



ALBUQUERQUE POLICE DEPARTMENT
PROFESSIONAL ACCOUNTABILITY BUREAU ORDERS

SOP 7-1

Effective: 06/07/16 Expires: 12/04/16 Replaces: 03/17/11

7-1 INTERNAL AFFAIRS SECTION

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7-1-1 Policy

To ensure that efficient, constitutional community police services are provided, and to maintain department credibility and confidence, it is imperative that all complaints against law enforcement officers are fairly and thoroughly investigated. If a determination is made that the complaint is substantiated by evidence, then swift and corrective action must follow to ensure full compliance with law, policy and procedure. Equally important, if the complaint has no validity and is not sustained, the subject officer is entitled to swift vindication and clearance of his/her name.

Internal Affairs Section (IAS) is charged with the investigation and determination of complaints concerning an officer's alleged conduct. IAS provides the residents of Albuquerque effective, constitutional policing through fair, thorough, and comprehensive administrative investigations of claims relating to police misconduct and evaluation of department policies, practices, procedures, and training. IAS is responsible for all cases generated from within the department, administrative review of CIRT investigations to determinate dispositions for SOP violations identified, managing the Early Intervention System, maintenance of employee discipline files, and creation, maintenance, and auditing of all administrative investigation employee records.



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7-1-2 Definitions

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

A. Accidental Discharge

An accidental discharge is the unintended discharge, on-duty or not, of any firearm by APD personnel outside of a training environment or legal recreational activity.

B. Animal Shoot

An animal shoot is the intentional discharge of a firearm at any animal by APD personnel during the scope of the officer's duties.

C. Apparent Criminal Misconduct

Apparent criminal misconduct is an action or omission that appears to violate United States or New Mexico State criminal codes. This does not include minor traffic violations unless there are aggravating circumstances. Minor traffic violations are parking violations or violations of NMSA Sections 66-7-301 through 66-7-374.

D. CIRT

CIRT is the acronym for the Critical Incident Review Team.

E. CPC

CPC is the acronym for Civilian Police Complaint.

F. CPOA

CPOA is the acronym for the Civilian Police Oversight Agency.

G. Collateral Allegation

A collateral allegation is an issue of concern that arises during an investigation and was not initially identified as a complaint during initial review of an incident. A collateral allegation can be misconduct, policy correction and/or training issues. Collateral allegations remain with the original case and are addressed during the supervisor review on the Supervisor Recommendation Form.



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H. CSS

CSS is the acronym for Crime Scene Specialist. A crime specialist is responsible for identifying, collecting and preserving evidence at crime scene. This includes photographing crime scenes, identifying, collecting physical evidence including blood, body fluids, hair, fibers, firearms for laboratory testing, obtaining latent prints, castings of footprints and tire tracks.

I. ECW

ECW is the acronym for Electronic Control Weapon.

J. EIS

EIS is the acronym for Early Intervention System. The Early Intervention System (EIS) is a management tool used to promote supervisory awareness and to proactively identify both potentially problematic and commendable behavior among officers.

K. FI

FI is the acronym for Field Investigator.

L. FRB

FRB is the acronym for Force Review Board. The Force Review Board (FRB) reviews uses of force and tactical deployments to determine compliance with department policy and constitutional policing, and, further, to recognize any additional needs as they pertain to training, equipment, policy, tactical deployment, supervision, discipline, and investigations.

M. IAPro

IAPro is a relational database designed for law enforcement agencies to track, analyze, and maintain internal investigations, early intervention systems, and uses of force.

N. IAS

IAS is the acronym for Internal Affairs Section.

O. IRT

IRT is the acronym for Investigative Response Team.



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P. 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.

Q. OMI

OMI is the acronym for Office of the Medical Investigator.

R. SME

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

S. Third-Party Allegations

Third-party allegations are allegations originating from parties not involved in the incident under review.

T. 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.



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7-1-3 Goals and Objectives

- A. IAS completes thorough, timely, and comprehensive investigations into allegations of employee misconduct in order to maintain the integrity of the department.
- B. IAS maintains accurate and thorough records of the employee discipline process and EIS in order to provide the department with statistical analysis of trends and activities to improve the decision-making process.



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7-1-4 Duties and Responsibilities

- A. IAS tracks, monitors, audits, documents, and provides statistical analysis of all allegations of misconduct against employees or the department.
- B. IAS maintains and secures all records that pertain to employee discipline, commendations, EIS, administrative cases, and use of force. These records are not purged.
- C. IAS investigates all internal cases (cases generated within the department), unless the alleged misconduct is minor, such as reporting for duty late or unprepared, missed court, or leave abuse, in which case it may be investigated by the chain of command.
- D. IAS documents and forwards to the CPOA all civilian complaints received.
- E. IAS ensures complaint forms and informational materials, including brochures and posters, in Spanish and English, explaining how to file civilian complaints are available at appropriate government properties, including APD headquarters, area stations, APD and City websites, City Hall, public libraries, community centers, and the CPOA.
- F. IAS manages EIS thresholds and provides timely notifications of alerts in accordance with the [EIS SOP](#).
- G. IAS maintains IAPro access rights.
- H. IAS conducts all administrative investigations involving allegations of criminal misconduct by APD personnel.
- I. IAS reviews all CIRT investigations for compliance with department policy, procedures, timelines, and rules.
- J. IAS returns dispositions consistent with the [Complaints Involving Department Policy or Personnel SOP](#) in all investigations conducted by IAS.



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7-1-5 Investigator Training

- A. Investigators receive training on the following topics prior to conducting internal investigations:
1. Cultural awareness and diversity
 2. Credibility evaluation factors
 3. Bias-based policing/profiling
 4. CPOA
 5. Civilian complaints
 6. EIS
 7. IAPro software
 8. Union representative's rights and responsibilities
 9. Current sworn and civilian collective bargaining agreements
 10. Misconduct Investigations to include the following sub-topics:
 - a. APD policies and protocols.
 - b. Compelled statements.
 - c. Conducting parallel administrative and criminal investigations.
 - d. At least 8-hours minimum, annual, update training in misconduct investigations.
- B. Investigators are trained in the following topics, at minimum, prior to conducting force investigations:
1. Force investigation procedures.
 2. Call-out and investigative procedures.
 3. Investigative equipment and techniques
 4. Proper roles of on-scene counterparts, specifically the following:
 - a. OMI investigator.
 - b. MCST, FI, CSS.
 - c. District Attorney's staff.
 - d. The Multi-Agency Task Force.
 - e. City Attorney staff.
 - f. CPOA.



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7-1-6 Staffing and Personnel Responsibilities

A. IAS Staffing levels consist of:

1. 1 Commander.
2. 1 Lieutenant.
3. 1 Sergeant.
4. 5 Detectives.
5. 1 Social Media Compliance Officer.
6. 1 Internal Affairs Coordinator.
7. 1 Administrative Assistant.
8. 1 Use of Force Analyst.

B. IAD Commander responsibilities are as follows:

1. Ensures the completeness and accuracy of the division's work product.
2. Notifies the Chief of Police when an investigation shows apparent criminal misconduct by APD personnel.
3. Determines whether a civilian or internal complaint is investigated criminally. This determination is made in consultation with the Chief.
4. Maintains criminal and administrative case separation by ensuring criminal investigators do not have access to IAS and CIRT files and ensures administrative investigators do not share information with criminal investigators.
5. Approves or disapproves administrative use of force investigations extending beyond the 2-month time limit through consultation with the Chief.
6. Reviews all division reports and ensures they are complete and thorough.
7. On all CIRT and IAS investigations, reviews the proposed disposition, and if necessary, orders additional investigation when there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of IAS or CIRT.



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8. Takes appropriate action to address any inadequately supported determination and remediates any investigative deficiencies by assigning the case for additional investigation or any other reasonable action when reviewing IAS and CIRT completed cases.
 9. Is responsible for the accuracy and completeness of investigation reports prepared by IAS and CIRT.
 10. Forwards all completed CIRT investigation reports to IAS for review and determines whether the involved officer violated department policies or procedure.
 11. Maintains confidentiality of all investigations.
- C. CIRT/IAS Lieutenant responsibilities are as follows:
1. Ensures the completeness and accuracy of CIRT/IAS and their work product.
 2. Notifies the commander of criminal misconduct complaints by a department employee or when serious physical injury or death of a police officer or civilian occurs as a result of police actions.
 3. Plans and coordinates daily activities and investigations with subordinates.
 4. Keeps the chain of command informed on the progress of major investigations.
 5. Assists in investigations when necessary.
 6. Assigns cases for investigation.
 7. On all CIRT and IAS investigations, reviews the proposed disposition, and if necessary, orders additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies or improving the reliability or credibility of the findings, or where there is evidence of a collateral allegation falling under the purview of IAS or CIRT.
 8. Ensures reports are thorough, complete and distributed on time.
 9. Act as the Department's drug testing coordinator.
 10. Ensures compliance with training requirements for CIRT/IAS personnel.
 11. Maintains criminal and administrative case separation by ensuring criminal investigators do not have access to IAS and CIRT files and ensures administrative investigators do not share information with criminal investigators.
 12. Serves on call as needed.



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13. Prepares annual personnel performance evaluations and takes corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations.
14. Determines which cases are referred to the chain of command for investigation, consistent with the [Complaints Involving Department Policy or Personnel SOP](#). The Chief of Police determines investigatory responsibility when a disagreement exists regarding responsibility for the investigation.
15. Maintains confidentiality of all investigations.

D. IAS Sergeant responsibilities:

1. Assists in investigations when necessary.
2. Ensures cases are professionally and objectively investigated and dispositions are consistent with the [Complaints Involving Department Policy or Personnel SOP](#).
3. Reviews the proposed disposition, and if necessary, orders additional investigation when it appears there is relevant evidence that may assist in resolving inconsistencies, or where there is evidence of a collateral allegation falling under the purview of IAS.
4. Prepares the on-call roster and distributes it to Communications and IAD staff.
5. Serves on-call as needed.
6. Prepares annual personnel performance evaluations and takes corrective or disciplinary actions when an employee repeatedly fails to conduct appropriate investigations.
7. Assists supervisors outside of the unit when they are conducting administrative investigations, when they so request.
8. Maintains a working knowledge of current employee labor contracts, City Merit Ordinance, and department SOPs.
9. Maintains confidentiality of all investigations.

E. IAS Investigator/Detective responsibilities:

1. Completes case assignments within time limits.
2. Prepares cases in a thorough, comprehensive, and professional manner. Makes dispositions consistent with the [Complaints Involving Department Policy or Personnel SOP](#).



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3. Is on call rotation with other IAS investigators.
4. Assists supervisors outside of the unit when they are conducting administrative investigations.
5. Assists outside agencies when practical and with supervisor approval.
6. Maintains confidentiality of all investigations.
7. Maintains a working knowledge of current employee labor contracts, City Merit Ordinance, and Department SOPs.
8. Keeps all investigations current with the information in IAPro.

F. Internal Affairs Coordinator responsibilities:

1. Has overall responsibility for the efficient conduct of the section's administrative functions.
2. Supervises all administrative assistants assigned to the section.
3. Ensures all outbound correspondences is properly formatted, grammatically correct, and professional in appearance.
4. Ensures all records and information are current in IAPro.
5. Is responsible for IAPro password distribution and tier level access.
6. Maintains a log of Inspection of Public Records Act and legal requests.
7. Ensures Civilian Police Complaints are entered into IAPro and an alert is sent to the CPOA no later than three days from receipt of the complaint.
8. Forwards EIS alerts to the supervisor for the affected employee.
9. Prepares New Mexico Law Enforcement Academy reports.
10. Ensures files are properly secured.
11. Maintains office supplies in sufficient quantities to facilitate the proper operation of the office.
12. Assists the lieutenant with all reports as needed.
13. Maintains a sufficient quantity of forms at all outlets.
14. Maintains logs of incoming/outgoing cases and correspondence.



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15. Notifies the division head and lower chain of command when any employee is summoned by IAS or CIRT as part of a misconduct complaint or internal investigation.

G. Administrative Assistant responsibilities are to assist the IA Coordinator with administrative functions as directed.

H. Social Media Compliance Officer responsibilities:

1. Monitors popular social media to ensure employees are in compliance with APD policy.
2. Conducts social media background checks for police applicants prior to Chief's Selection Committee or at the direction of the recruiting sergeant.
3. Audits APD employees' driver's licenses to ensure validity.
4. Checks employees against police databases to ensure none have active warrants.
5. Assists with investigations as needed.



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7-1-7 Civilian Complaints

- A. The IA Coordinator forwards all civilian complaints to the CPOA for investigation as required by City Ordinance 9-4-1-4(C) (3).
- B. The IA Coordinator enters all civilian complaints into IAPro within three days of receiving the complaint. A scanned copy of the complaint form is attached to the IAPro entry and an alert sent to the CPOA.
- C. The IA Coordinator forwards the original complaint form to the CPOA.
 - 1. IAS maintains a log with the date and time the complaint was given to the CPOA.
 - 2. CPOA representative initials the receipt log upon receipt of the complaint form.



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7-1-8 Investigation Procedures

A. IAS investigations are consistent with the [Complaints Involving Department Policy or Personnel SOP](#).

B. IAS Call-Out Procedures

Communications will call out the on-call IAS investigator under any of the following circumstances:

1. Apparent felony criminal misconduct is evident.
2. Accidental discharge of a firearm.
3. In-custody deaths.
4. Animal Shoots.
5. Traffic accidents involving on-duty APD personnel operating a City vehicle and resulting in a civilian death.
6. Requested by the CIRT supervisor or as approved by IAS Lieutenant.
7. When IAS is requested by any supervisor to respond to a scene.

C. Evidence Collection Procedures

1. IAS investigators may take photographs, collect documents, collect other items and store them with the case file and/or upload them to IAPro when there is no criminal investigation.
2. IAS investigators collect evidence and document the date, time, location, and circumstances surrounding the collection of any items used in an investigation to court standards for chain of custody requirements.
3. Analysis of physical evidence is made by MCST by submitting form PD-4201.

D. IAS Report Procedures

The IAS report is prepared as follows (with variations depending on the complexity/simplicity of the case):

1. Report is bound with a Smead no. R129 hard cover or similar.



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2. Each section has divider tabs containing letters in sequential order:
 - a. A table of contents identifies each tab's contents to facilitate the ease of locating information and data.
 - b. An investigative synopsis contains sufficient information to provide the reader with an understanding of the issues of concern and status of investigation.
 - c. The issue(s) of concern citing the applicable SOP sections addressing the allegations and/or conduct.
 - d. The Supervisor Recommendation Form for supervisory comments and recommendations by each reviewer.
 - e. The investigation narrative, which contains a detailed description of the evidence and why it is pertinent to the case. Interviews are summarized with sufficient detail to provide a reader with the known facts. The narrative enables the reader to make reasonable determinations and supported conclusions to include witness and employee credibility determinations and an explanation of how those determinations were reached.
 - f. Supporting documentation is individually tabbed and includes records, reports, memorandums, etc. pertinent to the case. This includes CIRT, IRT, and/or other police reports. Any documentation referenced in the narrative is included when possible.
 - g. Relevant photographs that accurately represent their content are included; however, the location of all photographs will be identified should a need to review them arise.
 - h. Digital recordings of interviews are included to allow the reviewer to listen to the exact language, tone, and content of the interviews.
 - i. Any and all other items pertinent to the investigation are included when possible, or at the minimum, their location is identified.
 - j. The complete disciplinary history of subject personnel involved in the investigation.
 - k. The investigator includes dispositions consistent with the [Complaints Involving Department Policy or Personnel SOP](#) as they relate to each issue of concern.

E. District Attorney/United States Attorney's Office (USAO) Consultation Procedures

1. Internal investigations cease when evidence of felony or misdemeanor criminal conduct by an officer is discovered.
2. The investigator notifies IAD commander through the chain of command, to brief the Chief.
3. The Chief or his designee notifies and consults with the District Attorney, USAO, or appropriate agency based on the case and seeks direction on how to proceed.
4. Administrative and criminal investigations run concurrently after consultation with the appropriate prosecutorial entity, unless otherwise directed by the Chief.



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5. When an APD employee refuses to give a voluntary statement and the investigator has reason to believe that the person has committed a crime, the investigator consults with the appropriate prosecuting agency and seeks the approval of the Chief, through the chain of command before taking a compelled statement.

F. Accidental Discharge of a Firearm Procedures

1. All accidental discharges of a firearm are thoroughly and completely investigated in order to determine if a crime was committed or policies were violated.
 - a. The on scene supervisor contacts IRT immediately should any evidence indicate the discharge was not accidental or that a crime occurred.
 - b. The first responding supervisor will secure the scene.
 - c. IAS interviews all witnesses separately.
 - d. IAS calls Crime scene specialist for every reported accidental discharge.
 - e. The first responding supervisor treats an accidental discharge as an officer involved shooting when anyone is injured, and both IRT and CIRT will respond to investigate. Refer to the [IRT SOP](#).
2. This investigation follows the normal process for IAS investigations.
3. A department armorer inspects any weapon involved in an accidental discharge prior to the weapon being returned to service.
4. The IA investigator arranges for a replacement firearm for the involved officer, and makes arrangements for the firearm used in the accidental discharge to be immediately inspected at the APD Range by an armorer.
5. IA investigator is responsible for transporting the firearm to the range for inspection.
6. The range master will replace the officer's weapon when all of the following conditions are met:
 - a. The investigation reveals no apparent crime;
 - b. The investigation reveals the incident was an accident;
 - c. No one was injured during the incident;
 - d. There are no duty replacement weapons available; and
 - e. The weapon involved is the primary duty weapon.
7. If the accidental discharge involved a less lethal impact munitions system, a shotgun, or rifle, the firearm inspection is conducted during normal business hours and the firearm returned to the officer or their supervisor if there are no apparent defects.



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8. In all incidents involving an accidental discharge of a firearm, the IA investigator obtains a memo from the APD Range Master documenting the results of the firearm examination and includes it in the case report.
9. The IA investigator is responsible for ensuring the memo is linked to IAPro in the appropriate case file.
10. The officer's division commander reviews the complete administrative investigation. If the officer's division commander recommends the involved officer receive additional training, that commander works in conjunction with the Advanced Training Unit to schedule the training.
11. The officer's division commander reviews the complete administrative investigation. If the officer's division commander determines no policy violation occurred and no training is needed, the division commander documents all factors leading to the decision in the Supervisor Recommendation Form and places the form in the case file.

G. Animal Shoot Investigative Procedures

1. The IA investigator contacts the on-scene supervisor to obtain a briefing and if necessary, complete a walkthrough of the scene.
2. IAS contacts and interviews any cooperative witnesses to include the animal owner.
3. Inspection of the firearm is not necessary; however, an administrative processing is completed and photographs taken by a Field Investigator/ Crime Scene Specialist. IAS personnel may attend the processing and may request additional photographs be taken, as necessary.
4. The IA investigator drafts a memo, to be approved by the IAD Lieutenant and Commander. The memo includes a summary of the incident, including findings related to any policy violations.
5. The IA investigator is responsible for routing the administrative report via IAPro to the involved officer's division commander.
6. These investigations will be included with supervisory use of force investigations for purpose of generating a random sample for review by FRB.
7. IAS completes the firearm discharge report when shots are fired at an animal in self-defense or to humanely euthanize an animal.



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H. Alleged Apparent Criminal Misconduct Procedures

When the CPOA forwards IAS a civilian complaint for alleged apparent criminal misconduct, or an internal complaint contains alleged apparent criminal misconduct, the IAS:

1. Delivers the complaint to the IAD commander.
2. Refers to and follows the requirements of the [Complaints Involving Department Policy or Personnel SOP](#).
3. Assumes sole administrative investigatory responsibility for the case.
4. Maintains the original case tracking number.
5. Ensures the CPOA can monitor the progress of the case and has access to the completed case.
6. Sends an IAPro alert to the CPOA immediately after final approval of the completed investigation.



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7-1-9 Review of CIRT Reports

Upon completion of the administrative investigation by CIRT, all serious uses of force cases are reviewed by IAS. IAS determines the dispositions of all policy violations identified by CIRT consistent with the [Complaints Involving Department Policy or Personnel SOP](#). The IAS:

1. Reviews all documentation, evidence collected, and interviews by CIRT.
2. Identifies all apparent violations of policy.
3. Conducts additional interviews of witnesses and involved personnel, if necessary.
4. Collects evidence, if necessary.
5. Writes a thorough and comprehensive report addressing each policy violation identified.
6. Makes a disposition consistent with the [Complaints Involving Department Policy or Personnel SOP](#).
7. Attaches an addendum with supporting facts when there are no issues of concern identified.



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7-1-10 Transfer of Cases between IAS and CIRT

- A. If a CIRT investigation indicates that the officer may have violated Department policy with respect to a use of force, CIRT halts its investigation and transfers the case to IAS to initiate a misconduct investigation. After IAS completes its investigation according to the requirements of this policy, the case is reviewed by CIRT to complete evaluation of the use of force, and whether the incident raises any policy, training, equipment, tactical, or supervisory concerns.
- B. If a CIRT investigation indicates apparent criminal misconduct, CIRT halts its investigation and transfers the case to IAS for an investigation pursuant to this policy.
- C. If CIRT refers a misconduct investigation to IA that is unrelated to a use of force, IAS will initiate a misconduct investigation concurrently with CIRT's investigation of the use of force.



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7-1-11 Records Management and Security

- A. IAS is responsible for maintaining a reliable and accurate tracking system on all use of force, show of force, all administrative force investigations, IAS investigations, and all force reviews conducted by the FRB. All critical firearm discharges and discharges at animals are included. EIS data is integrated and tracked on IAPro by the IAS Coordinator and IAS staff.
- B. IAPro is used for all IAS investigations, EIS data, CPCs, and CIRT investigations. NOTE: IAPro is a relational database containing all IAS, EIS, CIRT, and employee disciplinary data. IAPro links all data and provides EIS alerts. Refer to the [EIS SOP](#) for EIS information. Rules for IAPro are as follows:
1. IAPro is password-protected and stored on secure city servers.
 2. Password access to IAPro is provided only to supervisors, IAS investigators, and CPOA personnel as needed.
 3. Tier level access is determined by need and not based on rank, and requires approval by IAD Commander.
 4. IRT personnel are prohibited from accessing IAPro or viewing its contents.
- C. Documentation of internal investigations is for the exclusive use of the Chief of Police, the City Attorney, CPOA, or their designees. Therefore, all internal investigation documents are confidential.
- D. Release of internal investigations in whole or in part will only occur after consultation with the City Attorney's office.
- E. An officer or employee notified of proposed discipline may review the IAS file excluding compelled statements by other officers or correspondence pertaining to communication with the CPOA by doing the following:
1. Set an appointment with IAS administrative staff to review the case in the IAS office.
 2. Submit a written request to the IAS lieutenant for a copy.
 - a. Employees are strictly prohibited from making any additional copies.
 - b. Only one copy of the recorded statement is provided.
 - c. The case number must be provided in the request.
 - d. The names of all persons intending to view the file are included in the request.
- F. Supervisors reviewing paper copies of investigations are responsible for the security and confidentiality of the case while it is in their possession.



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- G. Case files leaving the office for review by supervisors are logged with the following:
1. The date the case left the office.
 2. The area command/division head who is reviewing the case.
 3. The signature of person picking up the case.
 4. The IAS employee initials who released the case.
 5. The case number.
- H. Case files returning to IAS will be logged by date returned.
- I. Case files returned by the CPOA will have the dispositions of the Executive Director documented by IAS administrative staff for tracking and analysis in IAPro.



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7-1-12 Archive and Records Retention

- A. IAS and CIRT records are not purged. All records are maintained for statistical analysis and trend recognition.
- B. IAS is the custodian of EIS records; therefore, the [EIS SOP](#) is applicable to EIS records.



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7-1-13 Office Security

- A. Personnel ensure all sensitive documents are secured at the end of their work day by shutting down their password protected computers and/or returning documents to their secured cabinets.
- B. The storage room and file room are locked at the end of the work day.
- C. Office doors that allow outside access are locked at the end of the business day.
- D. All computers are password protected and shut down at the end of the workday.
- E. Non-IAS personnel are not left unattended inside the office. They are escorted by IAS staff at all times while in the IAS office.
- F. At least one sworn IAS member is in the office during business hours unless an extreme circumstance mandates otherwise and absence is approved by the IAS lieutenant or commander.
- G. Should an extreme circumstance require sworn IAS personnel to vacate the office, the civilian personnel locks the exterior doors, disallows entry to non-IAD personnel, and shelters in place.
- H. All inactive files are kept in a locked file cabinet.



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7-1-14 Reports and Statistical Analysis

A. Quarterly IAS Reports provide statistics related to IAS investigations.

1. Contents of the Quarterly IAS Report are as follows:

- a. Statistical data analyzing the number of IAS investigations, including numbers of cases, types of cases, area commands involved, frequency of violations of particular policies, and other categories that staff members believe are useful in identifying trends.
- b. Disposition and status of IAS investigations.
- c. Synopsis of use of force investigations.
- d. The number of critical firearm discharge investigations including animal shoots and other information useful in identifying trends.
- e. Summary letter – a brief summation of items a-d.

2. Distribution of Quarterly IAS Reports are as follows:

- a. The public via <http://www.cabq.gov/police/internal-reports>.
- b. City Council.
- c. Chief Administrative Officer.
- d. CPOA.
- e. Chief of Police.
- f. City Legal.

B. Annual IAS Reports

1. Annual IAS Reports contain the same information as the Quarterly IAS Reports; however, they reflect the entire year. Distribution is as follows:

- a. The public via <http://www.cabq.gov/police/internal-reports>.
- b. City Clerk's Office.
- c. IAS File.
- d. CPOA Executive Director

C. Annual Use of Force Report

1. The Annual Use of Force Report is compiled by the IAD Data Analyst and included with the APD Annual Report. The purpose of the report is to determine the effectiveness of APD policy, training, defensive tools, and provide insight into those areas needing improvement through trend comparisons of the previous year. The report is compiled for the calendar year and includes:

- a. The number of calls for service.
- b. The number of officer-initiated civilian contacts.
- c. The number of aggregate uses of force (10 previous year comparison).
- d. The number of arrests.



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- e. The number of custodial arrests that involved use of force.
- f. The number of SWAT deployments by type of call out.
- g. The number of incidents involving officers shooting at or from moving vehicles.
- h. The number of individuals armed with weapons.
- i. The number of individuals unarmed.
- j. The number of individuals injured during arrest, including APD and other law enforcement personnel.
- k. The number of individuals, including APD and other law enforcement personnel, requiring hospitalization after or as an apparent result of a contact with APD.
- l. The demographic category of persons involved.
- m. The geographic data, including street, location, or Area Command.
- n. All firearm discharges, including animal shoots.

D. Annual Retaliation Report and Review

1. The IAD commander and the CPOA Executive Director, or their designees, annually review APD's anti-retaliation policy and its implementation. The review considers the alleged incidents of retaliation that occurred or were investigated during the reporting period, the discipline imposed where retaliation is substantiated, and supervisors' performance in addressing and preventing retaliation.
2. The IAD commander authors a detailed report of the outcome of the meeting.
3. The IAD commander makes recommendations through the SOPRC and PPRB to reflect changes/corrections/modifications to the anti-retaliation policy agreed upon after meeting with the Executive Director.
4. The CPOA is represented on SOPRC and PPRB and monitors the recommended changes through the policy vetting process.
5. Following each review, APD modifies its policies and practices, as necessary, to protect individuals, including other APD personnel, from retaliation for reporting misconduct.
6. Distribution of the report prepared by the IAD commander will be as follows:
 - a. Chief of Police.
 - b. CPOA Executive Director.
 - c. IAD Commander.
 - d. Civilians of Albuquerque via Cabq.gov.



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E. ECW Use Analysis

1. APD tracks ECW shows of force (laser painting and arcing) and compares the data to ECW uses of force in order to determine the effectiveness of the ECW when used as a deterrent. The comparison notes how many times force was needed after the ECW was shown compared to when ECW force was used without an initial show of force. The data is used to develop policy and training based on the effectiveness of laser painting and/or arcing.
2. Analysis includes the following:
 - a. The number of ECW in operation and assigned to officers.
 - b. Determination of whether ECWs are effective in obtaining compliance from individuals.
 - c. Whether officer and subject injuries are affected by the rate of ECW use. For purposes of this analysis, probe deployments are not considered injuries except when officers intentionally target a person's head, neck, or genitalia.



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7-1-15 Employee Card Audits

Until complete deployment of IAPro, the following procedures are followed:

- A. The IA Coordinator schedules an annual meeting with every division head to review all employee cards, maintained at the division level to document employee discipline. A division head designates a lieutenant or civilian supervisor equivalent, no lower in rank, to attend the audit.
 1. The division head provides the cards for all of their subordinates for comparison to the retention cards on file in Internal Affairs, and documents an employee's disciplinary history.
 2. The division head and IA member compares entries on the cards and ensures both sets have the same entries starting from the last audit.
 3. In the case where an entry was logged on the employee card and is not in the retention card, the IA staff member verifies that a disciplinary document was initiated forwarded to IA. In the case where the IAS has the disciplinary document and it was not logged, the IAS staff member is responsible for making the appropriate entry on the retention card.
 4. In the case where discipline was not initiated, or in the case where IAS did not receive the disciplinary document that was sent to the employee to document the discipline imposed, the discrepancy will be noted on the retention card by the IA staff member. A copy of the retention card is given to the commander being audited. It is the responsibility of the appropriate commander to ensure that IAS receives the disciplinary document.
 5. Upon receipt of the disciplinary document, it is the responsibility of the IAS staff member to make the appropriate entry in the retention card.
 6. In the case where an entry was made on the retention card and not on the employee card, the IAS member has the commander being audited make the appropriate entry and it is the commander's responsibility to ensure that the affected employee initials the entry on their employee card.
 7. After the audit of each employee is conducted, the IAS member enters the month and year on the employee and retention cards.
 8. The IAS member conducting the audit ensures that all employee card entries are purged after three years from the date of the occurrence of the incident as logged in the retention file card. NOTE: Nothing is purged from the retention card.