



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-17

Effective: 11/04/16 Review Due: 11/04/17 Replaces: 01/17/16

2-17 OFFENSE/INCIDENT REPORT FORM

2-17-1 Purpose

This policy provides instructions for completing the Offense/Incident Report Form.

2-17-2 Policy

It is the policy of the Department that all department employees completing the Offense/Incident Report Form shall do so in an accurate, complete and in a uniform manner.

2-17-3 Instructions

A. Offense/Incident Report

1. Writing Style

- a. For hand written reports, the writer shall complete the report using legible, block print.
- b. Only black ballpoint pens are authorized.

2. Case Number

- a. The case number is a nine-digit number. The first two digits represent the year, and the last seven digits represent the report number.
- b. If a case number is needed, the officer submitting the original report will call Dispatch or use their MDT to obtain a case number.
- c. The officer will write the case number on all pages of the report and any supporting documents prior to turning in the report.

3. Occurrence Date(s) and Time(s)

- a. Enter the date on which the event occurred by month/day/year, in two-digit numerical sequences in the "on" block. If the event occurred over two or more days or the exact date is unknown, establish the earliest and latest dates and enter the earliest date in the "on" block and the latest dates in the "between" block.
- b. Enter the exact military time the event occurred in the "on" block. If the event occurred over a period of minutes and hours, or the exact time is unknown, establish the earliest and latest time and enter the earliest time in the "on" block and latest times in the "between" block.
- c. If both the "on" and "between" dates of occurrence were entered, then the "on" and "between" times must correspond to the "on" and "between" dates.



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4. Date Reported and Time
 - a. Record the date on which the report is written. The date is a two-digit numerical sequence representing month/day/year.
 - b. Record the military time at which the report is written.
5. Day of Week
 - a. Enter the day of the week the event occurred using the first two letters of the day (such as, MO = Monday and TH = Thursday).
 - b. If the exact day is unknown or the event covers more than 24 hours, enter X.
 - c. If the event begins on one day and ends on the next, enter the beginning day.
6. Agency/County

If not using a preprinted APD report, place an "X" in the APD box.
7. District No.
 - a. Enter the three-digit APD beat code identifying the area where the event occurred; this code will be written on all reports where the event occurred in APD's jurisdiction.
 - b. If the reporting agency is APD and the event occurred outside the jurisdiction of APD, enter "out."
8. Incident Number (CAD)
 - a. Officers dispatched to a call for which a report is generated will put the CAD event number in this box. In cases where multiple reports are generated, the CAD event number that was generated should be put on all subsequent reports submitted. Dispatch will issue a CAD event number for reports associated with the original case.
 - b. While writing a supplemental report to an original report that has already been issued a case and CAD number, use the original CAD number on the supplemental report, not the CAD number that was dispatched for that date.
9. Burglary, Force, No Force, and Number of Units (required for residential and commercial burglaries only)
 - a. Indicate whether forced or no forced entry was used to enter a residential or commercial structure.
 - b. List the number of units entered, such as, four storage units.



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10. Address/Location of Occurrence

Enter the full and exact address of the event.

- a. If the event continues over some distance, enter the address where the event began.
- b. If there is a chain of events, enter the address dispatched to and describe the relationship of addresses and events in the narrative.
- c. The address may include street numbers, street names, street types, building numbers, apartment numbers, quadrant of city, city, state, and zip code.
- d. If the event occurred in the City of Albuquerque, the writer may omit Albuquerque, NM.
- e. If the event occurred at an intersection, enter the numerical hundred block closest to the intersection and note the intersection in the narrative. DO NOT enter an intersection as an address. DO NOT give business names or institutions for location.
- f. If the event occurred in a vacant lot or mesa area, enter the nearest address and describe the location in the narrative. If the event occurred on the interstate, indicate which one, the direction of travel, and nearest mile marker (I25 NB at MM150).
- g. If the event occurred at the Big I, enter the interstate where the event occurred first, followed by the intersecting interstate, and direction of travel (I40 EB at I25, locates the event on I40 at I25 eastbound lane)
- h. Quadrant
 - NE - Northeast
 - SE - Southeast
 - NW - Northwest
 - SW - Southwest
- i. Street Types
 - ST - Street
 - BLVD – Boulevard
 - RD – Road
 - CT- Court
 - LN – Lane
 - AV – Avenue
 - PL – Place
 - CR – Circle
 - TR – Trail
 - LP – Loop
 - WY – Way

11. City

Enter the city where the offense/incident occurred.

12. Zip Code



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Enter the appropriate zip code for the location of occurrence.

13. Gang Related

Indicate by checking the appropriate "yes" or "no" box whether or not the offense/incident is gang related.

14. Hate/Bias Motivation Code

- a. Check this box only if a hate crime has occurred.
- b. A hate crime offense/incident is an unlawful act, which after an investigation by law enforcement, is or appears to be motivated primarily by race, ethnicity/national origin, religion, or sexual orientation of the victim or institutional target.
- c. Refer to your code guide for appropriate codes.

B. Offense

1. Offense/Incident

- a. In felony or misdemeanor reports, utilize correct terminology from state statutes or local ordinances. For example, criminal sexual penetration, not rape; or homicide, not murder.
- b. If the report covers several offenses, enter titles in order of seriousness with the most serious list first. Make sure that the report victim #1 matches offense #1. For example, if a store is robbed and the clerk is murdered, then the first listed offense is a homicide and the #1 victim is the clerk. The second listed offense is robbery and the #2 victim is the store.

2. Statute or Ordinance

List the state statute or local ordinance that applies to each offense listed.

3. Felony/Misdemeanor

- a. Indicate whether the offense reported is a felony or a misdemeanor.
- b. Enter an "F" for a felony or an "M" for a misdemeanor in this box.

4. Attempted/Completed

Indicate whether the offense reported was attempted or completed by marking the appropriate box.

5. UCR Offense Code (for Records use)

Do not write in this box. It is for Records use only.



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6. Criminal Activity Code

- a. Report the appropriate code only for counterfeiting/forgery; stolen property offenses; drug/narcotic violations; drug equipment violations; gambling equipment violations; pornography/obscene material; and weapon law violations.
- b. Record up to three codes. Refer to your code guide for the appropriate codes.
- c. Example
 - i. The offenders published and sold pornographic photographs they took of children.
 - ii. Because three types of activity can be reported, record up to three codes for these criminal activities: (1) cultivating/manufacturing/publishing/producing; (2) distributing/selling; and (3) exploiting children.

7. Location Code

Enter the location code to indicate where each reported offense/incident occurred. Refer to your code guide for the appropriate codes.

8. Weapon Code (required only for those listed below)

Enter the appropriate weapon code (up to three) ONLY for each of the following reported offenses:

- | FBI | Uniform | Crime Report |
|---|---------|---------------------------------|
| • Murder and Non-Negligent Manslaughter | | • Kidnapping/Abduction |
| • Robbery | | • Extortion/Blackmail |
| • Negligent Homicide | | • Forcible Rape |
| • Aggravated Assault | | • Weapon Law Violations |
| • Justifiable Homicide | | • Forcible Sodomy |
| • Simple Assault | | • Sexual Assault with an Object |
| | | • Forcible Fondling |

Refer to your code guide for the appropriate codes. For example, for an unknown type of firearm, enter "11," and for a pistol, enter "12."

9. Offender(s) Suspected of Using

Check the appropriate box to indicate whether alcohol, drugs, or computer equipment was associated with the reported offense(s). If unknown, check the UNK box.



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C. Subjects (Victim/Suspects/Persons/Businesses)

1. Person Code

- a. Enter the appropriate code that is listed to the upper right of the code box. The Reporting Person code "REP" is used only when the complainant is not the victim. If the Reporting Person is also the victim, the "VIC" code is to be used.
- b. All runaway/missing persons must be relayed to the Report Review Unit so they may be entered into NCIC within two (2) hours of the time reported to the Department, not from the time that the report was written.

2. Type Code

Enter the appropriate code that is listed to the upper right of the code box.

3. Injury Code

- a. Enter the appropriate code that is listed to the upper right of the code box.
- b. The injury code is only required for crimes against a person. Do not list an injury code for a business and/or subjects who are involved in a property crime(s).

4. Name (Last/First/Middle)

- a. List the last name first of any person and the complete name of the business, when applicable.
- b. Only one name is to be listed at a time. For example, you cannot list Mr. & Mrs. Thomas together.
- c. If the last name is known and the first name is not known, then list the name as Smith, FNU. (FNU = First Name Unknown)
- d. If the last name is not known and the first name is known, then the name as LNU, Steve. (LNU = Last Name Unknown)
- e. If the last name and first name are not known, then list the name as Unknown. Do not use UNK, N/A, LNU, or FNU.
- f. If the state of New Mexico is a victim, then list it as STATENM.
- g. If the City of Albuquerque is a victim, then list it as CITYABQ.

5. Social Security Number (SSN)

The SSN is needed to create a person's jacket or to track persons in the computer system.



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6. Date of Birth (DOB)

The DOB is needed to create a person's jacket or to track persons in the computer system.

7. Age

Enter the age of the victim. An age range cannot be entered into the reporting system.

8. Sex

Enter "F" for female, "M" for male, or "X" for unknown.

9. Race

Enter reporting person's race.

- W – White
- B – Black
- A – Asian, Pacific Islander
- I - American Indian, Eskimo, Aleut
- U - Unknown Race

10. Street Address

Enter the address of the person or business.

11. Resident Phone

Indicate the person's home or personal cell phone number, if known and include the area code.

12. Height, Weight, Hair, Eyes

These are mandatory for NCIC entries of all runaway and missing persons.

13. Ethnic

Mark only one box. For example, use "H" for Hispanic or "N" for all non-Hispanics.

14. City, State, Zip Code

Enter the city, state, and zip code for persons or businesses listed.

15. Business Phone



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Indicate the work phone number of the person or business, and include the area code.

16. Victim of Offense Number

- a. Indicate which offense number this person/institution was a victim of. For example, if John Doe was a victim of only the first offense, place a "1" in the box. If John Doe was a victim of offenses 1 and 3 but not 2, place a "1" and "3" in the appropriate space.
- b. When supplied, the information must be linked in Copperfire.

17. Victim of Suspect Number

- a. Indicate which offender/suspect John Doe was a victim of. For example, if John Doe was a victim of offenders/suspects 1 and 2, place a "1" and "2" in the appropriate space.
- b. When supplied, the information must be linked in Copperfire.

18. Victim to Offender Relationship (REL)

- a. Refer to the code guide to describe the relationship of the victim to the offender. For example, if an employee assaulted his employer with his fists, the entry would be "ER." When supplied, the information must be linked in Copperfire.
- b. The Victim to Offender Relationship code is required.

19. Occupation, Employer, School, and Address

Enter this information if known.

20. Suspect of Offense Number

- a. This information is required when multiple offenses are listed.
- b. Use this box when multiple suspects are listed for multiple offenses reported. Indicate which offense(s) each suspect is suspected of. When supplied, the information must be linked in Copperfire.

21. Arrested for Offense Number

- a. This information is required when multiple offenses are listed.
- b. Use this box when multiple arrested persons are listed for multiple offenses reported. Indicate which offense(s) each arrested person was arrested for.
- c. When supplied, the information must be linked in Copperfire.

22. Gang Affiliation

Enter the gang affiliation for persons listed, if this information is known.



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23. Alias/Nickname

- a. List all known aliases and/or nicknames.
- b. Also enter alias DOBs and SSNs of persons listed.

24. Marks, Scars, Tattoos, and/or Clothing Descriptions

- a. Enter all that applies, if the information is known. This information is important for all runaway and missing person reports.
- b. If a person is listed as a runaway or missing person, note the above information, as well as any medical and mental condition data. In addition, make note if dental and DNA records are available.
- c. In the event that the above information does not fit in the field provided, list the additional information in the narrative.

25. Driver's License Number/D.L. State

Enter the driver's license number and issuing state for persons listed if this information is known.

26. Arrest/Citation Number

Enter the arrest and/or citation number for arrested and/or cited persons.

27. FBI Number / SID Number

Enter these numbers if known.

28. NCIC Number

- a. List the NCIC number if a runaway or missing person has been entered or removed from NCIC.
- b. If persons have run away or are missing and then have returned or been found before being entered into NCIC, then "NEVER ENTERED" must be listed.
- c. If a different agency has entered a person into NCIC as a runaway or a missing person and APD reports that person as returned or found, then the reporting agency and case number must be listed in the Agency Optional Use box.

29. Resident Status

- a. If a person is a resident of the City of Albuquerque, mark RES.
- b. If the person is a resident outside of the City of Albuquerque or is a transient, mark NON.



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D. Vehicle

1. Vehicle Status Code

Enter the appropriate vehicle status code listed to the right of the code box.

2. Vehicle Type Code

- a. Enter the appropriate vehicle type code listed to the right of the code box.
- b. Trailers, tow dollies, boats, and jet skis must be listed in the property section.

3. Year

Enter the year the vehicle was manufactured.

4. Make and Model

Provide the make and model of the vehicle.

5. Body Style

Indicate body style of vehicle, such as, van, 2-door, hardtop.

6. License Number and License Year

Enter the vehicle's license plate number and year of registration.

7. License State

Enter the abbreviation of the state in which the vehicle is licensed.

8. Top Color/Bottom Color

If the vehicle is one color, list that color in the Top Color box. If the vehicle is multi-colored, list all colors in the following boxes.

9. Value/Damage Estimation

List the approximate value of the vehicle that has been damaged, stolen, or recovered.

10. Registered Owner's Name

- a. List the registered owner's name in the box.
- b. Do not enter this as "same as victim #1."



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11. Vehicle Identification Number (VIN)

- a. Enter the complete vehicle identification number.
- b. The complete VIN is mandatory for entry into the NCIC for all stolen and embezzled vehicles.

12. Distinguishing Features/Visible Damage

- a. Enter any unique features noted on the vehicle, such as, bumper stickers, broken window before the offense/incident occurred.
- b. If there is new damage that occurred to the vehicle during the offense/incident, then the damaged property must be listed in the property section.

13. Address

List the address of the registered owner.

14. Tow To/By

- a. List the name of the towing company as well as the address at which the vehicle is to be stored.
- b. If the owner takes possession of the vehicle, the writer will indicate owner/owner destination in this box.
- c. This box is mandatory if the vehicle is being towed or recovered as stolen or embezzled.

15. NCIC Number

- a. List this number if a vehicle has been entered into or removed from NCIC.
- b. If a vehicle has been reported as stolen or embezzled and has been returned before it was entered into NCIC, then "Never Entered" must be listed.

16. Agency Optional Use

List the reporting agency and case number if the offense/incident is in reference to another report, regardless whether it is with the same or a different agency.

17. Towed From, Owner Notified

List the location the vehicle was towed from. The writer will indicate that the owner was notified by checking this box.

18. Date/Time Recovered



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Enter the date, month/day/year, and military time of all recovered stolen or embezzled vehicles.

19. Mandatory vehicle recovery information.

For officer safety, stolen vehicles should be called into Report Review immediately after receiving and verifying all vehicle information.

E. Property

1. Property Status

a. Enter the appropriate code from the Property Status section located at the top of this report form.

b. For example, if the item is stolen, enter a "1" in the appropriate space; if the item is stolen or recovered, enter a "2" in the appropriate space.

2. Property Type

a. Enter the appropriate code from the Property Type section located at the top of this report form.

b. For example, if the item is a firearm, enter "13," and if the item is money, enter a "20."

c. Consumable goods are such things as make-up, gasoline, food, hygienic products, and cigarettes.

3. Type of Item

a. List the specific item.

b. Examples include bicycles, wrenches, pistols, and toasters.

4. Make/Brand

Enter the common property description, such as Schwinn or Smith & Wesson.

5. Model

Enter the model of property listed.

6. Caliber

a. Enter the caliber of all firearms listed.

b. This field is mandatory for NCIC entries.

7. Value (except narcotics)

Enter an approximate or actual value of property that was lost, recovered, burned, stolen, seized, and so forth.



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8. Suspected Drug Type

Enter the suspected drug type. For example, marijuana would be entered as "E."

9. Quantity/Unit of Measure

Enter the appropriate information describing the whole quantity for each type of drugs or narcotics.

10. Description (Color, Size, Features, etc.)

Enter the complete description of property, including size, color, dimensions, and other applicable descriptions.

11. Serial/Owner-Applied-Number (OAN)

- a. In order for property to be entered into the NCIC, all identifying numbers MUST be included.
- b. This field is mandatory for NCIC entries.

12. Date Recovered

Indicate the date property was recovered by month/day/year.

13. NIC Number

- a. List this number if a vehicle has been entered or removed from NCIC.
- b. If a vehicle has been reported as stolen or embezzled and has been returned before being entered into NCIC, then "Never Entered" must be noted.

14. M.O. Event Codes (agency optional use)

Enter all applicable codes utilizing the code guide.

15. Total Value Stolen/Total Value Recovered

- a. Calculate the total value stolen and enter the amount.
- b. Calculate the total value recovered and enter the amount.
- c. All stolen property should be called into Report Review within 24 hours of the report.

F. Synopsis

- 1. Enter a synopsis for ALL offense/incident reports.



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2. For confidential narcotic reports, the writer must list the "confidential narcotic case."

G. Narrative

H.

1. List all pertinent information necessary in regard to the specific offense/incident being reported.
2. The writer's handwriting will be clear, concise and free of grammatical errors.
3. Under no circumstances will felt tip or blue ink pens be used when filling out the offense/incident reports.
4. The narrative can be left blank if it is a confidential narcotic report.

I. Certification/Status Information

1. Intent to Prosecute

The "yes" box must be marked on behalf of the victim when reporting an auto theft or an embezzled vehicle if they intend to prosecute.

2. Reporting Officer, Rank, ID No.

Print the name (last name first), rank, and I.D. number of the reporting officer.

3. Date

Enter the date on which the report has been completed.

4. Detective/Follow-up Officer/Referred To

Enter detectives, officers, or other units that the report is to be referred.

5. ID Number

Enter the ID number of the detective the offense/incident is to be referred, if known.

6. Date

Enter the date on which the writer refers the report for follow-up.

7. Assisting Officer - Rank, ID Number, Date

- a. Enter the name (last name first), rank, and ID number of the assisting officer, as well as the date the report was completed.



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b. All officers on OJT must list their FTO as an assisting officer on all of their reports.

8. Processed by/Date (Records use)

This box is reserved for the Report Review Unit.

9. Data Entry Person/Date (Records use)

This box is reserved for the Data Entry Unit.

10. Approving Officer – Rank, ID Number

After reviewing the report, the approving officer will print or electronically approve the report using his or her name (last name first), rank, and ID number.

11. Date

The approving officer will enter the date on which the report was reviewed and signed by him or her.

12. Incident Status

Enter the internal status of the offense/incident reported as Active, Inactive, Closed, Unfounded, Cleared by Arrest, or Cleared Exceptionally.

- a. ACT - Active. The case is still under investigation and has not been cleared or suspended.
- b. INA - Inactive. The case has not been cleared, but is not considered under active investigation.
- c. CLOSED - Closed. The case has been closed, no further investigation will take place, and the case is considered completed.
- d. UF - Unfounded. The reported offense(s) has been determined to be unfounded.
- e. CLA – Cleared by Arrest. The offense(s) has been cleared by the arrest of the offender(s) or citations have been issued.
- f. CLE - Cleared exceptionally. Is the suspect's name, address, and DOB or SSN listed? If so, then this box will be marked. ALL domestic violence or disturbance reports, regardless of how much information is known about the suspect(s), will be cleared exceptionally unless an arrest has been made. An exceptional clearance will also apply to the following circumstances:
 - The investigation must have clearly and definitely established the identity of at least one offender.
 - Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.
 - The exact location of the offender must be known so that an arrest could be made.



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- There must be a reason outside the control of law enforcement that prevents the arrest.

13. Exceptional Codes (re: 13-b-6 above)

Enter the appropriate code for all exceptionally cleared offense/incident reports.

a. Death of Offender

The case was cleared due to the death of the offender. The death of the offender could have occurred by any means, related or not to the case.

b. Prosecution Declined

Either the victim or prosecuting attorney declined (or refused) to prosecute the case. This code is not applicable to domestic cases.

c. Extradition Denied

Either the district attorney's office declined to extradite the offender or the jurisdiction holding the offender refused to grant extradition.

d. Victim Refuses to Cooperate

The victim refused to cooperate in either the investigation or prosecution of the case. This code is not applicable to domestic cases.

e. Juvenile, No Custody

The suspect(s) is a juvenile(s) and has been identified; however, no arrest or citation was enforced.

f. Not Applicable

The suspect(s) has been identified; however, the cleared exceptional codes listed do not apply.