



ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS

SOP 5-11

Effective: 12/14/15 Review Due: 12/14/16 Replaces: 07/24/15

5-11 PROPERTY CRIMES SECTION

5-11-1 Definitions

A. Pawn Hold

A formal notification to the pawn shop that property within their business has been identified as being stolen or possibly stolen. This requires the pawnshops to hold the stolen property in the pawnshop until a detective can take custody of it.

B. Private Sector Partnerships

Albuquerque Retail Assets Protection Association (ARAPA), Contracting Industry Construction Alliance (CICA), Hospitality, Financial Institutions Security Officers Association (FISOA).

C. CONNECT Website and Alert Platform

The Community Oriented Notification Network Enforcement Communication Technology or CONNECT, is an interactive tool which links law enforcement to community partners to communicate about crime and public safety issues occurring in Albuquerque.

5-11-2 Rules and Responsibilities

A. White Collar Crime Unit

1. It is the policy of the White Collar Crime Unit to conduct follow-up investigations on felony financial crime cases where an offender is not in-custody, a victim has been identified and suspect information exist, as well as complex cases with solvability factors.
2. On-Call Status
 - a. Detectives will be "on-call" on a rotating basis.
 - b. They will assume case responsibility involving in-custody cases when: a warrant is needed, multiple victims have been identified, multiple offenders are on-scene or the complexity of the case is time intensive. The on-call detective will be notified and will determine if they will assume case responsibility.
 - c. Conflicts regarding case responsibility will be resolved by the unit supervisor
 - d. The detective will handle incoming telephone inquiries and walk-in referrals with clearly identified victim and suspect information.



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3. Detectives

- a. Detectives will assist bank investigators as much as possible in cases involving APD.
- b. Detectives will attempt to accommodate local organizations that could be the target of white collar crimes.
- c. Detectives may speak to local group reference white collar crimes.
- d. Detectives may also be assigned to lecture at the Police Academy.
- e. Ensure victims are notified of case updates.

B. Auto Theft Unit

1. It is the policy of the Auto Theft Unit to detect, identify, investigate, apprehend and prosecute persons involved in auto thefts. The Unit will handle and investigate the following: vehicles with altered, mutilated, or missing VIN's, altered or forged titles for motor vehicles, enforcement of criminal and administrative laws against any person or business engaging in any of the above matters. The Unit will promote training and education for law enforcement personnel and citizens to increase awareness and the prevention of auto theft. The Unit will work in conjunction with the State Motor Vehicles Dealer Licensing Division to administratively investigate the new and used car dealers and salvage industry. Detectives will be on-call for in-custody auto theft cases.

2. Sergeant

- a. Maintain a procedure for the intake, tracking and disposition of vehicles that are towed, seized or forfeited in conjunction with an investigation.
- b. Supervise and direct the Wrecker Services Unit.
- c. Coordinate bait vehicle operations.

3. Detective

- a. Investigate in-custody, AFIS and assigned cases.
- b. Conduct UC operations and surveillance as directed by unit sergeant.
- c. Conduct VIN inspections and assign New Mexico assigned VIN when applicable.
- d. Conduct or assist in yard inspections/investigation.
- e. Investigate "Chop Shops"
- f. Ensure that all vehicles towed for Auto Theft have a final disposition.
- g. Be available to be on-call on a rotating basis as determined by the unit sergeant.
- h. Conduct Auto Theft training/prevention as directed by the unit sergeant.
- i. Conduct bait vehicle operations
- j. Maintain State VIN Inspector certification



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4. Wrecker Services

- a. Personnel will enforce the provisions of the City of Albuquerque Wrecker Ordinance that regulates rotational wreckers.
- b. Will conduct yard inspections of the rotational wreckers quarterly as directed by the Auto Theft sergeant.
- c. Will maintain a file of the tow yard inspection documenting findings and actions taken.
- d. Personnel will check the vehicles that are towed by the participating wrecker companies through NCIC and maintain the 72-hour logs.
- e. Personnel will recover and remove vehicles from NCIC that are discovered stolen and towed by the rotational wreckers.

C. Burglary Unit

1. It is the policy of the Burglary Unit to concentrate its efforts towards the detection, identification, apprehension and prosecution of commercial and residential burglary offenders. Emphasis will be placed on complex investigations and property recovery.
2. On-Call Status
 - a. Detectives will be on-call on a rotating basis.
 - b. They will assume case responsibility involving in-custody cases when: a warrant is needed, multiple victims have been identified, multiple offenders are on-scene or the complexity of the case is time intensive. The on-call detective will be notified and will determine if they will respond and/or assume case responsibility.
 - c. Conflicts regarding case responsibility will be resolved by the Unit supervisor.
3. Sergeant
 - a. Maintain MO files.
 - b. Track Crime Stoppers tips and leads developed by pawn cards and AFIS hits.
4. Detective
 - a. Conduct UC operations and surveillance as directed by unit sergeant.
 - b. Conduct second contacts with victims of burglaries.
 - c. Conduct burglary training/prevention as directed by the unit sergeant.
 - d. Ensure victims are notified of case status.



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D. Night Investigation Team (NITe)

1. It is the policy of the Night Investigations Team (NITe) to provide investigative support involving property crimes investigations during on-duty hours.
2. The primary objective of the NITe is to utilize technology to identify, track and arrest Property Crimes Offenders.
3. Sergeant
 - a. Supervise and direct the bait item program.
 - b. Coordinate and direct UC operations and surveillance.
4. Detective
 - a. Investigate residential/commercial burglaries, auto theft/receiving or transferring a motor vehicle calls that occur while on-duty in which an offender is in-custody.
 - b. Conduct UC operations and surveillance as directed by the unit sergeant.
 - c. Build, Maintain, deploy, and track bait items.
 - d. Be available on-call on a rotating basis to track bait items.
 - e. Assist all Area Command IMPACT Units in conducting directed activities to reduce the Property Crime issues in their Area Commands.
 - f. Conduct directed activities throughout the city in order to reduce property crimes based on Crime Analysis statistics.

E. Organized Crime Unit (OCU)

1. It is the policy of the OCU to identify, investigate, apprehend and seek prosecution of repeat offenders who commit crimes impacting private sector partnerships by utilizing the CONNECT website and alert platform.
2. Sergeant
 - a. Monitor CONNECT platform and assignment of case investigations.
 - b. Develop and maintain procedure for the intake, tracking and disposition of all cases received through the CONNECT platform.
 - c. Supervise and direct all organized retail crime related undercover operations.
 - d. Develop and maintain liaisons with private sector and community partners.
 - e. Attend all required meetings with private sector partnerships.
 - f. Initiate and direct pawnshop administrative inspections.
 - g. Investigate and develop intelligence on organized retail crime trends and subsequently inform department personnel along with private sector partners.



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3. Detective

- a. Review all postings on the CONNECT platform on a daily basis.
- b. Conduct frequent contacts with private sector partners and maintain liaisons with department personnel and other law enforcement agencies.
- c. Respond in a timely manner to questions and issues expressed by private sector partners either telephonically or electronically.
- d. Be familiar with the cultivation and development of Confidential Informants and demonstrate the ability to work in an undercover capacity.
- e. Attend all required private sector partnership meetings conduct presentations as assigned.
- f. Identify, document and focus on repeat organized retail crime offenders and organizations that commit crimes impacting the City of Albuquerque's business community.
- g. Respond to all "actionable" information posted on the CONNECT platform.

F. Pawn Shop Detail

1. It is the policy of the Albuquerque Police Department to recover stolen property and seek prosecution of offenders through the enforcement of state statutes and city ordinances regulating all businesses with a pawn broker's license hereafter referred to as pawnshops.
2. All relevant pawn ticket data will be obtained from CAU.
3. Recovered Stolen Property
 - a. Stolen Property from Originating from within Albuquerque
 - i. All items placed on police hold will be documented through the current city pawn shop tracking vendor.
 - ii. Officers placing a hold on an item will forward a report to the Pawn Shop Detail by the end of their shift.
 - iii. A supplemental report or case will be completed when a stolen item is recovered at a pawn shop and will be taken out of NCIC.
 - iv. Rental property items alleged to be stolen and clear proof of ownership has not been established; will not be recovered by the Pawn Detail; it will become a civil issue. Detectives shall document these incidents and a police hold may be placed on the items pending civil actions.
 - b. Stolen property from other jurisdictions:

The Pawn Shop Detail will assist other agencies in placing holds on stolen or potentially stolen items.



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c. Disposition of Property

All firearms recovered from pawn shops must be tagged into APD evidence until a Brady check is conducted. Property can be released to the owner only with the approval of the assigned detective and issuance of a property receipt.

4. Inspections and Violations

- a. Violations of City Ordinances/ State Laws: The Pawn Detail will investigate all violations of state statute or city code involving pawnshops. Upon the completion of the investigation, the detective will submit the case to the City Clerk's office.
- b. Inspection of Pawnshops
 - i. The Pawn Detail will conduct periodic inspections of each pawnshop. The results of the inspections will be recorded on an inspection form and appropriate action will be taken on any violations found. The detective will sign the inspection form and provide the business a copy of the inspection form after the business representative has signed it, acknowledging receipt. If the responsible party refuses to sign the inspection form, the detective will write refused in the area provided for the responsible party to sign and give them a copy.
 - ii. The Pawn Detail detective will keep a file on each pawnshop. The inspection form will be archived

G. Metal Theft Detail

1. It is the policy of the Albuquerque Police Department to recover stolen property and seek prosecution of offenders through the enforcement of the state statutes and city ordinances regulating all businesses with a State of New Mexico metal recycling license through the State of New Mexico Regulation and Licensing Department (RLD) hereafter referred to as metal recyclers.
2. Along with the Metal Theft Detail, the Crime Analysis Unit (CAU) will monitor metal recycler activity through the RLD website.
3. Recovered Stolen Property
 - a. Stolen property originating from within Albuquerque
 - i. Detectives placing a hold on an item will immediately notify the affected metal recycler and collect the item from the business by the end of the next working day.
 - ii. A supplemental report or case will be completed when a stolen item is recovered at a metal recycler. It will be taken out of NCIC if necessary.



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iii. All property items alleged to be stolen and clear proof of ownership has not been established that is recycled will not be recovered by the Metal Theft Detail; it will become a civil issue. Detectives shall document these incidents with an informational report and a police hold may be placed on the items pending civil actions.

b. Stolen property from other jurisdictions:

The Metal Theft Detail will assist other agencies in placing holds on stolen or potentially stolen items. The detectives will coordinate the return of confirmed stolen property with appropriate agencies.

c. Disposition of Property

Property can be released to the owner only with the approval of the assigned detective and issuance of a property receipt.

4. Inspections and Violations

a. Violations of State of New Mexico RLD Regulations: The Metal Theft Detail will investigate all violations of state regulations involving metal recyclers. Upon the completion of the investigation, the detective will submit the case to the State of New Mexico Regulation and License Department. The case will be submitted to the City Clerk's office for review if a city metal recycler is in violation. The appropriate law enforcement agencies will be notified if violations are located at their metal recyclers.

b. Inspection of Metal Recyclers

i. The Metal Theft Detail will conduct periodic inspections of each metal recycler. The Metal Theft Detail will assist RLD Inspectors as needed on any other metal recycler inspections. The results of the inspections will be recorded on an inspection form and appropriate action if any violations found will be taken.

ii. The Metal Theft Detail detective will keep a file on each metal recycler and the inspection form and any violations will be documented on a report. The inspections will be archived.