



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE SUPPORT BUREAU ORDERS

SOP 8-6

Effective: 03/23/16 Review Due: 03/23/17 Replaces: 01/18/16

8-6 CENTRAL RECORDS UNIT

8-6-1 Objective

The objective of the Unit is to index and retrieve police reports in order for law enforcement personnel to access them.

8-6-2 Rules and Responsibilities

A. Records Repository System

The Unit manages a single automated repository system for the Albuquerque Police Department, Bernalillo County Sheriff's Department, Aviation Police, and the Albuquerque Fire Department's Arson Unit.

B. Administration

1. The Unit ensures all documents, including offense reports, traffic accident reports and supporting documents that are submitted to the Unit are indexed, retrieved, and distributed on a timely basis.
2. Police Records Supervisor
 - a. Provides daily supervision to assigned personnel and ensures that accurate and timely documentation of information is maintained in the unit.
 - b. Plans and schedules adequate shift coverage.
 - c. Approves leave requests, monitors sick leave usage, and takes appropriate action when sick leave is abused.
 - d. Evaluates and reviews the performance of assigned personnel and initiates commendations.
 - e. Interviews prospective employees and selects applicants to fill vacancies in the unit.
 - f. Interprets approved policies and keep subordinates informed on policy changes.
 - g. Prepares and maintains reports and records.
 - h. Assists in the preparation of the division budget.
 - i. Administers operations control and expenditures of staff and equipment.
 - j. Assists citizens with inquiries and handles citizen complaints.
 - k. Seals/expunges records per signed court order.
 - l. Coordinates with and responds to the needs of other criminal justice agencies for appropriate information.
 - m. Maintains a training file folder for each Unit employee.
 - n. Maintains the Central Records email apdcentralrecords@cabq.gov to ensure the timeliness of report supporting documents (DWI breath cards, tow-in reports, statements, etc.) are distributed to the District Attorney's office at dametro42@da2nd.state.nm.us.
 - o. Performs other duties as assigned.



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3. Senior Police Records Technician (Lead)

- a. Assist in the workflow of personnel assigned to a designated shift with or without the presence of a supervisor.
- b. Be responsible for Unit's effectiveness and efficiency, including planning, assigning duties to subordinates, and scheduling workflow coverage.
- c. May be assigned administrative responsibilities such as delegating, making decisions, and keeping the Unit Supervisor abreast of any problems that may arise.
- d. Be responsible for the training of new personnel in the proper procedures in performing their duties.
- e. Under the supervision of a Unit Supervisor, will provide input on Unit direction, performance, and development.
- f. Responsible for aiding in preparing monthly reports, due no later than the 10th work day of each month on unit productivity and creating a report utilizing the data.
- g. Responsible for Unit accuracy and quality control
- h. Will perform duties as assigned by Unit Supervisor

4. Police Records Technician I

- a. Shall maintain logs of daily assignments.
- b. May be assigned training of personnel.
- c. Provide computer research and retrieval of report information and/or supporting documents to law enforcement personnel, district and metropolitan courts, and/or probation department.
- d. Will complete requests for information and/or provide copies of reports to requestors.
- e. Images and distributes offense reports, traffic accident reports, supplemental reports, and other forms of various units within the department and other outside agencies.
- f. Other duties as assigned.

C. Forms Control

1. It is the policy of the Department that the records division will print all police department forms.
2. Request for forms printed outside the Division must first be authorized by the supervisor.
3. The Division Manager or his/her designee must approve all formal request when ordering supplies from outside agencies/vendors.
4. When it is necessary to get forms from the State of New Mexico, a telephone order will be placed to order the forms.



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D. Shift Bid

The supervisor reserves the right to assign personnel as the needs of the Unit dictate.