

SOP 1-86

Effective: 05/10/19 Review: 05/10/20 Replaces: 01/14/16

1-86 Report Review Unit

Related SOP(s): None

1-86-1 Purpose

The purpose of the Report Review Unit is to manage the information for the FBI National Crime Information Center (NCIC) and New Mexico Law Enforcement Telecommunications System (NMLETS) and review police reports pertaining to NCIC, twenty-four (24) hours a day, seven (7) days a week.

1-86-2 Policy

It is the policy of the Albuquerque Police Department to maintain a Report Review Unit, which is essential to the Department to ensure the accuracy of all entries by providing immediate support and responsiveness to APD personnel at all times. The unit will obtain and maintain a NCIC certification.

1-86-3 Definitions

- A. FBI UCR
 - 1. Federal Bureau of Investigation Uniform Crime Reporting
 - a. Utilized when coding information in a police report.

B. NCIC

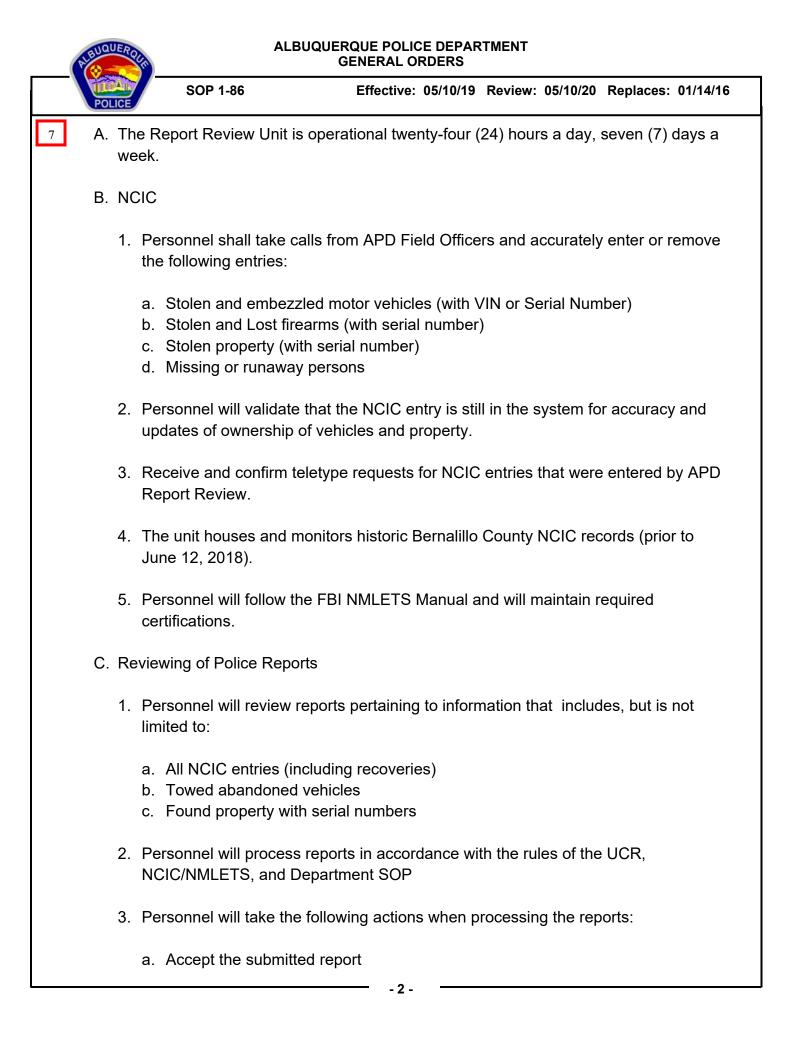
- 1. National Crime Information Center
 - a. Utilized by Department personnel to identify stolen property and missing or runaway persons.

C. NMLETS

- 1. New Mexico Law Enforcement Telecommunications System
 - a. Manual that gives guidelines for NCIC use.

1-86-4 Rules and Responsibilities

- 1 -





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b. Reject the report for corrections

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- 4. All APD Personnel will utilize Copperfire or Tracs to generate, submit, and approve police reports.
 - a. Crash reports, station crash reports, statement forms, and other documents will be time stamped and sent to Central Records for processing.
- 5. Report review will also review and process police reports generated by AFD Arson personnel.
- 6. The unit houses and monitors historic Bernalillo County police reports (prior to June 12, 2018).