



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-84 (Formerly 8-4)

Effective: 08/13/2021

Review: 08/13/2022

Replaces: 08/07/2015

1-84 RECORDS DIVISION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

2-111 Records Division Units (Currently 8-5, 8-6, 8-7, 8-8, 8-9, 8-10, 8-13)
[3-51 Department Orders](#)

B. Form(s)

None

C. Other Resource(s)

City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
ROA 1994, Article X Merit System Ordinance
N.M. Code R. § 1.21.2 Retention and Disposition of Public Records
NMSA 1978, §§ 14-2-1 to 14-2-12 Inspection of Public Records Act

D. Rescinded Special Order(s)

None

1-84-1 Purpose

It is the purpose of this policy to recognize the Records Division as an integral part of the Albuquerque Police Department's (Department) operational and support service delivery systems. By applying professional records management techniques to the processing, storage, and retrieval of Department reports, the Records Division provides a critical service to Department personnel, other criminal justice organizations, and the community as a whole.

1-84-2 Policy

It is the policy of the Department to ensure that police reports and background checks are processed in a timely and accurate manner in order to provide them to community members. It is also the policy to gather and disseminate timely and accurate crime data and crime statistics for use within the Department and for release to outside governmental and law enforcement agencies.

1-84-3 Definitions

A. National Crime Information Center (NCIC)



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An electronic clearinghouse of crime data utilized by Department personnel to identify stolen property, Motor Vehicle Department (MVD) information, missing or runaway persons, and wanted persons of a nationwide interest.

B. National Incident-Based Reporting System (NIBRS)

A system that captures details pertaining to each offense listed within a police report including, but not limited to, information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes.

1-84-4 Rules and Procedures

A. Records Administration

1. The Records Division is comprised of several units. The units and their primary duties are as follows:

- 7 a. The Imaging Unit shall receive, scan, index, and retrieve Uniform Incident Reports and accident reports and all documents in the records repository;
- 7 b. The NCIC Reporting Unit shall be responsible for the intake and initial processing of all NCIC documents submitted to the Records Division. NCIC entries are made by the NCIC Reporting Unit;
- 7 c. The NIBRS Unit shall review, compile, analyze, and audit data and statistics sent to the New Mexico Department of Public Safety (NMDPS), the Federal Bureau of Investigation (FBI), and other governmental organizations;
- 7 d. The Officer Services Unit shall serve all law enforcement personnel who need to access to copies of records and background check information; and
- 7 e. The Public Information Unit shall provide general police information pertaining to reports and records in general and for writing specific reports as a support function to Field Services Bureau (FSB) personnel. In addition, the Public Information Unit provides redacted reports to the public, consistent with the Inspection of Public Records Act (IPRA).

2. Normal Hours of Operation

- a. The NCIC Unit is operational twenty-four (24) hours a day, seven (7) days a week.
- b. The NIBRS Unit, Imaging Unit, Officer Services Unit, and the Police Information Unit operates 08:00 to 16:30 hours, Monday through Friday.

3. Confidentiality of Information

- a. Information obtained during employment concerning Department operations, plans, and activities is confidential.
- 3 b. Department personnel shall not divulge confidential information to unauthorized persons.



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4. Chain of Command

- a. Records Division Manager: The Records Division Manager is a civilian, equivalent to a police commander, selected by an interview process that complies with the City of Albuquerque's Merit Ordinance System. The Division Manager shall report to the Deputy Chief of the Management Services and Support Bureau.
- b. Records Division Unit Supervisors: A Records Division Unit supervisor is a civilian employee who is the supervisory equivalent to a police sergeant. A Records Division Unit supervisor shall be selected through an interview process that complies with the City of Albuquerque's Merit Ordinance System.

B. Records Retention Schedule

1. Records Division personnel shall comply with the report retention schedule for the Department's Records Division, consistent with the New Mexico Administrative Code on the Retention and Disposition of Public Records, N.M. Code R. § 1.21.2.