



## 2-36 POLICE PRESS RELATIONS AND RELEASE OF POLICE IDENTIFICATION PHOTOGRAPHS

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [1-1 Personnel Code of Conduct](#)
- [1-2 Social Media](#)
- [2-33 Rights and Safety of Onlookers](#)

B. Form(s)

PD 1010 Media/Photographer Ride Along Agreement

C. Other Resource(s)

New Mexico Inspection of Public Records Act (IPRA)

D. Rescinded Special Order(s)

None

### 2-36-1 Purpose

The purpose of this policy is to outline the rules and responsibilities that support the Albuquerque Police Department's (Department) commitment to the accurate and transparent dissemination of public information.

### 2-36-2 Policy

It is the policy of the Department to work with the news outlets to inform the public about its efforts to keep the community safe.

N/A

### 2-36-3 Definitions

A. Communications Specialist

A civilian employee who oversees all external communications meant to inform the public.

B. Director of Communications

A civilian employee who serves as a liaison between the Department and the news outlets.

C. Public Information Officer (PIO)



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A sworn employee who serves as a liaison between the Department and the news outlets.

**7** 2-36-4 **Rules and Responsibilities**

A. The Director of Communications shall:

1. Coordinate with the Communications Specialist/PIO to provide responses to the news outlets;

**N/A**

2. Coordinate with the Chief of Police, command staff, and subject matter experts on external communication about policy, personnel, and Department priorities; and

3. Serve as the on-call Communications Specialist/PIO when necessary.

B. The Communications Specialist/PIO shall:

1. Coordinate with the Director of Communications to provide initial and routine responses to the news outlets, which may include information about police responses to incidents;

2. Serve as the on-call Communications Specialist/PIO who is contacted through the Emergency Communications Center (ECC) about major incidents that may require the dissemination of public information through the news outlets; and

3. Contact the appropriate supervisor prior to releasing information pertaining to an on-going police incident or investigation.

C. Supervisors shall inform their chain of command of news outlet inquiries, and actions taken with the Communications Specialist/PIO or Director of Communications to respond to inquiries.

D. On-scene supervisors shall:

1. Coordinate with the on-call Communications Specialist/PIO and/or the Director of Communications to determine a response to news outlet inquiries; and

2. Provide facts and details about an incident when contacted by the Communications Specialist/PIO and/or the Director of Communications. On-scene supervisors and/or their supervisors are responsible for determining whether details of an incident can be released to the public.

E. Release of Police Identification Photographs

1. The release of Department personnel photographs shall be at the discretion of the Chief of Police and consistent with the New Mexico Inspection of Public Records



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F. Access to Crime Scenes and Critical Incidents

1. Department personnel shall not discuss or disseminate information to the news outlets without specific authorization from a supervisor and/or PIO, consistent with SOP Personnel Code of Conduct and SOP Social Media.
2. Department personnel shall ensure the news outlet representatives respect the established perimeters of the scene.
3. Department personnel shall not prohibit newsgathering practices outside the established perimeters, consistent with SOP Rights and Safety of Onlookers.
4. If a conflict arises regarding the location of the news outlet, the on-scene supervisor and/or Incident Commander (IC) shall have authority to resolve the conflict with the news outlet. The supervisor and/or IC may contact the PIO for assistance to resolve the conflict with the news outlet.
5. The IC or PIO may grant the news outlets closer access with approval of the IC as long as it does not interfere with law enforcement operations.
6. The IC shall establish a news outlet staging area and ensure the PIO is informed.
7. The PIO shall work in cooperation with the news outlets to ensure live broadcasts do not disclose information endangering law enforcement personnel or the general public.

G. Media Ride-Alongs

1. Requests for media ride-alongs shall first be approved by the Director of Communications.
  - a. The request shall then be approved by the Deputy Chief.
2. The person requesting a ride-along shall complete the Department Form Media/Photographer Ride Along Agreement.

H. Multi-Agency/Multi-Jurisdictional Investigations

1. The lead investigative agency will provide or coordinate the release of public information.
2. The Communications Specialist/PIO or designee for the lead agency shall share information with all involved agencies prior to release.