordinator, and the Project Manager.

3. Grant Administration

a. The Albuquerque Police Department coordinates and monitors all grant applications that apply to the Department through a Grant Coordinator. This shall include all federal, state, local, and private sector grants.

b. Grant Coordinator

c. The director of the Planning Division serves as the Grant Coordinator. The Grant Coordinator is responsible for overseeing the entire grant process and directing the activities of the grant manager. The Grant Coordinator will:



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-5

OPA DRAFT

- i. Provide preliminary approval of the grant application.
- ii. Provide assistance to the Grant Manager or other members of the Department interested in grants.
- iii. Assists in identifying potential grants that are available to the Department.
- iv. Ensure all requirements are met for the application processing and disbursement of grants.

d. Grant Manager

- i. A person responsible for the administration of a particular grant, from inception to completion. A Grant Manager will provide by the unit requesting and/or receiving grant assistance. A Grant Manager will:
 - Obtain preliminary approval if all grants from the Grant Coordinator.
 - Be responsible for the development and/or update of grant applications and/or grant specifications
 - Be responsible for following the grant application through the entire process. This shall include:
 - i. Adherence to all grant requirements
 - ii. Adherence to city requirements and regulations.
 - iii. Adherence to third party requirements and regulation, i.e., federal, state, or private organization requirements.
 - Prepare written reports to the Grant Coordinator and other authorities involved in the process and disbursement of grants prescribed by the Grant Coordinator. This will include the administration and implementation of grants received, i.e., all status reports, bookkeeping, and prescribed evaluations.
 - Be responsible for the completed grant's archiving.

D. Inspections and Audit Unit

1. This unit is responsible for conducting staff inspections and audits on all organizational components within the Department.

E. Standard Operating Procedures Liaison

1. The SOP liaison is responsible for maintaining the Department Standard Operating Procedures manuals, distributing any revision that affects such manuals, and reviewing the SOP for the purpose of purging, updating and revising the SOP. Also responsible for reviewing the SOP for changes in law, Memorandums of Understanding and Union Contracts.



F. Human Resources Division

1. The Division is responsible for all functions about Department personnel records, and payroll.

2. Personnel/Payroll Section

a. The Section is responsible for organizing, monitoring, and data entry of payroll documents to ensure timely and correct payment of Department personnel for maintaining records relating to the compensation process set forth by policies and procedures governing the City of Albuquerque and the Department; for assuring compliance with the City Merit Ordinance, Rules and Regulations, SOP, and Collective Bargaining Agreement as they apply to personnel and payroll; for developing, preparing and maintaining employment statistics; for responding to surveys and letters regarding personnel information; for processing all pertinent Department documents associated with City Risk Management issues; for monitoring all Modified Duty assignments; and for serving as a liaison with other City departments involving payroll and personnel related business.

3. EEM Coordinator

a. The manager is responsible for responding to employee complaints and/or for the referral of employees to the appropriate place for their specific complaints; for working with the Legal Department and the Employee Equity Office in coordinating interview for investigations, assisting in actual interviews and providing responses to EEOC complaints; and for preparing and maintaining Affirmative Action statistics.

Policy Development Form
Office of Policy Analysis



Name and Title: Ofc. J. Maycumber & Lt. J. Yara

Phone:

Email: jmaycumber@cabq.gov

SOP: 3-5 Administrative Support Bureau

Date Completed: 10/30/18

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

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

Bureau SOPs are not practical due to the fact that every time a new chain of command comes into the department, the bureaus get re-organized. This causes a need to re-write, re-organize, and re-number SOPs every time a unit gets moved to a different bureau. Several of the Bureaus have been replaced by other bureaus. These policies include descriptions of the different units within the bureau. Each of these units already have their descriptions in other policies. The organizational chart (which is often updated and posted) is the best option for showing these chains of command.

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

Describe divisions and units within each bureau.

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

N/A

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

N/A

Please submit this form to OPA@cabq.gov

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email jjluna@cabq.gov.

Updated 7/25/18

Policy Development Form
Office of Policy Analysis



[Empty rectangular box for form content]