



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-12

Effective: 01/10/18 Review Due: 01/10/19 Replaces: 07/08/15

4-12 ISSUANCE AND USAGE OF AREA COMMAND EQUIPMENT

4-12-1 Policy

It is the policy of Field Services to provide for accountability of issuance and the proper usage of equipment assigned to the Area Commands.

4-12-2 Rules and Procedures

A. Child Restraint Devices

1. Although the State Law (Section 66-7-369 NMSA) exempts emergency vehicles from complying with the law on Child Restraint Devices, the Chief has ordered that we will comply. Therefore, the following is applicable:
 - a. If an officer/PSA transports a child less than one-year-old, then the officer/PSA will properly secure the child in a rear-facing child passenger restraint device that meets federal standards, in the rear seat of a vehicle that is equipped with a rear seat. If the vehicle is not equipped with a rear seat, the child may ride in the front seat of the vehicle if the passenger-side air bag is deactivated or if the vehicle is not equipped with a deactivation switch for the passenger-side air bag.
 - b. If an officer/PSA transports a child one year of age and older, but less than five years of age, regardless of weight, or children who weigh less than forty pounds, regardless of age, then the officer/PSA will properly secure the child in a child passenger restraint device that meets federal standards.
 - c. If an officer/PSA transports a child five year of age through six years of age, regardless of weight, or children who weigh less than sixty pounds, regardless of age, then the officer/PSA will secure the child in either a child booster seat or an appropriate child passenger restraint device that meets federal standards.
 - d. If an officer/PSA transports a child seven years of age through twelve years of age, then the officer/PSA shall properly secure the child in a child passenger restraint device or by a seatbelt.
 - i. A child is properly secured in an adult seatbelt when the lap belt properly fits across the child's thigh and hips and not the abdomen.
 - ii. The shoulder strap shall cross the center of the child's chest and not the neck, allowing the child to sit all the way back against the vehicle seat with knees bent over the seat edge.
 - e. Each PSA car is equipped with two child restraint devices (seats) in case an officer/PSA needs one. The Officer shall return it once they are through with the seat.



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B. Issue of Speed Measuring Devices

Each area command is issued laser speed-measuring devices for use by area command personnel. Area commanders will implement procedures, using these guidelines, to effectively control this equipment. The guidelines to be followed are:

1. Secure by lock and key for storage.
2. Keys will be given only to those personnel designated by the area commander.
3. Each command will maintain sign-in/sign-out logs for the purpose of accountability.
4. Equipment will be issued by those personnel designated by the area command (i.e., watch commander, sergeant) in accordance with those procedures established within the area command.
5. Missing or damaged equipment will be reported to the area commander as soon as practical.

C. Pool Cars

1. Commander's Responsibilities

Watch commanders will monitor this procedure to ensure that the pool car sign out/in and inspection forms are completed as required. The area commander will designate a watch commander to supervise the pool cars.

2. Issuance of Pool Cars

- a. The pool car keys will be kept locked in the appropriate storage cabinet. All area supervisors will have keys to the cabinets in their areas. When an officer needs a pool car, they must contact an area supervisor.
- b. The officer must complete the Pool Car Sign-Out and Inspection Form before the vehicle is issued. The officer and supervisor will sign this form. No supervisor will sign this form if it has not been filled out appropriately. It will not be complete until the car is signed in.

3. Checking in of Pool Car

- a. When checking in a pool car, the officer must contact a supervisor and both of them must sign the Pool Car Sign Out and In Inspection Form. No supervisor will sign this form until it is completely filled out.
- b. The completed form will then be filed and kept by the area command for three years.
- c. The vehicle will be parked in the designated area as determined by the area commander.



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4. Pool Car Maintenance

- a. If a pool car needs minor repairs, the officer should leave a note directed to the appropriate commander and they will have the vehicle repaired.
- b. If major problems develop with a pool car, the officer should leave the vehicle at the Pino Yards. If the vehicle must be towed, the on-call City wrecker services will be utilized.

5. Issuance of Pool Cars for Extended Periods

- a. Officers must have the permission of their supervisor to take a pool car home.
- b. If the need arises, a supervisor has the authority to re-call a pool car at any time.

D. Issuance of Citation Books

1. The Watch Commanders and Sergeants have responsibility for the issuing and logging of citation books.
2. All issued books will be logged at the time of delivery.
3. Citations will be stored in a secure area accessible only to the Area and Watch Commanders and Sergeants or designee.

E. Emergency Equipment

1. Patrol officers and supervisors shall carry the following Department issued items in their patrol cars in order to handle emergencies and preliminary investigations effectively:
 - a. First Aid Kit
 - b. Fire Extinguisher
 - c. Flares
 - d. Protective (gas) mask, if issued