



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

5-1 SPECIAL INVESTIGATIONS DIVISION (SID)

Policy Index

- 5-1-1 – Purpose
- 5-1-2 – [Policy](#)
- 5-1-3 – [Organization](#)
- 5-1-4 – [Special Investigations Division in General](#)
- 5-1-5 – [Career Criminal Section](#)
- 5-1-6 – [Narcotics Section](#)
- 5-1-7 – [High-Intensity Drug Trafficking Area \(HIDTA\) Section](#)
- 5-1-8 – [Specialized Equipment](#)
- 5-1-9 – [Specialized Training](#)
- 5-1-10 – [Tactical Search Warrant Service Risk Assessment Matrix](#)

5-1-1 Purpose

The purpose of this policy is to describe the duties, functions, and responsibilities of the Special Investigations Division and of each of its organizational subcategories.

5-1-2 Policy

SID is a professional, well-trained, and specialized division, upholding the responsibility of investigating targeted areas of crimes and behavior which greatly concern the community. These include crimes committed by career criminals, crimes involving illegal drugs, and drug trafficking. Each of the SID's areas of focus includes specific targeted efforts, which are described in the organizational chart, below.

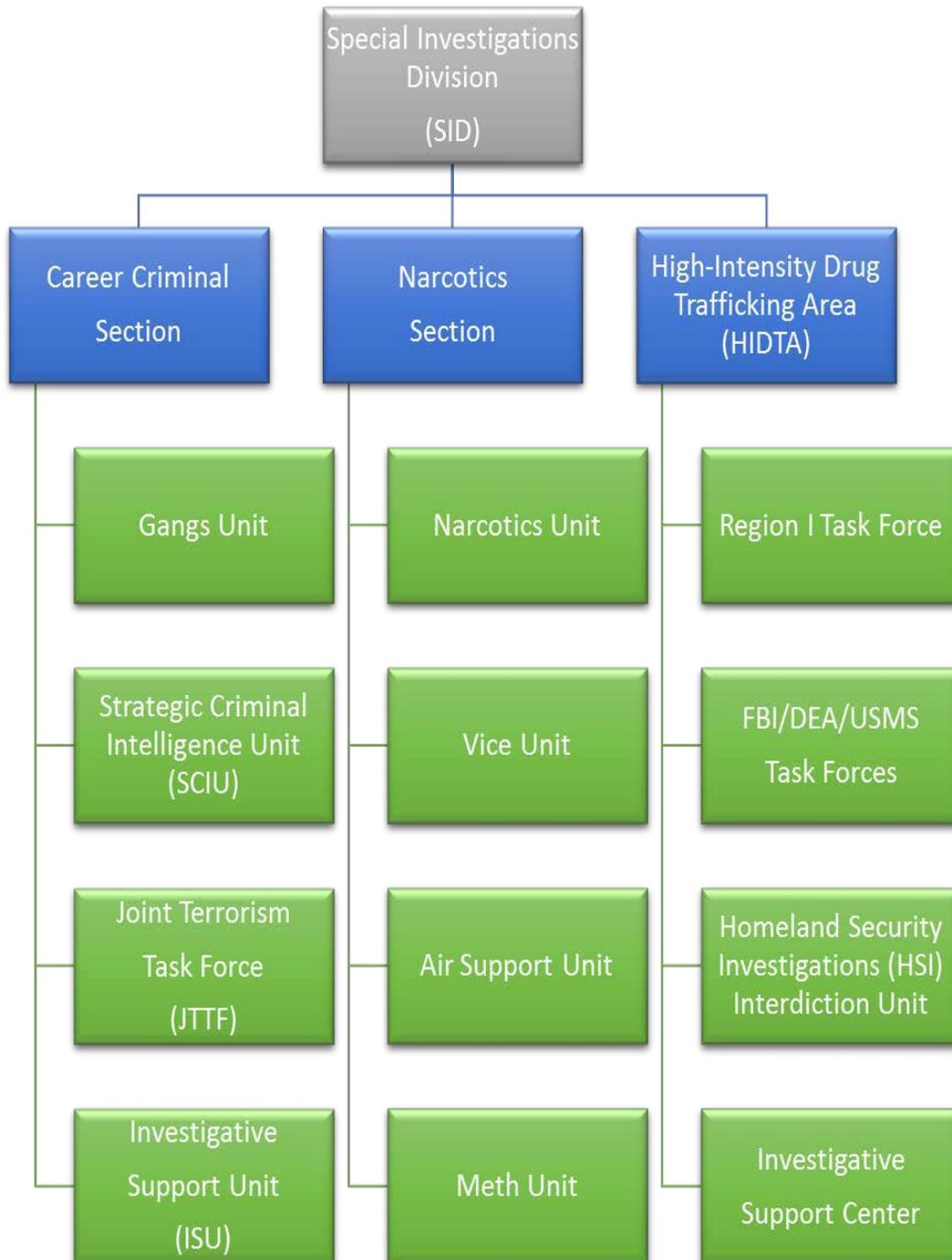
SID detectives and civilian personnel provide efficient, effective, and constitutional policing to promote the safety and well-being of the community, ensuring officer safety and accountability in the process.

SID seeks to safely resolve critical incidents and save lives. SID provides effective command-level accountability.



5-1-3 Organization

A. SID's organizational chart outlines the three targeted crime areas that constitute its primary criminal investigation focus. The organizational chart also identifies subdivisions under each primary crime focus.





ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

B. Sections and Units

1. The Career Criminal Section consists of the following units:
 - a. Gang
 - b. Strategic Criminal Intelligence
 - c. Joint Terrorism Task Force
 - d. Investigative Support
2. The Narcotics Section consists of the following units:
 - a. Narcotics
 - b. Vice
 - c. Air Support
 - d. Methamphetamine (Meth)
3. High-Intensity Drug Trafficking Area (HIDTA) consists of the following units:
 - a. Region I Task Force, composed of APD, Bernalillo County Sherriff's Department, Sandoval County Sherriff's Department, Rio Rancho Police Department, and Valencia County Sherriff's Department
 - b. Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), and United States Marshals Services (USMS) Task Forces
 - c. Homeland Security Investigations (HSI) Interdiction Unit
 - d. Investigative Support Center

5-1-4 Special Investigations Division in General

- A. SID is the liaison to other local, state, and federal law enforcement agencies. SID assigns detectives to participate as task force officers (TFOs) with local, state, and federal partners, at the discretion of the division commander.
- B. The SID Unit Handbook provides detectives with a field operations manual. The handbook serves as a step-by-step guide to assist new detectives in performing essential job duties. It also documents the mandated training which is required for each new detective.
- C. A SID detective is responsible for following the department's standard operating procedures (SOPs) on use of force, force reporting, and force investigations. The only exceptions are noted in section 5-1-7 below.
- D. Each SID unit has a clearly-defined mission and specific duty, the details of which are described in section F below.
- E. Each SID unit tracks investigative responses to incidents within their operational area. Data collected is entered into the Early Intervention System and is included in the department's annual report. The compiled data, as listed below, will be



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

collected and analyzed quarterly by the designated SID Lieutenant/and or Commander. Based on this data, the Lieutenant will make recommendations, as needed, to the SID commander. Data to be compiled includes the following:

1. The location of the incident
2. Number of arrests, if any
3. Type of evidence and property seized
4. Whether forcible entry was required
5. Whether a weapon was discharged during a specific incident
6. Whether the person attempted to flee
7. Whether a person or domestic animal was injured or killed

F. Tactical Response to Critical Situations

1. As SID units do not provide a tactical response to a critical situation when a specialized tactical unit is required.
2. SID officers encounter critical situations that may or may not require a specialized tactical unit response.
3. The SID unit supervisor or operation supervisor will analyze the situation to determine the need for specialized tactical assistance.
4. The SID supervisor will communicate directly with the specialized tactical unit supervisor and will provide a situational briefing to ensure a transition if the tactical unit is required. When SID detectives are assigned as case agents or affiants assigned to execute a search warrant, they will use the APD Tactical Search Warrant Service Risk Assessment Matrix, located below in 5-1-10E, as a guide to determine whether to request the Tactical Section.
5. After a critical incident, SID conducts a critical incident debriefing as soon as necessary information is reasonably available. The debriefing ensures that safety and training issues are addressed. The section lieutenant of the primary unit assigned to the critical incident will prepare debriefing documents. The same lieutenant is responsible for following up on training or equipment needs, as identified during the debriefing. This debriefing includes all SID supervisory personnel and is not used for disciplinary purposes.
6. Each SID detective is issued a unit handbook, which provides an outline of procedures to follow while working SID operations. The unit handbook cannot address every potential situation; instead, the handbook is used as a general



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

guide. A SID detective is required to follow the policies and procedures contained in the handbook.

7. When feasible, a pre-op briefing is conducted and documented by the case agent detective. The documentation becomes a part of case file.
8. Only the individuals present at the pre-operation briefing are permitted to participate in the operation.

5-1-5 Career Criminal Section

- A. The career criminal section uses proactive investigative techniques to target and arrest those individuals involved in on-going criminal activity.
 1. The primary focus is to target individuals, including fugitives, who engage in violent and/or gang-related crime. The career criminal section enhances public safety because its task force officers work closely with federal partners, who can charge and prosecute offenders with federal offenses.
 2. The goal of this partnership is to reduce crime in the community by prosecuting and incarcerating those who continue to engage in criminal behavior.
- B. The career criminal section is responsible for collecting, analyzing, and disseminating information about on-going or suspected criminal activity.
- C. Gang Unit
 1. The Gang Unit is responsible for investigating all crimes involving individuals who are documented or suspected gang members. The Gang Unit assists in identifying, locating, and apprehending gang members engaged in criminal activity.
 2. Duties
 - a. The Gang Unit has primary responsibility for investigating gang-related crimes when requested by investigating officers.
 - b. On a rotating basis, Gang Unit detectives are on call and available for Field Services requests and for Violent Crimes call outs.
 - c. Upon request, a Gang Unit detective locates and apprehends fugitives who are documented or suspected gang members. A Gang Unit detective identifies fugitives following Gang Unit investigations or at the request of Violent Crimes and/or other Department personnel.
 - d. The Gang Unit is responsible for long-term gang investigations. The unit serves as a liaison with federal law enforcement officers on gang-related investigations.
 - e. The Gang Unit documents all suspected gang members by using gang cards. Gang cards are forms that, list pertinent information about the



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

suspected gang member. Data from these cards is entered into the "Gang Net" database.

3. The identity of a detective assigned to the Gang Unit is kept confidential.

D. Strategic Criminal Intelligence Unit (SCIU)

1. The Strategic Criminal Intelligence Unit (SCIU) collects, analyzes, and assesses information based on a criminal predicate. Criminal predicate is defined as information that demonstrates a reasonable possibility that an individual or organization is engaged in a definable criminal activity or enterprise. This information is collected and assessed to provide tactical and strategic intelligence related to criminal activity.

2. Duties

- a. SCIU is responsible for gathering, maintaining, assessing, and disseminating criminal intelligence information. SCIU collects intelligence to verify a target's criminal activities. When criminal activity is established, detectives give the information to the investigative unit that specializes in that particular crime. That specialized unit has primary investigative responsibility to prepare a case for prosecution.
- b. SCIU assists APD officers and other law enforcement agencies by developing background files on suspects and offenders known to be involved in criminal activity. All requests for assistance must be approved by an SCIU sergeant and are subject to internal audit procedures.
- c. SCIU provides investigative support for complex criminal investigations. This support is available to all law enforcement agencies, upon the agency's request and the SID commander's approval.
- d. SCIU provides confidential electronic and technological support to law enforcement personnel upon request and with approval from the section lieutenant.
- e. In all cases, SCIU adheres to practices outlined in 28 CFR part 23. SCIU sergeant is responsible for ensuring compliance.
- f. The identities of detectives assigned to the Strategic Criminal Intelligence Unit are kept confidential.
- g. Detectives assigned to the FBI Joint Terrorism task force report to the SCIU chain of command and abide by SOP 3-01-04 D3, as it pertains to SID Task Force officers.

E. Investigative Support Unit (ISU)

1. ISU uses confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful.
2. Duties



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

- a. On request, ISU assists other units within APD or other law enforcement agencies when one or more persons are identified as being involved in ongoing criminal activity. The ISU sergeant ensures all requests meet a reasonable suspicion standard of criminal predicate.
 - b. The ISU sergeant prioritizes requests for assistance to ensure that the cases that most negatively impact the community are given precedence.
 - c. An ISU detective is proficient in mobile and foot surveillance techniques as well as technology-based surveillance.
 - d. ISU assists when complex or long-term surveillance is required for the prosecution of an offender or criminal group.
 - e. ISU detectives take over case responsibility for an investigation if the case transfer enhances the probability of success. The ISU sergeant coordinates with the requesting unit supervisor to ensure the case's smooth transition.
 - f. ISU assists in locating and apprehending fugitives identified as a result of ISU investigations and assists other investigative units within the department.
3. The identities of detectives assigned to the Investigative Support Unit are kept confidential.

5-1-6 Narcotics Section

The Narcotics Section investigates individuals and organizations involved in narcotics trafficking and vice-related crimes, including prostitution and human trafficking. The section coordinates narcotics enforcement efforts among various local, state, and federal law enforcement agencies within the City of Albuquerque. Through the combined efforts of local, state, and federal agencies, the Narcotics Section actively pursues groups or individuals who manufacture, distribute, or sell illegal drugs and/or promote prostitution, human trafficking, and other vice-related crimes within the City of Albuquerque.

A. Narcotics Unit

1. The Narcotics Unit conducts investigations of individuals and organizations involved in narcotics trafficking. The unit coordinates efforts among various local, state, and federal law enforcement agencies within the City of Albuquerque to maximize enforcement effectiveness. The unit investigates and apprehends individuals and group members who manufacture, distribute, or sell illegal drugs within the City of Albuquerque.
2. Duties
 - a. The Narcotics unit addresses middle level and street level drug trafficking occurring in the City of Albuquerque. Most high-level narcotics investigations will be referred to the Regional I Task Force and/or to the U.S. Drug Enforcement Administration.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

- b. If requested, the Narcotics unit assists other law enforcement agencies with specific operations that are consistent with the unit's duties and responsibilities.
- c. On a rotating basis narcotics detectives will be on call for Field Services requests.
- d. Narcotics detectives participate in undercover operations.
- e. Narcotics detectives maintain methamphetamine lab certification.
- f. A narcotics team provides training in drug awareness to sworn and civilian personnel, as well as to citizens.
- g. All Narcotics detectives enter case information into the department's de-confliction software program. The program alerts other officers of possible operational conflicts with other known high-risk events that exist in a certain geographic area.

3. The identity of detectives assigned to the Narcotics teams is kept confidential.

B. Vice Unit

1. The Vice Unit investigates individuals and organizations involved in human trafficking; prostitution and related offenses, such as promotion of prostitution; illegal gambling; liquor sales violations; and narcotics-related crimes in the City of Albuquerque.

2. Duties

- a. The Vice Unit assists other law enforcement agencies with specific operations that are consistent with the Vice Unit's duties.
- b. On a rotating basis, the Vice Unit will be on call for Field Services requests.
- c. The Vice Unit participates in undercover operations.
- d. The Vice Unit provides training about human trafficking and prostitution to sworn and civilian personnel, as well to as citizens.
- e. Vice Unit detectives conduct "John operations" to target prostitution and to seize vehicles belonging to "Johns," in accordance with applicable City ordinances. A "John operation" is a police sting process wherein vice unit officers use decoy prostitutes. The operation attempts to arrest customers or "Johns" who seek sexual services from the decoy.
- f. "Johns" will be arrested based on these statutes or SOPs:
 - 11-1-1-22 – Seizure of Certain Vehicles and Other Personal Property Before Filing Complaint
 - 12-4-12 – Lewd or Immoral Acts

3. The identity of detectives assigned to the Vice Unit is kept confidential.

C. Meth Unit



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

1. The Meth Unit identifies methamphetamine laboratories, and with court process dismantles the laboratory and prosecutes individuals manufacturing and distributing methamphetamines within the Albuquerque metro area.
2. Duties
 - a. Meth Unit certifies that requests for processing all suspected methamphetamine labs are handled by properly-trained personnel.
 - b. Meth Unit provides clandestine lab training to Department personnel.
 - c. Meth Unit assists in clandestine lab prosecution cases.
 - d. Meth Unit ensures that equipment used to identify and dismantle a clandestine laboratory is functioning properly and they ensure the safety and protection of all personnel.
 - e. Meth Unit coordinates annual physicals for all clandestine laboratory certified personnel with the City of Albuquerque.
 - f. Meth Unit works with Region 1 and makes certain that clandestine laboratory requests within the Region 1 jurisdiction are handled properly.

D. Air Support Unit

1. The Air Support Unit provides fixed wing or rotary blade (helicopter) aircraft assistance.
2. Duties
 - a. The Air Support Unit works day shift and swing shift hours to respond to any emergency.
 - b. The Air Support Unit is used for search and rescue operations in addition to surveillance missions.
 - c. The Air Support Unit follows and complies with all federal, state, and municipal regulations involving an aircraft's operation.
 - d. Air Support Unit detectives initiate narcotics investigations involving privately-owned aircraft used in the conveyance of contraband within the City of Albuquerque.
 - e. The Air Support Unit provides support assistance to all law enforcement agencies within the metro area, upon approval by the division commander.
 - f. The Air Support Unit responds to requests from the area commands and the public to provide static displays of aircraft.

5-1-7 High-Intensity Drug Trafficking Area (HIDTA) Section

HIDTA participates with federal task forces to reduce drug production and trafficking and to locate and apprehend fugitives from justice. The Department assigns an officer to a federal task force to act as a HIDTA fiduciary to procure, manage, and distribute funding in support of the Region I Narcotics Task Force. A HIDTA section officer works in partnership with federal, state, local, and tribal



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

entities. HIDTA assists the Investigative Support Center in analysis, intelligence, and information-sharing among HIDTA partners.

A. Investigative Support Center (ISC)

ISC promotes and facilitates the sharing and coordination of criminal intelligence among law enforcement agencies and supports HIDTA enforcement initiatives.

B. Federal Task Force Operations (TFO)

SID participates in federal task force operations (TFOs). Available positions include working with FBI, DEA, ATF, USMS, and HSI. A detective is assigned to a position in these agencies based on available personnel and the needs of the Department. Assignments are made at the discretion of the SID commander.

1. The SID federal TFO program enhances public safety through the reduction of violent crime and the disruption and dismantling of drug trafficking organizations within the Albuquerque Metro area.
2. Each TFO officer follows the mission and guidelines provided by the host federal agency.
3. Whenever an APD officer in a TFO is working in any capacity other than under the host federal agency, he or she follows all APD SOPs and APD rules and regulations.
4. While working on any operation under the host federal agency, the TFO officer follows the host agency's SOPs, rules, and regulations.
5. Whenever a SID TFO officer is involved in a use of force incident during an operation with the host federal agency, the following procedure will apply.
 - a. All use of force investigations and reporting follow the federal host agency's policies and MOUs.
 - b. All use of force is reported to both APD and the federal host agency's chain of command.
 - c. A SID supervisor is responsible for contacting the Investigative Response Team, FIT if necessary and as based on incident circumstances. The supervisor documents all use of force using standard department forms.
 - d. All use of force incidents are documented by a SID supervisor and entered into the EIS system.
 - e. APD conducts a concurrent force investigation in cooperation with the federal host agency.
 - f. If a use of force incident occurs outside APD's jurisdiction, the SID supervisor coordinates with the federal host agency, the lead agency within the jurisdiction, and APD Professional Accountability Bureau to ensure proper investigation and documentation of the incident.



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

6. Assignment to a federal task force does not alter the officer's rights under the Constitution, applicable laws, or current CBA during any use of force investigation.
7. All TFO duties are outlined and defined in the SID operational manual.
8. The identities of detectives assigned to federal task forces are kept confidential.
9. Chain of command
 - a. Each TFO officer follows his or her respective SID chain of command for all APD matters.
 - b. Each TFO officer follows the chain of command required by the host federal agency.
 - c. Day-to-day operations are directed by the respective federal agency supervisor.
 - d. In the event of a conflict, the SID supervisor has final authority.

5-1-8 Specialized Equipment

- A. Detectives assigned to SID are issued specialized equipment, which is listed on the approved SID-equipment list and is specific to their assigned duties.
 1. The unit supervisor ensures each detective has the necessary equipment and proper training to do his or her job.
 2. Unit supervisors will conduct an equipment inspection on a quarterly basis to ensure personnel are properly using assigned equipment.
 3. Annual inspections will be conducted to make certain equipment is consistent with the unit's mission and training. The results of these inspections will be documented in written form.
- B. SID maintains logs of all SID-issued equipment, and all personnel will return this property upon leaving the division. When a SID officer transfers from one SID unit to another, the detective will return SID-issued equipment to the previous unit and obtain new SID-issued equipment from the supervisor of the new unit.
- C. SID detectives may not deploy with or use any equipment unless they are first properly trained and certified in its use.

5-1-9 Specialized Training

- A. Detectives assigned to SID receive specialized training based on unit needs and requirements. Training may include the following:
 1. Vehicle Block Maneuver/Vehicle Containment Technique



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

2. Meth Lab Certification
 3. Undercover Operations
 4. Surveillance Techniques
- B. Detectives must complete any and all certification and recertification courses on tactics.
- a. Specialized training and tactics taught to SID personnel may be used only while working in SID.
 - b. Rules and procedures for specialized training are provided to trainees by unit supervisors.
 - c. Section lieutenants are responsible for ensuring trainees comply with certification and recertification policies.

5-1-10 Tactical Search Warrant Service Risk Assessment Matrix

- A. Prior to executing search warrants, SID detectives will complete the APD Tactical Search/Arrest Warrant Service Risk Assessment Matrix to determine the need for a specialized tactical unit response.
- B. The unit supervisor ensures that the form is properly completed and is included in the case file.
- C. The SID lieutenant resolves any dispute or question arising from the matrix. The SID lieutenant coordinates any conflicts with the Tactical Section lieutenant.
- D. SID Detective consults the matrix for guidance when conducting operations other than search warrants. Unit supervisors are responsible for assessing each incident to determine if it requires a tactical response. Unit supervisors are responsible for communicating with tactical supervisors before conducting operations, as well as when operations are in progress.
- E. The APD Tactical Search/Arrest Warrant Service Risk Assessment Matrix is below.



**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

Risk Assessment Matrix

Points	Facts	Score
SEARCH WARRANT SERVICE		
	Is the offense a felony? <i>If no, consult Tactical lieutenant.</i>	
5	Warrant is for a nonviolent felony	
2	Search warrant is for drugs	
2	Search warrant is for evidence of a crime against a person	
LOCATION		
5	Service of warrant requires the use of mechanical breaching tools	
25	Location is fortified or requires special breaching tools	
3	Location has known aggressive attack dogs	
10	Verified firearms at location (UC or CI)	
5	Size of location / two or more levels	
5	Location has counter surveillance equipment and/or people	
25	Drug manufacturing location/large-scale narcotics distribution	
1	Sympathetic subjects near target location	
AUXILLARY SUBJECTS		
5	4 or more subjects verified at location (UC or CI)	
3	High probability of small children/elderly/or physically challenged	
TARGET SUBJECT(S)		
1	Has property crimes history only	
5	Has history of crimes against persons or has an outstanding warrant for a crime against persons	
5	Has history of multiple felony arrests	
5	Has made statements about resisting arrest	
2	Has history of felony drug arrests (within 10 years)	
10	Has violent criminal history (within 10 years)	
15	Has history of using firearms during crimes (within 10 years)	
15	Is known and verified to carry firearms (CI or UC)	
15	Has previous conviction for firearms violation (within 10 years)	
10	Has history of assault on police/resisting arrest (within 10 years)	
25	Has outstanding warrant for homicide, rape, felonious assault, aggravated robbery, or aggravated assault/battery	
15	Has a documented history of mental health issues	
2	Is unknown	
TOTAL SCORE:		



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-1

Effective: 10/16/17 Review Due: 10/16/18 Replaces: 06/09/16

Give the appropriate point value to each category that applies.
If the total score is 25 or more, contact SWAT for assistance in the execution of the warrant.
Check all categories that apply.