



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

6-1 Training Division

Policy Index

6-1-1 [Policy](#)

6-1-2 [Personnel](#)

- A – [Director of Training](#)
- B – [Academy Lieutenant](#)
- C – [Basic Training Sergeant](#)
- D – [Basic Training Instructor](#)
- E – [Squad Supervisor](#)
- F – [Administrative Aide – Basic Training](#)
- G – [FTO Training Coordinator](#)
- H – [Advanced Training Sergeant](#)
- I – [Advanced Training Officer](#)
- J – [Administrative Aides – Advanced Training](#)
- K – [Firearms Range Master](#)
- L – [Firearms Range Staff](#)
- M – [External/Adjunct Instructor](#)
- N – [Wellness Unit](#)
- O – [Recruiting and Backgrounds Unit](#)

6-1-3 [Staff Rules and Procedures](#)

- A – [Department Orders](#)
- B – [Equal Opportunity Employer](#)
- C – [Illegal Drug Use Policy](#)
- D – [Fraternizing with Cadets](#)
- E – [Smoking and Smokeless Tobacco](#)
- F – [Dress Code](#)
- G – [Correspondence](#)
- H – [Equipment and Materials](#)
- I – [Training Equipment Loan Program](#)
- J – [Expenditures](#)
- K – [Firearms](#)
- L – [Physical Fitness Requirements for Staff Instructors](#)
- M – [Instructional Standards and Processes](#)
- N – [Use of Academy Facilities](#)

6-1-4 [Basic Training Standards and Operations](#)

- A – [New Mexico Department of Public Safety](#)
- B – [State Certification](#)
- C – [Attendance Required](#)
- D – [Stress Awareness](#)
- E – [Cadet Conduct and Discipline](#)
- F – [Basic Training Administration](#)
- G – [Preparing for a Cadet Class](#)
- H – [Instructor Preparation Requirements](#)
- I – [Testing and Other Metrics](#)
- J – ~~[Cadet Attire Specifications](#)~~
- K – ~~[Personal Grooming Standards for Cadets](#)~~
- L – ~~[Cadet Inspections](#)~~
- M – ~~[Cadet Performance Standards](#)~~
- N – [Remedial Training](#)
- O – [Dismissal of Cadets from the Academy](#)
- P – [Cadet Class Schedule](#)
- Q – [On-the-Job Training/Ride-along Program](#)
- R – [Preparing for Graduation of Cadets](#)

6-1-5 [Field Training and Evaluation Program](#)

- A – [Program Requirements](#)
- B – [Goals](#)
- C – [Objectives](#)
- D – [Responsibilities and Evaluations](#)
- E – [On-the-Job Training Requirements](#)
- F – [Sworn Personnel Returning to FSB Uniform](#)

6-1-6 [Advanced Training](#)

- A. – [Annual Training](#)
- B. – [Specialized Unit and Area Command](#)
- C. – [Roll Call Training](#)
- D. – [NMDPS and Other External Training](#)
- E. – [Advanced Training Documentation](#)
- F. – [Community Outreach Programs](#)

6-1-7 [Firearms Training Unit](#)

- A – [Firearms Training/Qualifications](#)
 - [Development of New Firearms Training Programs](#)
- B – [Cadet Firearms Training](#)
 - [Firearms Range Safety](#)
- C – [Firearms Inspection and Repair](#)
 - [Firearms Records](#)



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

6-1-1 Policy

The APD Training Division is a unit of the APD Academy and is responsible for providing the full range of departmental basic and advanced training. Additionally, the training division is the organizational home for the department's firearms range and training staff, as well as for the department's employee wellness staff. Procedural guidance for all operations conducted by the recruiting and background unit is located in the [Recruiting SOP](#). Procedural guidance for all operations conducted by the firearms unit is located in the [Firearms and Ammunition Authorization SOP](#).

The primary mission of the training division is to provide basic law enforcement instruction and continuing education in collecting, processing, documenting, and disseminating suspicious incidents, criminal intelligence, and criminal investigations. This mission includes providing any appropriate law enforcement-related training to sworn and nonsworn personnel, as applicable. The division is also tasked with providing training programs to support the department's mission of providing community service and homeland security.

6-1-2 Personnel

A. Director of Training

The director of training is assigned to the APD Academy and reports directly to the Deputy Chief, **Special Services Bureau Major of the Professional Accountability Bureau**. The director is responsible for discharging the following duties:

1. Administers executive oversight of the Academy and training staff, verifying their compliance with department standard operating procedures, City personnel rules and regulations, collective bargaining agreements, as well as with local, state, and federal laws and regulations.
2. Develops policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devises and implements appropriate administrative controls.
3. Reviews and controls all outgoing correspondence.
4. Liaisons with the New Mexico Department of Public Safety (NMDPS) regarding training standards and requirements, as well as establishes and enforces appropriate contracts and other operating agreements.
5. Directs, disciplines, exercises administrative control, and provides balanced development for all training staff.
6. Reviews and approves performance evaluations, employee feedback, commendations, and disciplinary recommendations.
7. Employs executive oversight of all curriculum development and design, including compliance with state, local, and national ordinances, statutes, and other legal requirements which apply to training standards, especially those that address constitutional policing, national standards and practices, and related professional standards.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

8. Provides feedback on performance and training.
9. Accounts for and monitors all division expenditures.
10. Reviews and makes recommendations concerning all department training requests.
11. Develops and monitors a formalized, standards-based training assessment, development, and evaluation process to ensure that APD-provided training reflects the following standards:
 - a. careful assessment of training needs
 - b. documentation of the link between training needs and recommended curricula
 - c. periodic and rigorous evaluation of the efficacy of training provided at the academy, based on in-field experiences and events
12. Serves as the department's principal training and education advisor.
13. Attends NMDPS Law Enforcement Academy board meetings and other appropriate federal, state, or local meetings and conferences.
14. Performs other duties as directed by the Deputy Chief, Special Services Bureau.

B. Academy Lieutenant

The Academy lieutenant reports directly to the director of training (director). The Academy lieutenant is responsible for discharging the following duties:

1. Ensures compliance with standard operating procedures, City personnel regulations, collective bargaining agreement terms, as well as local, state, and federal laws and regulations.
2. Develops policies, systems, and methods of operation that provide uniformity and consistency of effort, as well as devises and implements effective administrative controls.
3. Implements and evaluates compliance with the director's training plan and reports the results of that evaluation to the director.
4. Reviews and controls all outgoing correspondence.
5. Assists the director in performing liaison duties with the NMDPS concerning training standards and/or requirements and adheres to contractual agreements between the NMDPS and the department.
6. Ensures direction, discipline, administrative control, and balanced development of all training staff.
7. Reviews and approves performance evaluations, employee feedback, commendations, and disciplinary recommendations.
8. Continuously provides feedback on performance and training to the training sergeants, range master, and/or to Academy staff members.
9. Accounts for and monitors all expenditures, including overtime, petty cash, special training accounts, and all other spending.
10. Reviews and makes recommendations on all department training requests.
11. Ensures documentation requests are fulfilled.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

12. Attends training committee meetings and participates in training activities, as directed.
13. Serves as the Academy's principal subject matter expert (SME) on department organization and operations.
14. Provides management oversight for all department training instructors, including scheduling and providing physical assessments, physical training, basic training, advanced training, and FTEP.
15. Provides management oversight for all curriculum development and design.
16. Reviews all department training requests, as directed or delegated by the director of training.
17. Attends NMDPS Law Enforcement Academy board meetings and any other federal, state, or local meetings that could influence departmental training.
18. Serves as the Field Training Officer Commander field training and evaluation program commanding officer.
19. Oversees the field training officer program, on-the-job training for recruit officers and newly-promoted supervisors, and P2C evaluations.
In performance of these duties, the lieutenant also performs these duties:
 - a. Chairs the field training officer board
 - b. Oversees selection and dismissal of field training officers, field training area sergeants, and field training area lieutenants
 - c. Develops and instructs the line supervision school
20. Identifies maintenance needs throughout the Academy facility and takes necessary action to make repairs.
21. Performs other related duties as assigned by the director of training.

C. Basic Training Sergeant

The sergeant assigned to the basic training unit reports directly to the Academy lieutenant and is required to fulfill these duties:

1. Supervises and manages development, delivery, updating, and analysis of Academy basic training curricula, as well as verifies that all instructional elements are current and complete.
2. Prepares class schedules, syllabi, and instructor assignments, as well as coordinates all cadet class functions and graduation exercises.
3. Selects and assembles all required documentation for the class folder, as described below.
4. Ensures compliance with all NMDPS certification requirements for cadets.
5. Directs, motivates, counsels, mentors, supports, and evaluates cadets.
6. Conducts personnel inspections of cadets and Academy staff, records and files findings, including such things as appearance, hygiene, and physical fitness. Corrects any noted discrepancies or deficiencies.
7. Accounts for all equipment and property assigned to the unit during semiannual property inventories.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

8. Monitors equipment issued to staff and trainees, property and equipment signed out for off-site use, and property and equipment signed in to the unit.
9. Supervises and manages the evaluation of cadets in the areas of academics, psychomotor skills, physical conditioning, and suitability for duty with the department.
 - a. Administers corrective action to cadets who fail to achieve the minimum requirements for the Academy.
 - b. Implements and monitors counseling or other necessary measures to improve cadet performance.
10. Serves as a staff instructor, as directed by the Academy lieutenant or the director of training.
11. Provides counseling, personal assistance, and referrals to the City Employee Assistance program for both staff and cadets.
12. Processes all GI Bill benefits and forms.
13. Maintains an up-to-date telephone alert plan.
14. Ensures that staff comply with all department and unit standard operating procedures and instructions.
15. Identifies office and training supplies and needs for annual budget requests.
16. Identifies deficiencies in policies and procedures and makes recommendations for improvement.
17. Reviews and approves all physical training standards and requirements for cadets and ensures that they meet NMDPS requirements.
18. Continuously evaluates the activities under his or her direct responsibility.
19. Reports any significant incidents, changes in curricula or instruction, all injuries, and other reportable events, as required by this SOP, to the Academy lieutenant.
20. Supervises all basic training curriculum design and development by coordinating with the NMDPS Law Enforcement Academy and by using its developed curricula.
21. Participates in physical training.
22. Delegates appropriate duties and responsibilities to staff instructors.
23. Ensures compliance with the Central New Mexico Community College memorandum of understanding concerning issues such as cadet registration requirements, curriculum, and class schedule dates.
24. Performs other necessary and related duties as directed by the Academy lieutenant.

D. Basic Training Instructors

Staff instructors assigned to the basic training unit report directly to the basic training sergeant and are required to fulfill these duties:

1. Directly supervises, mentors, and motivates cadets.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

2. Embodies the standards of an APD officer for cadets by maintaining a professional personal appearance and by conducting themselves in a courteous and respectful manner at all times.
3. Conducts and assists with cadet inspections in the areas of personal hygiene, appearance, and maintenance of personal equipment. Records and maintains files of findings.
4. Notifies the basic training sergeant of any discrepancies or deficiencies in cadet performance. Employs approved motivational measures to maintain class focus, commitment, and morale.
5. Identifies and reports possible cadet misconduct or performance problems to the basic training sergeant.
6. Evaluates and counsel's cadets who have problems with their employment and training. Notifies the basic training sergeant of these problems before taking any action, including documenting, recording, and filing reports.
7. Serves as a staff instructor and subject matter expert (SME) in areas for which they hold instructor certification.
8. Prepares up-to-date lesson plans in specialty areas, utilizing general law enforcement skills and knowledge.
9. Maintains a high level of physical fitness and participates in physical fitness training.
10. Ensures cadets complete all assignments as directed.
11. Reports and documents all cadet injuries to the basic training sergeant.
12. Performs other related duties as assigned or directed by the basic training sergeant.

E. Squad Supervisor

1. A squad supervisor is a full-time officer (normally a basic training instructor, who is below the rank of sergeant) who is assigned to the staff of the Academy. He or she performs duties assigned by the basic training sergeant, subject to the approval of the Academy lieutenant.
2. The squad supervisor will monitor, mentor, evaluate, instruct, discipline, and counsel all cadets in attendance, with special emphasis on and responsibility for those cadets who are assigned to that supervisor's particular squad. Evaluations are to be based on, but not limited to, the cadets' performance, as specified below.

F. Administrative Aide - Basic Training

The administrative aide assigned to the basic training unit will report directly to the basic training sergeant and is required to perform these duties:

1. Provides a full range of administrative support for basic training personnel.
2. Assists in the creation, revision, filing, and updating of all basic training lesson plans, tests, quizzes and other instructional materials.
3. Maintains basic training folders.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

4. Prepares letters of notification for instructor assignments.
5. Prepares lists, logs, and records.
6. Files material and search files for materials and/or information.
7. Works with electronic databases and applications.
8. Computes percentages, requisition costs, statistical data, and performs other fundamental math functions.
9. Receives, sorts, and routes incoming and outgoing mail.
10. Orders office supplies.
11. Answers and places telephone calls and writes down telephone messages and other information. Refers callers or visitors to appropriate staff person, according to specific instructions.
12. Prepares required monthly reports.
13. Administers cadet graduation process and ceremony.
14. Performs other related duties as directed by the basic training sergeant.

G. FTO Training Coordinator (Sergeant)

The sergeant assigned to the FTO training coordinator position reports directly to the Academy lieutenant and is required to **complete all tasks as outlined in SOP 6-1-5-E-1 (listed below under Field Training and Evaluation Program).**

- ~~1. Supervise and monitor the Field Training and Evaluation Program, together with the Field Training Area Sergeants and the Field Training Area Lieutenants.~~
- ~~2. Oversee the implementation of all training in the Field Training and Evaluation Program.~~
- ~~3. Maintain a current list of active and inactive status Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants.~~
- ~~4. Make assignments to move personnel from inactive to active status within the capacity limits for active status Field Training Officers, as agreed to with the City.~~
- ~~5. Assign recruit officers (graduated cadets completing on-the-job training requirements) to Field Training Officers.~~
- ~~6. Maintain files on all Field Training Officers, Field Training Area Sergeants, and Field Training Area Lieutenants that include Field Training and Evaluation Training records and certifications.~~
- ~~7. Review recruit officer Daily Observation Reports as needed.~~
- ~~8. Monitor the evaluation and progress of recruit officers.~~
- ~~9. Assist in developing all remedial training plans and retraining plans for recruit officers who are showing a pattern of non-performance on the Daily Observation Reports.~~
- ~~10. Ensure that documentation of recruit officer performance completed by the Field Training Officer and Field Training Area Sergeant recruit officer is in accordance with training guidelines.~~
- ~~11. Meet with the Field Training Area Lieutenants to ensure that recruit officer on-the-job training is progressing according to Field Training and Evaluation Program training.~~



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- ~~12. Confer with the Academy Basic Training staff on training needs to improve cadet training.~~
- ~~13. Conduct field training in-services for the Field Training and Evaluation Program personnel.~~
- ~~14. Conduct annual "Needs Assessments" for the future development of the Field Training and Evaluation Program.~~
- ~~15. Develop and instruct the Basic Field Training Officer School.~~
- ~~16. Conduct exit interviews with recruit officers who do not complete the program and FTOs who choose to leave the program.~~
- ~~17. Assist Civilian Police Oversight Agency (CPOA) members with ride-alongs and track those ride-alongs.~~
- ~~15. Assign, oversee, and track refresher training for officers and sworn supervisors who return to the Field Services Bureau (FSB) after a year's absence or longer from FSB.~~

H. Advanced Training Sergeant

The sergeant assigned to the advanced training unit reports directly to the Academy lieutenant and is required to fulfill the following duties:

1. Supervises and manages the development, delivery, updating, and analysis of the Academy's advanced, specialized, and in-service training curricula.
 - a. Verifies that all instructional elements are current and complete.
 - b. Prepares class schedules, syllabi, and instructor assignments.
 - c. Coordinates all advanced, specialized, and in-service classes.
 - d. Ensures compliance with federal and state training mandates, as well as confirming compliance with advanced, specialized, and in-service training goals.
2. Manages these classes:
 - a. Police service aide (PSA)
 - b. Laterally-hired police officer (lateral)
 - c. Citizen Police Academy (CPA)
 - d. Youth Police Academy (YPA)
 - e. Prisoner transport unit (PTU)
3. Informs department personnel of mandated classes and of other available training opportunities.
4. Plans and implements the department's current advanced training requirements.
5. Manages the development, evaluation, and selection of advanced training instructors.
6. Identifies and selects adjunct instructors who are subject matter experts (SMEs).



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

7. Promotes continuity and legal defensibility of all advanced training programs through quality control and instructor development.
8. Instructs basic and advanced classes as needed.
9. Oversees the updating of advanced training records.
10. Administers remedial training programs.
11. Offers applicable training for reassigned personnel.
12. Ensures that training meets accreditation standards as described in the NMDPS Training Reference Guide.
13. Develops and manages the advanced training curricula for maintenance of effort (MOE) training sessions.
14. Manages biennial training cycle requirements.
15. Prepares applicable NMDPS paperwork for review and certification.
16. Evaluates assigned personnel and programs and documents as necessary.
17. Reports any significant incidents, changes in curricula or instruction, all injuries, and other reportable events to the director of training, through the Academy lieutenant.
18. Participates in physical training.
19. Delegates appropriate duties and responsibilities to staff instructors.
20. Performs other related duties as assigned by the director of training or Academy lieutenant.

I. Advanced Training Officer

An officer assigned to the advanced training unit will report directly to the advanced training sergeant and is required to fulfill the following duties:

1. Act as lead instructor for advanced, specialized, in-service, PSA, lateral, and PTU classes, as assigned. Instruct basic training as needed, including the Citizen and Youth Police Academies.
2. Prepare and organize classroom presentations.
3. Assist in the daily operations of the advanced training unit.
4. Maintain and update training records.
5. Evaluate roll-call training by soliciting feedback from officers and first-line supervisors and, where appropriate, by examining outcomes in the field.
6. Ensure attendance of all mandated training.
7. Assist with coordinating and scheduling courses from external sources.
8. Create or modify training content for MOE training sessions, while ensuring compliance with NMDPS mandated biennium requirements.
9. Maintain all Academy fleet vehicles utilized for these training classes:
 - a. Emergency vehicle operations course (EVOC).
 - b. Defensive driving and precision immobilization technique (PIT).
10. Perform other related duties as assigned by the director of training or Academy lieutenant.

J. Administrative Aides – Advanced Training



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

The administrative aide assigned to the advanced training unit will report directly to the advanced training sergeant and is required to perform these duties:

1. Answer and place telephone calls, writing down telephone messages and other information.
2. Refer callers or visitors to appropriate staff person.
3. Assist in scheduling in-service personnel for training.
4. Monitor office supplies and order supplies as needed.
5. Assist in monitoring the inventory and conduct a semiannual inventory of all Academy property.
6. Prepare training or other supporting materials for copying, binding, and/or collating and binding, as appropriate.
7. File Academy materials for blotter, special orders, department memoranda, and other information in appropriate binders.
8. Receive, sort, and route incoming and outgoing mail.
9. Post court docket for training division personnel.
10. Prepare lists, logs, and records.
11. Assist with Quarterly Managers' Meeting (QMM) biannual managers training (BMT) when assigned to do so by the advanced training sergeant.
12. Prepare certificates for all completed advanced training classes.
13. Maintain records of concealed carry permits for retired officers, in accordance with the Law Enforcement Officers Security Act (LEOSA).
14. Assist in maintaining records for all advanced training.
15. Perform other related duties as directed by the advanced training sergeant.

K. Firearms Range Master

The range master in charge of the APD firearms ranges reports directly to the advanced training sergeant and is required to execute the following duties:

1. Manage and supervise the firearms range staff.
2. Exercise general oversight of cadet firearms training and training for in-service personnel.
3. Enforce all range and firearms safety and security measures, as well as promote firearms proficiency, safety, and security throughout the department.
4. Manage, continually inspect, and maintain the firearms ranges, associated range equipment, department firearms under his or her control, department ammunition stocks, and all accountable inventories.
5. Provide remedial instruction to in-service personnel and cadets who fail to meet minimum qualifications standards or who require assistance with handling and manipulation skills.
6. Supervise preparation and maintenance of firearms marksmanship, training, and qualification records.
7. Supervise all instruction on the use, care, and safety of firearms.
8. Serve as instructor or safety officer as required.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

9. Prepare range activity reports on unit expenditures, work performance, and daily assignments.
10. Coordinate and schedule firearms proficiency qualifications, training, and the use of the firearms ranges, department-wide and with external agencies.
11. Prepare budget proposals and property requisitions for range operations.
12. Establish unit firearms range goals and training needs.
13. Document and report any significant incident, injury, change in curricula, or any other reportable event to the director of training, through the Academy lieutenant.
14. Perform other necessary and related duties as required or as directed by the director of training.

L. Firearms Range Staff

Personnel assigned to the firearms ranges as staff instructors report directly to the range master or range sergeant and are required to perform these duties:

1. Perform range maintenance of grounds and buildings.
2. Inspect and maintain range equipment.
3. Provide assistance to in-service personnel and cadets who require remediation or additional instruction.
4. Assist range master or range sergeant and armorer with general duties.
5. Help prepare and maintain individual firearms qualification records.
6. Assist the range master or range sergeant by monitoring and reporting requirements for firearms, water, fuel, and office supplies.
7. Instruct in the use, care, and safety of firearms.
8. Prepare targets and the ammunition supply necessary for scheduled firearms proficiency qualification sessions.

M. External or Adjunct Instructor

APD personnel who are approved as external or adjunct instructors will report to their respective Academy sergeants and chain of command, and they are required to comply with the following guidelines and perform these duties:

1. Training notifications to external or adjunct instructors will be mailed out at least 14 days before the scheduled training, if practicable. If the instructor is unable to instruct on the date listed, he or she must contact the relevant sergeant as soon as practical and no later than one week before the training date, in order to facilitate alternate scheduling.
2. If a request is made for a subject matter expert (SME), the sergeant will forward the request to the Academy lieutenant. The lieutenant will then work with the appropriate unit or division to identify a suitable SME.
3. If the assigned instructor receives training notification within 72 hours of the scheduled training date but cannot fulfill the training obligation, the responsibility for finding a replacement instructor rests with that instructor. The affected



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

sergeant will provide a list of certified instructors for each topic of instruction to that instructor, upon request. The replacement instructor must be certified in that subject matter area.

4. If an instructor is injured, becomes ill, does not wish to teach anymore, or is otherwise unable to teach for a period of time, the instructor will send an interoffice memorandum to the basic or advanced training unit, whichever unit is appropriate. The memorandum must state the reason(s) for withdrawal and the estimated time of return, if applicable.
5. Annual refresher training for instructors will be held at the discretion of the Academy senior staff academy lieutenant with the approval of the director of training. The advanced training unit will assist in researching and updating lesson plans and materials when required. The unit will then organize and conduct all refresher programs.
6. External or adjunct instructors will be evaluated regularly by members of the Training Committee the academy lieutenant and the director of training and/or by of the basic or advanced training unit. If the instructor receives an unsatisfactory evaluation, that instructor is subject to removal from the list of approved instructors for a period not to exceed six months, at the discretion of the Academy lieutenant or appropriate sergeant.
7. If the instructor receives two unsatisfactory evaluations during an eighteen-month period, the instructor will be removed from the list of approved instructors for a period of one year. During this time, this instructor will not be allowed to train or to attend other instructor training.
8. The Academy lieutenant may revoke any instructor's training privileges with just cause. This decision can be appealed to the director of training if the external or adjunct instructor chooses to do so. Following appeal, the director of training's decision will be final.
9. Instructors must utilize and strictly follow the department-approved or NMDPS-approved lesson plans in the area(s) they instruct. Additions, deletions, personal opinions, or any type of deviation from the lesson plan will not be allowed unless approved by the Academy lieutenant and with the concurrence of the director of training.
 - a. Lesson plans will include goals, performance objectives, a criterion test, visual aids, bibliography, and cover sheet. Lesson plans will be updated annually or as needed and are subject to review by the Training Committee director of training at any time. The review should take place annually, if practicable.
 - b. Based on their lectures, instructors will submit draft test questions to the advanced training officer, from which the final test will be developed. The test will measure the student's competency, knowledge, and ability to use skills learned in the training, as stated in the performance objectives.
 - c. All approved instructional materials will be stored at the Academy.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

10. To remain in good standing as an approved instructor, instructors are required to teach at least twice a year and to attend any annual refresher training sessions for each area in which they provide training.
11. While teaching, instructors are in charge of the classroom and of any students present. If student problems arise, the instructor will immediately contact the Academy lieutenant or the advanced training sergeant, as appropriate. Any unprofessional conduct, unsuitable attire, disrespectful speech or actions, or other misconduct can result in a student's immediate dismissal from training. Serious infractions will be reported to the student's commander for possible disciplinary action or will be referred to Internal Affairs.
12. The Academy lieutenant will be notified whenever an external or adjunct instructor fails to appear for three instructor assignments. This instructor will then be removed from the list of approved instructors for six months. At the end of six months, the instructor will be reinstated and placed on probationary status for six months. If any additional instructor assignments are missed during this time, the instructor will be removed from the list of approved instructors for one year.
13. If an instructor is unable to train for previously-scheduled classes due to legitimate reasons, the instructor will notify the appropriate sergeant and will request that the block of instruction be reassigned. Reassigning instruction will be considered only if the replacement instructor has time to prepare for the classes. If the instructor who is cancelling has found a replacement, that instructor will ask the training sergeant if the replacement meets with the sergeant's approval. If so, the replacement instructor will instruct those classes.
14. All instructors and speakers from other agencies will be notified by letter 30 days before their scheduled training date. The letter will include the subject of the lecture, the date, and the time. Academy sergeants will ensure speakers are notified in a timely manner. However, depending which method is most practicable, notifications will be made by business letter, by interoffice memorandum, or through email.
15. While they are teaching at the Academy, instructors are under the supervision of the training division.

N. Wellness Unit

Personnel assigned to the wellness unit report directly to the Academy lieutenant. Minimum qualifications for assignment to the unit include a bachelor's degree in exercise science or physiology, health education, nutrition, or related field. Members of the wellness unit are required to comply with the following guidelines and perform these duties:

1. Ensure that all in-service, sworn personnel and cadets meet and maintain physical fitness standards as established by the department.
2. Enhance the quality of life of all department personnel through education and by encouraging healthy lifestyles and conditioning.
3. Conduct annual physical assessment evaluations of departmental personnel.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

4. Provide fitness counseling to officers who fail to meet department physical standards.
5. Provide fitness counseling to all sworn personnel upon request.
6. Design individualized fitness programs for officers failing to meet department standards or for those requesting such assistance.
7. Monitor the progress of officers placed on individualized programs.
8. Monitor and validate all tests used in department physical assessment evaluations.
9. Develop, implement, and maintain the unit physical assessment computer programs.
10. Develop wellness programs for department personnel.
11. Develop and maintain educational programs to meet the health and environmental needs for department personnel.
12. Continually teach, evaluate, and revise the educational curricula in the following areas:
 - a. physical fitness training
 - b. supplements
 - c. blood pressure management
 - d. CPR
 - e. shift work adjustment
 - f. nutrition
 - g. stress management
 - h. death and dying
 - i. traumatic incidents
 - j. job burnout prevention
13. Determine the physical and health educational needs of officers by evaluating annual physical assessments, conducting internally-validated surveys, and responding to environmental and ergonomic recommendations made by City Risk Management.
14. Coordinate educational efforts with the Academy lieutenant.
15. Utilize new health technologies to enhance the health and wellness of members of the department.
16. Utilize health promotion interventions and health promotion publications to enhance officer well-being.
 - a. Reduce the risk of disease for members of the department through health promotion efforts.
 - b. Coordinate services with City of Albuquerque Employee Health.
- ~~16.~~ 17. Develop, implement, and evaluate the physical fitness and health education programs for cadets, congruent with the length of the training program, including but not limited to:
 - a. personal physical fitness program development
 - b. nutrition



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- c. stress management
- d. sleep adjustment for shift work
- e. CPR
- f. first aid
- g. blood-borne and airborne pathogens

47-18. Conduct physical assessments for cadets, benchmarked by Cooper Institute standards, and report results to basic training sergeant to ascertain **class standing**.

- a. **For law enforcement certification purposes, utilize the NMDPS physical standards.**
- b. If necessary, develop remedial programs and provide individual counseling and fitness plans.

48-19. If personnel are injured, obtain and analyze on-the-job injury report(s) from City Risk Management.

- a. Wellness unit personnel will provide treatment recommendation(s) to appropriate department personnel and to risk management.
- b. Recommendations will be based on results of an injury analysis and will be used to develop fitness or health education interventions to aid in the prevention of future injuries.

49-20. Maintain the Academy physical fitness facility.

- a. Ensure that all equipment meets standards established by American College of Sports Medicine and that all equipment is in proper working order.
- b. Manage preventative maintenance and repairs.

20-21. Develop and distribute a Wellness for Law Enforcement manual for monthly distribution, to include topics pertinent to law enforcement fitness and wellness.

O. Recruiting and Backgrounds Unit

See the [Recruiting SOP 6-2](#) for roles and responsibilities.

6-1-3 Staff Rules and Procedures

A. Department Orders

Personnel are required to review and to sign for all correspondence and other items broadcasted electronically via PowerDMS.

B. Equal Opportunity Employment

The Albuquerque Police Department and the City of Albuquerque are equal opportunity employers. No manner of disparate treatment based on sex, race, age, ethnic background, religion, or lifestyle will be tolerated.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

C. Illegal Drug Use Policy

The department maintains a zero-tolerance policy for illegal drug use. Sustained findings of illegal drug abuse will result in disciplinary action and may lead to termination of employment.

D. Fraternalizing with Cadets

1. All training division personnel will maintain a professional relationship with cadets.
2. Sexual or romantic involvement of any kind is strictly prohibited.
3. One-on-one social interaction with cadets must be avoided.
4. Violation of this policy will provide grounds for off-site reassignment. Violations will be referred immediately to internal affairs.
5. Limited social contact with cadets for group social events may be permitted with prior permission from the basic training sergeant and concurrence from the Academy lieutenant.

E. Smoking and Smokeless Tobacco

1. Smoking is strictly prohibited on or around the Academy campus.
2. Cadets are prohibited from smoking or using smokeless tobacco while in uniform.
3. Instructors are prohibited from using smokeless tobacco while delivering any type of training.
4. Smoking is strictly prohibited in all department firearms range buildings, classrooms, and other structures. Outdoor smoking or use of smokeless tobacco at the ranges is prohibited for cadets; however, for officers it is subject to the direction of the range master or senior firearms instructor in attendance.

F. Dress Code

1. Academy and Advanced Training Staff
 - a. The department service dress ("Class-B") uniform, worn open collar with all required enforcement equipment in place, is the standard instructor attire for uniformed officers at the Academy. Short- or long-sleeve shirts will be worn, in accordance with the Uniforms SOP 2-1. This uniform is mandatory for all basic training classes. Plainclothes officers instructing cadets may wear business attire, as defined in subsection b below. Departures from this policy require advance approval from the Academy lieutenant.
 - b. Business attire for plainclothes officers is acceptable alternative instructor attire for advanced training classes. Uniformed personnel may wear business attire with prior approval from the Academy lieutenant. Business attire for men is



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

defined as coat and tie. Business attire for women is defined as a dress, pantsuit and blouse, skirt and blouse, or dress slacks and blouse.

- c. Full-service uniforms or business attire may not be suitable for certain training activities. For duties necessitating rough-duty attire on the Academy premises (such as for CPR, field problems, range duty, defensive tactics, and some administrative duties), the unit polo shirt (short- or long-sleeve) may be worn with cargo pants or battle dress uniform (BDU) trousers in khaki, tan, tundra, black, brown, or navy blue.
- d. The Academy athletic uniform will be worn when engaged in physical conditioning sessions. At the lead instructor's discretion, the athletic uniform may be authorized for defensive tactics or arrest techniques training in or around the Academy facilities.
- e. Civilian personnel must wear appropriate business or business-casual attire. Relaxed attire days may be granted at the Academy lieutenant's discretion.
- f. The director of training or Academy lieutenant may modify the dress code if necessary, due to weather conditions, to the nature of instruction, or to compliance which poses an undue burden on the affected officers.

2. Range Personnel

- a. The range uniform, consisting of a polo shirt with appropriate department branding and cargo or BDU-style pants in khaki or green, may be worn by range personnel when instructing at the firearms ranges.
- b. Belts and enforcement equipment will be worn under appropriate conditions and for the applicable training.
- c. Cargo shorts in an approved color may be substituted for trousers when the air temperature is forecasted to exceed 85 degrees Fahrenheit.

G. Correspondence

1. All outgoing correspondence will be routed through the director of training or the Academy lieutenant before transmission or distribution. For maximum dispersal, all announcements concerning firearms qualifications, mandatory in-service training, or other training opportunities will be broadcast as memorandum in PowerDMS.
2. Support staff will maintain an electronic copy of all outgoing correspondence.

H. Equipment and Materials

1. Property inventories will be conducted twice annually at the direction of the Academy lieutenant, upon notification from the property section.
 - a. Copies of the inventories will be submitted to the \property management section by April 1 and October 1 each year.
 - b. The Academy lieutenant will update the division inventory and will notify property management when property is received or transferred.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

c. No property will be received or transferred without the approval of the Academy lieutenant.

2. A property inventory file will be maintained in the master file system at the Academy. All semiannual inventories and property transfer transactions will be retained in the master file.

I. Training Equipment Loan Program

All loans of Academy equipment will be documented in a check-out log maintained by the training division.

1. The approver authorizing the loan will complete the required information in the log, including the anticipated date of return.
2. When the equipment is returned, staff will note this in the log.
3. The check-out log will be used to document loans of video disks or tapes, video equipment, books, records, non-lethal training ammunition (NLTA) weapons, red/blue guns, FIST suit, or any other equipment, furniture, device, or item under the exclusive control of the Academy.
4. The advanced training assistant will review the loan log each Friday morning for overdue items. If an item is overdue, the assistant will advise the Academy lieutenant, who will take action to have the item returned.
5. Exceptions to this policy must be approved in advance by the Academy lieutenant.

J. Expenditures

1. All expenditures must be approved in advance by the Academy lieutenant, who will notify the director of training of all purchases.
2. Before expenditures \$500.00 or more will be authorized, a written request in memorandum form must be forwarded to the director of training via the chain of command. The request must include justification for the expenditure and the total amount of the expenditure.
3. Expenditures for general office supplies and other low-cost items that are normally ordered from the City warehouse or office services do not require a justification memorandum unless the amount exceeds \$500.00. For amounts over \$500.00, the memorandum will be attached to the standard supply requisition. The requisition will be forwarded to the Academy lieutenant for approval via the chain of command.
4. Request for supplies, equipment, services, and contracts for service that will be purchased from the private sector or from a government agency will require a justification memorandum, regardless of the amount to be expended.
5. The Academy lieutenant may authorize expenditures if the director of training is not available.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

K. Firearms

1. Department sworn law enforcement personnel are required to be armed while on duty. However, on Academy grounds, the director of training has the authority to restrict access to live firearms in order to maintain a safe training environment.
2. All training firearms, less-lethal weapons, electronic control weapons (such as TASERS and their cartridges), less-than-lethal training ammunition firearms, MEGGIT/FATS firearms, and other simulated weapons will be clearly marked with conspicuous colors that identify these items as completely safe training weapons.
3. When mats are in place in the Academy gym, ABSOLUTELY NO LIVE FIREARMS are permitted in the room. Officers engaged in training on the mats, either as students or instructors, are responsible for safely securing their service firearms, in keeping with sound firearms safety and security practices.

L. Physical Fitness Requirements for Staff Instructors

1. All sworn Academy staff and wellness instructors will be held to a high physical standard. They are expected to be in the same or better physical condition as cadets are.
2. For basic training, all sworn personnel must meet the exit physical fitness standards established by the New Mexico Law Enforcement Academy. [REDACTED]
3. The training staff is allowed one hour each day during their normal work shift to participate in physical conditioning training.
4. Basic training staff instructors are required to participate in physical training with cadets at the Academy, unless otherwise excused by the Academy lieutenant.

M. Instructional Standards and Processes

1. Academy sergeants are responsible for all instructor scheduling, subject to the review of the Academy lieutenant.
2. Upon assignment, all instructors are responsible for reviewing prior versions of lesson plans and updating material as required. This review must include updating all tests or other performance measurements.
 - a. Test questions will meet or exceed learning objectives and guidelines established by the department and/or NMDPS.
 - b. No test or quiz will be administered outside the Academy facilities, except for properly-proctored computer-based testing.
 - c. The appropriate sergeant will assign a proctor for all tests and quizzes.
3. For each iteration of a given topic of instruction, the instructor will create an appropriately-named folder containing all relevant materials.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- a. The folder must include instructor name, date of delivery, program, and other pertinent details.
- b. The folder must also be filed in the designated file.

4. Staff Schedule

- a. Sergeants will promulgate weekly schedules specifying instructor assignments.
- b. To the extent permitted by personnel regulations and bargaining unit agreements, sergeants may adjust daily reporting times to accommodate training schedules.
- c. Staff instructors may be required to work alternate hours, including evenings, nights, or weekends.
- d. Compensatory time and overtime will be granted in accordance with current department procedures.
- e. Basic training instructors are expected to be available to work every day of the first two weeks of a newly-convened cadet class.

5. All classroom instruction will be conducted using the instructional objectives method.

- a. Prior to developing a lesson plan on a particular topic, course developers must submit their instructional objectives to the designated basic training sergeant.
- b. The reviewing sergeant will ensure that the course developer has established instructional objectives to sufficiently satisfy the validated course requirements set forth by the New Mexico Law Enforcement Academy. The basic training sergeant will also verify that any new material is not duplicative or redundant.

6. All instructors, including external and adjunct instructors, must submit completed lesson plans to the director of training, through the Academy chain of command, before conducting their assigned instruction. Lesson plans will include the following elements:

- a. Cover **Title Sheet listing**
 - i. Title of Instruction
 - ii. Course/Class Number (if applicable)
 - iii. Time Allotted
 - iv. Target Group
 - v. Instructor's Name
 - vi. Method of Instruction
 - vii. Date of Instruction
 - viii. Date of Lesson Plan Completion or Revision



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- b. Instructional goal
 - c. Instructional objectives
 - d. Instructional methods
 - e. Test questions (multiple choice, true or false, fill in the blank or another method of measurement)
 - f. Videos or visual aids, including instructional slides
 - g. Handouts
 - h. Curriculum references
 - i. Target audience
 - j. Instructor ratio
 - k. Evaluation strategy
 - l. Author and origin date
 - m. Revision date
 - n. Revised by
 - o. Course content
 - p. List of equipment required for instruction
 - q. Outline of instruction (detailed)
 - r. Bibliography (if applicable)
7. All personnel who have been assigned a block of instruction are required to update any previously-prepared lesson plans if they intend to reuse them.
- a. Research for updating a lesson plan must include policy and/or procedural changes, law or court ruling changes, state-of-the-art improvements, and any other applicable modifications.
 - b. When personnel update training lesson plans, they are required to notify the director of training and/or the Academy lieutenant.
8. Updated lesson plans will be retained electronically and paper copies will be filed for reference at the Academy. Paper copies may be distributed to interested individuals if the basic training sergeant consents and endorses the intended use of the materials.
9. A copy of each lesson plan will be kept on file at the Academy in its respective class folder. The director of training will be consulted if any alternate method of archiving is considered.
10. All instructors must have current instructor certification from the New Mexico Law Enforcement Academy.
11. When developing new training curricula, the Comprehensive Training Process will be utilized. Every step of this process will be documented, and the lesson plan will be updated accordingly and saved as a final product.
12. Prior to scheduling an instructor for his or her first class, the Academy lieutenant will make certain the instructor has current instructor certification. The lieutenant also will review the instructor's disciplinary history to ensure the



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

instructor exhibits behaviors and work history that support constitutional policing.

N. Use of Academy Facilities

1. Any department-related use of Academy facilities requires an advance reservation. Cadet classes take priority over all other uses.
2. Any scheduling conflicts that cannot be resolved between the scheduling parties will be referred to the Academy lieutenant for resolution.
3. The classroom reservation calendar will be maintained by the advanced training unit.
4. Only advanced training personnel and the Academy lieutenant are authorized to make classroom reservations. Staff will make notes on the reservation calendar indicating the name of the course, dates of use, the classroom that will be reserved, and the name of the person who made the reservation.
5. Immediately after reserving a classroom, the staff member who reserved the room will notify the Academy lieutenant and the advanced training sergeant of the reservation.
6. Inquiries from either within the department or from a non-APD agency requesting to use the classroom at the firearms range or the driving track must be made in writing to the range master or range sergeant. Authorization to use the classroom and other range facilities will be granted by the range master or range sergeant, with the approval of the Academy lieutenant.

6-1-4 Basic Training Standards and Operations

The primary goal of all basic training activities conducted by the Albuquerque Police Department is to equip police cadets with the required knowledge, skills, and abilities to succeed as Albuquerque police officers, as required by the State of New Mexico and the APD Standard Operating Procedures Manual.

A. New Mexico Department of Public Safety (NMDPS)

1. The director of training will act as the department's liaison with the NMDPS. The director of training will remain informed and current regarding all matters associated with the core curriculum mandated by the NMDPS and the Law Enforcement Academy. The director will regularly inform the Chief of Police concerning all basic training issues, through the Deputy Chief, **Special Services Bureau (SSB)**, **major of the Professional Accountability Bureau**
2. The director of training will closely communicate with the director of NMDPS in administering all training contracts and other agreements between the department and NMDPS.
 - a. The director of training will ensure that the Chief of Police, Deputy Chief **(SSB)**, **major (PAB)**, legal department, and chief administrative officer review any contracts or agreements prior to execution.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- b. Once a contract or other agreement is executed, a copy will be retained in the training division files. The director of training will transmit executed copies of contracts and agreements to NMDPS, as required.

B. State Certification

1. The basic training sergeant is responsible for completing the following certification requirements, as mandated by NMDPS:
 - a. Copies of the syllabus and basic curriculum will be submitted to NMDPS thirty days prior to the convening date of a cadet class.
 - b. A letter from the Chief of Police requesting approval of the syllabus and basic curriculum will be submitted six weeks prior to the convening date of a cadet class.
2. The following documents will be retained in the class folder, as required for NMDPS certification:
 - a. A list of firearms scores for each cadet.
 - b. File forms for first responder course.
 - c. File forms for defensive driving course.
 - d. Weekly test, quiz, inspection, and physical assessment scores.
 - e. Graduation certificates.
 - f. High school diplomas or equivalent.
 - g. Radar and laser certification documents.

C. Attendance Requirements

1. Cadets are required to attend basic training and must successfully complete the entire program before being administered the oath of office.
 - a. If a cadet misses any instructional hours for an emergency or approved cause, he or she must make up those hours with an Academy instructor.
 - b. If a cadet takes an extended leave of absence (40 or more hours), the director of training will evaluate whether or not instructors are available to provide make-up training or whether the cadet must start training with a new Academy class.
2. Additionally, cadets must successfully complete all firearms training and pass the mandatory NMDPS qualification courses at the conclusion of their firearms training in order to graduate.

D. Stress Awareness

1. The department's basic training program is robust and challenging.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

2. The pressures can accumulate on a cadet, requiring all Academy personnel to be alert for signs of excessive stress.
3. Basic training instructors mentors must be prepared to provide peer counseling to any cadet exhibiting emotional or psychological difficulty.
4. If the situation warrants, cadets must be referred to one of these programs:
 - a. Peer support.
 - b. Behavioral sciences.
 - c. Chaplain.
 - d. Employee Assistance, or to the department's Behavioral Science Division for professional assistance.

E. Cadet Conduct and Discipline

1. All Academy staff members are authorized to enforce all instructions, rules, regulations, or directions issued by the director of training, the Academy lieutenant, the basic training sergeant, or the squad supervisors. This enforcement includes immediate, on-the-spot intervention for matters involving safety, professionalism, or integrity. Examples of appropriate corrective action include the following:
 - a. A written essay or research project on a specific topic in the curriculum.
 - b. Resubmitting work that was improperly completed.
 - c. Additional law enforcement instruction.
 - d. Other measures as described below in this section.
2. Basic training instructors have wide latitude in applying corrective action. Methods used, however, must be approved by the basic training sergeant.
3. To be clear, corrective action is not considered discipline or adverse action and therefore is not subject to appeal.
4. The type and amount of corrective action administered should be commensurate with the severity of the infraction. Corrective action must positively enforce correction of a particular specific conduct or performance issue.
5. Corrective action will be administered according to the squad supervisor's assessment of the most effective method to achieve the desired learning outcome.
6. Certain violations of department rules, regulations, or procedures, and/or Academy rules and regulations may be sufficiently severe to warrant dismissal from training. Since successful completion of the Academy is required for service with the department as a police officer, this dismissal will most likely result in the cadet's termination of employment with the City of Albuquerque.
 - a. In the event that such a violation occurs, the squad supervisor will submit a memo to the basic training sergeant outlining the infraction, date, time of occurrence, and other relevant information.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- i. Squad supervisors will be responsible for taking immediate corrective action for any cadet's minor infractions, regardless of squad assignment. In the event a squad supervisor corrects a cadet who is not assigned to his or her squad, this squad supervisor will notify the cadet's assigned squad supervisor of the infraction, date and time of occurrence, and resulting correction.
 - ii. All infractions and resulting corrective action must be noted in detail on the critical event log. The squad supervisor who observed and handled the incident, regardless of squad assignments, will be responsible for this documentation.
 - b. The basic training sergeant will submit a memo to the Academy lieutenant describing the facts and circumstances of the alleged violation.
 - c. The Academy lieutenant will forward the memo to the director of training and include an endorsement noting a recommended course of action.
 - d. The director of training will review all documentation and make the final determination whether a cadet's dismissal from the Academy is warranted.
7. One of many important instructor roles is that of leader and motivator. Leading by example is expected of all Academy personnel. Although a command voice is often appropriate in the basic training environment, foul language and screaming are not effective methods of motivation and will not be used. Deliberate attempts to humiliate or undermine the confidence of cadets are counterproductive and also will not be used. Motivational methods authorized for use by basic training instructors are limited to the following practices:
- a. Group physical training which conforms with the cadets' normal conditioning practices, including squad runs with cadence and calisthenics approved by the wellness coordinator.
 - b. Advice and verbal corrections, delivered in a professional manner.
 - c. Collective class activities in which cadets volunteer to participate, subject to approval of the basic training sergeant.
 - d. Application of induced scenario-based stress (using performance-based tasking adapted from any approved lesson plan).
 - e. Appropriate and innovative corrective measures, subject to review of the basic training sergeant.
8. Cadets will be assessed continuously on all aspects of their performance and conduct while attending the Academy. Specific performance criteria are located here.
9. Basic training staff members will document a cadet's behavior or performance problems on an Academy charge sheet. The charge sheet will be used to document all aspects of cadet performance and behavior.

F. Basic Training Administration



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

1. A class folder will be created for each cadet class. The class folder will contain all correspondence associated with it. Certification forms, which will be mailed to NMDPS upon completion of the class, will also be maintained in the class file.
2. Upon completion of basic training, the basic training administrative aide will compile the class notebook.
3. The Academy will maintain a training folder for each cadet. A cadet's training folder will include cadet evaluations, requests for leave (City form P-30), injury reports, and any correspondence concerning that cadet.
4. Training folders will be maintained by the training division.
5. Training folders and background investigation folders for cadets who resign or are terminated will be maintained **at the APD Academy. in the department Payroll/Personnel office**
6. The training division will maintain a file of all instruction delivered to each class. Associated material for each class will be electronically stored in the basic training folder at the Academy.

G. Preparing for a Cadet Class

1. When a cadet class is authorized, the director of training will inform the Academy lieutenant of the proposed convening date.
2. Upon notification, the Academy lieutenant, working with the basic training sergeant, is required to complete the following preparatory steps:
 - a. At least 30 days prior to the class convening date, transmit a complete schedule and syllabus to NMDPS for approval.
 - b. Transmit the proposed schedule to the range master or range sergeant so that he or she can coordinate activities and plan night qualifications.
 - c. Begin preliminary long-range planning for graduation ceremonies.
 - i. Set date
 - ii. Consider proper venue
 - iii. Check availability of Chief and Mayor or CAO
 - d. Notify property management of equipment requirements.
 - e. Notify external and adjunct instructors 30 days prior to class convening date.
 - f. Hold briefings for cadets who have been selected after medical clearance is confirmed.
 - g. Schedule cadet orientation two weeks prior to class convening date.
 - h. Reproduce all class handouts.
 - i. Provide prospective cadets with a copy of the cadet handbook and necessary SOPs, either in person, by US mail, or through email, no later than ten days prior to the class convening date.

H. Instructor Preparation Requirements



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

To maintain the highest standards of professionalism, Academy instructors are required to conform to the following expectations:

1. Provide a complete lesson plan, including instructional course objectives (two copies required).
2. Cite specific sections of the department standard operating procedures, statutes, case law, or other references which directly support the block of instruction.
3. Meet the instructional objectives specified in the lesson plan for each block of instruction.
4. Explain how metrics (such as exams, quizzes, observation) measure objective criteria for each instructional element in the lesson plan. (See subsection I below.)
5. Submit the lesson plan to the basic training sergeant for review, approval, and filing. It will then be used as the principal instructor resource for the specified training until canceled, replaced, or superseded.

I. Testing and Other Metrics

1. Metrics will be developed for all training presented at the Academy or presented by training division personnel.
2. Written tests should be constructed of multiple choice, fill-in-the-blank, and true or false questions. The questions must directly address the specified instructional objectives.
3. Tests will be administered to cadets as determined by the basic training sergeant. The results of each test will be posted on the bulletin board outside the training classroom.
4. The basic or advanced training sergeant will review all tests before they are administered.
5. The original copy of the test results will be filed in the class folder.
6. After a test is administered, training staff will conduct a test review for the students.
 - a. Correct answers will be identified and any ambiguous or faulty questions will be discussed.
 - b. Poorly-worded or inaccurate questions will be discarded and the test results will be adjusted accordingly.
 - c. Poorly-worded or inaccurate questions are defined as questions which more than half the class answers incorrectly.
7. Graded practical exercises (scenario-based exercises) will be measured against a set of performance standards established by the respective training sergeant. These standards will be described on a checklist or scoring sheet, which will also serve as an inventory of observable performance objectives. Practical exercise performance checklists or scoring sheets will be added to



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

each cadet's training file and will be factored into the cadet's Academy standing, as described below in section R.

8. Academic Standards for Cadets

- a. Cadets must maintain at least an 80% average score to be considered in good academic standing. The cadet's academic average will be calculated using cumulative test scores only. A combination test and quiz cumulative averages will be used along with other performance averages to rank cadets for class standing at the end of the basic Academy training.
- b. Scenario-based training will be conducted at the end of each phase of training. Cadet performance in these graded practical exercises will be calculated in the same fashion as a written test score and will be used in both academic average and overall class standing calculations.
- c. Cadets who fall below an 80% average, but no lower than a 70% average, will be placed on academic probation. Cadets on academic probation will receive written notification describing the specific area(s) in which they are deficient. The cadet will be counseled on a weekly basis and will be required to submit additional assignments designed to correct the identified deficiencies, as directed by the squad supervisor.
- d. Any cadet who falls below a 70% average at any time during the Academy may be subject to dismissal, based on a determination made by the director of training.
- e. Any cadet who fails four written tests or quizzes during basic training will be dismissed, as described in the relevant section below.

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted content]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[Redacted text block containing multiple paragraphs of information, all obscured by red bars.]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx



Θ-J. Dismissal of Cadets from the Academy

1. The goal of the basic training program is to prepare cadets to serve as police officers by providing them with the knowledge, skills, and abilities required for the job. Cadet dismissal from training will be thoughtfully considered and exercised only when it is clear that the cadet cannot meet established requirements for graduation.
2. Upon arrival at the Academy, each cadet will be provided with a copy of the APD Cadet Handbook. The handbook provides cadets with an overview of the expectations and requirements for their performance and conduct while enrolled at the Academy.
3. Dismissal from training may be justified for any of the following reasons:
 - a. Serious or repeated violation of APD or Academy rules, regulations, and/or procedures.
 - b. Failure to achieve required levels of proficiency in firearms, expandable or straight baton, defensive tactics, scenario-based training, driving, and other required skills.
 - c. Failure to achieve established academic standards.
4. Procedures for dismissal from the Academy are established as follows:
 - a. The squad supervisor or staff instructor will assemble all documentation of the cadet's performance and conduct and, together with a memorandum addressing the documentation, will present the packet to the basic training sergeant with a recommendation for dismissal.
 - b. After reviewing the documentation and recommendation, the basic training sergeant will also prepare a memorandum with recommendation. This will be delivered to the director of training, through the Academy lieutenant, and will include all pertinent documentation of the cadet's performance and conduct.
 - c. The director of training will confer with the Deputy Chief, **Special Services Bureau major** of the Professional Accountability Bureau regarding the decision to retain or dismiss the cadet. The **Deputy Chief major** will instruct the director of training to prepare additional formal correspondence, if required.
 - d. If warranted, the director of training will dismiss the cadet, giving him or her written notification of this decision.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

2. All NMDPS minimum standard requirements will be scheduled and completed prior to the administration of the Law Enforcement Officer Certification Exam (LEOCE).
3. The range master or range sergeant will be included in planning for range scheduling, firearms training, proficiency qualifications, and any updated firearms requirements. The range supervisor shares responsibility with the basic training sergeant for the enforcement of firearms training standards.
4. As training commitments permit, one hour per week will be allotted for cadet administrative time. This time may be used for additional testing, review, remedial training, or for additional unscheduled content.
5. All cadets will be scheduled for at least 40 hours of driver's training. Certified driving instructors will provide the training.
6. A minimum of four hours of review and preparation will be scheduled for the LEOCE.
7. Upon completion, copies of the basic training schedule will be distributed as follows:
 - a. Director, NMDPS
 - b. Deputy Chief of Police, Special Services Bureau Major, Professional Accountability Bureau
 - c. Director of training
 - d. Academy lieutenant
 - e. Basic training sergeant
 - f. Firearms range master and range sergeant
 - g. Basic training staff instructors
 - h. Basic training administrative aide
8. Changes to the class schedule will be documented on the master schedule maintained by the basic training administrative aide. Updates will be provided to the director of NMDPS.

Q-L On-the-Job Training (Ride-Along Program)

1. Periodically, cadets will be required to ride along with experienced APD officers as part of their on-the-job training. This assignment is a requirement for successful completion of the Albuquerque Police Academy.
2. Shift and area assignments will be made at the discretion of the basic training staff.
3. Dates and watch will be coordinated with F.T.O. coordinator.
4. The cadet will be under the direct supervision of the assigned police officer until the tour of duty is completed.
5. Any cadet illness, injury, emergency, or other situation requiring immediate attention shall be reported to the basic training staff.
6. Cadet duties will be determined by the assigned police officer. These duties will consist of routine police patrol functions.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

7. Cadets will take notes on their tour of duty and include any comments or questions pertaining to their assignment. These notes will be submitted to the basic training staff upon completion of the assignment.
8. Cadets will prepare formal reports documenting their activities and submit them to the basic training staff upon completion of the assignment.

R.M. Preparing for Cadet Graduation

1. Determine class ranking
 - a. Cadets are ranked according to their overall standing at the Police Academy. Each cadet's overall standing is determined by weekly tests and quizzes, firearms scores, physical training, and inspections. These areas of training are weighted as follows:

i. tests	40%
ii. quizzes	20%
iii. firearms	15%
iv. physical training	15%
v. inspections	10%
 - b. Cadet class rank will determine seniority. Seniority of cadets who have previous City service will be calculated separately, in accordance with City Human Resources guidelines.
2. Reserve and confirm graduation venue.
3. Contact and confirm a guest speaker, if requested by the Chief of Police. Contact and confirm all guest speakers and presenters.
4. Prepare certificates of graduation.
5. Prepare APD identification cards. Deliver the cards to APD Personnel/Payroll.
6. Direct cadets to payroll office for identification photographs. Deliver completed identification cards to cadets during graduation week.
7. Contact property management and arrange for issuance of badges and key cards.
8. Obtain duty ammunition. Deliver ammunition to cadets on graduation day.
9. Confirm updated list of attending dignitaries, such as City councilors, Police Oversight Board members, law enforcement members, and community leaders. Inform the Chief's office of the confirmed list.
10. Distribute invitations.
11. Contact and confirm participation of a judge who will administer the oath of office.
12. Transmit a department-wide graduation announcement.
13. Notify the chaplain of the date of graduation.
14. Prepare programs.
15. Contact criminalistics for graduation pictures.
16. Notify the public information officer and collaborate on writing a news release.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

6-1-5 Field Training and Evaluation Program

A. Program Requirements

1. At the completion of their Academy training, recruit officers (ROs) will participate in on-the-job training (OJT) with field training officers (FTOs). The OJT will be conducted for at least 16 weeks (640 hours).
2. At the completion of their Academy training, lateral officers will participate in on-the-job training with field training officers. The OJT will be conducted for at least eight weeks (320 hours).
3. Recruit and lateral officers will train with at least three different FTOs, working in multiple area commands and during various shifts.
4. Lateral officers will train with at least two different FTOs, working in multiple area commands and during various shifts.
5. New field training officers, field training Area sergeants (FTSs), and field training lieutenants (FTLs) shall receive at least 40 hours of initial supervisory-level training and annual eight-hour in-service training in the following areas:
 - a. Management and supervision.
 - b. Constitutional and community-oriented policing.
 - c. De-escalation techniques.
 - d. Effective problem-solving techniques.
6. The field training and evaluation program (FTEP) shall maintain the necessary staffing to appropriately train recruit officers and lateral officers.

B. Goals

1. The primary goal of the Field Training and Evaluation Program (FTEP) is to develop recruit officers (ROs) who have successfully completed the academic portion of their training and to provide on-the-job training functional OJT to ensure officers are capable of performing as independent solo beat officers.
2. The Field Training and Evaluation Program (FTEP) will supervise and manage its field training program to ensure that new officers develop the necessary technical and practical skills required to use force in accordance with APD policy and applicable law. The field training program should reinforce rather than circumvent the agency's values, core principles, and expectations on use of force and engagement with the community. Field Training Officers (FTOs) should demonstrate the highest levels of competence, professionalism, impartiality, and ethics.

C. Objectives



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

1. Train and guide the recruit and lateral officers to apply their academic knowledge and to analyze field situations in the performance of their duties.
2. Evaluate the performance of all recruit and lateral officers based on the standard evaluation guidelines (SEGs).
3. Identify any deficient performance and provide remedial training when appropriate.
4. If remedial training is ineffectual, recommend separation from the department when necessary.

- 7-5. Identify and train qualified officers to function as Field Training Officers.
- 8-6. Evaluate Field Training Officers (FTOs) on their ability to train and evaluate recruit and lateral officers.

D. FTEP Chain of Command

1. Chief of Police
2. ~~Major- Deputy Chief~~ of Professional Accountability Bureau
3. Commander of the Academy and Director of Training
4. Lieutenant of the Academy
5. Field Training Coordinator
6. Field Training Lieutenant
7. Field Training Sergeant
8. Field Training Officer

E. Responsibilities and Evaluations of the FTEP Personnel

1. The field training coordinator (FTC) will be responsible for monitoring and ensuring the integrity of the FTEP by performing the following tasks:

- a. Implement all reform efforts as they relate to field training.
- b. Facilitate the selection, evaluation, and retention of all FTEP personnel.
- c. Serve as the lead instructor for the FTEP basic certification course, annual in-service training, and recertification training.
- d. Coordinate refresher field training for personnel who have been out of uniformed field services assignments for more than 12 months.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- e. Coordinate OJT for lieutenants, sergeants, recruit officers, lateral officers, police service aides, and police service aide II positions.
- f. Coordinate all leadership training following promotions up to the rank of lieutenant.
- g. Serve as the Veteran Affairs (VA) certifying official, approving VA benefits for those who qualify.
- h. Maintain and update the FTEP operational manual with approval from the FTEP board.
- i. Conduct an annual personnel evaluation at the beginning of each calendar year.
- j. Develop a mechanism for recruits to provide confidential feedback regarding the quality of their field training, including the extent to which their field training was consistent with what they learned in the academy.
- k. Obtain recruits' suggested changes concerning academy training and the overall effectiveness of the program, based upon their experience in the field training program.
- l. Evaluate and document feedback, including the rationale behind any responsive action taken or behind the decision to take no action.



2. FTEP Senior Administrative Assistant

- a. The FTEP senior administrative assistant will report directly to the FTC.

Responsibilities of this position include the following:

- i. Provide administrative support to the FTEP and FTC.
- ii. Complete and monitor all VA benefit paperwork for eligible recruit officers.
- i. Collect monthlies.
- ii. Fax and confirm receipt of documentation.
- iii. Ensure forms are completed properly before submitting to the certifying official.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- b. Maintain all FTEP personnel databases.
 - c. Maintain all documentation for FTEP personnel and OJT-related material.
 - d. Maintain records to confirm when FTEP personnel are eligible for uniform chevron and FTO pin.
 - e. Assist in gathering all DOJ required quality assurance documentation.
 - f. Schedule and facilitate testing for prospective FTEP personnel.
 - g. Proctor and grade written exams.

 - h. Prepare all student material for all courses taught by the FTEP.
 - i. Monitor attendance lists and ensures all make-up material is completed for FTEP training.
 - j. Collect, edits, and updates all FTEP curriculum.
 - k. Send all finalized rosters to New Mexico Department of Public Safety.
 - l. Document minutes at all FTO board meetings.
 - m. Facilitate ride-along assignments for UNM students, cadet applicants, Citizens Police Academy participants, and prehire cadets.
 - n. Responsible for all annual invoices regarding the current OJT database and the Law Enforcement Field Training Application (LEFTA).
 - o. Assist with fulfilling subpoena and IPRA requests regarding training records.
3. Field Training Officer and Evaluation Program Board (FTEPB)
- a. The board will consist of the following members:
 - i. FTC (nonvoting member and chairman of the board)
 - ii. Academy commander or director of training
 - iii. Academy lieutenant
 - iv. Each active FTL
 - v. Each active FTS
 - vi. Representative FTOs, not to exceed the number of active FTS personnel
 - b. The board will fulfill these duties:
 - a. Monitor and develop the performance of recruit officers.
 - b. Gather feedback from current FTEP personnel.
 - c. Provide recommendations to the Chief of Police or designee.
 - d. Discuss and approve changes to the FTEP.
 - e. Conduct monthly board meetings where an agenda will be set and minutes from the meeting will be recorded.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

[REDACTED]

[REDACTED]

4. Field Training Area Lieutenants (FTL)

- a. The FTLs are uniformed field service bureau watch lieutenants assigned as FTLs fulfilling a collateral duty.
- b. FTLs will monitor all assigned field training area sergeants, field training officers, ROs, and lateral officers.
- c. Active FTLs will receive incentive pay. Inactive FTLs will not receive incentive pay.

[REDACTED]

5. Field Training Sergeants (FTS)

[REDACTED]

- a. The FTSs are uniformed field service bureau sector sergeants assigned as FTSs as a collateral duty.
- b. FTSs will monitor all assigned field training area sergeants, field training officers, ROs, and lateral officers.
- c. Active FTSs will receive incentive pay. Inactive FTSs will not receive incentive pay.
- d. FTSs will be responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.
- e. If appropriate, an FTS will request that an RO be reassigned if the FTO will be missing three days or more of training for the phase.

6. Field Training Officer (FTO)

[REDACTED]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- [REDACTED]
- a. FTOs are uniformed field service bureau field officers assigned as FTOs as a collateral duty.
 - b. FTOs will counsel, evaluate, supervise, train, mentor, and be a role model for recruit and lateral officers who are in training to become solo beat officers, in accordance with the FTEP operational manual.
 - c. Active FTOs will receive incentive pay. Inactive FTOs will not receive incentive pay.
 - d. Field training officers are not authorized to wear civilian clothes while working with recruit officers.

7. Recruit Officer (RO)

- a. The recruit officer and lateral officer will enter the Field Training and Evaluation Program FTEP upon graduation from the Academy and will adhere to the FTEP operational manual field training guidelines and procedural manual. During this period, the recruit officer and lateral officer will follow these guidelines:
 - i. An RO will be trained and will be evaluated demonstrate proficiency using the SEGs to determine if they are consistently performing as in the duties of a solo beat officer.
 - a. Be evaluated in accordance with the Field Training Guide.
 - ii. While on OJT, an RO will not be eligible to transfer to a position outside of Field Services Bureau uniform patrol.
- b. Responsibilities of an RO
 - a. The RO Recruit or lateral officer will inform his or her FTO Field Training Officer of any problems, personal or professional, that could have an effect on job performance.
 - b. The RO recruit or lateral officer will follow the standard operating procedures of the department.
 - c. ROs will not take any leave of absence, such as birthday and vacation, during their on-the-job training. Leave for exigent circumstances must be approved through the RO's chain of command.
 - d. If leave is taken, the RO's OJT will be extended to make up for any missed time.
- c. Remediation, Extension, or Dismissal
 - a. An RO recruit officer or lateral officer who has failed to meet the minimum performance standards in the first two phases any phase of



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

training will be given a remedial phase to focus on remedial training. If the RO is not functioning as a solo beat officer after this third phase, he or she either will be allowed one will serve an extension phase or will be dismissed, based on the recommendation of the FTEP chain of command.

b. Failure to meet the minimum performance standards of on-the-job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.

ii. The Chief of Police or designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.

d. Under no circumstance shall a recruit officer or lateral officer be released early from OJT without completing all training.

8. Lateral Officer

a. The lateral officer will enter the FTEP upon graduation from the Academy and will adhere to the FTEP operational manual.

b. During this period, the lateral officer will be trained and evaluated using the SEGs to determine if he or she is consistently performing as a solo beat officer.

c. Responsibilities of a Lateral Officer

a. The lateral officer will inform his or her FTO of any problems, personal or professional, that could have an effect on job performance.

b. The lateral officer will follow the standard operating procedures of the department.

c. Lateral officers will not take any leave of absence, such as birthday and vacation, during their on-the-job training. Leave for exigent circumstances must be approved through the lateral officer's chain of command.

d. If leave time is taken, the lateral officer's OJT will be extended to make up for any missed time.

d. Remediation, Extension, or Dismissal

i. A lateral officer who has failed to meet the minimum performance standards in the first phase of training will be given a remedial phase to focus on remedial training. If the lateral officer is not functioning as a solo beat officer after this phase, he or she either will be allowed one extension phase or will be dismissed, based on the recommendation of the FTEP chain of command.

ii. The Chief of Police or designee may dismiss a lateral officer for failure to meet minimum training qualifications.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

e. Under no circumstances shall any lateral officer be released early from OJT without completing all training.

F. Qualifications for FTEP Positions to Become a Field Training Officer

1. FTL Candidate

- a. The individual must currently hold the rank of lieutenant.
- b. He or she must have no suspensions within the previous two years, not counting the first accident suspension.
- c. His or her disciplinary history must contain no incident or pattern that would undermine the FTL's ability to set a positive example.
- d. He or she must presently be assigned as a Field Services Bureau watch lieutenant – uniform patrol.
- e. The individual must demonstrate a commitment to constitutional policing, ethics, and professionalism through his or her actions while performing normal duties.

2. FTS Candidate

- a. The individual must currently hold the rank of sergeant.
- b. He or she must have no suspensions within the previous two years, not counting the first accident suspension.
- c. His or her disciplinary history must contain no incident or pattern that would undermine the FTS's ability to set a positive example.
- d. He or she must presently be assigned as a Field Services Bureau sector sergeant – uniform patrol.
- e. The individual must demonstrate a commitment to constitutional policing, ethics, and professionalism through his or her actions while performing normal duties.

3. FTO Candidate

- a. The individual must have completed four years in no probationary status.
- b. He or she must have no suspensions within the previous two years, not counting the first accident suspension.
- c. His or her disciplinary history must contain no incident or pattern that would undermine the FTO's ability to set a positive example.
- d. He or she must be presently assigned to Field Services Bureau – uniform patrol.
- e. The individual must demonstrate a commitment to constitutional policing, ethics, and professionalism through his or her actions while performing normal duties.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

G. Selection of FTEP Personnel

All selections will be in accordance with the FTEP operational manual.

H. Overtime and Incentive Pay

1. Overtime

a. Officers

a. Anytime a FTO is assigned a RO for a phase of training they shall claim 8 hours of overtime or compensatory time for each week they train a RO.

b. If an FTO fills in for another FTO who is unable to train their RO for a shift shall claim 2 hours per day, up to 8 hours during a week, for training a RO.

b. FTS

a. Anytime an FTS is monitoring an assigned FTO / RO they shall claim 8 hours of overtime or compensatory time for each week they monitor training.

c. FTL

a. Anytime an FTS is monitoring an assigned FTS / FTO / RO they shall claim 8 hours of overtime or compensatory time for each week they monitor training.

2. Incentive Pay

All active FTEP personnel shall be eligible for incentive pay as outlined in the collective bargaining agreement.

I. FTEP Optional Insignia and Pin

1. Single FTO chevron

In accordance with SOP 2-1-2-V-6, FTEP personnel shall be authorized to wear the single chevron on their uniform after meeting these standards:

- a. Has completed one year of service with the FTEP
- b. Has remained in good standing
- c. Has trained a minimum of four ROs

2. FTO pin



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

In accordance with SOP 2-1-2-V-8-b-xi, FTEP personnel shall be authorized to wear the FTO pin on their uniform after meeting these standards:

- a. Has completed two years of service with the FTEP
- b. Has been the primary trainer for a minimum of eight trainees of any rank

J. Evaluation and Retention

1. Field Training FTEP personnel shall immediately notify their Field Training Evaluation Program FTEP chain of command when any disciplinary action is taken or is pending against them.
2. An Field Training Officer FTO may be removed from the program by the Chief of Police or designee, or upon the recommendation of the Field Training Officer Board, in accordance with the Field Training and Evaluation Program FTEP operational manual.
3. Through the academy lieutenant and then the director of training, the Field Training Officer Board FTEPB may recommend removal of Field Training Officer FTEP personnel if the board determines an Field Training Officer individual has not satisfactorily performed his or her duties as a Field Training Officer, and/or as a police officer as assigned or has failed to take training courses required by the FTEP to maintain certification. to stay in the program.
4. Field Training Officer FTEP personnel may be removed from the program as a result of disciplinary action based on conduct, either on or off duty, which may reflect unfavorably on the FTEP. Field Training and Evaluation Program
5. Any grievances regarding removal or suspension from the FTEP shall be made directly to the major of the Professional Accountability Bureau within 15 calendar days after being notified by the FTC or designee.
6. The decision of the Chief of Police or designee to remove any officer personnel from the Field Training and Evaluation Program FTEP shall be final.

~~1. Recruit Officer and Lateral Officer~~

~~a. The recruit officer and lateral officer will enter the Field Training and Evaluation Program and will adhere to the field training guidelines and procedural manual. During this period, the recruit officer and lateral officer will:~~

- ~~a. Be trained and will demonstrate proficiency in the duties of a solo beat officer; and~~
- ~~b. Be evaluated in accordance with the Field Training Guide.~~

~~b. Responsibilities~~



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- a. ~~The Recruit or lateral officer will make their Field Training Officer aware of any problems, personal or professional, that will have an effect on their job performance.~~
- b. ~~The recruit or lateral officer will follow the standard operating procedures of the department.~~

c. Remediation/Extension/Dismissal

- a. ~~A recruit officer or lateral officer who has failed to meet the minimum performance standards in any phase of training will be given remedial training, will serve an extension phase, or will be dismissed.~~
- b. ~~Failure to meet the minimum performance standards of on-the-job training will be subject to a Chief's review to determine if the recruit officer or lateral officer shall be remedially trained, extended, or dismissed.~~
- c. ~~The Chief of Police or his designee may dismiss a recruit or lateral officer for failure to meet minimum training qualifications.~~

d. Completion of Training

- a. ~~Under no circumstances shall any recruit officer or lateral officer be released early from on-the-job training~~

~~_____~~
~~_____~~
~~_____~~
3. ~~_____~~ responsible for any temporary assignment change among field training officers and will ensure that reassignment of a recruit or lateral officer will be with a certified training officer.
~~_____~~

5. ~~Field Training Officers are not authorized to wear civilian clothes while working with recruit officers.~~
~~_____~~
~~_____~~

- a. ~~Recruits will not take any leave of absence during their on-the-job training (such as birthday and vacation). Leave for exigent circumstances must be approved through the recruit's chain of command.~~
- b. ~~The recruit's on-the-job training will be extended to make up any missed time.~~



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

M.K. Sworn Personnel Returning to Field Services Bureau, Uniformed Patrol

1. Officers and sergeants returning to uniformed patrol after an absence of one year or more must complete refresher training.
2. The refresher training must be completed with a qualified officer of equal rank. For example, a returning sergeant will complete refresher training with an sergeant in Field Services FTS.
3. The length of time that the officer or sergeant was absent from the field will determine the amount of time to be spent in refresher training. If the separation from field services was
 - a. one year but fewer than two years, refresher training will last for two weeks;
 - b. two years but fewer than three years, training will last for four weeks; or
 - c. three or more years, training will last at least four weeks, to be determined by the Chief of Police or designee.
4. Refresher assignments will be determined by the FTC. Field Training Officer Coordinator.

N.L. Officers Returning to Sworn Status with APD (currently certified)

1. Officers who are returning to sworn status with APD and who have been separated for one year or longer must successfully complete and be released from on-the-job OJT conducted by a certified field training officer. The length of an officer's OJT will be determined as follows:
 - a. for one year but fewer than two years of separation, OJT will last for four weeks.
 - b. for two years but fewer than three five years of separation, OJT will last for eight weeks.
 - c. Two different FTOs will conduct the OJT refresher in two phases lasting for four weeks.

3-2.

2. If returning officers require additional remedial training, refresher training will they will receive two weeks of extended training to address any deficiencies noted by the FTO.
3. If a returning officer fails to meet the standard for a solo beat officer, a recommendation for termination will proceed through the FTEP chain of command.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

6-1-6 Newly-Promoted Sergeant and Lieutenant Training

1. Before newly-promoted personnel may assume solo performance duties at the rank of sergeant or lieutenant, they must successfully complete a field training and evaluation program for their designated rank. Prospective sergeants and lieutenants will be evaluated in accordance with the sergeant SEGs Field Training Guide.
2. Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of sergeant will receive 40 hours of mandatory supervisory, management, leadership, and command accountability training before assuming supervisory responsibilities.
3. Prior to promotion or prior to solo performance, eligible personnel promoting to the rank of lieutenant may will receive 40 hours of advanced supervisory training.

6-1-6 Advanced Training

APD is committed to a continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Albuquerque community. The advanced training unit is responsible for scheduling, developing, and delivering advanced, specialized, and in-service training for all APD personnel, as well as for external agencies when directed. The advanced training will include courses required by New Mexico state statutes and the New Mexico Department of Public Safety (NMDPS) training division.

Department in-service training programs, commonly referred to as maintenance-of-effort (MOE), and other mandatory training are governed by the provisions of this SOP.

A. Annual Training (also known as NMDPS biennium training requirements) and other mandatory training requirements.

1. Annual training will be conducted on an on-going basis throughout each calendar year. The annual block training, roll call training, and specialized schools are designed to fulfill the state-mandated training requirements.
2. Attendance Completion of this training is mandatory for all sworn personnel.
3. Personnel are required to observe and conform to all applicable standard operating procedures and administrative orders while in training.
4. Certain blocks of training will be delivered via PowerDMS. Notification of the training will be sent out in special order format, and due date for that particular training will be noted in the special order.
5. Officers will be scheduled by their supervisors within ten calendar days of the publication of the special order. Their scheduled training dates must be sent to the DA liaison to avoid conflicts between training requirements and court obligations.
6. Except for exigent circumstances, personnel may not cancel or re-schedule any

7

7

7



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

mandatory training within two weeks of the start of training.

- a. Personnel who fail to appear for training, reschedule mandatory training within two weeks of the start of training, or cancel their scheduled mandatory training within two weeks of the start of the training will receive a missed training notice from the training academy, through their chain of command.
- b. After the employee's chain of command has addressed progressive discipline, and signed the missed training notice, the missed training notice will be returned to the academy and retained in the employee's training file.

7. All scenario-based training will include instruction on supervisory roles and responsibilities. Depending on the enforcement scenario presented, supervisory actions to be taken before, during, and after the event or action will be demonstrated.
8. Annual MOE training developed by the advanced training unit will include instruction on topics mandated by NMDPS, APD, or other authorities. At a minimum, the following required courses will be presented at the specified frequency:
 - a. Use of force policy and use of force legal updates – annually
 - b. Electronic control weapons and devices (i.e., TASER) – annually
 - c. Bias-based profiling – annually
 - d. Dealing with mental illness – annually
 - e. Constitutional law refresher – annually
 - f. Procedural justice for police officers – annually
 - g. Ethics – biennially
 - h. Less lethal weapons and weaponless self-defense – biennially
9. MOE training may include such additional topics as those listed below:
 - a. CPR and first aid
 - b. Driving
 - c. Chemical agents
 - d. Intoxilyzer
 - e. Firearms
 - f. Expandable and straight baton
 - g. Defensive tactics and handcuffing
 - h. Street survival
 - i. Reality-Based Training (RBT)
10. The advanced training sergeant is responsible for staffing all training sessions with currently-qualified instructors. The advanced training sergeant is also responsible for all reports related to advanced training delivery.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

11. Unless excused through official channels, APD personnel are required to attend assigned training courses. At the conclusion of a scheduled annual training cycle, the advanced training sergeant will provide the Academy lieutenant with a list of personnel who failed to appear (FTA) at scheduled courses. The Academy lieutenant will transmit the FTA list to the appropriate commander with an action copy to the Deputy Chief of Police ~~Major~~. **(Add Sanction to section)**
12. Personnel unable to attend scheduled advanced training must notify the advanced training unit two weeks in advance so that alternative dates can be arranged.
13. Personnel failing to achieve a qualifying score of 70% on any written examination, test, or quiz that does not require certification will receive remedial instruction. The applicable performance measuring tool will then be readministered. This process will repeat until a passing score is achieved.
14. Personnel failing to achieve a qualifying score of 70% on any written examination, test, or quiz that does require certification will be rescheduled to repeat the training. Within twenty-four hours after completing the training, the performance measuring tool will be readministered.
15. If a second failure occurs, the participant's certification for the tested skill will be withdrawn. The director of training will notify the appropriate Deputy Chief ~~major~~ of any such withdrawals. Upon request, the Academy lieutenant will coordinate additional training with the appropriate commander.
16. If an officer fails either two RBT scenarios or fails two firearms qualifications, the officer will surrender his or her issued duty gear to the instructors and park their his or her city-issued vehicle at an RBT facility or firearms range. Refer to Firearms SOP or the RBT SOP. **(Add hyperlink)**
[REDACTED]
17. Rescheduling missed training is the responsibility of the officer who missed the training and requires ~~supervisory approval~~ **academy lieutenant approval.**
18. The advanced training unit will complete a list of personnel who failed to attend an assigned training course. The list will be transmitted to the appropriate commander with an action copy to the appropriate ~~Deputy Chief of Police~~ **major.**
19. Officers on injured in the line-of-duty (ILD) status will be excused from any training that impacts medically-imposed restrictions. ILD officers must provide a memorandum to the advanced training sergeant, through their chain-of-command, documenting their status. The correspondence must include a leave request **(City form P-30)** signed by the officer's physician, indicating restrictions and/or physical limitations. Upon release from restrictions, officers must complete all mandated training that they missed.
20. Officers from other agencies may ask to attend APD advanced training. The requesting agency must transmit a letter to the APD Chief of Police for approval of a training quota.

Formatted: Highlight

Comment [A1]: The firearms SOP desperately needs to be updated so that it matches what this section states



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

21. Every element of instruction will be supported by an approved lesson plan. All learning objectives will be measured. Metrics will include written tests or quizzes, proficiency scores, graded practical exercises, and student skill demonstrations.
22. The advanced training section of the Academy shall maintain complete and accurate records of all training provided to sworn personnel.
23. These records shall include copies of curriculum or lesson plans, course materials, presentations, handouts, attendance records, assessment tools, evaluations, and assigned instructors.

B. Specialized Unit and Area Command Training

1. Upon request, the advanced training unit will assist any APD bureau, area command, or specialized unit in the design, development, and delivery of training. The advanced training unit will also assist specialized units in obtaining required training from external sources. The advanced training unit will also assist in or coordinate any required remedial training at the request of a commander.
2. Recently-assigned personnel who report to specialized units must be scheduled for required training within thirty days of reporting or as specified by the officer's commander. The training will be coordinated with the advanced training sergeant. This training includes, but may not be limited to, the following courses:
 - a. SWAT
 - b. K-9
 - c. Horse-mounted Unit
 - d. Metro Traffic
 - e. DWI
 - f. CIT
 - g. Aerial Support Unit
 - h. EOD
 - i. SRO/G.R.E.A.T.
 - j. Basic Training Unit
 - k. Advanced Training Unit
 - l. Background Investigations
 - m. Firearms Range
 - n. Criminalistics Inspections (Detective, Crime Scene Specialist, Field Evidence Technician)
 - o. Identification Records Unit
 - p. Communications (Dispatcher, 911 Operator, NCIC Operator)
3. Training for specialized unit personnel may include any of the following:
 - a. Knowledge, skills, and abilities particular to the specialization
 - b. Unique management, administration, supervision, personnel policies, and



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

- support services
- c. Department policies, procedures, rules and regulations
- d. Supervised on-the-job training

C. Roll Call Training

1. Roll call training is a structured system of training that occurs during shift or unit briefs. It supplements the annual MOE and other in-service training. As practicable, training materials will be delivered by distributed learning technologies such as APD's PowerDMS application.
2. Roll call training may include legal updates, changes in policies and procedures, or other topics, as directed by the Chief of Police.
3. The advanced training unit will assist in the design, development, and delivery of roll call training, as directed.

D. NMDPS and Other External Training Programs

1. NMDPS training programs offered to APD personnel will be announced by department memorandum and electronically distributed through PowerDMS. Such announcements will include the following items:
 - a. Date, time, and location of the training
 - b. Type and/or subject matter of the training
 - c. Criteria for attendance (eligibility)
 - d. Special instructions and deadline for necessary application forms
2. Applications for NMDPS-sponsored training will require the following:
 - a. NMDPS Advanced Training Application form (DPS form A-42)
 - b. Chain-of-command concurrence (noted on application)
 - c. Deputy Chief-~~Major~~ approval for out-of-town travel
3. Final approvals for requested training will be made by the division or area commander or deputy chief by the ~~major~~, as appropriate. The division commander or deputy chief will document his or her approval by completing the "Agency Head" section of the form.
4. Requests for other non-APD training will be subject to funding availability and command approval. The director of training must clear all APD external training requests. Requests involving out-of-town travel require advance approval from the responsible bureau's Deputy Chief of Police, ~~major~~.

E. Advanced Training Documentation

1. The advanced training unit is responsible for recording and documenting each individual's completed training. This includes maintaining and updating each



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

individual's training records.

2. Advanced training records will be calculated each calendar year (January through December). The records will be compiled in two-year cycles, to coincide with NMDPS biennial training requirements.
3. The advanced training sergeant exercises supervisory responsibility for all advanced training unit records, whether electronic or hard copy.
4. Each employee will provide training certificates to the advanced training unit after completing external training. The employee is required to update his or her training file on an annual basis. Every APD employee is entitled to review his or her own training record and obtain photocopies of any of the contents.
5. Direct access to training files will be limited to Academy staff personnel only. All other access requests will be forwarded to the Academy lieutenant or the director of training.
6. Training files and related information will not be released to the public, to other departmental personnel, to any external agency, or to any individual unless the request is reviewed and approved by the Academy lieutenant or the director of training.
 - a. Court orders for training information will be immediately forwarded to the Academy lieutenant or the director of training.
 - b. The only exception is made for direct requests from Internal Affairs, which has full and unrestricted access to all training division records.
7. Advanced training lesson plans will be filed in the advanced training unit. They will be retained until cleared for destruction or deletion by the director of training.
8. Advanced training class records will include the instructor's name, names of students attending, the course title, the date of delivery, and performance measurement results. Records will be retained indefinitely and stored in the advanced training unit.

Unless excused through official channels, APD personnel are required to attend

[REDACTED]



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

F. Community Outreach Programs

1. The goal of APD's community outreach programs is to continuously improve police and citizen relationships through education. The advanced training unit is responsible for overseeing and managing the Citizens' Police Academy (CPA), the Youth Junior Police Academy (YJPA), Hero Academy, and other related programs and projects. A program manager from the Academy staff will be assigned to administer each program. (Add Hero Academy)
2. The advanced training sergeant has supervisory responsibility for both the Citizens' Police Academy and Youth Junior Police Academy.
3. Each CPA or YJPA class will convene with up to 40 50 candidates.
4. On the first day of each Academy, the director of training will invite the mayor and Chief of Police to deliver opening remarks.
5. Sessions for the CPA are scheduled on Tuesdays and Thursdays from 1800 to 2100 for the duration of the twelve-week program.
6. Training handouts and other classroom materials will be produced and distributed at the discretion of the CPA and YJPA program manager, using training division resources. Materials are subject to review and approval by the basic training sergeant.
7. The CPA and YJPA program manager is responsible for taking attendance and enforcing Academy rules and regulations.
8. College credit is available for CPA attendance from Central New Mexico Community College (CNM). Students must enroll with the college before the program commences in order to be eligible for credit.
9. Participants will not graduate if they miss more than two CPA or YJPA sessions. Make-up opportunities in future classes will be arranged by the program manager.

6-1-7 Firearms Training Unit

The firearms training unit is responsible for firearms training and periodic proficiency qualifications for all armed department personnel. Additionally, the unit will develop new firearms training programs, train cadets in the use of firearms, enforce firearms safety, inspect and repair firearms, and maintain firearms records.

A. Firearms Training and Qualification

1. Range personnel will develop and recommend firearms programs for department approval.



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

2. All firearms programs will be approved by the Academy lieutenant. All periodic proficiency qualification sessions must meet or exceed NMDPS requirements.
3. During the department qualification session, if personnel fail the qualification with a score of 70% - 79%, they will receive remedial instruction by a member of the range staff, and then given a second opportunity to qualify with their handgun before leaving the range. If personnel fail their second attempt at the qualification after the remedial instruction, they will leave their department issued handgun and their marked police vehicle with range staff and will immediately be placed on administrative assignment at the range. Personnel being placed on administrative assignment to the range will immediately notify their direct supervisor of the event. Personnel will stay on the administrative assignment at the range until they are able to pass the department qualification.
4. Personnel that fail the qualification with a score below 70% will not be given remedial instruction on the same day, and will immediately be placed on administrative assignment to the range, leaving their department issued handgun and marked police vehicle with range staff.
5. Prior to returning to regular duty, the range staff will develop a practice schedule for the affected personnel that is designed to correct deficiencies and improve qualification scores. The employee's supervisor will be provided with the training schedule by the advanced training sergeant. If the employee fails to complete the schedule, the advanced training sergeant will notify the employee's immediate supervisor, who will implement the appropriate supervisory action based on present circumstances.
6. The Academy lieutenant or designee will schedule all firearms training and qualification programs, no later than 30 days in advance of the program's start date.
7. All personnel are encouraged to wear body armor during all periodic proficiency qualifications sessions. During scenario-based training elements, personnel may be required to wear their complete assignment-based uniform and all specified duty equipment.
8. Range personnel may direct qualifying officers to utilize voice cues and verbal commands during qualification and other live-fire sessions. Verbal orders include such verbal cues and commands as "he's got a gun," "put down the gun," "stay right there," and "police, show me your hands."

Comment [A2]: The stand alone firearms SOP (2-3) needs to be updated to reflect these changes

B. Development of New Firearms Training Programs

1. Range personnel must remain current with developments in firearms training and technology.
2. Range personnel will submit lesson plans for all firearms and firearms-related training and all classroom instruction to the Academy Lieutenant director of training for review and approval



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

C. Cadet Firearms Training

1. Cadets and lateral officers are required to meet or exceed the firearms requirements mandated by NMDPS.
2. Range personnel will provide performance scores and evaluations for each cadet to the basic training sergeant.
3. Range personnel are solely responsible for administration of corrective action to cadets during firearms training. Corrective action will be administered so that it accomplishes approved learning objectives.

D. Firearms Range Safety

1. Every person present at the range will share responsibility for firearms safety. All present are required to call out any safety concerns or violations immediately.
2. Only range personnel or designated instructors are permitted on the firing line with the shooters during training and qualification sessions.
3. Range personnel will enforce all range safety rules.
4. Range personnel will report maintenance or safety needs to the range master.
5. The range master, Academy lieutenant, and director of training will be notified immediately of any injuries, accidental and unintentional discharges, or other mishaps at the firearms range.
6. All personnel are required to wear safety glasses and ear protection when in the vicinity of live fire.
7. Range personnel are required to obtain annual hearing tests.

E. Firearms Inspection and Repair

1. Range personnel and supervisors may inspect any firearm used on the range.
 - a. Any firearm judged to be unsafe will be immediately withdrawn from service and will not be used or fired.
 - b. Departmental firearms in need of repair or maintenance will be referred to the department armorer.
 - c. Repairs to authorized personally-owned firearms are the responsibility of the owner.
2. The department armorer or **gunsmith** is responsible for repairing department firearms or for referring department firearms elsewhere for repair. The department armorer or **gunsmith** will keep a record of all repairs and maintenance completed on department firearms

F. Firearms Records

1. Firearms records will be created and maintained for every armed department employee. All training and proficiency qualification scores will be recorded and



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 6-1

Effective: xx/xx/xx Review Due: xx/xx/xx Replaces: xx/xx/xx

documented in the approved training division recordation system. Each record will include the officer's name; firearm make, model, caliber, and serial number; the date of qualification; scores and results.

2. All firearms range requests and correspondence require the approval of the Academy lieutenant.
3. Lesson plans will be maintained for all training and qualification programs. The Academy Lieutenant director of training will approve training and qualification courses in advance.
4. The range master will notify the advanced training sergeant concerning those personnel who fail to appear, who fail to qualify in mandatory training, or who fail to qualify in a proficiency qualification course.
5. The range master will provide the Academy lieutenant with a list of all participants and their scores at the conclusion of each annual training or qualification. Upon receipt, these results will be recorded in the Academy's automated recordation system.

DRAFT