



ALBUQUERQUE POLICE DEPARTMENT  
INVESTIGATIVE BUREAU

SOP 5-3

Effective: 07/28/16 Expires: 01/24/17 Replaces: 06/09/16

**5-3 CRIMINAL INVESTIGATIONS DIVISION**

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**5-3-1 Purpose**

It is the purpose of this policy to provide operational and managerial guidance for CID and its personnel.



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### **5-3-2 Policy**

The Criminal Investigation Division (CID) is the Department's investigative arm. This division through its specialized units discussed below, has the primary responsibility of investigating and solving criminal cases. CID performs its functions through a careful and professional process that includes examining the crime scene; identifying and preserving physical evidence; interviewing the victim of the crime; identifying and questioning witnesses and developing leads; analyzing evidence; identifying and apprehending suspects; securing appropriate search and seizure warrants, criminal complaints and arrest warrants as may be necessary, and tendering the completed case to the appropriate prosecuting official. Thereafter, CID assists the prosecutor in the presentation of the case to either the grand jury or petit jury by providing relevant testimony.

CID also supports the Department by providing Violent Crime investigations and Juvenile investigations as set out below. CID conducts professional, thorough and complete investigations, and participates in community and educational programs, designed to create public awareness and promote public safety.



### 5-3-3 Definitions

#### A. Call-Out

Depending on unit assignment, a detective is responsible for answering calls from APD personnel and when call-out criteria are met this individual responds to the call out.

#### B. CID Violent Crimes call-out team

This team includes the on-call Violent Crimes supervisor and the on-call Violent Crimes detectives. The on-call rotation is created by unit supervisors and retained at the unit and division levels, as well as Communications Control.

#### C. Full Violent Crimes call-out

This call out is for homicide investigations, unexplained/suspicious deaths, questionable suicides, or cases involving battery that could result in death. Crime Scene Specialist (CSS) supervisors make the determination for the call out in accordance with the [Crime Scene Specialists SOP](#). If the call-out criteria are met, a Full Violent Crimes call-out is initiated and the full Violent Crimes call-out team shall be notified by Communications Control.

#### D. Full Violent Crimes call-out supervisor

This is the on-call Violent Crimes Sergeant or Lieutenant who responds to all full Violent Crimes call-outs.

#### E. High Profile Case

A crime that due to the nature of the act, the identity of the victim or suspect, or the extreme seriousness of the conduct, can reasonably be expected to be of significant interest in the media and to the community, the decision whether to characterize an incident as a high profile case will rest with the on-call supervisor.

#### F. Investigative Response Team (IRT)

A specially trained investigative unit that quickly responds to all serious use of force situations including officer-involved shootings.

#### G. Major Crime Scene Team (MCST)

A group of specially trained investigators who respond to major crime case scenes to secure, preserve and protect the site, collect and maintain evidence, document and photograph the scene and commence the preliminary stages of the investigation.



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H. On-Body Recording Device (OBRD)

On-body recording devices are intended to be used in citizen/police encounters for providing an audio and video record of the encounter. Their use is mandatory in accordance with the [On-Body Recording Devices SOP](#).

I. On-Call Status

Based on a detective's job assignment, he/she may be placed in an on-call capacity, as defined by the collective bargaining agreement. On-call status requires personnel be available to assume responsibility of the officer's assignment to call-outs within one hour of the call. On-call rotations will be in one-week increments and scheduled by unit supervisors.

J. Sexual Assault Nurse Examiners (SANE)

These are specially trained nurses specializing in assisting victims of sexual offenses. They provide examinations, collect and preserve forensic evidence and clothing.

K. Serious Physical Injury

A physical injury that creates a substantial risk of death or that causes death or serious and protracted disfigurement, or impairment of the function of any bodily organ or limb.

L. Solvability Factors

These are factors including but not limited to available physical and/or scientific evidence, possible suspect name, license plate, phone numbers, quality video surveillance, and investigative leads.



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**5-3-4 Field Services Bureau Response to Violent Crimes**

When responding to Violent Crimes calls for service, Field Services Bureau (FSB) responding officers, supervisors and Crime Scene Specialist (CSS) will follow:

- A. The [Investigation of Violent Crimes SOP](#);
- B. The [Preliminary and Follow-up Criminal Investigations SOP](#); and
- C. The [Use of On-Body Recording Devices/Management of Recordings SOP](#).



**5-3-5 Organization**

A. Violent Crimes Section

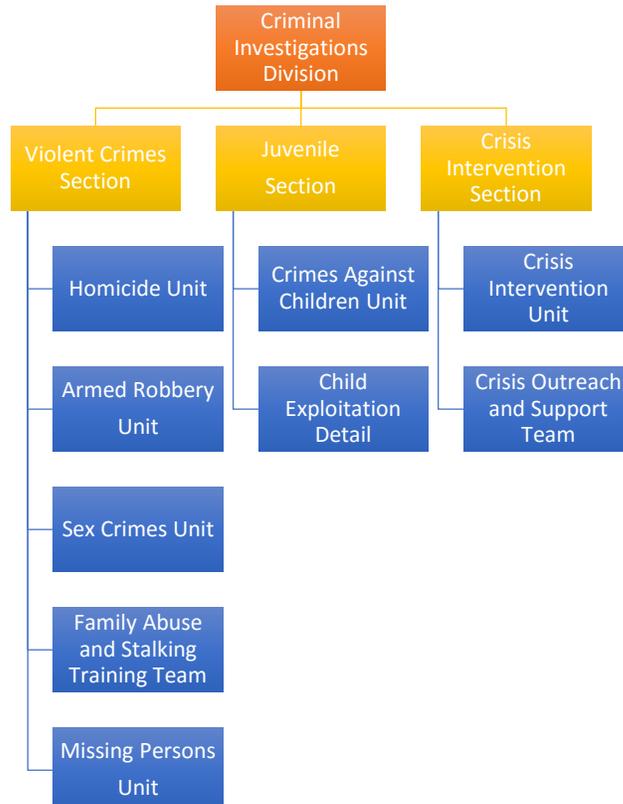
- 1. Homicide Unit
- 2. Armed Robbery Unit
- 3. Sex Crimes Unit
- 4. Family Abuse and Stalking Training Team (FASTT)
- 5. Missing Persons Unit

B. Juvenile Section

- 1. Crimes Against Children Unit (CACU)
- 2. Child Exploitation Detail (CED)

C. Crisis Intervention Section

- 1. Crisis Intervention Unit (CIU)
- 2. Crisis Outreach and Support Team (COAST)





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## 5-3-6 General Rules and Responsibilities

### A. Duty and Hours

1. Personnel will be assigned regular shift hours; however, Lieutenants, Sergeants, and Detectives may be required to work outside their normal scheduled hours due to the needs of the department.
2. Adjusted or additional hours from normal shift will be approved by the Unit's supervisor and comply with applicable employment laws, contracts, and wage and hour regulations.

### B. Working Attire and Grooming Standards

Personnel will adhere to the [Grooming Standards SOP](#), unless otherwise approved by the CID Commander or designee and published by the same.

### C. Follow-Up Investigations and Completed Cases

Personnel will comply with the [Preliminary and Follow-up Criminal Investigations SOP](#).



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### 5-3-7 CID Interagency Task Forces

Select CID detectives will participate in Federal Task Force Operations (TFO) with federal, state and other local law enforcement agencies. These federal agencies may include; FBI, DEA, ATF, USMS, and HSI. Detectives will be assigned based on the needs of the Department and such assignments are at the discretion of the CID Commander or designee.

- A. Each TFO participant will follow the mission and guidelines provided by the host Federal Agency.
- B. While working on any operation under the host Federal Agency, the TFO participant will follow all SOP and rules/regulations of that agency as well as those of the Department except to the extent that where the federal SOP conflicts with APD policy, the federal policy shall apply.
- C. Whenever an APD TFO participant works in any capacity other than under the host Federal Agency, he/she will follow all APD SOP and rules/regulations.
- D. Whenever an CID TFO participant is involved in a use of force incident during an operation under the host Federal Agency, the following procedures apply:
  1. All use of force investigations and reporting will follow the federal host agency's policies and MOUs, as well as the provisions of this policy.
  2. All uses of force will be reported to the TFO's immediate CID supervisor and the federal host agency's chain of command when feasible and safe after the use of force either in person or by telephone.
  3. A CID supervisor is responsible for documenting all uses of force using standard Department forms according to the [Use of Force Reporting and Supervisory Force Investigation Requirements SOP](#). If the use of force meets the criteria for a serious use of force per this SOP, the CID supervisor will contact Emergency Communications to dispatch the Investigative Response Team (IRT) and Critical Incident Response Team (CIRT).
  4. APD may conduct concurrent force investigation(s) on all uses of force based on Department policies and standards.
    - a. All use of force incidents are to be documented by a CID Supervisor and entered into the EIS system.
    - b. If a use of force incident occurs outside the jurisdiction of APD, a CID supervisor documents the incident based on the Federal Host Agency's use of force report.



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E. Chain of Command (TFO):

1. Each TFO participant follows his/her respective CID chain of command for all APD matters.
2. Each TFO participant is expected to follow the host federal agency's chain of command for matters related to the TFO.
3. Day to day operations shall be directed by the host agency supervisor.
4. In the event of a conflict between parallel chains of command, the TFO federal supervisor will contact the CID supervisor either in person or by telephone. The CID supervisor has final authority to resolve the issue.
5. Detectives will retain officer's rights under the collective bargaining agreement and under state and federal law to have representatives and/or attorneys present during any investigation involving their conduct.
6. Only the Chief of Police or his/her designee may sign or terminate joint-operation agreements with the federal government.



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**5-3-8 Sex Crimes Unit**

The Sex Crimes Unit (SCU) investigates all cases of Criminal Sexual Penetration (CSP) per State Statutes 30-9-11 including attempted CSP where the victim is 13 years of age or older.

A. The following sex crime cases are investigated by the Crimes Against Children Unit (CACU):

1. If the victim is under 18 years of age at the time of the report and the suspect is a parent, guardian, current or former household member; or
2. If the reporting victim is between 13 and 18 years old but was age 12 or under at the time of the offense, regardless of the relationship between the suspect and victim.
3. The CACU will assist with other sex crime cases when directed to do so by the Chief of Police.

B. Role of the Responding Officer

1. Provide an emergency response, including attending to medical needs;
2. Evaluate the scene for people, vehicles, or objects involved as well as possible threats;
3. Assist the victim by providing factual information and emotional support;
4. Put the victim at ease by explaining the investigative process;
5. Inquire about the identity and location of the perpetrator. Officers will search for the suspect and temporarily detain or arrest the suspect as appropriate based on evidence of probable cause;
6. Relay all relevant information to responding officers, supervisors, and detectives;
7. Contact family support, if feasible;
8. Preserve evidence, secure the scene and evaluate the scene for people, vehicles, or objects;
9. Communicate relevant observations to the CSS or Sex Crimes detective.



### C. Consideration of Psychological State

1. Responding officers will not ask the victim if he/she wants the assailant prosecuted. In the immediate aftermath of a sexual assault, a victim is not expected or encouraged to make decisions regarding the investigation or charges related to the offense.
2. The trauma experienced by a victim of sexual assault can inflict serious and lasting emotional and psychological harm on the victim and impair the victim's ability to participate in the investigation. Officers and detectives play a significant role in the victim's ability to cope with the emotional and psychological after-effects of the crime and willingness to participate in the investigation. It is imperative that officers responding to a sexual assault incident are able to recognize, understand, and manage these effects for the benefit of the victim and the criminal investigation.
3. The trauma may be so overwhelming that a victim cannot function well enough to assist in the investigation at certain stages of the case. Trauma affects memory and the ability to explain events in a narrative form. Trauma from crime complicates a victim's participation in the investigation.
4. It is important in a sexual offense case that it is handled from a nonjudgmental perspective so as not to communicate in any way to a victim that the victim is to blame for the crime. Investigations should proceed without any presumption that the victim is untruthful. The investigator will not express cynicism or blame to the victim.

### D. Sexual Assault Forensic Exam (SANE)

Officers should be aware of the process and benefit of a sexual assault forensic medical examination and should explain its importance to the victim. Officers, however, will not pressure victims to receive a forensic exam. Nor does participating in a forensic exam obligate the victim to pursue a criminal complaint.

### E. Common Signs of Drug-Facilitated Sexual Assault (DFSA)

Officers should be aware that the signs of drug-facilitated sexual assault can include the following:

1. The victim reports symptoms of being under the influence of a drug during the sexual assault;
2. The victim experiences vaginal soreness or other signs of sexual activity in conjunction with an inability to remember a part of, or the entirety of the incident;
3. The victim reports have become heavily intoxicated very rapidly;



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4. The victim reports symptoms of amnesia, and
5. The victim exhibits symptoms of intoxication or other appearance of continuing to remain under the influence of drugs.

F. Preserving Evidence

1. The investigating officer will protect the integrity of evidence and request assistance or direction from a CSS or Sex Crimes detective regarding the collection or preservation of evidence. Officers should secure the crime scene to ensure that evidence is not lost, changed, or contaminated.
2. Discourage the victim from changing clothing, smoking, eating, drinking, showering, urinating, or defecating by explaining that those activities could destroy evidence.
3. If a drug-facilitated sexual assault is suspected, officers shall preserve drinks possibly used to facilitate the DFSA to allow for collection by CSS personnel for submission to a crime lab to test for the presence of drugs.

G. Case Assignments

The Sex Crimes sergeant or designee will assign all cases to detectives according to solvability factors, if the case meets the criteria of CSP or attempted CSP as outlined above. Cases not meeting these criteria will be forwarded to the appropriate area (Field Services, Impact Units, CACU, etc.). Cases not meeting the elements of a criminal offense will be sent back to the first responding unit.

H. Call-Out Criteria

1. The on-call Sex Crimes detective is contacted by the primary responding officer. After arrival on scene, the detective will determine whether the following criteria is present as a means of assessing the SCU's continuing involvement and scope of investigation:
  - a. In-custody case - where an offender was identified and taken into custody as the result of the allegation of CSP or an attempted CSP, and the officer established reasonable suspicion to detain, or probable cause to arrest, the subject.
  - b. When the victim sustains a serious physical injury;
  - c. Where the offender made unauthorized entry into a residence, vehicle or any other location where the victim has a clear expectation of privacy, or the right to deny entry by the offender has been clearly established, and the offender commits or attempts to commit CSP against the victim;
  - d. Where the named offender has a prior sexual criminal history;
  - e. Any high-profile case where the offender was identified;



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- f. Serial rapists, where the suspect is known to have been responsible for more than one offense against more than one victim, even if solvability factors are not present, and/or
    - g. Offender not in custody but as described in this policy where solvability factors exist and the offender used a deadly weapon.
  2. The on-call detective may also provide assistance to other law enforcement agencies in their CSP investigations whenever directed to do so by the Sex Crimes Sergeant or the on-call Violent Crimes Supervisor, if the Sex Crimes Sergeant is not available.
  3. Nothing in this section will preclude an officer who has conducted an initial investigation but is unsure any of the above criteria are present, from requesting permission from their immediate supervisor to speak to the on-call detective for guidance.
  4. If a suspect is arrested and booked into a detention facility, and a Sex Crimes detective was not called out to the scene by a field supervisor/officer prior to the booking, the arresting officer will have case responsibility. However, Sex Crimes may provide assistance to the arresting officer if requested to do so.
- I. On-Call Status:
  1. Each detective is on an on-call rotation as either the primary or secondary on-call Sex Crimes detective.
  2. The primary Sex Crimes detective is on-call for one week. The primary Sex Crimes detective will respond to call-outs that meet the call-out criteria as outlined within this SOP section.
  3. The secondary Sex Crimes detective is on-call for one week. The secondary Sex Crimes detective is expected to respond to all full violent crimes call-outs. The secondary Sex Crimes detective will also be available to assist the primary Sex Crimes detective, if needed.
  4. Should additional personnel be required, the call out detectives will contact the Sex Crimes Sergeant or the on-call Violent Crimes supervisor.
  5. On-call detectives will make themselves available 24 hours a day. If the detective is unable to respond to a call-out, that detective will ensure a replacement is assigned and will notify Communications of the substitution immediately. The detective will also notify the Sex Crimes Sergeant of the change, or will notify the on-call Violent Crimes supervisor, if the Sex Crimes Sergeant is not available.



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J. Sex Crimes Sergeant Responsibilities

1. Assign and manage Sex Crimes cases by using the case management system to:
  - a. Track and identify serial Sex Crimes cases, and
  - b. Prepare monthly activity reports for the CID Lieutenant and Commander.
2. Notify the CID Lieutenant and Commander of any high profile or significant investigations;
3. Respond to incidents and call-outs involving police personnel which are either a victim, witness or offender;
4. Conduct weekly briefings with Sex Crimes personnel;
5. Ensure Sex Crimes detectives have the necessary equipment to perform their duties;
6. Act as a liaison between non-APD agencies, Rape Crisis advocates, SANE, and the Crime Lab;
7. Assist with any training needs for the Department, non-APD agencies, or businesses;
8. Assist with any Family Advocacy Center walk-ins who are reporting CSP when a detective is not available, and
9. Participate in the supervisor full Violent Crimes on-call rotation.

K. Sex Crimes Detective Responsibilities

1. Respond to Sex Crimes call-outs meeting call-out criteria;
2. Assume case responsibility and conduct follow-up investigations;
3. Prepare and complete felony supplemental cases to submit to the District Attorney's Office in accordance with the [Submission of Cases to the District Attorney SOP](#);
4. Prepare criminal complaints and/or arrest warrants;
5. Prepare and execute search warrants;
6. Assist with any Family Advocacy Center walk-ins who report CSP or attempted CSP;



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7. Advise the Sex Crimes Sergeant of any high profile or significant investigations;
8. Prepare and submit a monthly activity report, and
9. Participate in the on-call rotation for both the Sex Crimes Unit and for full Violent Crimes call-outs.



## 5-3-9 Armed Robbery Unit

The Armed Robbery Unit investigates robberies, armed robberies, and home invasions. The Unit investigates all home invasions in which ruse, coercion, or force is used against a person to gain entry to a home and commit a crime.

### A. Responding Officer Responsibilities:

1. Use an OBRD for all robbery cases and upload the call for service by the end of shift per the [Use of On-Body Recording Devices/Management of Recordings SOP](#).
2. Officers will not obtain any written witness/victim statements for any robbery call for service.
3. Complete a report of the robbery and email to [apdarmedrobbery@cabq.gov](mailto:apdarmedrobbery@cabq.gov) and the on-call detective, if contacted.

### B. Call-Out Criteria

The on-call Armed Robbery detective assumes case responsibility and conducts follow-up investigations in any of the following situations:

1. In-custody cases where officers have taken a suspect(s) into custody subsequent, and related to a robbery;
2. Cases where a victim or witness sustains a serious physical injury and the detective deems it necessary to respond for immediate investigation;
3. Any high-profile case where the offender was tentatively identified and the detective deems it necessary to respond for immediate investigation;
4. Any case where the offender is not in custody; however, the detective deems it is necessary for immediate response for investigation;
5. To assist other law enforcement agencies with their robbery investigations; and
6. Whenever directed by the Armed Robbery Sergeant or the on-call Violent Crimes Supervisor, if the Armed Robbery Sergeant is not available.



### C. Case Assignments

All robbery cases are to be submitted to the Armed Robbery Unit. The Armed Robbery Sergeant or designee will review cases and possibly assign a case according to solvability factors; not all cases will be assigned to an armed robbery detective. For each case, assigned or not, the Sergeant or designee will enter the case into the case management system with the appropriate coding. Any cases unassigned or pending further lead may be assigned at any time if leads become available.

### D. The Armed Robbery Unit will not conduct or assume control of an investigation or retain responsibility for cases under the following conditions:

1. If an offender is arrested and booked into a detention facility and an Armed Robbery detective was not called out to the scene by a Field Supervisor or officer before the offender was booked;
2. In the event an officer needs assistance with the follow-up investigation, an Armed Robbery detective will provide guidance and assistance.
3. If an Armed Robbery Unit detective is called out and the initial investigation shows the crime reported is not a robbery, the detective will advise the on-scene Field Supervisor. It will then be the on-scene Field Supervisor's responsibility to contact the appropriate investigative unit for case responsibility.
4. If a Field Supervisor approves an arrest of a robbery offender and wants the primary field officer to assume case responsibility for training purposes, the Field Supervisor will contact the on-call Armed Robbery detective to ensure the offender is not currently being investigated on other cases.

### E. On-Call Status

1. Armed Robbery detectives are placed in an on-call rotation. Each detective is required to be on-call for one week at a time as the primary Armed Robbery detective and for one week at a time as the secondary Armed Robbery detective; this also includes responding to full Violent Crimes call-outs. A detective can be moved up in rotation at the discretion of the Armed Robbery Sergeant, given case overload and/or emergencies. If moved up, the detective completes the remainder of the on-call rotation and will continue through the normal week of primary on-call status.



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2. Armed Robbery detectives respond to call-outs when requested by a Field Services Sergeant or officer if the information provided meets the call-out criteria noted above. If contacted, the detective will notify the Armed Robbery Sergeant of any call-out during normal working hours, or if during off-duty hours, will notify the Sergeant during the next business day. If the call-out involves serious injury, is a high profile case, or requires the Armed Robbery Sergeant's presence, detectives will immediately contact the Armed Robbery Sergeant or the on-call Violent Crimes Supervisor, if the Armed Robbery Sergeant is not available.
3. Should the circumstances of a call-out require additional personnel, detectives will contact the Armed Robbery Sergeant or the on-call Violent Crimes Supervisor, if the Armed Robbery Sergeant is not available, for approval.
4. The on-call detective is available 24 hours a day during his/her on-call rotation. If the on-call detective cannot respond to a call-out, that detective is responsible for finding a replacement and for notifying the Armed Robbery Sergeant or the on-call Violent Crimes Supervisor, if the Armed Robbery Sergeant is not available. The on-call detective will also notify Communications of his or her inability to response to a call-out.

F. Armed Robbery Sergeant Responsibilities

1. Assign and manage cases based on case review and solvability factors. The Sergeant or designee will enter cases in the case management system;
2. Track and identify serial cases;
3. Prepare monthly activity reports for the CID Lieutenant and Commander;
4. Keep the CID Lieutenant and Commander informed of high profile or significant investigations;
5. Conduct weekly briefings with Armed Robbery personnel;
6. Ensure Armed Robbery detectives are assigned necessary equipment to perform their duties.
7. Participate in the supervisor full Violent Crimes on-call rotation.

G. Armed Robbery Detective Responsibilities

1. Respond to Armed Robbery call-outs that meet call-out criteria;
2. Assume case responsibility and conduct follow-up investigations;



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3. Prepare and complete necessary felony supplemental cases to submit to the District Attorney's Office in accordance with the [Submission of Cases to the District Attorney SOP](#);
4. Prepare criminal complaints and/or arrest warrants;
5. Prepare and execute search warrants;
6. Keep the Armed Robbery Sergeant informed of any high profile or significant investigations; and
7. Prepare and submit a monthly activity report.



## 5-3-10 Homicide Unit

The Homicide Unit is responsible for cases involving homicides, unexplained deaths, questionable suicides, or incidents of battery that could result in death.

A. The Homicide Unit conducts the investigation and maintains responsibility for cases under the following circumstances:

1. Homicides, with the exception of Incident Response Team (IRT) and Crimes Against Children Unit (CACU) investigations;
2. Batteries involving serious bodily injury or which could result in the death of the victim;
3. When a Field Investigator supervisor makes a Violent Crimes/MCST call-out, even if the victim survives and recovers.

If a victim of a violent crime dies as a result of injuries and a Violent Crimes call-out was not initiated at the time of the call, the unit with original case responsibility maintains case responsibility. The Homicide Unit provides investigative support and consultation to complete the case, as needed. The investigative unit reports the homicide statistics to the Homicide supervisor. The decision regarding case assignment rests with the Violent Crimes lieutenant.

4. Death of a Child - The Crimes Against Children Unit (CACU) investigates all deaths of children that have resulted from child abuse, where the perpetrator is a relative or caretaker of the victim.
  - a. The Homicide Unit may assist CACU if requested by a supervisor, but case responsibility remains with CACU.
  - b. MCST processes the scene for evidence in all cases involving child abuse resulting in death.

B. Briefings

The Violent Crimes supervisor ensures the call-out team conducts a briefing of the incident as soon as possible after the arrival of the following personnel:

1. Primary and secondary Homicide detectives;
2. Primary and secondary Major Crime Scene Team detectives and supervisor;
3. Assisting Violent Crimes and Special Investigations detectives;
4. Assistant District Attorney, and
5. The Field Investigator Specialist from the Office of Medical Investigator.



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C. Debriefings

1. The Violent Crimes supervisor and the Major Crime Scene Team supervisor at the scene of a Violent Crimes call-out ensure a debriefing is conducted prior to leaving the scene, to include the following personnel:
  - a. Primary and secondary Homicide detectives;
  - b. Primary and secondary MCST detectives and supervisor, and
  - c. The Field Investigator from the Office of Medical Investigator.
2. The primary Homicide detective coordinates with the primary MCST detective to schedule and conduct a debriefing within 7 days of the call-out. The briefing is attended by the following personnel:
  - a. Primary Homicide detective;
  - b. Homicide sergeant;
  - c. MCST primary detective and MCST supervisor;
  - d. District Attorney (if needed), and
  - e. OMI representative (if needed).
3. The primary Homicide detective and the Homicide sergeant will meet with the victim's family as soon as possible after they have received the death notification. The primary Homicide detective keeps the family informed of any arrests and/or developments in the case. Detectives should utilize the District Attorney's Victim Impact Unit to assist with this process and to help the family.

D. Homicide Reports

1. Cases are to be submitted to the District Attorney's Office in accord with time limits prescribed by court discovery rules and [Local Rule 2-400](#) of the 2<sup>nd</sup> Judicial District.
2. Once an arrest is made, the primary Homicide detective provides all available electronic reports and documents to the appropriate screener at the DA's Office.
3. The detective uses approved department technology for submission of reports.
4. Reports and electronic documentation are kept confidential to protect the case, pending any future investigative efforts.



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E. Homicide Cases

1. All homicide cases are assigned to a Homicide detective.
2. Cases will remain assigned to detectives until all leads are exhausted.
3. When all leads in a case are exhausted and the case is closed, the case is reviewed by the Homicide sergeant and the Violent Crimes lieutenant.
4. Detectives who transfer out of the Homicide Unit are required to turn in all case files before leaving. Even if the detective's transfer is approved, the detective remains in the Homicide Unit in a TDY status, if approved by the CIB Deputy Chief of Police, until the cases are submitted for supervisor review and approved.
5. When a detective submits a memo of retirement, the detective is removed from on-call status approximately 6 months prior to the proposed retirement date in order to complete existing caseload.
6. The Homicide Unit supervisor will hold weekly briefings on the status of active homicide cases.
7. The review process for homicide cases forwarded to the Cold Case Unit is as follows:
  - a. The homicide case is reviewed by the Homicide sergeant; and
  - b. The case is then reviewed by the Violent Crimes lieutenant.

F. On-Call Status

1. Homicide detectives are placed on an on-call rotation list as primary or secondary Homicide detectives. All homicide detectives are placed in an on-call rotation list. Each detective is required to be on-call for one week as the primary Homicide detective and for one week as the secondary Homicide detective, responding to full Violent Crimes call-outs. A detective may be moved up in rotation at the discretion of the Homicide Sergeant, given case overload and/or emergencies. If moved up, the detective completes the remainder of the on-call rotation and will continue through the normal week of primary on-call status.
2. The on-call detective is available 24 hours a day during his/her on-call rotation. If the on-call detective cannot respond to a call-out, that detective is responsible for finding a replacement and for notifying the Homicide Sergeant or the on-call Violent Crimes Supervisor, if the Homicide Sergeant is not available. The on-call detective will also notify Control.



## G. Cold Cases

Cold Case Homicide detectives have investigative responsibility for all unsolved murders in which the principal investigator has exhausted all leads. They will also have investigative responsibility at the request of a Violent Crimes supervisor.

### 1. Cold Case Detective Responsibilities:

- a. Maintain all files of unsolved cold case homicides in a secure environment;
- b. Maintain cases in the case management system for information tracking, and crime analysis;
- c. Assume case responsibility of reopened cases and conduct follow-up investigation, including but not limited to, interviewing or re-interviewing witnesses, informants, or suspects;
- d. Prepare and submit a monthly activity report;
- e. Assist officers, the District Attorney, or other agencies in documenting and/or directing information concerning cold case homicides;
- f. Analyze cold homicide cases with any new and available forensic technologies, where appropriate;
- g. Correspond with other agencies within New Mexico and throughout the nation regarding cold homicide cases;
- h. Maintain a working relationship with the New Mexico Survivors of Homicide support organization, and
- i. Assist other homicide or violent crime-investigating units (i.e. Robbery, Crimes against Children, FASTT, etc.) within CID whenever necessary.

2. The Cold Case Homicide Unit notifies the original primary detective (if still working for the Department) when a cold case is being worked, and gives the detective periodic progress updates. Under circumstances as determined by a Violent Crimes supervisor, a case may be returned to the original detective for investigation or completion.

### 3. Cold Case priority is determined by the following factors:

- a. Statutory Requirement;
- b. Statute of limitations;
- c. Legal issues examined;
- d. Other factors, including but not limited to:
  - Is case file completed? This includes original report, Violent Crimes supplemental reports, MCST crime scene and lab reports, neighborhood canvass forms, and autopsy reports;
  - Availability of evidence;
  - Witness statements;
  - Suspect statements;
  - Age of case;



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- New Information and Requests;
- Crime Stopper tips;
- Tips from another law enforcement agency;
- Jailhouse information;
- Information from professional sources such as private investigators and attorneys;
- Request made by family members and/or acquaintances of the victim, and
- Media inquiries.

5. Leads and Tips

As leads develop and/or tips come in, the Cold Case Unit reports the information to the Homicide sergeant and conduct follow-up investigations.

- a. The Cold Case detectives document the outcome of the lead or tip within 72 hours and submit it in writing to the Homicide sergeant for review.
- b. The written report will be included with the case file.
- c. Should the lead or tip result in a cleared case and/or an arrest, the Cold Case detective completes the case in accordance with the [Submission of Cases to the District Attorney SOP](#).



## 5-3-11 Family Abuse and Stalking Training Team (FASTT)

The FASTT Unit detectives will investigate stalking, harassment, repeat Domestic Violence (DV) offender and violations of DV restraining order cases and help protect the safety of victims. Detectives also participate activities described below which are intended to reduce or eliminate DV and stalking-related homicides, chronic and repeat abuse, and/or other related offenses.

A. FSB officers and area command impact teams have primary investigative and enforcement responsibilities, refer to the [Domestic Violence SOP](#).

B. The FASTT Unit assumes case responsibility for:

1. Stalking

All stalking cases with the exception of political stalking or stalking by those with behavior health issues. The Intelligence Unit investigates political stalking and the Crisis Intervention Unit (CIU) works mentally ill stalking cases.

2. DV repeat offenders

The unit conducts a thorough follow-up investigation of assigned cases.

C. The FASTT Unit will provide:

1. Analysis

FASTT Unit will review all DV harassment, and stalking-related reports, focusing on threats to kill and increasing levels of threats. In this context, the victim liaison also examines past and present police reports, all relevant offender history and completes a repeat offender packet to be given to the FASTT Sergeant for supervisory review. The FASTT Sergeant determines if the case will then be assigned. Cases involving repeat and/or dangerous offenders shall be given priority.

2. Q&A Resource

FASTT detectives serve as a question and answer resource for Department personnel, as well assist non-APD agencies, upon request, in efforts to assist victims. Unit detectives are expected stay informed of recent legislation, procedures for obtaining emergency and temporary restraining orders via the District Court, as well as other related legal issues.



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3. Liaison with Community Groups

FASTT detectives will serve as community contacts and establish proactive relationships with DV and victim advocate groups. Detectives assist such groups with drafting and presenting proposed legislation.

4. Walk-In DV complaints at the Albuquerque Family Advocacy Center (AFAC)

FASTT detectives serve as the reporting contact for walk-in DV complaints at the AFAC or from the Victim's Assistance Unit.

5. Assistance to Victim Advocates (VA)

Upon request, FASTT detectives assist the VA Units with investigative or other law enforcement-related functions.

D. Investigating Domestic Violence Involving Police Personnel

1. Investigating DV, stalking, harassment, and other related complaints involving police personnel are to be conducted in accordance with the [Investigation of Police Personnel SOP](#).

2. The FASTT Unit will not assume investigative responsibility for officer-involved domestic incidents unless directed by the Chief of Police, Deputy Chief of Police (Central Investigations Bureau), Commander or representative (Criminal Investigations Division), or upon request from the appropriate area commander or representative.

3. The FASTT Unit is assigned to investigate:

- a. When there is a conflict of interest between the involved officer and the investigating supervisor, or
- b. If the FASTT Unit best serves the interests of the Department or the persons involved.

E. FASTT Sergeant Responsibilities

1. Assign cases pursuant to the guidelines set forth within this SOP section;
2. Track assigned cases through case management system;
3. Supervise the activities of the FASTT Unit's civilian violent crimes victim liaison personnel.



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4. Review the completed Repeat Offender Packets and make case assignments regarding repeat high-risk offenders who exhibit an escalating pattern of domestic abuse;
5. Prepare monthly activity reports for the CID Lieutenant and Commander;
6. Inform the CID Lieutenant and Commander of high profile or significant investigations;
7. Conduct weekly briefings for FASTT personnel;
8. Ensure FASTT detectives are assigned all necessary equipment to perform their job functions, and
9. Participate in the Violent Crimes Homicide supervisor on-call roster rotation.

F. FASTT Detective Responsibilities

1. FASTT detective is the initial reporting officer and investigates walk-in DV complaints received at the AFAC.
2. Comply with requirements set forth in the [Domestic Violence SOP](#);
3. Assist victims of DV in obtaining orders of protection through the District Court, and keep victim informed about case status.
4. Assist victims of DV with through the Victim's Assistance Unit as well as through other local resources, such as, the women's shelter.
5. Assist APD personnel with cases involving:
  - a. Stalking;
  - b. Domestic violence;
  - c. Harassment, and
  - d. Other domestic related crimes, including but not limited to; threats to kill.
6. Assume case agent responsibilities on assigned cases;
7. Prepare reports in completed cases, and felony case supplemental reports for the District Attorney's Office in accordance with the [Preliminary and Follow-Up Criminal Investigations SOP](#);
8. Prepare criminal complaints when facts show probable cause;
9. Prepare criminal complaints requesting summons or arrest warrants as appropriate;



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10. Prepare and execute search warrants;
11. Provide Field Services Bureau personnel training on DV and stalking. Provide training to APD cadet classes, or non-APD agencies, upon request;
12. Inform the FASTT Sergeant and chain of command of all high profile cases or significant investigations;
13. Prepare and submit a monthly activity report, and
14. Participate in the full Violent Crimes call-out on-call rotation.

G. Contacting FASTT Personnel

1. The FASTT Unit is reached between 0800 hours and 1630 hours, Monday through Friday, at the AFAC or at 924-6000.
2. FASTT detectives are not on-call except for full Violent Crimes call-outs.
3. Any and all reported threats to kill shall immediately be emailed to the FASTT Unit at [apdfastt@cabq.gov](mailto:apdfastt@cabq.gov).

H. Training

FASTT detectives conduct advanced training for department personnel and other agencies, as directed, requested and approved through the chain of command.



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**5-3-12 Missing Persons Unit**

- A. After the initial investigation in accordance with the [Investigation of Violent Crimes-Missing Persons SOP](#), the Missing Persons Sergeant or designee assigns all Missing Persons cases.
- B. Detectives will log and review all incoming reports of missing or assumed missing persons in the case management system.
- C. Detectives will obtain the Daily Report from report review to locate reports not yet received for individuals entered into NCIC as missing.
- D. Detectives are to contact the reporting person or agency on each report and determine if the missing person has returned or is still missing. Staff gathers accurate information if the person is still missing.
- E. To uncover and collect information, detectives will contact various agencies, including but not limited to, the following: Medical facilities, Office of the Medical Investigator, homeless shelters, travel lodges, other law enforcement agencies, etc.
- F. A supplemental report is completed when the missing individual returns or new information is obtained that changes the status of the case. Additionally, once the missing person is located, report review is notified and the request to locate is person will be taken out of NCIC as missing.



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**5-3-13 Crisis Intervention Section**

This section includes the Crisis Intervention Unit (CIU), Crisis Outreach and Support Team (COAST), Crisis Intervention clinician(s) and Department psychiatrist. For Department policy related to Crisis Intervention, see the [Response to Behavioral Health Issues SOP](#).