



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-13 (Formerly 5-3) Effective: 08/18/2020 Review: 08/18/2021 Replaces: 10/17/2017

1-13 ARMED ROBBERY UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [2-8 Use of On-Body Recording Devices](#)
- [2-60 Preliminary and Follow-Up Criminal Investigations](#)
- [3-30 Line Inspection Process](#)
- [5-3 Criminal Investigations Divisions](#)

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 15-15 Removal of Robbery Statement Forms

1-13-1 Purpose

The purpose of the Armed Robbery Unit is to investigate robberies and assist the Field Services Bureau (FSB) with robbery investigations that are complex and lengthy.

1-13-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide Armed Robbery Unit personnel and FSB personnel with rules and responsibilities for responding to robberies.

1-13-3 Definitions

- A. Robbery (Individual Robbery): Consists of the theft of anything of value from the person of another or from the immediate control of another, by use or threatened use of force or violence. For the purposes of this policy a robbery may also involve these types of activities:
1. Carjacking: The taking of a motor vehicle by force from an individual or their immediate control.
 2. Commercial Robbery: Theft of anything of value from the person working at or representing a business.



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3. Home Invasion: Entering a person's residence through a ruse, coercion, or force to an individual and obtaining anything of value.

1-13-4 Rules and Responsibilities

A. Responding Officer and FSB Supervisor Responsibilities

1. Conduct an investigation consistent with SOP Preliminary and Follow-Up Criminal Investigations.
2. Collect a statement using the on-body recording device (OBRD) for all robbery cases consistent with SOP Use of On-Body Recording Devices.

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- a. Officers shall not obtain any written witness/victim statements for any robbery call for service.
3. Notify and brief their supervisor about the robbery.
4. Supervisor determines if a call-out is necessary based on call-out criteria, and notifies Emergency Communications Center (ECC) to call the on-call Armed Robbery Unit Detective.
5. If an FSB Supervisor approves the arrest of a robbery offender, and wants the primary field officer to assume case responsibility for training purposes, the FSB Supervisor shall contact the on-call Armed Robbery Unit Detective to ensure the offender is not currently being investigated on other cases.
6. Complete a report and email all robbery or robbery arrest reports to apdar@cabq.gov.

B. Call-Out Criteria

1. The on-call Armed Robbery Unit Detective assumes case responsibility and conducts follow-up investigations in any of the following situations:
 - a. In-custody cases where officers have taken a suspect(s) into custody subsequently and related to a robbery and additional investigation is immediately necessary;
 - b. Robbery cases where a victim or witness sustains a serious physical injury;
 - c. When a robbery initially occurs in the Department's jurisdiction, and if the investigation further extends into any surrounding jurisdictions; and
 - d. Whenever directed by the Armed Robbery Unit Sergeant or the on-call Violent Crimes Supervisor, if the Armed Robbery Unit Sergeant is not available.
2. Should the call-out require additional personnel, detectives can contact the Armed Robbery Unit Sergeant.



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3. The Armed Robbery Unit will not conduct or assume control of an investigation or retain responsibility for cases under the following conditions:
 - a. If an offender is arrested and booked into a detention facility and an Armed Robbery Unit Detective was not called out to the scene by a Field Supervisor or officer before the offender was booked; and/or
 - b. If an Armed Robbery Unit Detective is called-out and the initial investigation shows the crime reported is not a robbery, the detective can advise the on-scene supervisor and decline to respond. It will then be the on-scene Field Supervisor's responsibility to contact the appropriate investigative unit for case responsibility.

6 C. Armed Robbery Unit Detective Responsibilities

1. Respond to armed robberies that meet call-out criteria.
2. In the event an officer needs assistance with the follow-up investigation, an Armed Robbery Unit Detective shall provide guidance and assistance.
3. Assume case responsibility & conduct follow-up investigations consistent with SOP Preliminary and Follow-Up Criminal Investigations.
4. Follow duties and responsibilities in the Unit's handbook.
5. Participate in Robbery on-call rotations and Homicide on-call rotations.

6 D. On-Call Rotation/Status

1. Armed Robbery Unit Detectives are placed in an on-call rotation. Each detective is required to be on-call for one week at a time as the primary Armed Robbery Unit Detective and for one week at a time as the secondary Armed Robbery Unit Detective; this also includes responding to Homicide call-outs. A detective can be moved up in rotation at the discretion of the Armed Robbery Unit Sergeant, given case overload and/or emergencies. If moved up, the detective completes the remainder of the on-call rotation and will continue through the normal week of primary on-call status.
2. The on-call detective is available 24 hours a day during his/her on-call rotation. If the on-call detective cannot respond to a call-out, that detective is responsible for finding a replacement and for notifying the Armed Robbery Unit Sergeant. The on-call detective shall also notify ECC of the change to their on-call rotation status.

6 E. Armed Robbery Unit Sergeant Responsibilities

1. Assign and manage cases based on case review and solvability factors. The Sergeant or designee shall enter cases in the case management system;
2. Track and identify serial cases;



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3. Prepare monthly activity reports for the Criminal Investigations Division (CID) Lieutenant and Commander;
4. Keep the CID Lieutenant and Commander informed of high profile or significant investigations;
5. Complete monthly inspections in accordance with SOP Line Inspection Process and ensure Armed Robbery Unit Detectives are assigned necessary equipment to perform their duties; and
6. Participate in the Homicide Supervisor on-call rotation.

6 F. Case Assignments

1. All Robbery reports shall be sent to the Armed Robbery Unit. The Armed Robbery Unit Sergeant or designee shall review cases and possibly assign a case according to solvability factors; not all cases will be assigned to an Armed Robbery Unit Detective. For each case, assigned or not, the sergeant or designee shall enter the case into a tracking system with the appropriate coding. Any cases unassigned or pending further leads may be assigned at any time if leads become available.