



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

2-16 REPORTS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-93 Telephone Reporting Unit \(TRU\) \(Formerly 8-11\)](#)
[2-9 Use of Computer Systems \(Formerly 1-37\)](#)
[2-19 Response to Behavioral Health Issues](#)
[2-21 Apparent natural Death/Suicide of and Adult \(Formerly 3-22\)](#)
[2-46 Response to Traffic Crashes](#)
[2-53 Use of Force: Definitions](#)
[2-56 Use of Force: Reporting by Department Personnel](#)
[2-78 Domestic Violence \(Formerly 4-25\)](#)
[2-103 Trespass Notification \(Formerly 4-23\)](#)
[3-41 Complaints Involving Department Personnel \(Formerly 3-22 and 3-43\)](#)

B. Form(s)

Juvenile Report Request Form

C. Other Resource(s)

NMSA 1978, § 32A-2-32 Confidentiality; Records
NMSA 1978, § 14-2-6 (E) Definitions
NMSA 1978, § 1-19-32 Inspection of Public Records (IPRA)

D. Rescinded Special Order(s)

22-44 Amendment to SOP 2-16 Reports
22-100 Amendment to SOP 2-16 Reports

2-16-1 Purpose

The purpose of this policy is to provide guidance for Albuquerque Police Department (Department) personnel on which calls for service require a report and to describe how records are maintained and released.

2-16-2 Policy

It is the policy of the Department to provide an efficient and reliable reporting system and to report and record significant incidents that come to the Department's attention.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

N/A 2-16-3 Definitions

A. Report

Documentation of a law enforcement incident that contains the facts and circumstances of what occurred during a call for service. A report is:

1. Uniform Incident Report;
2. Uniform Crash Report; and
3. Supplemental Report.

B. Personally Identifiable Information (PII)

Specific information that identifies details of an incident in regard to the victim, individual, or other protected information of persons associated with a report.

C. Criminal Justice Information Systems (CJIS)

All information and data captured or created by law enforcement agencies necessary for the investigative process including but not limited to arrest charges, indictments, biometrics, criminal history, persons or individuals involved.

D. Public Record

A report that has been finalized through the Record's Division validation process and is made available for public access. The report(s) are required to undergo redaction(s) to protect and control the dissemination of information classified as PII or CJI which is protected per the Inspection of Public Records Act (IPRA), Child's Code, and Federal CJI Guidelines.

6 2-16-4 General Rules

A. Department personnel shall not release the following reports to the public. Department personnel shall provide limited access with redactions per NMSA 1978, § 14-2-6 Definitions of the exceptions and expectations are the following:

1. Consistent with the Delinquency Act on the confidentiality of records, all reports involving juveniles where a juvenile is listed as the victim of neglect, abuse, or has been designated by state statute as a child in need of supervision;
 - a. Members of the public may obtain *copies* of reports if they supplement their request with a notarized Juvenile Report Request Form verifying they are:
 - i. With an agency that is conducting a background check;
 - ii. Court personnel;
 - iii. With a tribal government;



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

- iv. The reporting party who is listed on the report;
 - v. The child or the child's legal guardian or legal representative; or
 - vi. The parent or their legal representative.
 - b. Redacted reports may be released to law enforcement agencies, the New Mexico Children, Youth, and Families Department (CYFD) or other social service agencies, or if the victim is deceased consistent with IPRA per NMSA 1978, § 1-19-32 Inspection of Public Records.
2. There is no exception for the release of all medical, psychiatric, psychological, or Office of the Medical Investigator (OMI) documentation;
3. There is no exception for the release of law enforcement documents that reveal confidential sources, methods, or information; and
 - a. There is no exception for the release of Criminal Trespass Notifications (CT) to the reporting party by sworn personnel as the PII requires redaction prior to release.
 - b. Businesses or property owners requesting a copy may receive a copy with birth month and day redacted leaving the birth year unredacted and the full social security number should be redacted. If officers do not have the opportunity to provide a redacted CT notice they can refer the citizen to the Records Division.
4. There is no exception for the release of all homicide documents until the reports are released by the Homicide Unit Sergeant.
 - a. Homicide reports shall only be released to other law enforcement agencies once the review and approval process has been completed.

B. Access to Department Records by Other Agencies

Records Division personnel shall provide reports/documents that are maintained by the Department to law enforcement agencies, criminal justice agencies or other lawfully-authorized agencies, when requested.

7 2-16-5 Procedures

A. Department supervisors shall:

1. Review reports completed by their subordinates before approving and submitting them electronically; and
2. Ensure that any paper Uniform Incident Reports, Uniform Crash Reports, or associated documentation have the Computer-Aided Dispatch (CAD) and case numbers on the document prior to them being validated in the Department's Records Management System (RMS) system.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

B. Department personnel shall:

1. Complete a Uniform Incident Report for the following incidents:

- a. All felony, misdemeanor, and petty misdemeanor crimes;
- b. Traffic offenses involving physical arrest, or protective custody;
- c. Any incident or warrant service resulting in an arrest;
- d. Attempted suicides;
- e. All child abuse or neglect incidents;
- f. Contact with an individual exhibiting a behavioral health disorder or behavioral health crisis, consistent with SOP Response to Behavioral Health Issues (refer to SOP Response to Behavioral Health Issues for sanction classifications and additional duties);
 - a. Crisis Intervention Team (CIT) contact sheets may be standalone reports and do not require a Uniform Incident Report to be created, if no crime has occurred.
 - i. An example would include contact with an individual exhibiting a behavioral health disorder that does not require a follow-up with CIT, mandatory transport, and charges or arrest consistent with SOP Response to Behavioral Health Issues (refer to SOP Response to Behavioral Health Issues for sanction classifications and additional duties);
- g. Apparent natural death or suicide calls for services, consistent with SOP Apparent Natural Death/Suicide of an Adult (refer to SOP Apparent Natural Death/Suicide of an Adult for sanction classifications and additional duties);
- h. All domestic violence incidents, consistent with SOP Domestic Violence (refer to SOP Domestic Violence for sanction classifications and additional duties);
- i. All incidents involving abortion clinics and/or incidents involving any persons involved in abortion services;
 - a. Department personnel shall forward a copy of the Uniform Incident Report to the Criminal Intelligence Unit (CIU) for analysis and coordination with federal agencies.
- j. When Department personnel:
 - a. Discharge a firearm other than during training or for recreation;
 - b. Take an action that results in or is alleged to have resulted in injury or death of another person;
 - c. Apply force through the use of a lethal or less-lethal weapon, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties);
 - i. If a supplemental report is created in regard to the dispatching of a specialized unit such as the Special Weapons and Tactics (SWAT) Unit, Department personnel shall link that associated supplemental report to the original Uniform Incident Report, documenting the offense and arrest information.

N/A

N/A

N/A

N/A

N/A



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

N/A

N/A

N/A

N/A

- d. Apply empty-hand techniques at a level of force that is defined in SOP Use of Force: Definitions (refer to SOP Use of Force: Definitions for sanction classifications and additional duties); or
 - v. Point their firearm at an individual. Department personnel shall complete the appropriate force reporting documentation, consistent with SOP Use of Force: Reporting by Department Personnel (refer to SOP Use of Force: Reporting by Department Personnel for sanction classifications and additional duties).
 - 1. Department personnel do not need to complete a Uniform Incident Report when they point their firearm at a low-ready position.
 - k. When evidence is collected;
 - a. Department personnel shall include the circumstances by which the property came into the Department's possession and describe each item of property collected.
 - l. An incident for which Department personnel consider a Uniform Incident Report must be completed;
 - a. In cases for which the Department personnel determines that a Uniform Incident Report is unnecessary and does not fall under the above categories, they may add information in the CAD System instead of completing a Uniform Incident Report.
 - b. Department personnel shall consult with their immediate supervisor if they are unsure about completing a Uniform Incident Report rather than adding remarks in the CAD system.
 - c. Department personnel may refer community members to the Telephone Reporting Unit (TRU) when they do not have valid follow-up information, such as a name, date of birth, street address, or complete vehicle license plate information, consistent with SOP Telephone Reporting Unit (TRU) (refer to SOP Telephone Reporting Unit for sanction classifications and additional duties).
 - i. Department personnel shall not refer a community member to the TRU to request or obtain a copy of a Uniform Incident Report.
 - ii. Department personnel shall refer the community member to Records Division personnel to request or obtain a copy of a Uniform Incident Report.
 - m. When directed to do so by a Department supervisor; and
 - n. When Department personnel create a separate report to a related incident they shall associate the separate report to the original Uniform Incident Report.
2. Complete a Uniform Crash Report for traffic crashes, consistent with SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties);
3. Any attachments or photocopies of documents generated outside the Department such as: bank statements, receipts, tow-in reports, etc, shall be uploaded to the corresponding Uniform Incident Report by Department personnel before validating the report.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

- a. All hand written CT forms and tow-in reports must be uploaded in a corresponding Uniform Incident Report in the record management system by the author of the original report.
 - b. Department personnel who has taken photographs shall add the attachment to the Uniform Incident Report or supplemental report for the ID Unit who will manage the profile photos.
4. Ensure that the primary officer on the call for service completes the Uniform Incident Report, or Uniform Crash Report accurately, unless otherwise noted in Department policy.
5. The Uniform Incident Report will document the offense that took place.
6. Supplemental reports should be written on a case by case basis and do not take the place of a Uniform Incident Report. The function of Supplemental Reports is to help organize additional information or attachments.
 - a. Supplemental Report types and their utilization:
 - i. Property Supplement allows for the documentation of items or possessions that the citizen did not report in the original Uniform Incident Report.
 - ii. Narrative Supplement is used when you were not the primary officer on call but were present or interacted in the incident.
 - iii. Field Investigator Supplement offer specialized units a place for their documentation purposes.
 - iv. An offense modifying supplement should be created in order to make changes or updates to an original report that you are not the owner of.
 - v. When you need to add an attachment to TraCS report.
 - b. Creation for an individual supplement may be unnecessary as most report types allow for that attachment of a document to the original.
 - c. Supplement Reports should be linked to the original report in the record management system e.g. TraCS and Mark43.

C. Timeliness of Reports

1. Department personnel shall submit Uniform Incident Reports, Uniform Crash Reports, Supplemental Reports, and any related documents (e.g., bank records, receipts, etc.) by the end of their shift, except at the direction of a supervisor.
 - a. If Department personnel are not physically capable of submitting their reports by the end of their shift during which the incident occurred, the employee's immediate supervisor or their designee shall ensure that the report from the involved employee is submitted by the end of the employee's shift during which the incident occurred.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

- b. A supervisor shall complete the review/approve of all reports within three (3) work days of when they were submitted, except at the direction of their supervisor.
 2. Felony reports and reports when an arrest is made shall be approved prior to the end of shift.
 - a. If a supervisor is unable to review or approve the reports within three (3) work days, they shall notify their immediate supervisor.
 3. Department personnel shall check for rejected reports daily.
 - a. If a report is rejected changes shall be completed and resubmitted within five (5) work days.
 - b. If a report was rejected and in draft status the report shall carry the five (5) work days completion expectation.
- D. National Crime Information Center (NCIC) Entries
 1. Department personnel shall contact the NCIC Reporting Unit to request an NCIC entry for cases involving:
 - a. Auto theft;
 - b. Missing persons;
 - c. Lost or stolen firearms;
 - d. Stolen property; and
 - e. Stolen vehicles parts.
 2. Department personnel shall complete a Uniform Incident Report or Supplemental Report for all NCIC entries.
- E. Corrections or Changes to Reports
 1. Department personnel shall check the Department's records management system at least once a day while on normal working hours to verify whether Records Division personnel or their supervisor has rejected any reports for corrections and resubmission.
 2. Department personnel shall not alter Uniform Incident Reports or Uniform Crash Reports after they have been approved by a supervisor.
 - a. Only Department personnel who completed the report may make changes to the report, if their supervisor returns the report for revisions or corrections.
 - i. Any edit can be performed on a completed report by submitting a supplemental report or an offense modifying supplement.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-16 (Formerly 1-05)

Effective: 06/14/2023 Review: 06/14/2024 Replaces: 01/12/2022

- b. Department personnel who need to make changes and/or corrections to a report after it has been finalized through the Records Division's validation process shall open up the original Uniform Incident Report by returning it to draft status and edit or add the information needed.
 - i. In the comments section, Department personnel shall make sure to add what changes or updates were completed.
 3. In cases where Department personnel's report does not contain adequate information, Records Division personnel shall reject the report and return it to the employee who originally submitted the report for corrections.
 4. Department personnel who have planned days off beyond their normal duty weekends (i.e., vacation time, military leave, leave taken under the Federal Medical Leave Act (FMLA), etc.) shall submit their reports prior to starting their time off from work.
 - a. Department personnel shall contact a Records supervisor prior to going on any extended leave, to ensure that they have no outstanding reports.
 - b. If Department personnel is on extended leave, a memorandum shall be provided through chain of command, who will assign an interim supervisor. The interim supervisor will be responsible for completing any outstanding work while the Department personnel is out.
 5. When returning from unplanned days off, Department personnel shall submit any required reports.
 - a. Department personnel shall ensure their immediate supervisor or their designee is notified of these reports.
 6. Department personnel who have scheduled training or scheduled departmental testing shall submit their reports prior to the first day of training or testing.
- F. Reports of Alleged Officer Misconduct While On-Duty
1. Department personnel shall not write a Uniform Incident Report on Department personnel for alleged policy violation while on-duty, either by community member request or on their own initiative.
 - a. Department personnel shall refer to SOP Complaints Involving Department Personnel for reporting misconduct (refer to SOP Complaints Involving Department Personnel for sanction classifications and additional duties).
 - b. If a criminal case is required, the case shall be initiated and authorized by the Internal Affairs Professional Standards Division (IAPS) Commander, the Bureau Deputy Chief, or the Chief of Police.

N/A