



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-90 (Formerly 5-1)

Effective: 06/14/2022 Review: 06/14/2023 Replaces: 10/16/2017

**1-90 INVESTIGATIVE SERVICES DIVISION (ISD)**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- [1-50 Gun Violence Reduction Unit](#)
- [2-14 Use of Cell-Site Simulator \(CSS\) Technology](#)
- [2-15 Small Unmanned Aircraft Systems \(SUAS\) Operations](#)
- [2-20 Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments](#)
- [2-63 Crime Stoppers Investigations](#)
- [2-70 Execution of Search Warrants \(Formerly 2-16\)](#)
- [3-30 Line Inspection Process \(Formerly 3-42\)](#)

B. Form(s)

PeopleSoft Monthly Line Inspection Form

C. Other Resource(s)

28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies  
 De-confliction Software Program  
 NMSA 1978, §§ 10-16F-1 to 10-16F-6 Electronic Communications Privacy Act

D. Rescinded Special Order(s)

None

**1-90-1 Purpose**

The purpose of this policy is to identify the duties, functions, and responsibilities of personnel assigned to the Investigative Services Division (ISD), which includes each specialized investigative unit within the Albuquerque Police Department (Department) organizational structure.

**1-90-2 Policy**

It is the policy of the Department to provide a resource that is a professional, highly trained, specialized investigative division. The ISD's primary responsibilities are to address the identification and investigation of crimes and illegal behavior which concern and endanger our community. The ISD provides investigative responses to support all sworn personnel with follow-up investigations, and to assist in advancing all Investigative Bureau investigations.

**N/A 1-90-3 Definitions**

A. Criminal Predicate



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Information that demonstrates a reasonable possibility that an individual or organization is engaged in or has engaged in a definable criminal activity or enterprise.

B. Investigative Response

The immediate initial physical response to a call-out by detectives or investigative units to an incident where an individual is arrested or a warrant is served as a result of the response. Investigative responses do not meet the criteria for SWAT call-outs or tactical activations and can be either intradepartmental or with an outside agency. If ISD personnel's initial response is for consultation only, then the investigative response would not apply; however, if the purpose of the initial response is apprehension/arrest or warrant service (barricaded individual/search warrants), then it is considered an investigative response. Case follow-up after the initial request for assistance is not an investigative response.

C. Investigative Support Center (ISC)

Promotes and facilitates sharing and coordinating criminal intelligence among law enforcement agencies and to support High-Intensity Drug Trafficking Area (HIDTA) enforcement initiatives.

D. John Operations

A police operation that uses an undercover law enforcement officer as a decoy prostitute.

E. Life-threatening Injury

Any injury that involves serious physical harm that may result in significant or permanent disfigurement or the loss of a major bodily organ or function, including, but not limited to, the loss of a limb, paralysis, or the loss of eyesight that may necessitate medical or surgical intervention to prevent permanent impairment; that could potentially cause a significant reduction in the quality of life; or that has the likelihood of causing death.

F. Plainclothes

An on-duty sworn officer not wearing their Department-issued uniform but carrying their Department-issued badge and firearm.

G. Undercover Officer

Pursuant to an approved undercover investigation, any officer or detective working in a covert manner who obtains information about individuals or organizations through the development of ongoing relationships with individuals or organizations.

H. Serious Crimes Call-Outs



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A serious crimes call-out is generated when an individual sustains a life-threatening injury as a result of suspected criminal activity.

**N/A** 1-90-4 **Organization**

A. Sections and Units

1. The Special Investigations Section consists of the following units:

- a. Crime Stoppers Unit (CSU);
- b. Electronic Support Unit (ESU);
- c. Investigative Support Unit (ISU); and
- d. Strategic Criminal Intelligence Unit (SCIU).

2. The Career Criminal/High-Intensity Drug Trafficking Area (HIDTA) Section consists of the following units:

- a. Central Narcotics Unit;
- b. Dangerous Drug Unit;
- c. Federal Task Force Officers (TFO);
- d. Gun Violence Reduction Unit (GVRU);
- e. Gun Violence Suppression Unit (GVSU);
- f. Gun Violence Street Team (GVST);
- g. Region 1 Task Force/ Investigative Support Center (ISC); and
- h. Vice Unit.

**6** 1-90-5 **Investigative Services Division Generally**

**N/A** A. ISD is the liaison to other federal, state, and local law enforcement agencies, as governed by Memoranda of Understanding (MOU) between the agencies and the Department. ISD assigns detectives to participate as a Task Force Officer (TFO) with federal, state, and local partners, at the discretion of the Division Commander.

**N/A** B. The goal of ISD's partnership with federal, state, and local agencies is to reduce crime in the community by prosecuting and incarcerating those who continue to engage in criminal behavior.

C. ISD Detectives

- 1. Each ISD unit has a clearly defined mission and specific duty as outlined in the unit's Standard Operating Procedure (SOP) and the unit's handbook.
- 2. ISD detectives are issued their unit handbook, which provides an outline of procedures and unit-specific training to follow while assigned to their respective specialized unit.



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- a. The unit handbook cannot address every potential situation but serves as general guidance.
  - b. The unit handbook is a restricted document and can only be provided to those assigned to or in command oversight of ISD.
3. ISD detectives shall follow the Department's Standard Operating Procedures (SOP) on use of force, force reporting, and force investigations.

D. Data Collection

1. The ISD Unit supervisor and/or ISD section lieutenant shall track investigative responses to incidents and specific criteria within their operational area.
2. The compiled data, as listed below, shall be collected and analyzed on a quarterly basis by the ISD section lieutenant.
3. Based on the analysis of these data, the ISD section lieutenant shall make recommendations to the ISD Commander. Data to be compiled shall include:
  - a. Location of the incident;
  - b. Number of arrests;
  - c. Kind of evidence and/or property seized;
  - d. Whether forced entry was required;
  - e. Whether a weapon was discharged by ISD personnel;
  - f. Whether the individual attempted to flee from sworn personnel; and
  - g. Whether the individual or domestic animal was injured or killed.

E. Protocol for Potential Hostage or Barricaded Individual Situations Requiring Tactical Response

1. Consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments, upon encountering a potential hostage or barricaded individual situation, the ISD detective shall:
  - a. Communicate and coordinate with other units as allowed by the situation; and
  - b. Communicate and coordinate with specialized tactical units when encountering a situation that requires a specialized tactical response.
2. ISD detectives are prohibited from providing a tactical response to potential hostages or barricaded individuals where a specialized tactical unit is required. ISD supervisors shall ensure that specialized investigative units do not provide tactical response, consistent with SOP Hostage and Barricaded Individual and Tactical Threat Assessment.
3. An ISD supervisor or operation supervisor shall be responsible for reviewing and determining if a specialized tactical unit response is required.

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4. An ISD supervisor shall communicate directly with the specialized tactical unit supervisor and provide a situational briefing to ensure a safe and smooth transition of on-scene personnel is completed.
5. During a tactical response, an ISD Detective shall remain on-scene and follow the commands of the Incident Commander (IC) until relieved by the IC. The purpose of remaining on-scene during a tactical response is to provide advisory support in a manner that will increase the likelihood of safely resolving a potential hostage or barricaded individual situation, consistent with SOP Hostage Situations, Barricaded Individuals, and Tactical Threat Assessments.
6. At the conclusion of a potential hostage or barricaded individual situation, involved ISD personnel shall attend an incident debriefing.
  - a. The debriefing shall ensure all identified safety or training issues are addressed.
  - b. The ISD Lieutenant of the primary unit assigned to the potential hostage or barricaded individual situation shall prepare for and conduct the debriefing.
  - c. The Lieutenant is additionally responsible for following up on training or equipment needs identified during the debriefing.

**6** 1-90-6 **Special Investigations Section**

A. Special Investigations Section personnel shall:

1. Use proactive investigative techniques to target and arrest those individuals involved in on-going criminal activity;
2. Primarily focus on targeting individuals, including fugitives who engage in violent and/or firearm- or gang-related crime. The Special Investigations Section enhances public safety because its ISD personnel work closely with federal partners, who can charge and prosecute offenders with federal offenses; and
3. Be responsible for collecting, analyzing, and disseminating information about on-going or suspected criminal activity.

**3** B. The identities of sworn personnel assigned to the Special Investigations Section shall be kept confidential.

C. Crime Stoppers Unit (CSU) personnel shall follow the rules and procedures outlined in SOP Crime Stoppers Investigations.

D. Electronic Support Unit (ESU)

1. Electronic Support Unit (ESU) personnel shall:

- a. Aid the Department by providing specialized equipment and technology, consistent with the Electronic Communications Privacy Act;



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- b. Be responsible for the use, installation, and implementation of equipment including various surveillance camera systems, audio recording devices, and other specialized equipment and technology used by ESU or the Department;
- c. Be responsible for reporting electronic communication information to the New Mexico Attorney General, consistent with NMSA 1978, § 10-16F-6;
- d. Assist with advanced technology that is not standard Department equipment;
- e. Assist other City government entities, as well as other law enforcement agencies (e.g., use of a drone to provide an aerial view);
- f. Be well informed on the latest and emerging technology related to surveillance, tracking, and monitoring operations; and
- g. Be responsible for developing, updating, and conducting training for all necessary ESU or Department personnel related to the use of any ESU or Department equipment related to ESU processes. Training shall reflect relevant legal updates and shall be coordinated with the Academy Division Commander to review format, syllabus development, and learning objectives.

2. Due to confidentiality concerns and the sensitive nature of the work done by ESU personnel, and the access to and potential use of specialized equipment and technology, all ESU personnel and any Department personnel temporarily assigned to the ESU shall abide by the requirements under any applicable third party non-disclosure agreements in place and with Department confidentiality agreements.
3. ESU personnel shall receive annual training regarding the federal, state, and local laws related to electronic surveillance processes and procedures, and shall adhere to all federal, state, and local laws pertaining to such law enforcement activities during ESU activities.

E. Investigative Support Unit (ISU)

1. ISU personnel shall:

- a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
- b. Assist other units within the Department or other law enforcement agencies when individual(s) are identified as being involved in on-going criminal activity;
- c. Prioritize requests for assistance to ensure the most violent offenders are identified, located, and apprehended in order to promote the safety of the community;
- d. Be proficient in mobile and stationary surveillance techniques, as well as technology-based surveillance;
- e. Assist in investigations requiring complex or long-term surveillance necessary for prosecuting an offender or criminal group;
- f. Assume responsibility for an investigation, if command-level personnel determine that assistance is necessary to enhance the probability of success; and



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- g. Assist in identifying, locating, and apprehending offenders identified as a result of ISU investigations.

F. Strategic Criminal Intelligence Unit (SCIU)

1. SCIU personnel shall:

- a. Collect, analyze, and assess information based on a criminal predicate;
- b. When a criminal predicate is established, give the information to the appropriate investigative unit that shall have primary investigative responsibility to prepare a case for prosecution;
- c. Assist the Department's sworn personnel and other law enforcement agencies by developing background files on suspects and offenders known to be involved in criminal activity. All requests for assistance must be approved by an SCIU Sergeant and are subject to internal audit procedures;
- d. Provide investigative support for complex criminal investigations. Support shall be available to all law enforcement agencies, upon the agency's request and upon approval by the ISD Commander;
- e. Provide confidential electronic and technological support to law enforcement personnel upon request and with approval from the Special Investigations Section Lieutenant;
- f. In all cases, adhere to requirements outlined in 28 C.F.R. Part 23.
  - i. An SCIU Sergeant shall be responsible for ensuring an SCIU detective complies with 28 C.F.R. Part 23.

2. The Federal Bureau of Investigation (FBI) Joint Terrorism Task Force personnel shall report information that meets the criteria for criminal predicate to the SCIU chain of command, as needed.

**6** 1-90-7 **Career Criminal/HIDTA Section**

A. Career Criminal/HIDTA Section personnel shall:

1. Investigate individuals and organizations involved in narcotics trafficking and vice-related crimes, including prostitution and human trafficking;
2. Coordinate narcotics enforcement efforts among various federal, state, and local law enforcement agencies within the City of Albuquerque; and
3. Through the combined efforts of federal, state, and local law enforcement agencies, actively pursue groups or individuals who manufacture, distribute, or sell illegal drugs and/or promote prostitution, human trafficking, or vice-related crimes within the City of Albuquerque.
4. Central Narcotics Unit personnel shall:



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- a. Conduct investigations of individuals and organizations involved in narcotics manufacturing, distributing, or trafficking. The Unit coordinates efforts among various federal, state, and local law enforcement agencies;
- b. Address all levels of drug trafficking;
- c. Assist other law enforcement agencies with specific operations that are consistent with the Unit's duties and responsibilities;
- d. Be on-call for FSB requests on a rotating basis;
- e. Participate in undercover operations;
- f. Maintain methamphetamine lab certification;
- g. Provide training in drug awareness to sworn and civilian personnel and to community members; and
- h. Enter case information into the Department's de-confliction software program.

5. Dangerous Drug Unit personnel shall:

- a. Identify illicit narcotics laboratories; dismantle the laboratory; and assist with the prosecution of individuals manufacturing and distributing narcotics;
- b. Document and evaluate requests for processing all suspected narcotics laboratories that are handled by properly-trained Dangerous Drug Unit personnel;
- c. Provide clandestine laboratory training to Department personnel and community members;
- d. Assist in clandestine laboratory prosecution cases;
- e. Ensure that equipment used to identify and dismantle a clandestine laboratory is functioning properly and ensure the safety and protection of all personnel;
- f. Coordinate annual physicals for all clandestine laboratory certified personnel with the City's Employee Health Center;
- g. Perform fit testing for all clandestine laboratory certified personnel;
- h. Work with the Region 1 Task Force and other outside law enforcement agencies to assist in substantiating, dismantling, and processing all illicit narcotics laboratories; and
- i. Maintain Site Safety certifications.

6. Vice Unit personnel shall:

- a. Investigate individuals and organizations involved in human trafficking, prostitution, promotion of prostitution, illegal gambling, and narcotics-related crimes developed during the course of an investigation;
- b. Assist other law enforcement agencies with human trafficking and prostitution;
- c. Be on call for FSB requests on a rotating basis;
- d. Participate in undercover operations;
- e. Provide training about human trafficking and prostitution to sworn and civilian personnel and community members; and
- f. Conduct John Operations as a mechanism to target prostitution.

B. Region 1 Task Force





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1. The Department participates in the Region 1 Task Force, which is a HIDTA initiative to reduce drug production and trafficking and to locate and apprehend fugitives from justice.
2. The Department assigns sworn personnel to the Region 1 Task Force. A Region 1 Task Force officer shall:
  - a. Work in partnership with federal, state, local, and tribal entities; and
  - b. Assist the ISD in analysis, intelligence, and information-sharing.

C. Federal Task Force Operations

1. The ISD federal task force operations program enhances public safety through the reduction of violent crime and the disruption and dismantling of drug trafficking organizations. ISD participates in federal task force operations, which may include, but are not limited to operations lead by:
  - a. Bureau of Alcohol, Tobacco, Firearms, and Explosives;
  - b. Drug Enforcement Administration;
  - c. FBI;
  - d. Homeland Security Investigations; and
  - e. U.S. Marshals Service.
2. The ISD Commander shall have the discretion to assign an ISD detective as a TFO in these agencies based on available personnel and the needs of the Department.
3. A TFO shall:
  - a. Be responsible for following the guidelines of the MOU between the Department and the relevant federal agency when the TFO is working under the federal agency and has Title 18 or Title 21 United States Code authority;
  - b. Follow the Department's chain of command and the federal host agency's chain of command; and
    - i. In the event of a conflict, the Department's chain of command has final authority.
  - c. Follow the duties outlined and defined in the Department's operational handbook for the task force.
4. The identities of detectives assigned to federal task force operations are kept confidential to the extent allowed by law.

D. Gun Violence Reduction Unit (GVRU)

1. GVRU personnel shall:
  - a. Abide by the rules and responsibilities outlined in SOP Gun Violence Reduction Unit;



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- b. Be responsible for short-term investigations into cases involving offenders who are involved in violent gun crimes and gang activity when requested;
- c. Be responsible for apprehending fugitives who are identified from self-initiated investigations or from requests from other Department personnel or requests from outside agencies;
- d. Conduct proactive operations in areas that are identified as high-crime areas that involve violent crime; and
- e. Work with members of the District Attorney's Office to identify, apprehend, and successfully prosecute individuals who commit gun violence crimes.

E. Gun Violence Suppression Unit (GVSU)

1. GVSU personnel shall:

- a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
- b. Have primary responsibility for investigation organizations and groups committing violent crimes with firearms;
- c. When necessary, conduct narcotic investigations when a violent offender or group is involved in the sale or purchase of narcotics;
- d. Be assigned in an undercover capacity and, when needed, conduct undercover investigations;
- e. Conduct proactive investigations in areas that have been identified as high-crime areas that involve violent firearm crimes; and
- f. Work with members from the District Attorney's Office and United States Attorney's Office to identify, apprehend, and successfully prosecute individuals and groups that commit gun violence crimes.

F. Gun Violence Street Team (GVST)

1. GVST personnel shall:

- a. Use confidential, specialized investigative techniques to obtain evidence necessary to prosecute crimes, especially when traditional investigative methods have been unsuccessful;
- b. Be responsible for investigating organizations and groups that commit violent crimes with firearms.
- c. When needed, conduct narcotic investigations and assist with undercover investigations;
- d. Complete gang cards that document all suspected gang members;
- e. Conduct proactive investigations in areas that have been identified as high-crime areas that involve violent firearm crimes; and
- f. Work with members from the District Attorney's Office and United States Attorney's Office to identify, apprehend, and successfully prosecute individuals and groups that commit gun violence crimes.



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**6** 1-90-8 **Specialized Equipment**

- A. ISD personnel are issued specialized equipment, which is listed on the ISD-approved equipment list.
- B. ISD personnel shall follow the appropriate procedures pertaining to the deployment and use of any issued specialized equipment, consistent with SOP Use of Cell-Site Simulator (CSS) Technology and SOP Small Unmanned Aircraft Systems (SUAS) Operations.
- C. ISD personnel shall not deploy with or use any ISD-issued equipment unless they are first properly trained and certified in its use by Academy Division personnel.
- D. The ISD Commander shall:

**N/A**

- 1. Ensure the Department Monthly Line Inspection Form is completed and ISD personnel are properly using assigned equipment (Refer to SOP Line Inspection Process for sanction classifications and additional duties);
- 2. Delegate to ISD supervisors the task of conducting an annual inspection to ensure ISD-issued equipment for use by ISD personnel is consistent with ISD's mission and training. The designated ISD supervisors shall document the results of the inspections in a course of business (COB) document; and
- 3. Ensure that ISD maintains logs of all ISD-issued equipment and shall ensure personnel return the ISD-issued equipment upon leaving the division.

**6** 1-90-9 **Behavioral Sciences Section (BSS) Annual Evaluation**

- A. The ISD Commander shall ensure all ISD personnel meet with a Behavioral Sciences Section (BSS) clinician annually for an evaluation.