



3-294-12 ISSUANCE AND USAGE OF AREA COMMAND EQUIPMENT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-48 Towing and Wrecker Services

B. Form(s)

PD 5000 Citations Log

PD X Laser Speed-Measuring Device Log

PD X Pool Car Check-Out Log

C. Other Resource(s)

N.M. Stat. Ann. § 66-7-369 Child Passenger Restraint; Enforcement

National Highway Traffic Safety Administration (NHTSA)

D. Rescinded Special Order(s)

None

3-29-1 Purpose

The purpose of this policy is to establish guide-lines for the issuance, usage, and tracking of equipment from the Albuquerque Police Department (Department) aArea cCommands.

34-2912-21 Policy

It is the policy of ~~Field Service~~the sThe Albuquerque Police Department (Department) to hold ~~Department~~ personnel accountable for the issuance and proper usage of equipment assigned to the area commands.

3-29-3 Definitions

None

3-294-12-2 Rules and ResponsibilitiesProcedures

A. Child Restraint Devices

- New Mexico law~~Although the State Law (Section 66-7-369 NMSA)~~ exempts emergency vehicles from complying with the mandates for law-on cChild rRestraint dDevices; however, as ordered by the Chief of Police, Department personnel shall ensure that persons who are less than eighteen (18) years of age are properly secured in a child passenger restraint device (CPRD) or by a safety belt, unless all



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seating positions equipped with safety belts are occupied, consistent with N.M. Stat. Ann. § 66-7-369. ~~has ordered that we will comply. Therefore, the following is applicable:~~

- ~~a. If an officer/PSA transports a child less than one year old, then the officer/PSA will properly secure the child in a rear-facing child passenger restraint device that meets federal standards, in the rear seat of a vehicle that is equipped with a rear seat. If the vehicle is not equipped with a rear seat, the child may ride in the front seat of the vehicle if the passenger-side air bag is deactivated or if the vehicle is not equipped with a deactivation switch for the passenger-side air bag.~~
- ~~b. If an officer/PSA transports a child one year of age and older, but less than five years of age, regardless of weight, or children who weigh less than forty pounds, regardless of age, then the officer/PSA will properly secure the child in a child passenger restraint device that meets federal standards.~~
- ~~c. If an officer/PSA transports a child five year of age through six years of age, regardless of weight, or children who weigh less than sixty pounds, regardless of age, then the officer/PSA will secure the child in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.~~
- ~~d. If an officer/PSA transports a child seven years of age through twelve years of age, then the officer/PSA shall properly secure the child in a child passenger restraint device or by a seatbelt.
 - ~~i. A child is properly secured in an adult seatbelt when the lap belt properly fits across the child's thigh and hips and not the abdomen.~~
 - ~~ii. The shoulder strap shall cross the center of the child's chest and not the neck, allowing the child to sit all the way back against the vehicle seat with knees bent over the seat edge.~~~~
- ~~e. Each Police Service Aide (PSA) vehicle car is equipped with two (2) child restraint devices (seats) in case a Department personnel an officer/PSA needs one. The Officer shall return it once they are through with the seat.~~

2.



~~Issue of Speed Measuring Devices~~

~~B.3. When Department personnel use a CPRD stored in a PSA vehicle or at an area command, they are shall be responsible for returning the device after use.~~

B. Laser and Speed-Measuring Devices

—Each area command is issued laser speed-measuring devices for use by area command Department -personnel. To effectively control this equipment, Area commanders for each area command shall will implement the following procedures, using the following guidelines, to effectively control this equipment. The guidelines to be followed are:

1.

~~1. Secure the laser speed-measuring device by lock and key for storage;:-~~

a.

~~2. Keys shall will be given only to those personnel designated by the area commander for the area command;:-~~

i.

~~3. Each commander shall will maintain sign-in/sign-out logs Laser Speed-Measuring Device Logs for the purpose of accountability;:-~~

b.

~~4. Equipment shall will be issued by those personnel designated by the area command (i.e., Watch Commander and, sergeant), in accordance with those procedures established within the area command; and:-~~

c.

~~5. Missing or damaged equipment devices shall will be reported to the Area Commander for that area command, as soon as practicable.~~

C. Pool Cars

1. Commander's Responsibilities

Watch Commanders shall will monitor this procedure to ensure that the Pool Car sign-out/in log Check-Out Log and inspection forms are completed, as required. The area commander shall will designate a Watch Commander to supervise the pool cars.

2. Issuance of Pool Cars

a. The pool car keys shall will be ~~kept~~ locked in the appropriate storage cabinet. ~~All~~ area supervisors shall will have keys to the cabinets in their areas. ~~When~~



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~~Department personnel~~~~an officer~~ needs a pool car, they ~~must~~shall contact an area command supervisor.

- b. ~~The~~~~Personnel~~~~officer~~ ~~must~~shall complete the Pool Car Check-Out Log and both Pool Car Sign-Out log and Inspection Form ~~before the vehicle is issued.~~
- ~~Department personnel~~~~The officer~~ and a supervisor ~~sh~~will sign ~~this form~~the log.
- c. ~~A~~No supervisor ~~sh~~will ~~not~~ sign ~~the~~is logform until the car is signed back in or if the logit ~~is~~has not completely been filled out, ~~appropriately~~
- ~~b.~~ ~~It~~is ~~will~~ not be completed until the car is signed back in.

3. Check-~~ing~~ in of Pool Car

- a. When checking in a pool car, ~~Department personnel~~~~the officer~~ ~~shall~~must contact a supervisor and both of them ~~must~~shall sign the Pool Car Check-Out Log Car Sign-Out and In Inspection Form. ~~No~~ supervisor ~~sh~~will sign this form until it is completely filled out.
- b. The completed form ~~sh~~will then be filed and kept atby the area command for three (3) years.
- c. The pool car~~vehicle~~ ~~sh~~will be parked in the designated area, as determined by the area commander.

~~6-~~

6-7

4. Pool Car Maintenance

- a. If a pool car needs minor repairs, ~~personnel~~ ~~the officer~~ ~~shall~~ould note it on the Pool Car Check-out Log and let their direct supervisor know. ~~leave a note directed to the appropriate commander and they will have the vehicle repaired.~~
- b. If major problems develop with a pool car, ~~personnel~~ ~~the officer~~ ~~shall~~ould leave the vehicle at the City of Albuquerque's Fleet Management (Pino Yards) and note it on the Pool Car Check-Out Log. ~~If the vehicle must be towed, the on-call City wrecker services shall~~will be utilized, ~~c-~~Consistent with SOP Towing and Wrecker Services.

N/A

5. Issuance of Pool Cars for Extended Periods

- a. Department personnelOfficers are permitted by their commander ~~must have the permission of their~~ respective commanders~~supervisor~~ to take home a pool car home.
- b. If the need arises, a supervisor has the authority to re-call a pool car at any time.

D. Issuance of Citation Books

- 1. The Watch Commanders and ~~s~~Sergeants ~~have responsibility~~shall be responsible for the issuing and logging of citation books.
- 2. All issued books ~~sh~~will be logged at the time of delivery.



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3. Citations ~~shall~~will be stored in a secured area, accessible only to commanders,~~the~~
~~Area and~~ Watch Commanders, and S~~S~~ergeants or their designees.

3.

~~E. Emergency Equipment~~

~~1. Patrol officers and supervisors shall carry the following Department issued items in their patrol cars in order to handle emergencies and preliminary investigations effectively:~~

- ~~a. First Aid Kit~~
- ~~b. Fire Extinguisher~~
- ~~c. Flares~~
- ~~d. Protective (gas) mask, if issued~~