



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-9

Effective: 7/6/17 Review Due: 7/6/18 Replaces: XX/XX/XX

4-9 AVIATION DIVISION

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4-9-1 Purpose

The Aviation Division is a specialized division within the Albuquerque Police Department, Field Services Bureau East and is responsible for providing protection and service to all persons and property within the Albuquerque International Sunport and designated surrounding areas.

4-9-2 Policy

It is the policy of the Aviation Division to provide assistance with and direction to the needs of the public and airport tenants through responsive and courteous interaction as directed by the Airport Security Program (ASP) and Security Directives (SD). The Aviation Police Unit ensures the safe and orderly movement of traffic through effective direction and enforcement and responds to calls for service within the Albuquerque International Sunport and designated surrounding areas.

4-9-3 Airport Security Program (ASP) / Sensitive Security Information (SSI)

Some operational information is not provided in this policy due to Sensitive Security Information (SSI) and cannot be released without prior authorization in accordance with Code Federal Regulation (CFR) 49 Part 1520. If authorization is granted, the appropriate "Need to Know" information will be provided in order to perform daily assigned duties.

The members of the Aviation Police Unit shall protect the Airport Security Program (ASP), Sensitive Security Information (SSI) and/or classified information in order to prevent the unauthorized release of protected information. Protected information shall not be disseminated in any form to include, but not limited to written, verbal or electronic means.



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All Aviation Division operations, to include daily activities, are contained in the Aviation Operational Manual (AOM). The Aviation Operational Manual contains Sensitive Security Information (SSI) which is not for public release.

Due to government regulations and laws, the information designated as Sensitive Security Information, is not subject to transparency and public disclosure under the New Mexico Inspection of Public Records Act (IPRA).

4-9-4 Definitions

A. 49 Code of Federal Regulations (C.F.R.) Part 1520

Governs the maintenance, safeguarding, and disclosure of records and information the TSA has determined to be Sensitive Security Information (SSI).

B. 49 Code of Federal Regulations (C.F.R) Part 1542

Requires that Law Enforcement personnel are available and committed to respond to an incident in support of a civil aviation security program when requested by an aircraft operator or foreign air carrier that has a security program.

C. 49 United States Code 114(s)

A National Strategy for Transportation Security and transportation model security plans addressing security risks, including threats, vulnerabilities, and consequences, for aviation, railroad, ferry, highway, maritime, pipeline public transportation, over-the-road bus, and other transportation infrastructure assets.

D. Aircraft Movement Areas

Runways, taxiways, and safety areas used for taxiing, takeoff, and landing of aircraft under control of the Federal Aviation Administration.

E. Aircraft Operation Area (AOA)

All areas of the Airport, located inside the Airport Security Perimeter. It includes Aircraft Movement Areas, aircraft aprons, cargo ramps, public aircraft parking positions, passenger terminal gates, leased areas, and ground vehicle roadways.

F. Airport Security Program (ASP)

A security program approved by TSA under 9 Code of Federal Regulations (C.F.R.) Part 1542.101



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G. Aviation Operation Manual (AOM)

Detailed manual containing daily duties and operational responsibilities for the Unit. The directives and instructions in this manual serve as the operational guidelines for day-to-day activities. The information contained in the AOM is Sensitive Security Information (SSI) and restricted from public disclosure.

H. Security Identification Display Area (SIDA)

A portion of an airport, specified in the airport security program, in which security measures specified in this part are carried out. This area includes the secured area and may include other areas of the airport.

I. Transportation Security Administration (TSA)

An agency of the U.S. Department of Homeland Security that has authority over the security of the traveling public in the United States.

J. Transportation Operating System

Transportation operating systems under the jurisdiction of the Participant to include, but not limited to the Airport, Rail, Bus System or infrastructures determined by TSA.

K. Sensitive Security Information (SSI)

Information obtained or developed in the conduct of security activities, including research and development; the disclosure of which TSA has determined Classified Information and cannot be released without written permission of the Administrator of the TSA.

L. Security Directives (SD)

Directives issued by TSA in the form of an Information Circular to notify airport operators of security concerns. When TSA determines that additional security measures are necessary to respond to a threat assessment or to a specific threat against civil aviation, TSA issues a Security Directive that sets forth mandatory measures.

M. Explosives Detection Canine Team (EDCT)

1. Is a handler and:
2. A K-9 that is owned and regulated by the Transportation Security Administration, trained in the detection of explosives.



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N. Deployment

Any circumstance in which an EDCT is utilized to conduct a systematic search for the presence of explosives.

O. Unattended Item

Any item (luggage, vehicle, electronic device, etc.) that is not **normally** present in the environment and is not attended by the owner or responsible party.

P. Suspicious Item

Any item (luggage, vehicle, electronic device, etc.) which, when looking at the totality of the circumstances, *does not belong* in the environment. These items exhibit indicators that is not normally present with similar items.

Q. Statement of Joint Obligations (SOJO)

The Document that defines the responsibilities and conditions agreed to by the Department for participation in the Transportation Security Administration (TSA) National Explosives Detection Canine Team Program (NEDCTP)

R. Other Transaction Agreement (OTA)

An agreement between the Department and TSA to cooperate in good faith and perform their respective obligations in executing the purpose of this agreement.

S. Canine Explosive Training Aid (CETA)

Aids or devices used in training a K-9 for the detection of explosive components that increase the effectiveness of training.

T. Explosive Trace Detection (ETD) or Explosive Detection System (EDS)

An alarm or alert with an indication of explosives, hazardous devices/materials, material or substances utilizing X-ray, swabs, CAT scan, whole body imaging devices, spectrometry, neutron activation, or other technology.



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4-9-5 Chain of Command

- A. All personnel will follow the Chain of Command, starting at the lowest level, when passing on information or discussing issues concerning the Aviation Division.
- B. All correspondence and contact with outside agencies or personnel on problems and/or situations concerning the Aviation Division will be approved by the Chain of Command, including any discussions on Transportation Security Administration (TSA) Security Directives or procedures. The following exceptions do not require approval:
 - 1. Situations needed to coordinate functions or issues associated with ordinary official police duties and day to day functions.
- C. Situations or problems arising concerning TSA operations or personnel will be addressed through the Chain of Command and not directly to TSA personnel or management.

4-9-6 Area of Responsibilities

- A. Geographical Areas consist of the following:
 - 1. Area of responsibility within the Aircraft Operations Area (AOA).
 - a. Albuquerque International Sunport Terminal
 - b. Secure Identification Display Areas (SIDA)
 - 1. Commercial
 - 2. General Aviation
 - c. Southwest Provisions Building
 - d. Baggage Tunnel
 - e. Access Doors
 - f. General Aviation
 - g. Airfield Maintenance Facilities
 - 2. Area of responsibility outside of the Aircraft Operations Area (AOA).
 - a. Rental car facilities (3400 University Blvd SE)
 - b. 2910 Yale Blvd. SE
 - c. Sunport Blvd SE
 - d. Sunport Loop SE
 - e. Sunport parking lots and parking garage
 - f. Girard Blvd. SE north to Miles Rd. SE
 - g. Area south of Sunport Blvd SE to Rio Bravo Blvd. SE and East of University Blvd



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- h. Emergency responses outside of the airport property will be at the direction of the on-duty supervisor.

B. Commander

1. Reports directly to Field Services Bureau East Major.
2. Responsible for the overall efficiency of the Aviation Division.
3. Distributes the Aviation Division monthly report.
4. Collaborates with Airport Director, TSA Director and other federal agencies for the safety and security of the airport.
5. Participates in the development and administration of the Aviation Division annual budget.
6. Approval of all Aviation Division purchases.

C. Lieutenant

1. Reports directly to the Aviation Division Commander.
 - a. The Lieutenant shall monitor and control the daily assignments and duties of all sergeants and officers assigned to them.
 - b. The Lieutenant shall coordinate the day-to-day security and law enforcement operations of the Albuquerque International Sunport.
 - c. Complete assigned duties as outlined in the Aviation Division Operational Manual, ASP and Security Directives.
 - d. Other duties and assignments as directed by the Aviation Division Commander.
 - e. Will follow and complete all directives and procedures within the Aviation Division Operational Manual, ASP, Security Directives and any mandates.

D. Sergeants

1. Reports directly to the Aviation Lieutenants.
 - a. Sergeants are responsible for those duties outlined in the Division, Bureau and Department SOP's.



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- b. Sergeants shall supervise the daily activities of their personnel and their responsibilities to include calls for service, traffic/parking enforcement and critical incidents or emergencies.
- c. The on-duty shift sergeants will ensure distribution of the line-up to the Aviation Communications Center at the start of their shift. Line-ups will be kept on file for 3 years.
- d. Sergeants will ensure that all assigned personnel are conducting themselves within accordance to all directives and policies of the Albuquerque Police Department SOPs, ASP and the Security Directives.
- e. Complete assigned duties as outlined in the Aviation Division Operational Manual, ASP and Security Directives.
- f. Ensure proper staffing levels are met as outlined in the ASP or as needed to ensure the safety and security at the airport.
- g. The on-duty shift sergeants will prepare the daily line-up and complete the Police Activities Log to include significant information.
- h. All significant events involving the security of the airport will be logged and reported to a lieutenant and the TSA.
- i. Will follow and complete all directives and procedures within the Aviation Division Operational Manual, ASP, Security Directives and any mandates.
- j. Sergeants will coordinate appropriate levels of response and request adequate additional resources for all critical incidents within the area of responsibilities of the Albuquerque International Sunport.

E. Aviation Division Officer

1. Duties

- a. Officers shall promptly obey and support all directives and policies established by the Chief of Police, ASP, Security Directives and Aviation Operational Manual.
- b. Provide a deterrence to criminal activity as mandated in 49 C.F.R Part 1542.
- c. Will not leave their assignment unless relieved or authorized by a sergeant.



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- d. Respond to requests or calls for service by the TSA to assist in enforcement of federal regulations or requirements.
- e. Take appropriate action if a violation of the law occurs.
- f. Assist in preventing prohibited item(s) from entering the AOA or SIDA. In cases of prohibited items that are located, officers will notify their chain of command immediately and will file charges as appropriate.
- g. Provide overall security to all persons and property, and respond to calls for service within the Albuquerque International Sunport and designated surrounding areas.
- h. Will follow and complete all directives and procedures within the Aviation Division Operational Manual, ASP, Security Directives and any mandates.

4-9-7 Officer Assignments

- A. Each officer assigned to the Aviation Division is issued an Aviation Operations Manual (AOM) which provides an outline of procedures to follow while working at the Albuquerque International Sunport. This manual cannot address every potential situation; instead this manual is used as a general guide. Officers assigned to the Aviation Division are required to follow the policies and procedures contained in this manual. Information in this manual is considered SSI and cannot be released without written permission of the Administrator of the TSA.
- B. Officer's Assignments are determined by the ASP and SD.
 - 1. Officers will be assigned to an area in accordance with the ASP and SD by a duty sergeant. Duty assignments are:
 - a. Checkpoint
 - b. Ticket Counters/arrivals
 - c. Baggage Claim/departures
 - d. Concourse A and B
 - e. AOA / SIDA
 - f. Exterior
 - g. Traffic
 - h. Parking Structure
 - i. Car rental facility



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4-9-8 Aviation Division Canine Unit

4-9-9 Policy

It is the Departmental policy that Explosives Detection Canine Teams (EDCT) at the airport deter and detect the introduction of explosives into the Albuquerque International Sunport and the air carriers it serves. Bomb threats and terrorism disrupt air travel and pose an immediate threat to the safety of the traveling public; therefore, it is the mission of the EDCT to identify and assist in these situations quickly and professionally.

4-9-10 Rules and Procedures

- A. The EDCT Supervisor and the handlers will insure that all provisions and responsibilities are met under the TSA SOJO. This includes, but is not limited to, Canine Explosive Training Aid (CETA) handling, K-9 care, training, documentation, and the proficient and safe operation of the EDCT.
1. EDCT will be utilized, at a minimum, eighty percent (80%) of their on-duty time within the Transportation Operating System (TOS).
 2. On-call EDCT will respond to any deployment related to threats or suspicious incidents that are deemed viable by an on-duty supervisor at the designated TOS(s).
 3. EDCT will conduct K-9 activities in the view of the public, providing a visible deterrent to terrorist threats and other criminal activity.
 4. Proficiency training will be ongoing, and conducted regularly, in accordance with the TSA SOJO.

4-9-11 Utilization and Call Outs

- A. Unattended items - Dispatched by the communication center or requested by Officers:

If EDCT is requested, they will search the immediate area and item in question. If the K-9 makes an alert or gives an indication of explosives and/or hazardous devices/materials a supervisor will be contacted and will determine if an evacuation of the area is needed and if additional resources are needed. If the K-9 does not make an alert or give an indication of explosives or hazardous devices/materials the handler will advise the officer/supervisor. The officer/supervisor will determine whether additional resources are needed. EDCT will only advise the officer/supervisor on the K-9 response.



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B. An EDCT shall be dispatched and respond to unattended items when a team is on duty and available. When an EDCT is not on duty, a supervisor must give approval for EDCT to be called out.

C. TSA Alarm Resolution:

If an officer is dispatched to an alarm resolution, that officer must initiate the investigation. The officer will contact a supervisor who will determine if EOD is needed and an evacuation is warranted. EDCT are not used to double check TSA alarms or equipment. The supervisor and the K-9 handler will determine the need for additional searches and resources.

D. An EDCT will respond to all credible bomb threat calls at the Albuquerque International Sunport.

1. The EDCT will report to the on-scene Incident Commander;
2. A cover officer may be utilized at the request of the EDCT.

E. EDCT is prohibited from having their K-9 present during demonstrations, protest, riots or rallies unless exigent circumstances exist. EDCT handlers may be used to assist, but only after their K-9 is secured and out of public view.

F. Evacuations:

1. Incident commander will ensure the airport evacuation plan is followed and determine if and what type of search is warranted during an evacuation:
 - a. Physical search: Employees are used to check their areas and a K-9 team will be called if unidentified, and or suspicious items are located.
 - b. K-9 search: The entire area is evacuated and only K-9 teams, officers and essential personnel will be allowed in the area. An independent physical search must be completed by officers to rule out any prohibited items that may have been placed in the sterile area. If EDCT are not present at the airport, officers will not wait for K-9 to start an initial search for suspicious/unattended items.



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- G. When the decision has been made by a supervisor to use an EDCT to conduct a search for an explosive device, the handler at the scene is to assume control of the search, using methods consistent with the training received by the handler. Upon completion of the search, the handler will notify the supervisor of the search results. EDCT will only advise the officer/supervisor on the K-9 response.
- H. The supervisor should rely on the experience and expertise of the handler as far as the actual search operation is concerned. The supervisor will then use the information provided by the EDCT, in conjunction with other pertinent information and guidelines, to determine the next course of action.
- I. If an explosive device has detonated, officers shall abide by Bomb threats [SOP 2-25-2](#). An EDCT shall conduct a search for a secondary device and any component of the primary device that may have failed to detonate at the direction of EOD personnel. An EDCT cannot render the incident "clear" or "safe;" Under the direction of the Bomb Squad supervisor, Explosive Detection K9s may be requested to assist in the search. After a complete and thorough search of the area, the Bomb Squad supervisor will decide if the area is deemed safe to reopen. The Bomb Squad will not say the scene is "clear", only that no further explosives have been located. The responsible party of the property will be encouraged to report any suspicious items that may be located.
- J. An EDCT will respond to approved requests for assistance from police agencies, as well as other public service entities, private industry, or citizens which demonstrate a need for this expertise. The EDCT Supervisor must approve all requests, for both operational and non-operational hours. Under no circumstance will the obligations to the Albuquerque International Sunport be compromised.
- K. The EDCT supervisor will make sure an EDCT is on-call during all non-operational hours.
- L. The on-call schedule will run for seven consecutive days (24 hours). K-9 handlers will receive 8 hours of straight compensatory time for every week (7 days) they are on call.
- M. Handlers will be responsible for documenting all training, call-outs and utilizations on the TSA Canine Website, in accordance with the SOJO.

4-9-12 Handlers Duties and Responsibilities

- A. Report all incidents involving EDC (bites, loss, injury, illness, etc.), in accordance with and outlined by the SOJO, to the K-9 Supervisor and Federal Canine Coordinator immediately.



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- B. Handlers will update all required training logs and records that are to be reported to the TSA canine website, outlined by the SOJO.
- C. Each handler is directly responsible for the care of his or her assigned K-9.
- D. Handlers will read and be familiar with the TSA National Explosive Detection Canine Team Program (NEDCTP) and Other Transaction Agreement (OTA) between the TSA and the Albuquerque International Sunport.
- E. Handlers will be responsible for maintaining the cleanliness of airport kennel facilities utilized by their K-9.
- F. Handlers will avoid leaving their K-9 confined in a vehicle or airport kennel for extended periods of time.
- G. Handlers will not allow any person to tease or agitate their K-9. Handlers will not allow any unauthorized person to pet their K-9. Only those persons authorized by the handler or EDCT Supervisor may care for the K-9.
- H. When in the presence of the public, the K-9 will remain on leash unless:
 - a. Practicing off-leash obedience
 - b. Conducting off-leash explosives detection

4-9-13 Maintenance of the EDC (Explosive Detection Canine)

- A. K-9 Handlers will receive one (1) hour of regular time per day for each day worked, for upkeep of the K-9 and associated equipment. This time is applied to every working shift, training day or leave day (vacation, comp, sick, etc.).

4-9-14 Care of K-9

- A. Feeding - The K-9 will be fed daily, or as instructed by the veterinarian, using food provided by the department. Fresh water must always be available for the K-9. At no time will water or food be withheld from the K-9 as a form of punishment. The handler will dispense vitamins and medication as prescribed by the veterinarian.



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- B. Grooming - The K-9 must be groomed to insure proper hygiene and healthy appearance. K-9s will not be bathed unless approved by the veterinarian. Grooming will be done daily while on duty.
- C. Sanitation - The handler will clean their yard and kennel on a regular basis of all droppings. The handler will clean up all droppings on airport property. Precautions will be taken to prevent K-9s from relieving themselves in buildings or other public areas. K-9s will not be allowed to drink from public fountains, pools, or stagnant puddles.
- D. K-9s are not to be taken into any eating area unless required to do so in the performance of their duties.
- E. First Aid - In the event of a medical emergency, the K-9 will be taken to the nearest emergency veterinary clinic. The Kirtland AFB Veterinary Treatment Facility will provide regular and routine care of the K-9s as mandated by TSA.
 - 1. In the event the K-9 is hospitalized or out of commission for an extended period of time, the handler will continue to assist the other handlers with training and reporting needs. The EDT Supervisor may reassign the handler while their K-9 is out of commission.

4-9-15 K-9 Bites

- A. If a K-9 accidentally bites or injures a person, the handler will notify the on-duty supervisor and follow the following procedures whether actual or alleged:
 - 1. Secure the K-9 in a safe area away from the injured person.
 - 2. Administer first aid.
 - 3. Notify the on-duty supervisor and area Field Canine Coordinator (FCC).
 - 4. The K-9 supervisor and area FCC will determine if any further action with the K-9 needs to take place.
 - 5. Request a patrol officer to investigate the incident.
 - 6. Photographs shall be taken in conformity with departmental regulations. Photographs shall be taken of any persons injured, or claiming to be injured.
 - 7. Submit a written report explaining in detail the circumstances surrounding the incident, before end of shift.



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8. If the injury or incident involves another animal, the handler should attempt to locate the other animal and notify Animal Control to have the animal captured.
9. If an incident should occur off duty, the handler will follow the same procedure of notifying the supervisor and administering first aid.
10. The K-9 Sergeant will ensure Risk Management is notified and/or sent a copy of the completed report.

4-9-16 SAFEKEEPING/TRANSPORTATION OF EXPLOSIVES

- A. The handling and safekeeping of TSA CETA will be in accordance with the Federal guidelines established in the OTA and SOJO. At a minimum, the following security procedures for all explosives training aids must be implemented/documentated:
1. Store all explosives under lock and key;
 2. Maintain a key and lock control system; appoint a custodian of the system (in writing)
 3. Institute a key and lock register;
 4. Maintain a list of personnel authorized to use/issue keys;
 5. Secure keys in a locked container when not in use;
 6. Aviation K-9 team members will not transfer explosive access keys to any unauthorized personnel;
 7. Utilize high security padlocks/hasps;
 8. Inventory keys and locks at least annually;
 9. Visually check storage site access doors daily (manning permitted);
 10. Physically check storage site access doors at least weekly;
 11. Ensure transportation of explosives training aids conform to all Federal, state, local and TSA requirements;
 12. No explosives will ever be carried in the cab of the vehicle unless authorized by their chain of command.

Nothing in this SOP shall supersede the TSA requirements for participation in the National Explosive Detection Canine Team Program at the Albuquerque International Sunport.

4-9-17 Uniforms

- A. Officers will comply with Procedural Orders 2-1 SOP regarding uniforms. In addition to the regular APD patch, Officers assigned to the Aviation Division are authorized to wear the "Aviation Division" patch. The patch will be worn in accordance with APD uniform SOP 2-1.



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- B. K-9 Officers will comply with the Procedural Orders 2-1 SOP regarding uniforms. K-9 officers are authorized to wear black polo style shirts with tan, tactical/BDU style pants, 5.11 brand or equivalent. In addition to the regular APD patch, K-9 Officers assigned to the Aviation Canine Unit are authorized to wear the "Aviation K-9 Unit" patch. The patch will be worn in accordance with the APD uniform SOP 2-1.

4-9-18 Vehicles

- A. Vehicles are assigned to Officers each shift and will be inspected by the On-Duty Sergeant by the end of each shift. Vehicles will be inspected for, but not limited to, damage, cleanliness and equipment. Vehicles will be returned at the completion of each shift.
- B. Canine handlers will have a vehicle assigned to them for the safe transportation of canines to and from the handler/canine's residence and duty assignments. Use of the vehicle is permitted for transportation to court, training, special assignments, or other Departmental approved activities. All vehicles will be operated in accordance with Departmental Policy and Procedures.
- C. Canine Handlers will make sure their vehicle is always properly secured, with an operational temperature control monitoring system.

4-9-19 Schedule

- A. All personnel will participate in a bi-annual bid in the first quarter and third quarter of the year, or as stipulated in the union contract.
- B. All personnel will bid for shift, and days off, as stipulated in the union contract and department policies.
- C. Approved leave will be given as stipulated in the union contract and department policies.

4-9-20 Security and Airport issued SIDA Identification

- A. Sworn personnel shall not circumvent any TSA Security directives absent exigent circumstances.



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- B. Sworn personnel shall swipe their Airport Badge through a card reader prior to entering the Sterile Area of the terminal building or SIDA.
 - 1. A "Code 3 Emergency" is the only exception to this rule.
 - 2. Aviation Division employees must qualify for and maintain current Airport issued SIDA Identification. Failure to do so will result in removal from the unit.
 - 3. Officers will visually display their Airport issued SIDA identification on their persons at all times while on duty.
- C. Aviation Personnel with a valid Albuquerque International Sunport SIDA Identification may escort non-badged individuals.

4-9-21 Air Control Tower Procedures

A. Aircraft Movement Areas

- 1. Officers will not enter Aircraft Movement Areas unless escorted by the Airport Operations Officer or with their approval.
- 2. Only in extreme exigent circumstances of imminent danger can an officer enter the Aircraft Movement Area without prior approval. Prior to doing so the officer shall use all precautions, consider any incoming and outgoing Aircraft Traffic and the location of the threat or endangered person. Dispatch and Airport Operations Officer shall be notified at the first possible time.