



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-13 (Formerly 5-3) Effective: 06/27/2022 Review: 06/27/2023 Replaces: 08/18/2020

1-13 ARMED ROBBERY UNIT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [2-8 Use of On-Body Recording Devices \(Formerly 1-39\)](#)
- [2-60 Preliminary and Follow-Up Criminal Investigations \(Formerly 2-24\)](#)
- [3-30 Line Inspection Process \(Formerly 3-42\)](#)

B. Form(s)

None

C. Other Resource(s)

Armed Robbery Unit Handbook

D. Rescinded Special Order(s)

None

1-13-1 Purpose

The purpose of the Armed Robbery Unit is to investigate robberies and assist Field Services Bureau (FSB) personnel with robbery investigations that are complex and lengthy.

1-13-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide Armed Robbery Unit personnel and FSB personnel with rules and responsibilities for responding to robberies.

N/A

1-13-3 Definitions

A. Home Invasion

The unlawful entry into a person's residence through a ruse or coercion, or by force in order to obtain anything of value.

B. Robbery

1. The unlawful taking of someone's property or from someone's immediate control, either forcefully or violently, or by threat. For the purposes of this policy, a robbery may also include, but is not limited to a:



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- a. Carjacking: The taking of a motor vehicle by force from a person or from a person's immediate control.
- b. Commercial Robbery: The taking of anything of value from the person working at or representing a business.

7 1-13-4 **Rules and Responsibilities**

A. FSB sworn personnel who respond to an armed robbery shall:

N/A 1. Conduct an investigation, consistent with SOP Preliminary and Follow-Up Criminal Investigations (refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties);

N/A 2. Collect a statement using their on-body recording device (OBRD) for all robbery cases, consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties); and

a. Sworn personnel shall not obtain any written witness/victim statements for any robbery call for service.

3. Notify and brief their supervisor about the robbery.

B. An FSB supervisor shall:

1. Determine whether a call-out is necessary based on the call-out criteria outlined in this Standard Operating Procedure (SOP);

2. If the FSB supervisor determines that a call-out is necessary, notify the Emergency Communications Center (ECC) to ask for the on-call Armed Robbery Unit Detective's contact information;

3. Contact the on-call Armed Robbery Unit Detective to ensure the individual is not currently being investigated on other cases; and

a. If the individual is not currently being investigated on other cases and the FSB supervisor approves the arrest, they may assign the primary, responding FSB officer to assume case responsibility for training purposes.

4. Complete and email Uniform Incident Reports pertaining to all robberies to apdar@cabq.gov.

C. An Armed Robbery Unit Detective shall:

1. Respond to armed robberies that meet call-out criteria;



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2. Provide guidance and assistance, in the event an officer who responds to the robbery needs assistance with the follow-up investigation;

N/A

3. Assume case responsibility and conduct follow-up investigations, consistent with SOP Preliminary and Follow-Up Criminal Investigations (refer to SOP Preliminary and Follow-Up Criminal Investigations for sanction classifications and additional duties);

4. Follow all duties and responsibilities in the Armed Robbery Unit's handbook; and

5. Participate in armed robbery on-call rotations and homicide on-call rotations.

D. An Armed Robbery Unit Sergeant shall:

1. Assign and manage cases based on case review and solvability factors. The Armed Robbery Unit Sergeant or their designee shall enter cases in the case management system;

2. Track and identify serial cases;

3. Prepare monthly activity reports for the Criminal Investigations Division (CID) Commander and Lieutenant;

4. Continuously inform the CID Commander and Lieutenant of high-profile, significant investigations;

N/A

5. Complete monthly inspections, consistent with SOP Line Inspection Process, and ensure Armed Robbery Unit Detectives are assigned necessary equipment to perform their duties (refer to SOP Line Inspection Process for sanction classifications and additional duties); and

6. Participate in the Homicide Unit supervisor on-call rotation.

N/A

E. Call-Out Criteria

1. The on-call Armed Robbery Unit Detective assumes case responsibility and conducts follow-up investigations for each of the following situations:

a. In-custody cases where sworn personnel have taken an individual(s) into custody and related to a robbery and additional investigation is immediately necessary;

b. Robbery cases where a victim or witness sustains a serious physical injury;

c. When a robbery initially occurs in the Department's jurisdiction and if the investigation further extends into any surrounding jurisdictions; and

d. Whenever directed by the Armed Robbery Unit Sergeant or the on-call Serious Crimes Call-Out Supervisor, if the Armed Robbery Unit Sergeant is unavailable.



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2. An Armed Robbery Unit Detective may contact the Armed Robbery Unit Sergeant when the call-out requires additional personnel.
3. Armed Robbery Unit personnel shall not conduct or assume control of an investigation or retain responsibility for cases under the following conditions:
 - a. If an individual is arrested and booked into a detention facility and an Armed Robbery Unit Detective was not called out to the scene by an FSB Supervisor or FSB officer before the individual was booked; and/or
 - b. If an Armed Robbery Unit Detective is called-out and the initial investigation shows the reported crime is not a robbery, the Armed Robbery Unit Detective may advise the on-scene supervisor and decline to respond. It shall then be the on-scene FSB supervisor's responsibility to contact the appropriate investigative unit for case responsibility.

F. On-Call Rotation and Status

1. Armed Robbery Unit Detectives are placed in an on-call rotation.
 - a. Each detective is required to be on-call for one (1) week at a time to function as the primary Armed Robbery Unit Detective and for one (1) week at a time to function as the secondary Armed Robbery Unit Detective.
 - i. This also includes responding to homicide call-outs.
 - b. The Armed Robbery Unit Sergeant has the discretion to move an Armed Robbery Unit Detective up in rotation, due to case overload and/or emergencies.
 - i. If moved up, the Armed Robbery Unit Detective shall complete the remainder of the on-call rotation and shall continue through the normal week of being on primary on-call status.
2. The on-call Armed Robbery Unit Detective shall be available twenty-four (24) hours a day during their on-call rotation.
 - a. If the on-call Armed Robbery Unit Detective cannot respond to a call-out, they shall:
 - i. Find a replacement;
 - ii. Notify the Armed Robbery Unit Sergeant; and
 - iii. Notify the ECC of the change in their on-call rotation status.

G. Case Assignments

1. Sworn personnel shall send Uniform Incident Reports that pertain to all robberies to the Armed Robbery Unit.
 - a. The Armed Robbery Unit Sergeant or their designee shall review cases and possibly assign a case according to case solvability factors.
 - i. Not all cases will be assigned to an Armed Robbery Unit Detective.



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- ii. For each case, assigned or not, the Armed Robbery Unit Sergeant or their designee shall enter the case into a tracking system with the appropriate coding.
- iii. Any cases unassigned or pending further leads may be assigned at any time if leads become available.