



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-13

Effective: 04/27/16 Expires: 10/24/16 Replaces: 05/05/11

3-13 OFFICER'S DUTIES AND CONDUCT

3-13-1 Purpose

This policy provides guidance to officers as they perform their duties and act in their official capacities. Department officers are highly visible in the community, and the actions of individual department personnel directly reflect upon the Department as a whole. Line officers are supported by their chain of command, but they also have specific obligations to discharge.

3-13-2 Policy

Department policy establishes an officer's code of conduct for those situations where sworn personnel are required to act in their official capacity and/or are performing official duties. The intent of this code of conduct is to support the department's overall approach to training and developing skilled, professional community policing by instruction.

3-13-3 Procedures

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A. Carrying of a Firearm, Badge, and Identification Card

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1. All Police Officers, Prisoner Transport Officers, Metro Court Officers, and Reserve Officers shall carry and use weapons in a careful, prudent manner, in accordance with the laws of the State of New Mexico and departmental rules and procedures.

2. On Duty

Officers shall carry their firearm, badge, and identification card on their person, except when impractical in an investigation or in situations where doing so may be dangerous to their safety.

3. Off Duty

Officers shall, if armed, carry on their person their badge and official identification card.

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B. Enforcing Laws, Ordinances, and Police Regulations

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1. Officers shall promptly obey and support all directives and policies established by the Chief of Police.

2. Officers shall familiarize themselves with and have working knowledge of the laws of the State of New Mexico, the ordinances of the City of Albuquerque, and relevant federal statutes. They also shall have an understanding of the goals and the requirements contained within the Department of Justice Settlement Agreement.



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3. Officers shall abide by the following principles:

- a. Take appropriate action and render assistance in any instance that comes to their attention, whether on duty or off duty.
- b. Make only those arrests, searches, and seizures which they know or should know are lawful and do so in accordance with related departmental procedures.

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4. During the performance of their law enforcement duties, officers shall also abide by the following guidelines:

- a. When sworn employees are faced with a situation where they can exercise discretion, they must evaluate the circumstances, consider the available resources, and rely on their training, department policies and procedures, statutory law, and supervisory orders in making what they believe and understand to be an appropriate decision, given the specific circumstances.
- b. In addition, and with recognition that each unique situation will require specific actions, the appropriate decision should be the least restrictive decision, which, once made, will not compromise either officer safety or result in unlawful action, and which will result in an outcome that remains in accordance with departmental policy and procedures.

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C. Furnishing Name and Employee Number to the Public

1. Without contempt, officers shall furnish their name and employee number to any person requesting such information while they are on duty or while they are acting in an official capacity, with the following exceptions:
 - a. When the immediate disclosure could interfere with the performance and completion of the officer's duties, the officer may withhold such information until it is reasonable and safe to provide the information. The officer must reasonably articulate the reason for not immediately disclosing the information.
 - b. When authorized by proper authority, the officer may withhold such information.
2. Officers shall furnish department business cards to victims and/or witnesses of crimes unless the officer's assignment and good judgment dictate that his or her identity should not be revealed.

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D. Responsibility to Report and Intervene

1. All department employees who have knowledge of, or who have reason to know about, any neglect of duty or disobedience of orders by other department personnel shall report such information to their immediate supervisor.



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2. All department officers will intervene to stop or prevent another officer from committing a civil rights violation, such as excessive use of force or an unlawful arrest. This intervention applies when an officer observes the violation and has an objectively reasonable belief, based on the facts known to him or her at that time, that the other officer's actions constitute a civil rights violation.

E. Transmitting Crime Prevention Information

When community members give information to department personnel, personnel will forward this information to the appropriate specialized unit and/or to the crime prevention specialist at their respective substation.

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F. Community Meetings

1. All officers and supervisors assigned to an area command shall attend at least two community or community-related meetings each year. These meetings will bring together area command personnel and residential, business, religious, civic, or other community-based groups to discuss shared community matters.
2. Officers will engage meeting attendees with a positive attitude and will collaborate with them to identify concerns and issues that can be addressed with additional area command resources. Officers will document identified issues and concerns in an interoffice memorandum to their chain of command.