



### **3-50 FORMS CONTROL**

#### **Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

[2-65 Language Access Procedure](#)

B. Form(s)

None

C. Other Resource(s)

Albuquerque Police Department Document Management System

D. Rescinded Special Order(s)

None

#### **3-50-1 Purpose**

The purpose of this policy is to establish requirements for the publication and maintenance of Albuquerque Police Department (Department) forms in the Department's document management system.

#### **3-50-2 Policy**

It is the policy of the Department to use standardized, Department-Approved Forms for use by Department personnel to establish consistency. To achieve centralized control over Department-Approved Forms, the Standard Operating Procedure (SOP) Liaison will have the authority to maintain, control, and publish Department-Approved Forms and the responsibility to obtain approval from the Policy and Procedures Review Board (PPRB) for forms used by Department personnel.

**N/A**

#### **3-50-3 Definitions**

A. Department-Approved Form

An official document, tangible or electronic, that is utilized by Department personnel in recording information that will be referred to, copied, presented, and/or used by more than one Department division, section, or unit. Department-approved forms are forms that are approved by the PPRB, and may be referred to in Standard Operating Procedures and/or Department orders.

B. Standard Operating Procedure (SOP) Liaison



A full-time, civilian employee assigned to the Policy and Procedure Unit who is responsible for facilitating the policy development process and other duties and whose responsibilities are related to the review, development, and implementation of the Department's SOPs.

**3-50-4 Rules**

**7** A. Approval, Publication, and Maintenance of Department-Approved Forms

1. Department personnel shall:
  - a. Obtain the PPRB's approval of a new form or a revised Department-Approved Form;
  - b. Provide the SOP Liaison justification for the new form or revised Department-Approved Form, including a general statement about the purpose of the form;
  - c. Submit their new form or revised Department-Approved Form to the SOP Liaison to seek the PPRB's review and approval of the form via email at opa@cabq.gov; and
  - d. Submit obsolete Department-Approved Forms to the SOP Liaison to seek the PPRB's review and approval to remove the form.
2. The SOP Liaison shall email the new form or revised Department-Approved Form to the PPRB for their review and approval.
3. The PPRB shall review and approve the new form, or revised or obsolete Department-Approved Form emailed to them by the SOP Liaison within one (1) week of receiving the form. The PPRB shall vote on the form using the voting buttons applied to the email. The PPRB may solicit additional information from the form owner.
  - a. For an email vote to be valid, at least five (5) voting members must participate in the voting process; and
  - b. In lieu of the email vote, the PPRB Chair may request a review and vote for approval or denial of the new form or revised Department-Approved Form, or deletion of an obsolete Department-Approved Form during a PPRB meeting.
4. After the PPRB approves the new form or revised Department-Approved Form, or the deletion of an obsolete Department-Approved Form, the SOP Liaison shall:
  - a. For a new form, assign a PD number to the Department-Approved Form;
  - b. Publish the Department-Approved Form in the Department's document management system;
  - c. Archive the obsolete Department-Approved Form in the Department's document management system; and
  - d. Keep the approved original Department-Approved Form and updated Department-Approved Form on file.



5. Department personnel shall not produce or reproduce any form that has not been approved by the PPRB.

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B. Translation and Publication of Vital Documents

1. Consistent with SOP Language Access Procedure, a Vital Document is defined as a Department-Approved Form that provides important information about individual rights or Department services (e.g., waiver of rights or the Albuquerque Police Department Civilian Complaint or Commendation Form). The Language Access Coordinator (LAC) shall:
  - a. Translate the Vital Documents, consistent with SOP Language Access Procedure;
  - b. Provide the SOP Liaison justification for the Vital Document, including a general statement about the purpose of the document; and
  - c. Submit the Vital Document to the SOP Liaison to seek the PPRB's review and approval of the document.
2. The SOP Liaison shall email the new or revised Vital Document to the PPRB for their review and approval.
3. The PPRB shall review and approve the Vital Document emailed to them by the SOP Liaison within one (1) week of receiving the Department-Approved Form. The PPRB shall vote on the Vital Document using the voting buttons applied to the email. The PPRB may solicit additional information from the LAC.
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  - c. Keep the original approved Vital Document and updated Vital Document on file.

C. Forms from Outside Agencies

1. Forms from outside agencies that are used by Department personnel are excluded from the provisions of this SOP. Some examples of these forms include, but are not limited to:
  - a. State of New Mexico Uniform Crash Report;
  - b. State of New Mexico Uniform Crash Report Supplemental Narrative;
  - c. State of New Mexico Uniform Incident Report; and
  - d. State of New Mexico Uniform Traffic Citation.



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