



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-74

Effective: 01/15/16 Review Due: 01/15/17 Replaces: 04/27/15

## 2-74 SUBMISSION OF CASES TO THE DISTRICT ATTORNEY

### 2-74-1 Policy

Department policy is to present the District Attorney's Office with a felony case that is complete, legible and contains all the necessary documentation for prosecution. Review of cases submitted to the District Attorney is a requirement and a function of the first line supervisor. Cases prepared for the District Attorney will be completed using Department approved formats.

### 2-74-2 Procedure

#### A. Review and Approval of Felony Cases

- [6]
1. All cases submitted to the District Attorney for prosecution will be reviewed and approved by a supervisor. Acting Sergeants may NOT approve these cases. The supervisor will ensure that the reports, complaints, statements and other parts of the case match the elements of the crime. Any deficiencies, illegible, or incomplete items and/or problems with the case will be addressed by the supervisor and returned to the officer/detective for correction.
  2. Any supervisor who signs off as approving the case will use the Case Preparation Check List (PD Form 3081) as a guide for needed items in a case. The name of the submitting officer and the approving supervisor's name will be printed on the form. Completed cases will be sent through the DAL Unit for presentation to the District Attorney's Office.

#### B. Felony Supplemental Report Format

1. The Felony Supplemental Report format was developed for use in all cases not investigated by the Violent Crimes division.
2. For all crimes, where a supplemental investigation and report is required, officers/detectives will use the Felony Supplemental Report format.
3. The supplemental report will be printed on a State of New Mexico Supplemental Narrative Report form. A Narrative Supplemental Report User Manual is available for directions on how to type and print up the reports.
4. The header or the top portion of the first page of the Felony Supplemental Report will be done using the provided formats.
5. A conclusion and the status of the completed case needs to be included in the last paragraph in the supplemental report.



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- a. Example: This case should be considered (case status is inserted here) and is being sent to the Bernalillo County District Attorney's Office for review and possible prosecution.
  6. The options for case status are as follows. For descriptions on what each option is, look in section 2-10 of the Departmental SOP:
    - a. Case Unfounded
    - b. Case Cleared by Arrest
    - c. Case Exceptionally Cleared
    - d. Case Open: Pending Arrest of Person
  7. Sergeants will review and properly sign each page of the completed Felony Supplemental Report. All additional documentation deemed pertinent to the case will be included with the completed supplemental report.
  8. The sergeant assigned to each unit that is tasked with completing follow-up investigations will be responsible for maintaining an automated case tracking system.
- C. Submission of Felony Supplemental Reports
1. All original documents, including the Felony Supplemental Report, will be sent to APD Records utilizing Copperfire.
  2. For cases involving adult offenders, the officer/detective that completes the Felony Supplemental Report will ensure that a copy of the entire completed case is sent to DAL, along with a DAL sign off cover sheet. All copies will be sent through the Department's inter-office mail system, or they can be hand-carried directly to DAL. The officer/detective who completed the case will also retain a copy.
  3. For cases involving juvenile offenders, the officer/detective that completes the Felony Supplemental Report will ensure that copies of the entire completed case are sent to both the Juvenile Probation office and to the Juvenile District Attorney's Office. All copies will be sent through the Department's inter-office mail system, or they can be hand-carried directly to probation or the DA's Office. The officer/detective who completed the case will also retain a copy of the case.
- D. Violent Crimes Supplemental Report Format

For all felony supplemental cases, the Violent Crimes Supplemental Report format provided in Copperfire will be utilized.



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E. Case Preparation Checklist Form

1. The Case Preparation Check List needs to be included with each completed Violent Crimes Supplemental Report. The purpose of this form is to assist the supervisor and officer/detective with the review of the supplemental report.
2. In the review, the supervisor will determine if a required item is included, needed or not applicable to the case, utilizing the Case Preparation Check List.
3. If an item(s) is found to be missing from a case, the supervisor will check the "NEEDED" box and return the form and case to the investigating officer/detective. The requested material will be added to the case and returned to the supervisor, along with the Case Preparation Check List.
4. If an item's requirements have been fulfilled, or it is not applicable, the supervisor will mark a check in the "INCLUDED" or "NOT APPLICABLE" box, whichever is appropriate.
5. The supervisor will initial each row, and on completion of the review, the officer/detective and supervisor will sign the form. The form will then be added to the completed Violent Crimes Supplemental Report.

F. Submission of Supplemental Reports

1. All original documents, including the Violent Crimes Supplemental Report, will be sent to APD Records. A copy will be forwarded to the investigative sergeant. As with all reports, they need to be logged before being sent to Records.
2. For cases involving adult offenders, the officer/detective that completes the Violent Crimes Supplemental Report will ensure that a copy of the entire completed case is sent to DAL, along with a DAL sign off cover sheet. All copies will be sent through the Department's inter-office mail system, or they can be hand-carried directly to DAL. The officer/detective who completed the case will also retain a copy.
3. For cases involving juvenile offenders, the officer/detective that completes the closeout supplemental report will ensure that copies of the entire completed case are sent to both the Juvenile Probation office and to the Juvenile District Attorney's Office. All copies will be sent through the Department's inter-office mail system, or they can be hand-carried directly to probation or the DA's Office. The officer/detective who completed the case will also retain a copy.