



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2 CRITICAL INCIDENT REVIEW TEAM (CIRT)

Policy Index

- 7-2-1 [Policy](#)
- 7-2-2 [Definitions](#)
- 7-2-3 [Goals and Objectives](#)
- 7-2-4 [Staffing and Personnel Responsibilities](#)
- 7-2-5 [Investigator Training](#)
- 7-2-6 [Administrative Investigatory Call-Outs](#)
- 7-2-7 [Call-Out Procedures](#)
- 7-2-8 [Investigatory Access](#)
- 7-2-9 [Investigation Procedures](#)
- 7-2-10 [Awareness Report](#)
- 7-2-11 [Post-Incident Briefing](#)
- 7-2-12 [Employee Notification of Administrative Review](#)
- 7-2-13 [Chief's Executive Brief](#)
- 7-2-14 [SME Consultation](#)
- 7-2-15 [Administrative Reports](#)
- 7-2-16 [Annual Statistical Analysis of Lethal and Serious Uses of Force](#)
- 7-2-17 [Yearly Case Statistics Report](#)

Related SOPs

- 2-52: [Use of Force](#)
- 2-53: [Electronic Control Weapon](#)
- 2-54: [Use of Force Reporting and Supervisory Force Investigation Requirements](#)
- 3-22: [Complaints Involving Department Policy or Personnel](#)
- 7-1: [Internal Affairs Section](#)
- 7-3: [Force Investigation Team \(FIT\)](#)



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-1 Policy

Because the Department is committed to constitutional, effective community policing, the use of serious force, including any officer involved shooting, and other high-risk police operations warrant an immediate, careful and thorough examination. The Department's Critical Incident Review Team (CIRT) will immediately respond to the scene to investigate the critical incident. The purpose of this investigation is to improve both the individual and the department's performance. This process is similar to an after-action review where the role is to dissect what was planned, what happened, why it happened, and what can be done differently to improve performance. To accomplish this, CIRT will evaluate decision making, tactics used, the actual use of force, and supervision. CIRT will identify any training needs (for the individual officer, squad, unit, section or on a department-wide basis), all policy violations, and/or any necessary changes to policies and practices.

CIRT has the added goal of highlighting superior performance in such incidents by validating the tactics applied and by educating the workforce on what occurred. The overall mission of CIRT is to minimize risks and maximize safety in future police operations through sharing lessons learned from the Department's past experiences.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-2 Definitions

Terms defined in the [Investigative Response Team SOP](#) and the [Internal Affairs Section SOP](#) have the same meaning when used in this SOP.

A. CIRT

CIRT is the acronym for the Critical Incident Review Team.

B. CPOA

CPOA is the acronym for the Civilian Police Oversight Agency.

C. Critical Incident

A critical incident is an extraordinary event placing lives and/or property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.

D. IAS

IAS is the acronym for Internal Affairs Section.

E. FIT

FIT is the acronym for the Force Investigation Team.

F. MCST

MCST is the acronym for Major Crime Scene Team. This is the on-call criminalistics team used for processing a crime scene when a major or serious crime or incident occurs. The team consists of a sergeant, primary investigator, and secondary investigator.

G. OIS

OIS is the acronym for Officer Involved Shooting.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

H. Serious Use of Force

The following are considered serious uses of force:

1. All uses of lethal force by an APD officer.
2. All critical firearm discharges by an APD officer.
3. All uses of force by an APD officer resulting in serious physical injury or requiring hospitalization.
4. All head, neck, and throat strikes with an object or neck holds by an APD officer.
5. All uses of force by an APD officer resulting in a loss of consciousness.
6. All canine bites by an APD canine.
7. More than two applications of an ECW on an individual during a single interaction, regardless of the mode or duration of the application, and regardless of whether the applications are by the same or different officers, or an ECW application for longer than 15 seconds, whether continuous or consecutive.
8. Any strike, blow, kick, ECW application, or similar use of force by an APD officer against a handcuffed subject.
9. More than three strikes with a baton by an APD officer.

I. SME

SME is the acronym for Subject Matter Expert. An SME is a person who is an authority in a particular area or topic.

J. Walkthrough

A walkthrough is when investigators enter a scene to help understand timelines, locations of events, and location of evidence. The walkthrough is usually with a witness to the incident.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-3 Goals and Objectives

- A. The CIRT investigation identifies the involved officer's response and thoroughly investigates whether there were any policy violations during the course of the critical incident.
- B. CIRT encourages, develops and maintains lines of communication across all levels of APD to enhance performance.
 - 1. Provides a post incident briefing of major critical incidents as determined by the IAD commander.
 - 2. Works with the APD Academy, recommends training, and assists in implementing new or improved techniques and procedures.
 - 3. Presents an administrative review of all serious uses of force to the Force Review Board and an administrative review of other critical incidents to the involved officer's chain of command.
- C. Develops, improves and maintains procedures to improve performance, knowledge, and to appropriately manage risk.
 - 1. Develops and maintains an efficient tracking system and perform a statistical analysis on all lethal force incidents.
 - 2. Communicates with other law enforcement agencies to identify benchmarks such as training, policies, procedures and best practices; shares findings and recommendations with the Office of Policy Analysis.
 - 3. Upon completion of a CIRT investigation, makes appropriate recommendations to the FRB to change policy, procedures, or departmental training; and makes appropriate recommendations for individualized training of the involved officer(s).
- D. Supports, encourages and improves opportunities for IAD personnel through training, education, and enhanced career opportunities. Annually identify training courses for CIRT personnel to maintain proficiency in critical incident investigations.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-4 Staffing and Personnel Responsibilities

A. CIRT staffing levels include:

1. 1 Lieutenant
2. 1 Sergeant
3. 4 Detectives
4. 1 Administrative Assistant

B. The CIRT lieutenant responsibilities include:

1. Reviews the sergeant's assessment of unit work product and approves or returns to the sergeant for additional work as required.
2. Supervises, trains, and evaluates CIRT personnel.
3. Coordinates investigative timelines, reviews, and receipt of investigative reports, so as to assure the quality of investigations.
4. Develops and conducts training for other members of the department in CIRT-related procedures.
5. Coordinates appropriate response to incidents, for both on and off-duty times, that meet the CIRT call-out requirements.
6. Plans, prioritizes and assigns work for the CIRT team; supervises and reviews work completed.
7. Attends and participates in meetings, conferences and seminars, as required to improve skills and enhance performance.

C. The CIRT sergeant responsibilities are as follows:

1. Reviews the detectives' work product and approves or returns to detective for additional work as required.
2. Supervises, trains, and evaluates CIRT detectives.
3. Receives and assigns cases.
4. Assists in coordinating investigations and reviews.
5. Recommends training as may be necessary for members of the department.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

6. Responds to incidents, on and off-duty, that meet the CIRT call-out requirements.
 7. Prepares detailed, thorough and complete investigative reports.
 8. Plans, prioritizes, and assigns work to team members. Supervises and reviews completed work performed by unit, and conducts necessary follow-ups.
 9. Ensures reports, documents and other papers are collected, maintained and stored for use in audits or inspections.
 10. Attends and participates in meetings, conferences and seminars as needed to improve skills related to work assignment.
 11. Prepares on-call roster and provides it to Communications.
- D. The CIRT detective/investigator responsibilities are as follows:
1. Conducts administrative investigation of serious uses of force and any use of force by an officer above the rank of sergeant.
 2. Responds to incidents, both on and off-duty, that meet the CIRT call-out requirements.
 3. Conducts interviews with involved officers and witnesses.
 4. Prepares detailed thorough and complete incident reports.
 5. Submits conclusions and makes recommendations that may be necessary to the Chief of Police and FRB.
 6. Researches procedure and tactics, identifying patterns or problem areas in critical incidents, and determines if best police practices were used.
 7. Trains and prepares personnel to participate in the CIRT process.
 8. Allows any involved officer, together with his or her representative, to review the CIRT administrative report and FRB presentation prior to any scheduled hearing. The lead CIRT case detective will schedule a meeting with the involved officer.
 9. The CIRT detective provides notice to the officer's union; however, it is the responsibility of the involved officer to ensure his or her representative attends the meeting, or makes other arrangements with the CIRT detective.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

E. The CIRT administrative assistant responsibilities are as follows:

1. Reviews all Administrative Use of Force Data Report Forms to ensure they are complete.
2. Answers phones, take messages, transfers calls, and obtains information from callers and relays information to appropriate personnel.
3. Schedules meetings and meeting locations for the lieutenant, sergeant, and detectives.
4. Coordinates scheduling of FRB presentations.
5. Creates and maintains CIRT logs.
6. Proofreads memos and articles created by CIRT personnel. To ensure they are in proper form and professional in appearance.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-5 Investigator Training

CIRT Investigator training is consistent with the Internal Affairs Section Investigator Training. Refer to the [Internal Affairs Section SOP](#) for more information.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-6 Administrative Investigatory Call-Outs

- A. Administrative Investigatory Call-Outs are made when incidents occur involving:
1. All serious uses of force.
 2. Precision immobilization technique (PIT) maneuvers when:
 - a. The maneuver results in death, serious injury, or major property destruction.
 - b. The maneuver was attempted at a speed in excess of 35 mph regardless of outcome.
 3. Intentional discharge of a firearm outside of legal recreational use or training.
 4. When an officer is killed in the line of duty or critically injured during a police operation.
 5. All traffic accidents resulting in death of a civilian and/or police officer resulting from APD police action.
 6. Active shooter incidents.
 7. Large scale civil unrest, such as demonstrations or riots.
 8. Uses of force by an officer above the rank of sergeant.
 9. Any incident assigned by the Chief of Police.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-7 Call-Out Procedures

- A. The CIRT sergeant prepares an on-call rotation of CIRT detectives and supervisors ever six weeks and provides the rotation to Emergency Communications.
- B. Communications notifies the on call CIRT supervisor of all situations meeting CIRT investigatory responsibility.
- C. CIRT supervisor obtains information as needed from Communications to determine if CIRT is needed on scene.
- D. If CIRT supervisor determines a need to be on scene, upon arrival the CIRT supervisor determines needed resources and provides notifications as necessary.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-8 Investigatory Access

CIRT has access to all phases of any criminal investigation in which they are investigating, with the following rules applicable:

- A. The criminal investigation takes priority over the CIRT investigation (i.e. criminal investigators have first opportunity to interview witnesses and review evidence).
- B. CIRT will not participate in the criminal investigation interview of APD personnel nor be in the immediate area.
- C. CIRT may observe initial briefings at OIS scenes, but not question personnel.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-9 Investigation Procedures

A. The lead CIRT detective initiates an IPro entry and obtains a CIRT case number as soon as practicable upon initiating an investigation. All documentation and evidence is linked, scanned, and uploaded to IPro.

B. Documentation pertinent to the case is gathered and maintained in a hard copy case file. Documentation includes:

- Reports and logs, including names, addresses, phone numbers of witnesses and identification of witnesses whose addresses are unknown
- Interviews
- Training records
- Applicable SOP sections
- MCST/CSS diagrams and analysis
- Photographs
- News media reports
- Employee notices
- Underlying use of force data reports
- Names of all officers who witnessed the incident
- If a weapon was used, documentation related to certification and training for the weapon
- Disciplinary history for the involved officer
- IAS narrative evaluating the use of force
- All pertinent videos
- Additional notes and miscellaneous documentation

C. Considerations of Uses of Force

In determining whether the involved officer used force in compliance with APD policy, CIRT considers all of the circumstances known to the involved officer on the scene, including:

1. The severity of the crime or other circumstances to which the officer was responding;
2. Whether the subject posed an immediate threat to the safety of the officer or to others;
3. Whether the subject was actively resisting arrest or attempting to evade arrest by flight;
4. The amount of time and any changing circumstances during which the officer had to determine the type and amount of force that appeared to be necessary;
5. The type and amount of force used;



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

6. The availability of alternative methods including de-escalation techniques, subduing the subject, or use of less than lethal force;
7. Whether it was practical for the officer to give warning of the imminent use of force, and whether such warning was given;
8. Whether the officer was responding to a domestic violence disturbance;
9. Whether it was or should have been apparent to the officer that the person was experiencing a behavioral crisis or mental health episode;
10. Whether a reasonably objective officer on the scene would have or should have perceived a mistaken fact;
11. Whether the force used was objectively reasonable under the facts and circumstances facing a reasonably objective officer at the scene, based on that officer's perception and not on after-acquired facts or information;
12. Whether the officer used the minimum amount of force necessary;
13. The officer's actions that contributed or reduced the need to use force such as self-induced jeopardy, retreating, or waiting for assistance.

D. Serious Use of Force Investigation Procedures

1. CIRT completes an initial use of force data report and conveys it through the chain of command to the Chief of Police as soon as possible; and not later than 24 hours from the incident.
2. CIRT completes its investigation within sixty days and reports its conclusions to the FRB.
3. CIRT will not interview employees until after it receives a briefing by FIT (if needed).
4. Prior to any compelled interview, CIRT provides the involved employee with a 40-hour notification.
5. When an employee provides a statement to FIT, CIRT may adopt the statement and hold a follow-up interview at a later date as may be reasonably necessary.
6. During CIRT's tactical/administrative review, the rights stated in the Police Officer's Employer-Employee Relations Act (NM Statute 29-14-4) as well as current applicable labor contract are afforded to all department employees.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7. If CIRT's investigation indicates that the officer may have violated Department policy with respect to the use of force, CIRT halts its investigation and transfers the case to IAS to initiate a misconduct investigation. If the investigation involves apparent criminal misconduct, CIRT halts its investigation and transfers the case to IAS. Refer to the [Internal Affairs Section SOP](#).
8. If CIRT's investigation indicates minor misconduct tangential to the use of force, CIRT notifies the involved officer's chain of command so that the chain of command initiates a misconduct investigation. If CIRT's investigation indicates other misconduct tangential to the use of force, CIRT notifies IAS so that IAS may initiate a misconduct investigation. In these cases, CIRT continues its investigation of the use of force. For purposes of this paragraph, minor misconduct is a policy violation that is not subject to a suspension.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-10 Awareness Report

- A. CIRT prepares and delivers an awareness report to department employees for OIS and critical incidents. This brief, preliminary report provides a general, factual summary of incident events, as known to detectives at the time of the initial briefing, and references any related policies, protocols, and/or training doctrines. The awareness report is not an incident review, but rather a training tool that is used by supervisors to initiate briefing room discussions and better prepare officers who may face similar circumstances in the future.

- B. The awareness report, along with any related policies, protocols and/or training doctrines are sent to all members of the executive staff, all commanders, lieutenants, sergeants, and the CPOA. The same documents are posted in patrol briefing, and the awareness report uploaded to the CIRT intranet webpage.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-11 Post-Incident Briefing

Within 24-48 hours following a CIRT call out, an informal team briefing is held in order to familiarize the entire CIRT team with the event. This briefing serves as an opportunity to identify potential issues, points to review, and questions to ask involved and witness officers. The post-incident briefing is a verbal, in person meeting and is used by CIRT personnel only.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-12 Employee Notification of Administrative Review

- A. Any officer who is interviewed by CIRT is provided notification of employee administrative review in as timely a manner as practicable following a critical incident.
- B. An Officer will answer questions from CIRT regarding the officer's knowledge of the facts and circumstances of the critical incident, regardless of whether or not a statement was provided to FIT.
- C. Each involved officer is directed not to discuss the incident with any employee or persons involved in the administrative investigation by CIRT until those persons are interviewed by CIRT. This directive does not apply after CIRT completes all of its interviews.
- D. CIRT directs every officer involved in an investigation not to disclose any facts to anyone, except those persons the involved officer has selected as a representative, until interviewed by CIRT.
- E. The involved officer has the opportunity to select a representative of his/her choice as allowed by The Peace Officer Employee-Employer Relations Act and the collective bargaining agreement.
- F. The CIRT administrative aide or designee notifies the division head and lower chain of command when a person under their supervision is summoned as part of a CIRT investigation. The employee's chain of command will assist in arranging an appearance absent extraordinary circumstances. NOTE: this notification is through city email applies to all administrative investigations and is sent by the CIRT administrative aide or designee.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-13 Chief's Executive Brief

- A. In cases involving officer involved shootings and in-custody deaths, a Chief's executive brief is held approximately 72 hours after the incident, as scheduled by FIT.
- B. The Chief's executive brief is presented by FIT investigators; however, the CIRT lieutenant, sergeant, and lead CIRT detective are in attendance.
- C. The lead CIRT case detective, sergeant and lieutenant familiarize themselves with all available information prior to the briefing.
- D. The lead CIRT case detective provides the following involved officer's information to the CIRT lieutenant and IAD commander prior to the Chief's briefing:
 - a. Training records.
 - b. Current area and unit of assignment.
 - c. Duration assigned to unit.
 - d. Current supervisor.
 - e. Any previous officer involved shootings or documented uses of force.
 - f. A brief summary of completed interviews.
- E. FIT is not privy to the information obtained from compelled statements provided to CIRT, this information is shared with the Chief after FIT finishes its presentation and leaves the room. The CIRT lieutenant, sergeant and detective report on the preliminary review of tactical, training, and administrative issues.
- F. The CIRT lieutenant delegates a scribe to document the time FIT vacated the briefing and when CIRT starts its presentation. The scribe's documentation is included in the CIRT final report.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-14 SME Consultation

Subject Matter Experts (SMEs) are consulted as needed by CIRT personnel as soon as reasonably practical following an OIS or a critical incident.

- A. SMEs are court certified experts or certified instructors in their field of expertise. Their opinion is sought to help determine best practices, need for specific training, and policy change recommendations if necessary.
- B. The consultation highlights the circumstances surrounding a critical incident, tactics and training employed by APD personnel, and applicable policies and procedures.
- C. The lead CIRT case detective is responsible for creating a brief presentation, which includes scene photographs, maps and other demonstrative exhibits to assist in understanding the incident the photographs, maps or other demonstrative exhibits become part of the final case.
- D. All SMEs participating in an internal briefing sign a confidentiality agreement and are cautioned not to discuss the case with anyone other than CIRT personnel.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-15 Administrative Reports

- A. CIRT investigations are completed within two months after learning of the critical incident. The IAD commander, in consultation with the Chief, may approve reasonable extensions to this requirement. Any extensions granted and the reasons for the extensions are documented in writing.
- B. Administrative Reports compare the officer's actions against training and best police practices when analyzing the reasonableness of the use of force including:
1. The severity of the crimes the subject was suspected of committing.
 2. Whether the subject posed an immediate threat to the safety of officers or others.
 3. Whether the subject was actively resisting arrest or attempting to evade arrest by flight.
 4. The influence of intoxicants and mental capacity, or the subject's behavioral response.
 5. The time available for an officer to determine the amount of force to use.
 6. The known history of the subject to include violent tendencies or previous encounters with law enforcement which were combative.
 7. The relative size, age, and condition of the subject as compared to the officer
 8. The number of subjects compared to the number of officers.
 9. The availability of officers' resources to de-escalate the situation.
 10. The proximity or access of weapons to the subject.
 11. Special knowledge possessed by the subject (i.e. known experience in martial arts or hand-to-hand combat); Physical confrontations with the subject in which the officer is on the ground
 12. The environmental factors and other exigent circumstances.
 13. De-escalation techniques and tactical decisions that either decreased or increased the likelihood of the force used.
 14. Whether the officer used the minimum amount of force necessary.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

C. Officer Involved Shooting Administrative Report Contents

1. Synopsis.
2. Persons involved to include:
 - a. Officers
 - b. Supervisors (interviewed by CIRT, if applicable).
 - c. Supervisors (interviewed by FIT, if applicable).
 - d. Additional employees involved (interviewed by CIRT).
 - e. Additional employees involved (interviewed by FIT, if applicable).
 - f. Civilian witnesses.
 - g. Suspect(s)
3. Detailed descriptions of injuries for involved participants.
4. Incident chronology.
5. Narrative description of the incident.
6. Documentation of all evidence gathered, including names, addresses and phone numbers of all witnesses, and identification of witnesses whose addresses are unknown.
7. Names of all police officers who witnessed the incident.
8. If weapon was used, the involved officer's training and certification records for the weapon.
9. The involved officer's disciplinary history.
10. Description of evidence that justifies or fails to justify the officer's conduct based on APD's use of force policy.
11. Staffing on date of the incident.
12. Investigative narrative.
13. Overall Analysis to include:
 - a. Information sharing.
 - b. Communications (911, CAD, dispatch).
 - c. Tactical issues.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

14. Use of Deadly Force Analysis to include:

- a. Administrative analysis to provide sufficient information for IAS to determine whether policies were violated.
- b. Drawing or exhibiting firearm by the officer.
- c. Backdrop assessment to consider what was physically located behind the subject and the potential for collateral damage during the use of force.
- d. Threat assessment.
- e. Shots fired
- f. Officer's action and APD policy.

15. Incident management.

16. Medical response.

17. Training review to include recommendations for any additional training based on best practices methods.

18. Involved officer to include an assessment of all equipment.

19. Department policy and procedure review.

20. Recommendations to include:

- a. SME's opinions.
- b. Conclusions.

21. Appendix A to include:

- a. Area command map.
- b. Overview of recent OIS trends and area command.

D. Use of Force Administrative Report Contents

1. Documentation of all evidence that was gathered, including names, phone numbers, addresses of witnesses to the incident, and all underlying use of force data reports.
2. In situations where there are no known witnesses, the report states this fact. In situations where witnesses were present but circumstances prevented the author of the report from determining the identification, phone number, or address of those witnesses, the report states the reasons why information was not obtained. The report includes all available identifying information for anyone who refuses to provide a statement.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

3. All written or recorded use of force narratives or statements provided by personnel or others.
 4. All recordings of the incident and explanations for any lack of recordings.
 5. The names of all other APD officers or employees witnessing the use of force.
 6. The investigator's narrative evaluating the use of force, based on the criteria set forth in Paragraph B above and the investigator's analysis of the evidence gathered.
 7. An assessment of the incident for tactical and training implications, including whether the use of force may have been avoided through the use of de-escalation techniques or lesser force options.
 8. If a weapon was used by an officer, documentation will be obtained of the officer's certification and training.
 9. The complete disciplinary history of the involved officer.
- E. Routing will be as follows:
1. Approved serious use of force reports are routed as high priority via IAPro to the Assistant Chief, Majors, Deputy Chiefs, the commander of the involved officer, CPOA, IAS lieutenant, and the CIRT sergeant.
 2. Accidental discharges and non-serious uses of force are routed to the employee's commander.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-16 Annual Statistical Analysis of Lethal and Serious Use of Force Incidents

- A. This annual report to the Chief of Police provides a broad-based assessment of lethal and serious uses of force for the most recent 5-year period. The report includes information on firearm discharges at persons, firearm discharges at animals, accidental firearm discharges, as well as non-OIS deadly force events.
- B. The Standard report includes of the following components:
1. Introduction.
 2. Executive summary.
 3. Preface.
 4. Firearm discharges at persons section.
 5. Use of lethal force if no firearm was discharged section.
 6. Firearm discharges at animals section.
- C. Report content is analyzed to help determine the need for policy, training, equipment, and tactical modifications in order to reduce officer and civilian injuries and/or deaths during law enforcement actions. Content includes:
1. Overview.
 2. Time intervals between incidents.
 3. Time and days of occurrence.
 4. Locations of incidents.
 5. Types of dispatched events.
 6. Settings & outcomes.
 7. Environmental factors, for example, lighting conditions.
 8. Police presence.
 9. Use of lethal and serious use of force if no firearm was discharged.
 10. On-scene supervisors.
 11. Time on-scene prior to initial shots.



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

12. Officer age/race/ethnicity/gender.
13. Officer tenure.
14. Officer duty assignments.
15. Rank of all officers involved.
16. Type of firearms used by officers.
17. How many officers drew, pointed or fired their weapons and how many shots were fired by each officer.
18. Distances of initial shots fired.
19. The number of times the officer hit or missed his intended target.
20. Accuracy of officers' shots.
21. Related aspects to OIS incidents, for example, foot pursuits, use of less lethal force.
22. Subject age/race/ethnicity/gender.
23. Criminal backgrounds of subjects.
24. Subject impairments, for example, drug and alcohol use.
25. Mental state of subjects to include known and learned history of mental illness.
26. Weapons employed by subjects.
27. The number of shots fired by the subject, and location of areas hit by the subject's bullets.
28. A description of the type of threat the subject posed and whether threat was lethal or non-lethal.
29. Whether de-escalation techniques were used and their effectiveness such as verbal commands, show of force, and tactical deployment.
30. Officers' actions that contributed or reduced the need to use force such as self-induced jeopardy, retreating, or waiting for assistance.

D. Conclusions, Recommendations, and Results

E. Appendixes, glossary of terms, and/or calculations – as needed



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-2

Effective: 06/07/16 Review Due: 12/04/16 Replaces: XX/XX/XX

7-2-17 Yearly Case Statistics Report

Once a year, CIRT provides the APD Training Division with a breakdown of critical incident statistics from the previous year involving firearm discharges. The report contains the following:

- A. The number and types of incidents investigated by CIRT.
- B. The number of officers who discharged their firearms.
- C. The types of firearms discharged.
- D. The hit-to-miss ratio of all firearms fired by officers.
- E. The distance between the officer and subject when shots were fired by the officer.
- F. The number of officer-involved shootings, excluding animal shoots that occurred by shift, area command, and the area of assignment for each involved officer.
- G. Whether protective cover was available or not, and whether used or not used.
- H. Incident lighting conditions.
- I. The number of events in which an officer discharged his or her firearm while on the move, after a foot pursuit, and/or after gaining entry into a residence or structure.
- J. If the suspect was armed and if so, type of weapon.
- K. Injuries sustained by the suspect as a result of force used by an officer.
- L. Injuries sustained by the officer as a result of the critical incident or the use of force.