



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-9

Effective: 01/14/16 Review Due: 01/14/17 Replaces: 05/20/15

**8-9 IMAGING UNIT**

**8-9-1 Policy**

The policy of the Unit is to image all documents (police reports and supporting documents) for the entire Department, Bernalillo County Sheriff's Department, Aviation Police, and Albuquerque Fire Department's Arson Unit.

**8-9-2 Rules and Responsibilities**

A. Supervisor

1. Plan and schedule adequate shift coverage.
2. Approve leave requests, monitor sick leave usage, and take appropriate action when sick leave is abuse.
3. Evaluate and review the performance of assigned personnel.
4. Interpret approved policies and keep subordinate informed on policy changes.
5. Prepare and maintain reports and records.
6. Assist in the preparation of the division budget.
7. Administer operation control and expenditures of staff and equipment.
8. Other duties as assigned.

B. Technician

1. The Unit performs duties with confidential documents. Therefore, technicians are to refrain from discussing information about reports and supporting documents with anyone outside the Department.
2. Prepare, scan, index, and verify documents into an electronic document filing system.
3. May be asked to provide training for new personnel.
4. Prepare work activity totals for the monthly report.
5. Other duties as assigned.