



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-86

Effective: 05/10/19 Review: 05/10/20 Replaces: 01/14/16

## **1-86 Report Review Unit**

**Related SOP(s):** None

### **1-86-1 Purpose**

The purpose of the Report Review Unit is to manage the information for the FBI National Crime Information Center (NCIC) and New Mexico Law Enforcement Telecommunications System (NMLETS) and review police reports pertaining to NCIC, twenty-four (24) hours a day, seven (7) days a week.

### **1-86-2 Policy**

It is the policy of the Albuquerque Police Department to maintain a Report Review Unit, which is essential to the Department to ensure the accuracy of all entries by providing immediate support and responsiveness to APD personnel at all times. The unit will obtain and maintain a NCIC certification.

### **1-86-3 Definitions**

#### **A. FBI UCR**

1. Federal Bureau of Investigation Uniform Crime Reporting
  - a. Utilized when coding information in a police report.

#### **B. NCIC**

1. National Crime Information Center
  - a. Utilized by Department personnel to identify stolen property and missing or runaway persons.

#### **C. NMLETS**

1. New Mexico Law Enforcement Telecommunications System
  - a. Manual that gives guidelines for NCIC use.

### **1-86-4 Rules and Responsibilities**



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A. The Report Review Unit is operational twenty-four (24) hours a day, seven (7) days a week.

B. NCIC

1. Personnel shall take calls from APD Field Officers and accurately enter or remove the following entries:
  - a. Stolen and embezzled motor vehicles (with VIN or Serial Number)
  - b. Stolen and Lost firearms (with serial number)
  - c. Stolen property (with serial number)
  - d. Missing or runaway persons
2. Personnel will validate that the NCIC entry is still in the system for accuracy and updates of ownership of vehicles and property.
3. Receive and confirm teletype requests for NCIC entries that were entered by APD Report Review.
4. The unit houses and monitors historic Bernalillo County NCIC records (prior to June 12, 2018).
5. Personnel will follow the FBI NMLETS Manual and will maintain required certifications.

C. Reviewing of Police Reports

1. Personnel will review reports pertaining to information that includes, but is not limited to:
  - a. All NCIC entries (including recoveries)
  - b. Towed abandoned vehicles
  - c. Found property with serial numbers
2. Personnel will process reports in accordance with the rules of the UCR, NCIC/NMLETS, and Department SOP
3. Personnel will take the following actions when processing the reports:
  - a. Accept the submitted report



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- b. Reject the report for corrections
4. All APD Personnel will utilize Copperfire or Tracs to generate, submit, and approve police reports.
  - a. Crash reports, station crash reports, statement forms, and other documents will be time stamped and sent to Central Records for processing.
5. Report review will also review and process police reports generated by AFD Arson personnel.
6. The unit houses and monitors historic Bernalillo County police reports (prior to June 12, 2018).