



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

2-56 USE OF FORCE: REPORTING BY DEPARTMENT PERSONNEL

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-61 Internal Affairs Force Division \(IAFD\) \(Currently 7-2 and 7-3\)](#)

[2-8 Use of On-Body Recording Devices \(Formerly 1-39\)](#)

2-53 Use of Force: Definitions

2-57 Use of Force: Review and Investigation by Department Personnel

B. Form(s)

[PD 1117 Use of Force Recorded Narrative Guide](#)

[PD 1118 Use of Force Written Narrative for Involved and Witness Officers](#)

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 22-17 Amendment to SOP 2-56 Use of Force: Reporting by Department Personnel; On-Body Recording Device (OBRD) Footage Upload

SO 22-41 Amendment to SOP 2-56: Use of Force Reporting by Department Personnel; Procedures for Unreported Uses of Force

2-56-1 Purpose

The purpose of this policy is to outline the requirements and guidelines for reporting uses of force by Albuquerque Police Department (Department) personnel and to outline the rules and guidelines for determinations about uses of force.

2-56-2 Policy

It is the policy of the Department to review all uses of force to determine whether the minimum amount of force was used and whether the force was reasonable and necessary.

N/A 2-56-3 Definitions

For definitions specific to use of force, refer to SOP Use of Force: Definitions.

7 2-56-4 Procedures

5 A. Procedures Following All Reportable Uses of Force



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

6

1. All Department personnel who used or witnessed any level of force, while on-duty or off-duty, regardless of rank, shall:
 - a. Following any use of force, notify their on-duty supervisor when the scene is secure and it is safe to do so. If the employee's immediate on-duty supervisor is unavailable, they shall notify another on-duty supervisor;
 - b. Document in a Uniform Incident Report and/or Supplemental Report any involvement in the use of force incident if they were on-scene or assisted with any aspect regarding the incident, including if they transported the individual;
 - c. Complete the appropriate force reporting documentation, consistent with SOP Use of Force: Reporting by Department Personnel;
 - d. Remain on-scene of a use of force or show of force incident until relieved by the responding on-duty supervisor or unit responsible for conducting review/investigation; and
 - e. For sworn personnel only, after the on-scene investigation is complete, upload the data from their electronic control weapon (ECW), if discharged, and on-body recording device (OBRD) by the end of shift.

2. Involved and witness Department personnel shall not discuss with each other the use of force until the interview and/or narratives are completed.

3. A supervisor who authorized a use of force shall document the circumstances for authorizing the force in a Supplemental Report.

4. A supervisor who ordered a use of force shall document the circumstances for ordering the force by completing the Use of Force Written Narrative for Involved and Witness Officers form.

N/A

5. A supervisor who was involved in or witnessed a reportable use of force, including when they participate in or order the use of force, shall not be involved in reviewing the force incident (refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties).

- a. A supervisor who was involved in a use of force shall ensure that another on-duty supervisor responds to the scene to investigate an employee's use of force.

B. Procedures for Non-Reportable Uses of Force

1. Department personnel, regardless of rank, shall complete a Uniform Incident Report or Supplemental Report for all non-reportable uses of force.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

2. Department personnel shall document in a Uniform Incident Report the circumstances of an inadvertent covering of an individual with a weapon that is not a reportable Level 1 use of force.
3. Sworn personnel shall document their involvement in a Uniform Incident Report when they use any type of low-level control tactic as defined in Use of Force: Definitions.

5

C. Procedures Following Other Reportable Incidents

1. Following any prisoner injury, complaint of injury or pain, allegation of any use of force, or accidental discharge of a weapon system, Department personnel shall document the incident in a Uniform Incident Report and shall notify the on-duty supervisor when the scene is secure and it is safe to do so.

N/A

- a. The on-duty supervisor who has been notified shall conduct an on-scene review, consistent with SOP Use of Force: Review and Investigation by Department Personnel (refer to SOP Use of Force: Review and Investigation by Department Personnel for sanction classifications and additional duties).

6

D. OBRD Footage of Use of Force Incident

1. Department personnel involved in or a witness to a use of force shall not leave the scene without providing the responding supervisor access to their OBRD to review footage of the incident.
2. Upon request, sworn personnel who witnessed a use of force shall provide the responding supervisor access to their OBRD to review footage of the incident.

N/A

3. Consistent with SOP Use of On-Body Recording Devices, by the end of the employee's shift during which the use of force incident occurred, Department personnel shall upload OBRD footage capturing all use of force incidents in which they witnessed force, ordered force, used force, or were otherwise involved as directed by a supervisor (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).
 - a. If Department personnel are not physically capable of uploading their OBRD footage by the end of their shift during which the use of force incident occurred, the employee's immediate supervisor shall ensure the OBRD footage from the affected employee's OBRD is uploaded by the end of the employee's shift during which the use of force incident occurred.

6

E. Procedures Following Level 1 Use of Force



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

1. Department personnel shall provide the on-scene supervisor a written narrative by the end of their shift. The on-scene supervisor shall approve each written narrative completed by their personnel by the end of their shift.
 - a. Department personnel shall include in their narrative:
 - i. The reason for the initial police presence;
 - ii. A specific description of the facts that led to the use of force, including the behavior of the individual;
 - iii. The individual's level of resistance; and
 - iv. A description of each type of force used and justification for each use of force.
 - b. Department personnel shall not use boilerplate, canned, or conclusory language (e.g., "guided to the ground" or "offered resistance") when providing a narrative of a use of force incident.
 - c. The reviewer may order a follow-up interview. The reviewer shall schedule the follow-up interview.

6

F. Procedures Following Level 2 and Level 3 Uses of Force

1. Department personnel shall provide the IAFD Detective/Investigator conducting the investigation a written narrative by the end of their shift. The on-scene supervisor shall approve each written narrative completed by their personnel by the end of their shift.
 - a. Department personnel shall include in their narrative:
 - i. The reason for the initial police presence;
 - ii. A specific description of the facts that led to the use of force, including the behavior of the individual;
 - iii. The individual's level of resistance; and
 - iv. A description of each type of force used and justification for each use of force.
 - b. Department personnel shall not use boilerplate, canned or conclusory language (e.g., "guided to the ground," "offered resistance") when providing a narrative of a use of force incident.
 - c. The IAFD Detective/Investigator may order a follow-up interview. The IAFD Detective/Investigator will schedule the follow-up interview, consistent with SOP Internal Affairs Force Division (IAFD).

6

G. Individuals Upon Whom Force Was Used

1. Department personnel shall have a lawful objective to detain individuals prior to detaining them for an administrative investigation.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

- a. Department personnel shall not detain individuals solely for the purpose of conducting administrative investigations; however, Department personnel shall request individuals to remain on-scene and cooperate with the investigation.
- b. If the individual leaves, the on-scene supervisor shall attempt to obtain their contact information.

H. Bystanders Who are Potential Witnesses to a Use of Force

1. Department personnel shall attempt to identify all potential witnesses of a use of force.
 - a. Department personnel shall document descriptions of all potential witnesses to a use of force who refuse to stay on-scene or who are unidentified.
 - b. Department personnel shall not detain witnesses solely for the purpose of conducting administrative investigations; however, Department personnel shall request witnesses to remain on-scene and cooperate with the investigation.

7 2-56-5 Unreported Uses of Force

A. Procedures for Unreported Uses of Force

1. General Procedures

- 5**
- a. Department personnel, regardless of rank, shall immediately report an unreported use of force incident to an on-duty supervisor when they have knowledge that the use of force by another officer has not been reported.
 - b. During a scheduled OBRD audit, Performance Metrics Unit personnel shall:
 - i. Notify the division head/commander of the involved officer of any potential unreported uses of force;
 - ii. Prepare a draft inspection findings report for the potential unreported use of force; and
 - iii. Provide the report to the division head/commander, or their designee, via email. The report shall include the case number, date of occurrence, and any available OBRD evidence.
 - c. The division head/commander shall assign the potential unreported use of force to a sworn supervisor for investigation.
 - d. Sworn supervisors who are notified of a potential unreported use of force or who discover an unreported use of force shall:
 - i. Classify the force;
 - ii. Generate the force entry in the IA database web application, within twenty-four (24) hours of identifying any unreported use of force without regard to the number of involved or witness officer(s);
 - iii. Where it is determined that an unreported Level 1 use of force occurred by an officer(s), the review of the force shall be completed by the officer's supervisor or the reviewing chain of command; or



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

- iv. Where it is determined that an unreported Level 2 or Level 3 use of force occurred by an officer(s), a supervisor, regardless of rank, shall immediately contact the IAFD to conduct the force investigation, including any and all policy violations surrounding the failure to report the force.

2. Procedures Following Level 1 Unreported Uses of Force

- a. A supervisor who was involved in an unreported use of force by using force, was a witness to an unreported use of force, or ordered the use of force, shall not be involved in reviewing the incident, consistent with SOP Use of Force: Review and Investigation by Department Personnel.
- b. The supervisor or reviewer conducting the review of the unreported use of force shall investigate in accordance with SOP Use of Force: Review and Investigation by Department Personnel, excluding the following on-scene investigation procedures:
 - i. Examine personnel and the individual for injuries and request medical attention, where appropriate;
 - ii. Preserve any evidence located at the scene of a Level 1 use of force or higher; and
 - iii. Capture photographs of the officer(s) and the individual(s) involved in the Level 1 use of force.
- c. The investigating supervisor shall initiate an Internal Affairs Request (IAR) through the IA database web application for any and all policy violations identified during their investigation.
- d. Where it is determined that no unreported use of force occurred by an officer(s), the investigating supervisor shall submit a non-force entry through the IA database web application.
- e. Where it is determined that no unreported use of force occurred by an officer(s), the supervisor or unit responsible for conducting the review shall submit a non-force entry through the IA database web application, to include the results of their investigation.

3. Procedures Following Level 2 or Level 3 Unreported Use of Force

- a. The IAFD Investigator shall investigate unreported Level 2 and Level 3 uses of force consistent with SOP Use of Force: Review and Investigation by Department Personnel, excluding the following on-scene investigation procedures:
 - i. Examine personnel and the individual for injuries and request medical attention, where appropriate;
 - ii. Advise the individual involved in the use of force incident of their rights where it is necessary to gather additional information about injuries;
 - iii. Preserve any evidence located at the scene; and
 - iv. Canvass for witness(s).



**ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS**

SOP 2-56

Effective: 01/26/2023 Review: 01/26/24 Replaces: 01/11/2020

- b. The IAFD Investigator shall initiate an IAR through the IA database web application for any and all policy violations identified during their force investigation, including any and all policy violations surrounding the failure to report the force.
- c. Where it is determined that no unreported use of force occurred by an officer(s), an IAFD Investigator shall submit a non-force entry through the IA database web application, to include the results of their investigation.